

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on August 8<sup>th</sup>, 2023 at 7:00 p.m.

Located at 13016 Belle River Road, Riley, Michigan 48041

### Call to Order

- Meeting called to order by Supervisor Titus at 7:00 p.m.
- Pledge of Allegiance

### Roll Call

**Present:** Supervisor Al Titus, Clerk Dawn Behem, Treasurer Mike Rushing, Trustee Duane Hagle, Trustee Mark Baranowski

**Township Officials in Attendance:** Building Official Doug Wendland, Deputy Treasurer Dawn Sawicki-Franz.

**Public Hearing:** None Scheduled

**Guest Speakers:** None

**Citizens Wishing to Address the Board:** Heard from citizen on concerns trespassers on their property, soil erosion off Eagling Road, and requested road signage if available for handicapped child. Another citizen on concerns regarding their FOIA request, enforcement of township zoning ordinance, Article 11, section 1119, and an illegal marijuana operation.

**Approve Budget Amendments:** Motion to approve Budget Amendment to General Fund to add new Budget Cost Center Department 651 Ambulance, and to add budget account 413 EMS County Millage Revenue in the amount of \$69,485, and budget account 801 Contracted Services Expense in the amount of \$69,485 to the Budget Cost Center 651 Ambulance made by Behem, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.

**Approve Consent Agenda:** Motion to approve RTB Meeting Minutes for 7/11/2023, July Treasurer Report, Audited Rev/Exp Report FYE 2023, July Revenue & Expense Report, July Bills/Claims: Checks #25531-25567, EFTs #47-48, Payroll Vouchers 9SE #310001-310026, Payroll Checks 9SE #1046-1047, Bond Permit Refunds for BC220003, BG210012, BG230011, BA230001, BD230002, BN230002, Check Requests for Tables and Chairs Deposit Refunds, Check request for 2023 Ambulance Service Millage Distribution, SEMCOG Notices of Hearings, and Communication received regarding and fire emergency protocol and concerns of a pond permit made by Hagle, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.

**Approve REGULAR Meeting AGENDA for August 8<sup>th</sup>, 2023:** New Business Item # 7 change to Tibbets Road Cemetery Proposal in place of Fire Protection Special Assessment.

- *Motion to approve regular meeting agenda with changes made by Hagle, seconded by Baranowski. All in favor, motion carried.*

### Township News and Announcements:

- Annual Audit was successfully held on July 19, 2023. Presentation to be held at September meeting.
- 2023 Fall Festival & Classic Car Show is scheduled for Saturday, September 23<sup>rd</sup>.

## **Committee Reports:**

*Parks and Recreation:* Trustee Hagle reported new swing area is installed and railroad ties will be placed soon. Work to begin by end of month on walking path.

*Planning Commission:* Trustee Hagle reported work on Master Plan update to begin, and reviewing pond ordinance. Board reviewed Section 923 Wind Energy & Solar Ordinance draft and provided feedback to separate the ordinance into separate ordinances, one for Wind and one for Solar.

*Zoning Board of Appeals:* No meeting held.

*Building Department:* Building Official reported six (6) new permits were issued this month, a previously tagged unsafe building was re-opened including the accessory building. The original demo permit for accessory building was cancelled, asked for board's approval to repost.

- Motion to approve Building Inspector to post an Unsafe Building Notice on the two buildings located at 2005 Braidwood made by Titus, seconded by Baranowski. Discussion: Building Official requested approval to post notice. All in favor, motion carried.

*Ordinance Enforcement:* Monthly report submitted to the board for review.

*Roads:* Resolution for 2024 Road Assistance Program Request is due to the county by September and the board discussed and recommended various ditching projects to be placed on the request. Received Work orders for Cowhy & Shepherd Land Roads for Board approval. Contact was made to MDOT for Emergency Vehicle Sign on M-19 and waiting to receive the appropriate application for the township to submit.

- Motion to approve Resolution 2023-16 Local Road Assistance Program for 2024 for Various Ditching projects within the township made by Titus, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.
- Motion to approve St. Clair County Road Commission Work Orders for Limestone Hauls for Cowhey Road in the amount of \$5,130.40 and for Shepherd Lane in the amount of \$3,847.80 made by Baranowski, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.

## **A. Unfinished Business**

1. **Emmett Fire Contract Renewal:** Motion to table and discuss further with Emmett Fire made by Hagle, seconded by Baranowski. Discussion: Board reviewed the increase and township budget. All in Favor, motion carried.

## **B. New Business:**

1. **2023 Request for Local Millage Distribution:** Motion to Approve 2023 Request for Local Millage for Capital Outlay projects for Park Playground equipment and Fall Festival and submit to the St. Clair County Parks and Recreation Commission made by Behem, seconded by Rushing. Discussion: none further. Roll Call: Aye-5, Nay-0; Motion carried.
2. **Collections Write-off from 2017-2018:** Motion to write-off Collection Account Items as listed in the total amount of \$11,745 from CBM Services, Inc. made by Behem, seconded by Baranowski. Discussion: Need to "write-off" due to statute of limitation reached and recommended by the auditors. Roll Call: Aye-5, Nay-0; Motion carried.

3. **Office Copier Lease Proposal:** Motion to Accept and Approve Ricoh Proposal #33281246 for Model # IMC3000 Copier & Configuration Items listed, at a monthly cost of \$115.75 plus a Charge Per Copy (CPC) cost of .0079 cents per B&W copy and .0500 cents per Color copy for a contract term of 60 months made by Behem, seconded by Baranowski. Discussion: Current Lease is ending and a new proposal was submitted at lower rate. All features of current copier work well for the township office and will be available under the new lease. Roll Call: Aye-5, Nay-0; Motion carried.
4. **Chapter 7 Financial Administration Policy Amendment:** Motion to Approve and Adopt Board & Administrative Policies Manual Chapter 7 Financial Administration Policy Amendment to amend Policy 7.17 Reconciliation to add policy for Uncashed Checks, to add new Policy 7.18 Unclaimed Property (Money) Reporting, and to renumber subsequent policy numbers from the amend items made by Hagle, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.
5. **Building Maintenance Items:** Motion to Approve purchase of pavilion and office gutters, pavilion motion sensor lights and Township Hall water softener replacement at a total cost no more than \$2,500.00 made by Baranowski, seconded by Hagle. Discussion: Items needed include Pavilion Gutters, Pavilion motion Sensor Lights and Township Hall Water Softener Replacement. The township snow blower is not used since clearing snow is included contracted services. Will need to determine the value of snowblower before placing up for sale. Roll Call: Aye-5, Nay-0; Motion carried. / Snow Blower.
6. **AT&T Metro Act Right of Way Permit Extension:** Motion to Approve Metro Act Right of Way Permit Extension for 5-year term to end on 12/31/2028 made by Behem, seconded by Rushing. Discussion: Current agreement is expiring and needs to be renewed. All in favor, motion carried.
7. **Tibbets Road Cemetery:** Motion to Approve the proposal for Tibbets Road Cemetery from Heaven's Touch Grave Care Service at a total cost of \$1,063.00 made by Hagle, seconded by Baranowski. Discussion: Proposal received from Heaven's Touch Grave Service to level, reset, repair and clean markers at Tibbets Road Cemetery. Roll Call: Aye-5, Nay-0; Motion carried.

**Comments from the Board of Trustee's not already address:** None presented.

**Next Regular Meeting Scheduled:** September 12<sup>th</sup>, 2023 at 7 pm at Riley Township Hall

**Adjournment:** Motion to adjourn at 8:25 pm made by Rushing, seconded by Hagle. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Riley Township Recording Clerk

Approved September 12, 2023

Dawn Behem, Riley Township Clerk