

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on December 12th, 2023 at 7:00 pm

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

Other Officials Present: Building Inspector Doug Wendland, Deputy Treasurer Dawn Sawicki-Franz

GUEST SPEAKERS:

Commissioner Rushing reported a county resolution was passed making Saint Clair County a second amendment sanctuary county. Several other townships are adopting solar ordinance and using Riley's as an example and adopting resolutions regarding local zoning.

PUBLIC HEARINGS: None Scheduled

PUBLIC COMMENT - Citizens Wishing to Address the Board: Comments were heard from the public who were in attendance.

APPROVE BUDGET AMENDMENTS: Motion to Approve the following Budget Amendments:

- General Fund: to decrease 000-941.000 Contingency Expense account in the amount of \$422, to increase 215-716.000 FICA Expense account in the amount of \$222, and to increase 216-964.000 Refunds Expense account in the amount of \$200 to adjust line-item budget calculations;
- Building Department Fund: to increase 371-475.000 License/Permits Revenue account in the amount \$500, and to increase 371-964.000 Refunds Expense account in the amount of \$500; and
- Performance Bond Fund: to increase 371-634.000 Performance Bond Revenue (Bldg Insp) in the amount of \$5,250, and to decrease 701-634.000 Performance Bond Revenue (PC) in the amount of \$4,250 to adjust for Permit & Bond Calculations and Refunds issued made by Behem, seconded by Titus. Roll Call: Aye-5, Nay-0; Motion carried.

APPROVE CONSENT AGENDA: Motion to approve Consent Agenda: RTB Meeting minutes for 11-14-2023; Treasurer Bank Summary Report as of 11-30-23; Clerk reports: Balance Sheet as of 11-30-23, Revenue & Expense Report, ARPA Project Worksheet Report, Check Register of Monthly Bills #25668-25708 totaling \$51,798.66, Tax Disbursements #3218-3227 totaling \$17,719.70, Payroll Register #490001-490023 totaling \$19,961.05; Check Request for Code Inspection Department \$365.56; Bond Permit Refunds for BN220003, BG230013, BA230013 totaling \$1,750; Sept/October Fire Collections Write-offs totaling \$2,700; RLEMS Monthly Report; Communications received from Energy Renewal Partners and memorandums from Clerk's Office made by Baranowski, seconded by Hagle. Discussion: Memorandums to the Treasurer are in regards to recent changes of segregation in financial transactions for all funds including tax disbursements to reduce and prevent future errors, and monthly payable processing timelines. Roll Call: Ayes-5, Nays-0; Motion carried.

APPROVE REGULAR MEETING AGENDA for December 12th, 2023: Motion to approve Regular Meeting Agenda as presented made by Baranowski, seconded by Hagle. All in favor, motion carried.

TOWNSHIP NEWS AND ANNOUNCEMENTS:

- Presidential Primary Election Day is Tuesday, February 27th, 2024. Polls open at 7am and close at 8pm. Early Voting for qualified registered voters will be available from 8am to 4pm on each day beginning on Saturday February 17th, 2024 through Sunday February 25th, 2024 at Riley Township Hall. 2024 election information is available online at www.rileytownship.com/elections/
- Public Hearing on Necessity Special Assessment on Local Public Roads will be held on Tuesday, January 9th, 2024 at 7pm at Riley Township Hall. Notice and Map are both available online at www.RileyTownhsip.com/notices
- Annual Public Hearing Special Assessment for Fire Protection will be heeled on Tuesday, March 12th, 2024 at 7pm at Riley Township Hall.
- Annual Budget Hearing and Annual Meeting of Electors will be held on Tuesday, March 26th, 2024 at 7pm at Riley Township Hall.

COMMITTEE REPORTS:

Parks and Recreation: There was no meeting held. Annual Review Summary submitted to Board Committee worked with Township Clerk to develop the Memorial Bench Program flyer to promote the program.

- Motion to approve the Memorial Bench Program Flyer as presented for Riley Township Park Committee and be available to the public made by Hagle, seconded by Baranowski. All in favor, motion carried.

Planning Commission: Master Plan Update is delayed until 2024; Received recommendation report back from Metro Planning on Zoning Ordinance Sections 923 and 925; and will be looking to update the sign ordinance regarding digital signage.

Zoning Board of Appeals: No meeting held.

Building Department: Building Official reported two buildings have been demoed, and another is delayed pending probate court ownership and will turn it over to attorney; outstanding stop work orders on Braidwood property will be turned over to attorney; 11897 Masters Road Demo has been appealed by the owner; and Building Official requests board approval for a \$5,000 bond requirement for 11897 Masters Road building project.

- Motion to approve Performance Bond in the amount of \$5,000 for building permit located at 11897 Masters Road made by Hagle seconded by Rushing. Discussion: Additional permits are required for electric, plumbing and mechanical; and currently the building is secured. Roll Call: Ayes-5, Nays-0; Motion carried.

Ordinance Enforcement: Enforcement report submitted for board review.

Roads: A public hearing is scheduled on January 9, 2023 at 7pm in Riley Township Hall regarding proposed special assessment for local roads to defray costs relating to road maintenance. Worksheet presented on current costs of annual maintenance, cost sharing projects with road commission, and discussed other possible options for consideration.

UNFINISHED BUSINESS

- 1. Township Hall Parking Lot incidents & Police Report / Signage:** Recent incidents taking place after dusk in the township hall parking lot and leaving behind both debris and biologicals in the park and parking lot. Trustee Baranowski presented photos on area township's signage. Discussed sending photos to the Parks & Rec Committee to recommend signage preferred.

NEW BUSINESS

- 1. Zoning Ordinance Amendments, Moratorium & PA 233 (HB 5120).:**
 - a) Zoning Ordinance Section 923 Wind Energy Conversion Systems (WECS):** Motion to amend Zoning Ordinance Section 923 effective seven (7) days after publication made by Baranowski, seconded by Rushing. Discussion: Section 923 was separated into two ordinances for wind and solar. Roll Call: Aye-5, Nay-0; Motion carried.
 - b) Zoning Ordinance Section 925 Small Personal Scale Solar and Utility Scale Solar Energy Facilities:** Motion to Adopt Zoning Ordinance Section 925 effective seven (7) days after publication made by Baranowski, seconded by Hagle. Discussion: Zoning Ordinance should be adopted as soon as possible to protect the township and can be amended if needed at a later date. Adoption of this zoning ordinance would lift the current moratorium. Battery storage facilities can be addressed in a separate moratorium and ordinance. Roll Call: Aye-5, Nay-0; Motion carried.
 - c) Ordinance # 59-2023 Wind and Solar Moratorium:** Motion to lift the moratorium and repeal the ordinance effective seven (7) days after publication made by Behem, seconded by Rushing. Discussion: none further. Roll Call: Aye-5, Nay-0; Motion carried.
- 2. Draft 2024/2025 Riley Township Budget:** Clerk distributed updated draft budget for the board to review and provide feedback or adjustments to the budget.

COMMENTS FROM THE BOARD OF TRUSTEE'S NOT ALREADY ADDRESS: Supervisor wished everyone a Merry Christmas and Happy Holidays.

NEXT REGULAR MEETING SCHEDULED: January 9th, 2024 at 7:00 pm at Riley Township Hall

ADJOURNMENT: Motion to adjourn at 9:10 pm made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved January 9th, 2023

Dawn Behem, Riley Township Clerk