

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on February 13<sup>th</sup>, 2024 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

- Motion to amend the agenda and move Public Comments to just before Comments from The Board of Trustees Not Addressed made by Titus, seconded by Rushing. Discussion: None. All in favor, motion carried.

**GUEST SPEAKERS:** None

**PUBLIC HEARING(S):** None scheduled

**APPROVE BUDGET AMENDMENTS:** Motion to Approve Budget Amendments as presented to reallocate unused line-item budgets to underestimated line-item budgets; and to allocate increased revenue budgets to expenditure accounts made by Behem, seconded by Baranowski Roll Call: Aye-5, Nay-0; Motion carried.

**APPROVE CONSENT AGENDA:** Motion to approve Consent Agenda: RTB Meeting minutes for 01-09-2024; Treasurer Bank Summary Report as of 01-31-2024; Clerk reports: Balance Sheet as of 01-31-2024, Revenue & Expense Report PE 01-31-2024, Check Register of Monthly Bills #25738-25771 \$37,288.15, Tax Disbursements #3243-3273 \$385,321.05, Payroll Register #50001-50023 \$18,000.55; Bond Refund Requests for BP230004, BP2300071, BA230012, BP230006, BG230022, BG230003, BA230010 \$4,250; Fire Run Collection Write-Off \$2,025.00; Communications received from MTA, Semco, St. Clair County Parks & Rec & drainage complaint made by Hagle, seconded by Baranowski. Roll Call: Ayes-5, Nays-0; Motion carried.

**APPROVE REGULAR MEETING AGENDA for February 13<sup>th</sup>, 2024:** Motion to approve Regular Meeting Agenda as amended made by Baranowski, seconded by Hagle. Discussion: Public Comment moved to end of Agenda. All in favor, motion carried.

### TOWNSHIP NEWS AND ANNOUNCEMENTS:

- Presidential Primary Election Day is Tuesday, February 27<sup>th</sup>, 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 17<sup>th</sup>, 2024 through Sunday February 25<sup>th</sup>, 2024 at Riley Township Hall. 2024. Election information is available online at [www.rileytownship.com/elections/](http://www.rileytownship.com/elections/)
- Annual Public Hearing Special Assessment for Fire Protection will be held on Tuesday, March 12<sup>th</sup>, 2024 at 7pm at Riley Township Hall.

- Annual Budget Hearing and Annual Meeting of Electors will be held on Tuesday, March 26<sup>th</sup>, 2024 at 7pm at Riley Township Hall.
- Annual Audit is scheduled for Thursday, July 25<sup>th</sup>, 2024

#### **COMMITTEE REPORTS:**

*Parks and Recreation:* Received a check for \$10,000 from Community Foundation to be used for the walking path in the name of Bertha Paling, Loving Grandmother.

*Planning Commission:* Hagle reported officers were elected; Sign application for Belle River Golf Course was tabled; Discussed amending sign ordinance; Scheduled a public hearing on special use application for 555 Riley Center Rd.

*Zoning Board of Appeals:* No meeting held.

*Building Department:* 2023 Annual Report showed 171 permits were issued, and 177 were Finalized. Building Official reported two misc. permits were coming in, and work has started at 11897 Masters.

*Ordinance Enforcement:* Enforcement Officer excused due to illness.

*Roads:* Supervisor reported on the upcoming annual Road Commission meeting; and the township received a work order for Culvert Replacement on East Hill Rd.

#### **UNFINISHED BUSINESS:**

- 1. Board / Commission Appointments:** No appointments necessary till next January.
- 2. Ordinance # 37A-2024 Electrical Code Residential Permit Ordinance Amendment:** Motion to table Ordinance #37A-2024 Amendment made by Titus, seconded by Baranowski. Discussion: Would like Electrical Inspector to look at. All in favor, motion carried.
- 3. Permit Application / Fee Schedules: Electrical / Plumbing / Mechanical.** Motion to table Ordinance #37A-2024 Amendment made by Hagle, seconded by Baranowski. All in favor, motion carried.
- 4. Resolution #2024-04 Paid Holiday Non-Productive Hours:** Motion to Approve Resolution # 2024-04 Paid Holiday Non-Productive Hours made by Behem, seconded by Baranowski. Discussion: Need to approved and be in place for start of the fiscal year. The board can make changes at a later if needed. Roll Call: Ayes – 5, Nays – 0, motion carried.

#### **NEW BUSINESS**

- 1. Township Annual Meeting Schedules for 2024/2025:** Motion to approve Township Annual Meeting Schedules as presented made by Hagle, seconded by Baranowski. Discussion: There are no changes to meeting structures or times. All in favor, motion carried.
- 2. SCC Equalization Agreement for County Provided Services & Resources:** Motion to accept 6-year agreement with St. Clair County Equalization at an annual cost of \$1000 for the presented services and resources made by Titus, seconded by Rushing. Discussion: New program that will be very helpful for Assessing, Building Department and the Planning Commission. Roll Call: Ayes – 5, Nays – 0, motion carried.

3. **Annual Flag Service Renewal:** Motion to approve the Annual Flag Service Renewal by Rocket Enterprise in the amount of \$695 made by Behem, seconded by Baranowski. Discussion: This has been a great service and recommend to keep in place. Roll Call: Ayes – 5, Nays – 0, motion carried.
4. **Township Insurance Policy Annual Renewal:** Motion to approve Nickel & Saph Property and Casualty Insurance Renewal Proposal at a cost of \$19,438 made by Baranowski, seconded by Hagle. Discussion: Cost increased 12.95%. Roll Call: Ayes – 5, Nays – 0, motion carried.
5. **Paid Time Off / Sick Time Off Policy Amendment:** Motion to approve policy 8.11 for Paid Time Off / Sick Time amendment effective as of January 1, 2024 and add 52 hours to Sick Time balance to the Regular Scheduled Office employees and 15 hours of Sick Time balance to the Maintenance employee beginning January 1, 2024 made by Behem, seconded by Baranowski. Discussion: Amended to meet new state law requirements. Roll Call: Ayes – 5, Nays – 0, motion carried.
6. **Ordinance #62-2024 Wind Energy Conversion (WEC) Moratorium:** Motion to approve the Wind Energy Conversion Moratorium for a term of 18 months made by Rushing, seconded by Hagle. Discussion: Will take effect seven (7) days following publication. Roll Call: Ayes – 5, Nays – 0, motion carried.
7. **Annual Resolutions:**
  - a. **#2024-05 Salary of the Township Supervisor:** Motion to adopt Resolution # 2024-05 for Township Supervisor \$18,660 annual salary made by Rushing, seconded by Hagle. Discussion: No increase. Roll Call: Aye-5, Nay-0; Motion carried.
  - b. **#2024-06 Salary of the Township Treasurer:** Motion to adopt Resolution # 2024-06 for Township Treasurer \$20,910 annual salary made by Baranowski, seconded by Hagle. Discussion: No increase. Roll Call: Aye-5, Nay-0; Motion carried.
  - c. **#2024-07 Salary of the Township Clerk:** Motion to adopt Resolution # 2024-07 for Township Clerk \$22,800 annual salary made by Baranowski, seconded by Hagle. Discussion: No increase. Roll Call: Aye-5, Nay-0; Motion carried.
  - d. **#2024-08 Salary of the Township Trustee:** Motion to adopt Resolution # 2024-08 for Township Trustee \$2,700 annual salary, and \$100 per additional (above 1 per month) board meeting made by Rushing, seconded by Titus. Discussion: No increase. Roll Call: Aye-5, Nay-0; Motion carried.
  - e. **#2024-09 Retirement Benefits:** Motion to adopt Resolution # 2024-09 Retirement Benefits for Elected Officials, Appointed Officials and Regular Personnel made by Baranowski, seconded by Hagle. Discussion: No changes from prior year. Roll Call: Aye-5, Nay-0; Motion carried.
  - f. **#2024-10 Compensation & Wages:** Motion to adopt Resolution # 2024-10 Compensation and Wages for Appointed Officials and Personnel as presented made by Behem, seconded by Titus. Discussion: Increases to hourly wages, appointed and committee members. Roll Call: Aye-5, Nay-0; Motion carried.
  - g. **#2024-11 Poverty Exemption Guidelines:** Motion to accept 2024 Government Guidelines and adopt Resolution # 2024-11 made by Titus, seconded by Hagle. Roll Call: Aye-5, Nay-0; Motion carried.

- 8. 2024/2025 Budget – Proposed:** Motion to approve balanced budget for 2024/2025 as presented for final approval at annual budget hearing made by Hagle, seconded by Baranowski. All in favor, motion carried.
- 9. Clerk Position Letters of Interest received:** The Township Supervisor received two Letters of Interest with resumes for the posted Clerk vacancy. Both candidates were in attendance and answered questions from Board members. Each candidate gave comment on their interest in fulfilling the Clerk vacancy. The Supervisor requested the Board members to make a decision on appointing a candidate to fill the vacancy that to take office on March 2<sup>nd</sup>, 2024 after the current Clerk's last day worked on March 1<sup>st</sup> and leaves office.

Motion to appoint Carol Miller to the position of Township Clerk to take office on March 2<sup>nd</sup>, 2024 made by Rushing, seconded by Hagle. Discussion: Appointed Clerk will be able to train and prepare for the transition with current Clerk on Fridays and weekends. Roll Call: Aye-4, Nay-0, 1-Abstain (Clerk); Motion carried.

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

**COMMENTS FROM THE BOARD OF TRUSTEE'S NOT ALREADY ADDRESS:** Board members and Township Officials thanked the Clerk for all her hard work. Park & Rec member thanked the Clerk for a great job and for being a good partner with the Parks & Rec projects.

**NEXT REGULAR MEETING SCHEDULED:** March 12<sup>th</sup>, 2024 at 7:00 pm at Riley Township Hall

**ADJOURNMENT:** Motion to adjourn at 7:50 pm made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk