

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on March 12<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 Carol Miller, Treasurer Mike Rushing, Trustee Duane Hagle, Trustee Mark Baranowski

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

### GUEST SPEAKERS: None

### PUBLIC HEARING(S): Annual Special Assessment Roll for Fire and Rescue Protection

- *Motion to open public hearing made by Baranowski, seconded by Hagle at 7:01 p.m. All in favor, motion approved.*

Fire Protection and Rescue Special Assessment District previously created at a millage rate of .03 mills. Written Comments/Objections: None received. Request for public comments was made by the Supervisor. Citizen asked if services could be overused by residents, explained that some may need more but ambulance service is billed separately.

- *Motion to close public hearing made by Baranowski, seconded by Hagle at 7:04 p.m. All in favor, motion approved.*
- *Motion to Confirm annual Roll for Fire Protection and Rescue Special Assessment District and adopt Resolution # 2024-12 made by Rushing, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.*

**APPROVE BUDGET AMENDMENTS:** Motion to Approve Budget Amendments to bring yearend budget estimates into balance for General Fund and Building Dept as presented made by Titus, seconded by Rushing Roll Call: Aye-5, Nay-0; Motion carried.

**APPROVE CONSENT AGENDA:** Motion to approve Consent Agenda: RTB Meeting minutes for 02-13-2024; Treasurer Bank Summary Report as of 02-29-2024; Clerk reports: Balance Sheet as of 02-29-2024, Revenue & Expense Report PE 02-29-2024, Check Register of Monthly Bills checks #25772-25802, EFTs 61-63 for \$52,826.52, Tax Disbursements #3274-3284 \$886,162.41, Payroll Register Ch# 1049-5014, V-#100001-100023 for \$26188.95; Bond Refund Requests for BP240001, BG230016, BP230008, \$2,000; Reimbursement of Hotel & Code Training for Electrical Inspector; Communications received from RLEMS, made by Hagle, seconded by Baranowski. Roll Call: Ayes-5, Nays-0; Motion carried.

**APPROVE REGULAR MEETING AGENDA for March 12<sup>th</sup>, 2024:** Add to New Business #6- Establish Clerk Salary, #7-Establish Deputy Clerk Wages, #8- Heavens Touch Cemetery Invoices, #9- Payroll.

- Motion to approve Regular Meeting Agenda with additions made by Baranowski, seconded by Rushing. All in favor, motion carried.

#### **TOWNSHIP NEWS AND ANNOUNCEMENTS:**

- 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
- Presidential Primary had 92 Early Voters, 398 Voters on day of election and 365 Absent Voters for a turnout of over 30%

#### **COMMITTEE REPORTS:**

*Parks and Recreation:* Presented Entertainment budget for Fall Festival and Car show at \$1695.00 and invoice for deposit of \$110 for Chamberlain Pony Rides.

- *Motion to approve the Entertainment Budget for Fall Festival at \$1695 and to pay deposit of \$110 to Chamberlain Pony made by Hagle, seconded by Baranowski. Roll Call: Ayes-5, Nays-0; Motion carried.*
- *Motion to approve paying a deposit of \$110 to Chamberlain Pony Rides for the Fall Festival made by Hagle, seconded by Baranowski. Roll Call: Ayes-5, Nays-0; Motion carried.*

*Planning Commission:* Hagle reported special use application for 555 Riley Center Rd was approved. Working on updating the sign ordinance, Master Plan is being worked on.

*Zoning Board of Appeals:* No meeting held.

*Building Department:* Nothing much going on, Waggoner demolition is in hands of attorney.

*Ordinance Enforcement:* Submitted report, inspection for code violation scheduled for Saturday.

*Roads:* Trustees and supervisor did the annual road trip and attended Road Commission meeting. Determined a total of 110 loads needed for 2024. Citizen commented that County Commissioner's share of ARPA money should stay within the township instead of going to Belle River Road repair.

- *Motion to APPROVE Township Agreement from St. Clair County Road Commission for 2024 Limestone Haul project at a cost of \$103,842.20 to the township made by Hagle, seconded by Baranowski. Discussion: 77 train loads of 22A Limestone at 55 ton/load = 4235 @ \$24.52 placed and shaped on local gravel roads township wide. Roll Call: Aye-5, Nay-0; Motion carried.*
- *Motion to APPROVE Township Agreement from St. Clair County Road Commission for 2024 Dust Control project at a cost of \$33,800.00 to the township made by Baranowski, seconded by Hagle. Discussion: 57 miles @ 2000 gal/mile plus 16 miles @ 1000 gal/mile = 130,000 gallons 21% chloride applied to local roads and dead-end roads within township. Roll Call: Aye-5, Nay-0; Motion carried.*
- *Motion to APPROVE Work Order Agreement from St. Clair County Road Commission for 70/30 Limestone Cost Sharing project at a cost of \$13,543.00 to the township made by Hagle, seconded by Baranowski. Discussion: Spread 33 loads of 22A Limestone on Braidwood Road starting at Riley Center heading East and ending ½ mile East of Reeves Road. Roll Call: Aye-5, Nay-0; Motion carried.*

## **UNFINISHED BUSINESS:**

- 1. Ordinance # 37A-2024 Electrical Code Residential Permit Ordinance Amendment:** Motion to table Ordinance #37A-2024 Amendment made by Titus, seconded by Rushing. All in favor, motion carried.
- 2. Permit Application / Fee Schedules: Electrical / Plumbing / Mechanical.** Motion to table Ordinance #37A-2024 Amendment made by Titus, seconded by Rushing. All in favor, motion carried.

## **NEW BUSINESS**

- 1. Memphis Fire Contract Renewal:** This will be a two-year contract beginning in July 2024.  
→ *Motion to approve two-year Memphis Fire Contract as presented made by Titus, seconded by Hagle. Discussion: Thank Chief Pratt for keeping cost down. Roll Call: Ayes-5, Nays-0; Motion carried.*
- 2. VC3 Inc Renewal:** Clerk would like to bid out the service and go to a monthly agreement for now.  
→ *Motion to authorize clerk to explore additional IT companies for comparable costs pay existing company on a month to basis made by Titus, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.*
- 3. Reinstate Federal Holidays to Office Closures and Paid Time Off:** Most federal agencies, Schools, and Banks observe Federal Holidays. Little or no business is conducted when the office has stayed open. This will put us in align with other government offices.  
→ *Motion to approve adding additional Federal Holidays as presented to Resolution 2024-03 made by Rushing, seconded by Hagle. Roll Call: Ayes – 5, Nays – 0, motion carried.*
- 4. Update of Signature cards at Bank for new Clerk:** Require board action to remove prior clerk and add new clerk to the Bank signature cards.  
→ *Motion to approve removal of prior clerk and addition of new clerk to bank signature cards made by Titus seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.*  
→
- 5. Desktop computer to replace laptop in Clerk’s office:** Purchase of a refurbished computer similar to ones used in office and a monitor have been priced out at under \$300.  
→ *Motion to approve a desktop computer and monitor for the Clerk’s office not to exceed \$300 made by Titus, seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.*
- 6. Establish Clerk’s Salary:** To bring the clerk’s total annual pay to same salary amount as resolution.  
→ *Motion to establish clerk’s pay at \$22,800 as stated in resolution #2024-07 and remove non-statutory pay from resolution # 2024-10 made by Titus, seconded by Hagle. Discussion: Stipends for non-statutory duties are being eliminated. Roll Call: Ayes – 5, Nays – 0, motion carried.*
- 7. Deputy Clerk’s Salary:** Change the wage from salary to hourly.  
Motion to amend Resolution # 2024-10 to set the current deputy clerk to be paid at \$17.00 per hour with hourly schedule determined by the Clerk effective March 1, 2024 and pay

increases of office staff retroactive to March 1, 2024 made by Titus, seconded by Hagle. Discussion: After new clerk becomes comfortable with procedures will revert deputy clerk wage to \$100/month. Roll Call: Aye-5, Nay-0; Motion carried.

**8. Heaven's Touch Grave Service:** Maintenance agreement and project proposals for Lown Cemetery. See about access to Tibbet Road Cemetery.

→ *Motion to approve Heaven's Touch Invoice in the amount of \$90 to clean vinyl fence panels on stair case at Lown Cemetery made by Hagle, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.*

→ *Motion to approve Heaven's Touch invoice in the amount of \$140 to clean steps of dirt, mold & lichens at Lown Cemetery made by Hagle, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.*

→ *Motion to approve monthly charge of \$195 during the months of April thru October for lawn maintenance and flag/wreath placement at Lown Cemetery made by Hagle, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.*

→ *Motion to remove the shooting berm in the right of way for access to Tibbet Road Cemetery made by Hagle, seconded by Baranowski. Discussion: St. Clair County Road Commission determined that the berm was in the Right of Way for access. Township holds the deed to the cemetery. All in favor, motion carried.*

**9. Payroll:** Township Trustee suggests that the outsourcing of payroll at a cost of \$5700 per year be brought back in house. Deputy Treasurer feels this is a necessary service especially when you have a new clerk coming in. Suggested keeping until after November Election and reviewed at that time.

**PUBLIC COMMENT-Citizens Wishing to Address the Board:** Resident commented that road commission needs to better train their drivers so that grading doesn't make the roads worse. Resident asked about getting speed signs for roads, motorbikes racing on gravel roads. Resident wanted to express his distrust with the voting tabulators. Resident welcomed new clerk and applauded her for trimming budget to a reasonable one. Asked about the progress on home with code violations. Resident asked where the check and balance is on township inspectors, her new home has several code violations and wondered how it got passed. Building inspector was not aware of any concerns.

**COMMENTS FROM THE BOARD OF TRUSTEE'S NOT ALREADY ADDRESS:** None.

**NEXT REGULAR MEETING SCHEDULED:** April 9<sup>th</sup>, 2024 at 7:00 pm at Riley Township Hall

**ADJOURNMENT:** Motion to adjourn at 8:17 pm made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk