

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on May 14<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 Clerk Val Cicola

**GUEST SPEAKERS:** None

**PUBLIC HEARING(S):** None

**APPROVE CONSENT AGENDA:** Motion to approve Consent Agenda: RTB Meeting minutes for 04-09-2024; Treasurer Bank Summary Report as of 04-30-2024; Clerk reports: Balance Sheet as of 04-30-2024, Revenue & Expense Report PE 03-31-2024, Check Register of Monthly Bills checks #25834-25876 for \$76,808.71, Tax Disbursements #3304-3311 for \$14,510.43, Payroll Register V-#180001-140024 for \$16,758.11; Bond Refund Requests for BN2300011, BG230023 for a total of \$1,250; Bond Forfeiture for BD230001 in the amount of \$250; Request for Extension of Performance Bond. BN210007; Fire Run Write-offs Inv 2965, Inv 3041, Inv 4767 in the amount of \$1850.00 and Communications received from RLEMS, made by Hagle, seconded by Baranowski. Roll Call: Ayes-5, Nays-0; Motion carried.

**APPROVE REGULAR MEETING AGENDA for May 14<sup>th</sup>, 2024:** Add #5 to New Business- Assessing help

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

### TOWNSHIP NEWS AND ANNOUNCEMENTS:

- Annual Audit is scheduled for Thursday, July 25<sup>th</sup>, 2024

### COMMITTEE REPORTS:

**Parks and Recreation:** Held election of officers, looking for approval of newsletter outlining upcoming projects to be mailed with tax bills, looking for approval to use money from walking path donation to place a memorial bench with plaque commemorating Bertha Paling.

- *Motion to approve printing newsletter for Parks & Rec to be included in Summer Tax bills made by Baranowski, seconded by Miller. All in favor, motion carried.*

- *Motion to approve using an amount not to exceed \$1,500 from the donation to the walking path for a memorial bench along the path with plaque honoring Bertha Paling made by Hagle, seconded by Rushing. Roll Call. Ayes-5, Nays-0; Motion carried.*

**Planning Commission:** Hagle reported they held Public Hearing for Mining Permit and Approved it. Sent Pond Ordinance Amendment for approval and discussed updated Sign Ordinance.

**Zoning Board of Appeals:** No meeting held.

*Building Department:* Progress being made on 11897 Master Rd. Some new housing permits are pending.

*Ordinance Enforcement:* Several Blight and Violation letters sent.

*Roads:* Stone haul starts May 15<sup>th</sup>. Be aware of road right of way and setbacks, trees being removed from a property since planted to close or in ROW. Culvert and drain work needed on Miller Rd.

→ *Motion to approve the ditching project for Miller Road using Local Road Assistance with a work order presented under \$20,000 made by Baranowski, seconded by Hagle. Discussion: this will cover 2 cross road culverts and 2 driveway culverts. Roll Call. Ayes-5, Nays-0; Motion carried.*

#### **UNFINISHED BUSINESS:**

**1. Ordinance # 37A-2024 Electrical Code Ordinance Adoption:** This will replace Ordinance #2021-37A to update the National Electrical Code to 2023 and clarify the permitting process.

→ *Motion to adopt Ordinance #37A-2024 Electrical Code Residential Permit Ordinance made by Baranowski, seconded by Hagle. All in favor, motion carried.*

**2. Permit Application / Fee Schedules: Electrical / Plumbing / Mechanical.** Updates to permit application and fees.

→ *Motion to approve the Electrical, Mechanical and Plumbing Permit Applications with updated fees and requirements made by Rushing, seconded by Hagle. All in favor, motion carried.*

#### **NEW BUSINESS**

**1. Inspector pay for special onsite inspections:** This is for special on-site inspections, with all inspectors, required to determine violations of ordinances.

→ *Motion to approve payment to Inspectors for special site inspections in the amount of \$75 made by Hagle, seconded by Baranowski. Discussion: Consider passing this fee to homeowners. Roll Call: Ayes-5, Nays-0; Motion carried.*

**2. Policy Section 8 Amendment:** Keeping vacation pay determined yearly by hire date and sick and or personal day pay determined on a calendar year basis.

→ *Motion to amend Policy Chapter 8 to keep vacation pay based on hire date and Sick/personal pay on a calendar year basis made by Rushing, seconded by Baranowski. All in favor, motion carried.*

**3. Master Plan Update and Professional Services Contract:** This is for Metro Planning to assist in the development of the new Master Plan.

→ *Motion to approve the service agreement with Metro Planning to help develop the Master Plan in the amount not to exceed \$4,050.00 made by Hagle, seconded by Baranowski. Roll Call: Ayes-5, Nays-0; Motion carried.*

**4. Change of Control over 123.net:** Transfer control of Right of Way to another party, suggested 123 NET return to a meeting and update on progress and where they are now

→ *Motion to table Change of Control made by Titus, seconded by Baranowski. All in favor, motion carried.*

**5. Assessing Department help with field work:** Would like office staff to assist in field work, taking pictures and documenting to update records. Suggest office staff can assist up to 4 extra hours per week at current pay rate with mileage.

→ *Motion to approve up to 4 hours a week at current pay rate with mileage for office staff to assist Assessor with field work made by Rushing, seconded by Baranowski. Discussion: Have hired outside help before and at a cost of \$8,000. Roll Call: Ayes-5, Nays-0; Motion carried.*

**PUBLIC COMMENT-Citizens Wishing to Address the Board:** Resident commented there is a serious drain problem due to neighbor planting trees and a gate in the ROW. Submitted pictures, will generate a complaint to give OEO. Resident stated there is a dangerous building next door, this is a property that is nearing the end of an extension to rehab the property, should be demolished after deadline. Resident suggested that Riley consider having an inspection for every home sale to avoid problems with home conditions in the future. Will check with surrounding townships to see how handled. Resident asked if any solar farms were being considered near Calvin Rd as a large tract of land was being cleared, none aware of at this time. Also stated that neighbor put up solar paneling facing their yard, aske if that was legal, yes if they meet setbacks but will refer to planning commission for consideration.

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

**NEXT REGULAR MEETING SCHEDULED:** June 11<sup>th</sup>, 2024 at 7:00 pm at Riley Township Hall

**ADJOURNMENT:** Motion to adjourn at 7.54 pm made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk