

RAY TOWNSHIP TOWSHIP BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY, JANUARY 17, 2017 AT 7:30 P.M.
PAGE 1 of 6

Location: Ray Township Hall
64255 Wolcott. Ray, MI 48096

Present: Joe Jarzyna, Supervisor
Lori Lascoe, Clerk
Doug Stier, Treasurer
Charlie Bohm, Trustee
Betty Grader, Trustee

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE AND ROLL CALL.
Supervisor Jarzyna called the meeting to order at 7:30 p.m. The Pledge of Allegiance was recited. All members were present.

2. APPROVAL OF AGENDA:
Supervisor Jarzyna added agenda item 11) m. Snow Day Policy for Senior Center Activities
MOTION by Lascoe supported by Stier to approve the agenda as amended.
MOTION carried.

3. Confirmation of Phone Poll by the Supervisor on January 5, 2017 to Schedule the Public Hearing for Community Development Block Grant Funds for Tuesday, January 17, 2017.

Supervisor Jarzyna stated the item is on the agenda to confirm the phone poll to schedule the public hearing.

4. PUBLIC HEARING: For Allocation of Community Development Block Grant Funds.
MOTION by Bohm supported by Grader to open the public hearing for the 2017 Community Development Block Grant Funds at 7:32 p.m.
MOTION carried.

Jarzyna reported \$2,500.00 is available for service activities and \$5,000.00 is brick and mortar funds for a total of \$7500.00. He stated the applicants that requested funds from Ray Township; Care House is requesting \$600.00, Interfaith Volunteer Caregivers is requesting \$120.00, New Baltimore Farmers Market is requesting \$300.00, Samaritan House is requesting \$1,000.00 and Macomb Homeless Coalition is requesting \$1,000.00. Further stated the allocation of CDBG funds is under new business because the application has to be submitted to the County by February 13, 2017.

Kevin Brown, 18955 29 Mile Road, inquired how the Ray Township Lions Club could apply for CDBG funds since all of their donations are donated to the community and they are a non-profit organization.

Heather Salmon from Care House, of Mt. Clemens stated they offer child-friendly, family-center investigation, prosecution and treatment services to income-eligible child victims of sexual and physical abuse, by coordinating a support team with law enforcement, child protective services and the assistant prosecutors and counseling, with no charge to the family. She stated one family from Ray Township is receiving Care House services.

MOTION by Lascoe supported by Stier to close the public hearing at 7:42 p.m.
MOTION carried.

5. PUBLIC COMMENTS: Supervisor Jarzyna asked anyone that would like to speak to come to the podium and state their name and address.

Bill Kehrer, 20015 30 Mile Road, stated on December 28th, his neighbor Delores Fowler passed away. He stated she was a Library Board member, one of the first homes on 30 Mile Road and a very nice lady. Further requested a moment of silence in honor of Delores Fowler.

A moment of silence was held for the passing of Delores Fowler.

6. APPROVAL OF MINUTES – December 20, 2016
MOTION by Bohm supported Grader to approve the workshop minutes from December 20, 2016 as presented.
MOTION carried.

7. APPROVAL OF BILLS
Stier stated the bills list through January 11, 2017 is for a total of \$80,679.71.
MOTION by Grader supported by Stier to approve the bills list dated January 11, 2017 in the amount of \$80,679.71.
MOTION carried.

8. OFFICER’S REPORTS
 - a. Supervisor Jarzyna requested the budget workshop meeting to be held after the Wage and Salary Committee meeting, which is January 26, 2017. He reported Bob Prior is interested in becoming a full time employee at the end of March since he has submitted for retirement. He reported two stop work orders have been issued at 60505 and 58158 North Avenue for lack of obtaining a Soil Erosion Permit from the Macomb County Public Works. He reported that the culvert under 31 Mile Road, ¼ mile east of Wolcott Road is frozen and causing flooding in the area.
Bohm suggested contacting the Road Commission for the culvert to be steamed out.

 - b. Clerk Lascoe reported on January 9, 2017, she received the Board of Canvassers Report from the General Election held on November 8, 2016 and it is on file.

 - c. Treasurer Stier reported the Planning Commission amended the bylaws to comply with the State and Michigan Township Association requirement for a meeting be held once every three months. He stated the Planning Commission forwarded the Medical Marijuana Ordinance to the Supervisor directing him to send it to the Township Attorney for review. Further reported the Planning Commission granted a one year paving abeyance to Unique Clips which is located on North Avenue and 27 Mile Road for one year unless they change the use to retail sales.

 - d. Trustee Grader stated Delores Fowler was devoted many years to Ray Township as an election inspector, on the historical society, the ladies’ extension group for fifty years, the library board, seniors, and the recreation committee. Further stated she will be missed.

Trustee Bohm reported Delores Fowler was the last living member of the Farm Bureau group that welcomed him to Ray Township in 1969. Further stated she was an asset to the Township,

MOTION by Grader supported by Bohm to receive and file the Officer’s Report as presented.
MOTION carried.

9. DEPARTMENT REQUEST/REPORTS
 - a. Assessing
 - b. Building Department-Residential Permits, Residential Finals and Temp Occupancy Report
 - c. Fire Department Report
 - d. Library Report

- e. Senior Report
- f. SMART/Lenox Report
- g. Budget Report

Jarzyna reviewed each Department Reports.

MOTION by Lascoe supported by Grader to receive and file the Department Reports.

MOTION carried.

10. UNFINISHED BUSINESS

a. Taylor Blight – Bohm reported at the court hearing Judge LeDuc held them in violation and they have until March 8th, 2017 to clean up the site. If the site is not cleaned up the Judge will sentence them.

b. Tupper Violation – Bohm reported the site has been cleaned up to satisfaction and the Judge has assessed costs.

MOTION by Stier supported by Bohm to remove agenda item 10.) b.) Tupper Violation from the Board of Trustees agenda.

MOTION carried.

c. Businesses in Residential Areas – Jarzyna reported he will be meeting in the conference room with the Township Attorney, Planners and asked for a Board member to attend. Bohm stated he would attend. Grader asked to be notified of the time of the meeting.

MOTION by Lascoe supported by Stier to Table Businesses in Residential Areas until the next meeting.

MOTION carried.

d. CDBG funding for Senior Hand Rail – Jarzyna reported because of the post/cement work for the job the item would not be advertised for bid until March due to the inclement weather.

MOTION by Bohm supported by Stier to Table CDBG funding for Senior Hand Rail until March to advertise for bids.

MOTION carried.

e. 2017 Schedule of Land Use Fees – Jarzyna stated the Engineers contract was approved in August but the fees were not implemented to the Building/Planning Department until now. Further recommended removing the item from the agenda.

MOTION by Stier supported by Grader to remove 10.) e.) 2017 Schedule of Land Use Fees from the agenda.

MOTION carried.

11. NEW BUSINESS

a. Allocate Community Development Block Grant Funds.

Jarzyna recommended allocating \$2,500.00 for the senior convection oven/microwave and the senior services. He recommended allocating \$5,000.00 for the Library for an ADA door, ADA door opener and ADA handrail.

MOTION by Bohm supported by Stier to allocate \$2,500.00 of Community Development Block Grant Funds for a convection/microwave and for senior services and to allocate \$5,000.00 for an ADA library door, ADA library door opener and ADA library handrail.

MOTION carried.

b. Ray Township Current Budget Modification.

Stier reviewed the budget modifications totaling \$25,339.31.

MOTION by Stier supported by Bohm to approve the Budget modifications for the current budget of \$25,339.31.

MOTION carried.

c. Request to Set Public Hearing for Proposed 2017-2018 Budget

MOTION by Lascoe supported by Stier to Schedule the Public Hearing for the Proposed 2017-2018 Budget to February 21, 2017 meeting.

MOTION carried.

d. Request Approval for Waiving Late Tax Collection Fee.

Stier reported the Township has always waived the fee but could implement a 3% tax collection fee if taxes were not paid by February 14, 2017.

MOTION by Bohm supported by Stier to approve the Waiving for Late Tax Collection Fee.

MOTION carried.

e. Request to Attend Planning & Zoning Essential Workshop & Managing Risk Workshop.

Jarzyna reviewed the request for Randy Forro, new Planning Commission member to attend Planning & Zoning Essential workshop for \$130.00 and Lisa Hall to attend as a member for \$100.00. Further for Lisa Hall to attend the Master Planner workshop of Managing Risk for \$95.00, total for grand total classes \$325.00. Discussion was held on mileage and that both participants would drive separately because they are not both attending the second class.

MOTION by Bohm supported by Grader to Approve up to \$450.00, including mileage for the Planning & Zoning Essential Workshop & Managing Risk Workshop held March 8, 2017 at Frankenmuth, Bavarian Inn.

MOTION carried.

f. Request to Attend Medical Marijuana Facilities Workshop.

Jarzyna reviewed the request to attend the MSU Extension Medical Marijuana Facilities for local government for Tom Hancock, Randy Forro, Doug Stier and Lisa Hall to attend the on March 7th, 2017 at Richmond Township Hall, at \$50.00 per participant.

Stier stated they would all be driving in one vehicle to the workshop.

MOTION by Stier supported by Bohm to authorize up to \$250.00 including mileage to attend the MSU Extension Medical Marijuana Facilities for local government.

MOTION carried.

g. Correct Thanksgiving Date of Legal Holiday Policy.

Jarzyna stated the approved legal holiday policy that was approved at the November 15, 2016 meeting had the wrong date for Thanksgiving, the correct date is November 23rd, 2017.

MOTION by Grader supported by Lascoe to approve the corrected Thanksgiving Date of November 23, 2017, Legal Holiday Policy.

MOTION carried.

h. Fill/Removal Ordinance.

Jarzyna stated the Board received a copy of the fill/removal ordinance from Bohm's files for review. He asked the Board to review the policy and bring back suggestions for the next meeting. Discussion was held on the size of a parcel vs a lot in the Hartway Dobson subdivision, regarding the fill ordinance. Further discussion was held the Township Attorney should review the ordinance.

MOTION by Bohm supported by Stier to Table the Fill/Removal Ordinance to the next meeting.

MOTION carried.

i. Review Ray Township Spending Limits Policy.

Stier asked the Board to consider the amending the spending limit policy for budget-line items having annual budgeted amounts and if the amount does not exceed \$2500, instead of \$1000 also to consider amending purchases between \$250 and \$7500, instead of \$1000 require three estimates (verbal or written). Further purchases over \$7500, instead of \$1000 require three written estimates mailed or hand delivered in a sealed envelope and submission to the Board for individual authorization and projects over \$9500 instead of \$5000 require sealed bids. Further stated this is being brought to the Board because of the next agenda items regarding purchasing computers and security camera and advertising costs and time for bids. Discussion was held on single source contract.

MOTION by Grader supported by Stier to approve the Table the Ray Township Spending Limits Policy to the next meeting.

MOTION carried.

j. Request to Purchase Public Kiosk including software and cabling.

Stier stated the request is to purchase a public kiosk including the software and cabling for the vestibule area. Further stated the kiosk is required by law for public use to look up information.

MOTION by Grader supported by Stier to approve \$1342.00 for the public kiosk including software and cabling plus shipping from SYO Computer Engineering Services.

**FOR THIS MOTION: Yes: Grader, Stier, Bohm, Lascoe, Jarzyna.
No: None.**

MOTION carried.

k. Request to Purchase One All-In-One Computer Workstation for Deputy Treasurer.

Stier stated the request is to purchase a computer workstation for the Deputy Treasurer. Bohm stated the budget is set for a new computer each year.

MOTION by Stier supported by Lascoe to approve \$1787.00 for the All-In-One Computer Workstation for the Deputy Treasurer plus shipping from SYO Computer Engineering Service.

**FOR THIS MOTION: Yes: Stier, Lascoe, Bohm, Grader, Jarzyna.
No: None.**

MOTION carried.

l. Request to Purchase Security Camera for Senior Center, Hallway and Treasurers Office including installation and cabling.

Stier stated the request is to purchase three security cameras, digital recorder and the necessary cabling for \$3,218.31 plus shipping. He stated he is pleased to announce Fire Chief Jim DiMaria has informed him an anonymous resident would like to donate three motion activated cameras and a high definition recorder. The Township would be responsible for the cabling and monitor.

MOTION by Stier supported by Bohm to Table the Security Camera for Senior Center, Hallway and Treasurers Office including installation and cabling to the next meeting.

MOTION carried.

m. Senior Center Activities Snow Day Policy.

Jarzyna suggested a policy that senior center activities would be cancelled when all three school districts; Armada, New Haven, and Romeo Schools are closed due to weather conditions. Further that a policy would be provided at the next meeting for the Board to consider.

MOTION by Stier supported by Grader to Table Senior Center activities Snow Day Policy to the next meeting and to present a written policy to the Board for consideration.

MOTION carried.

RAY TOWNSHIP TOWSHIP BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY, JANUARY 17, 2017 AT 7:30 P.M.
PAGE 6 of 6

12. PUBLIC COMMENTS:

Michelle Kouri, 20861 30 Mile Road, complimented the new Township website.

Kevin Brown, 18955 29 Mile Road, asked if the handrails for the senior center and library could be combined for a bid package. Further requested the Fill Ordinance not be too stringent for property owners but to require clean fill.

Bill Kehrer, 20015 30 Mile Road stated he felt it was a good idea to have a public kiosk for residents. He asked if there was state funding for the computer.

13. ADJOURNMENT

MOTION by Stier supported by Bohm to adjourn the meeting at 9:05 p.m.

MOTION carried.

Joe Jarzyna, Supervisor

Lori R. Lascoe, Clerk

Date

Lori R. Lascoe, Recording Secretary
Ray Township Clerk