

RAY TOWNSHIP TOWSHIP BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY, MARCH 21, 2017 AT 7:30 P.M.
PAGE 1 of 10

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:
Bohm requested Assessor Benefits to be discussed as agenda item 11-J.
MOTION by Bohm supported by Lascoe to approve the agenda as amended.
MOTION carried.

3. Confirmation of Phone Poll by the Supervisor on February 27, 2017 – Amendment to Private Road Maintenance Agreement Easement and Declaration of Restrictions for Murray Lane.

Supervisor Jarzyna stated the amendment was a reduction on the square footage of the homes; 1500 square feet for a ranch, 1800 square feet for a colonial and 2000 square feet for a split level/quad.

MOTION by Bohm supported by Grader to confirm the phone poll taken on February 27, 2017 to approve the Amendment to Private Road Maintenance Agreement Easement and Declaration of Restrictions for Murray Lane.
MOTION carried.

4. Correspondence:
 - a. Inge and Klaus Zimmermann, Residents- Supervisor Jarzyna read the correspondence dated March 13, 2017, regarding misuse of firearms on residential property. They had no objection to hunting and target practice but feel it needs to be contained in the proper areas, not residential. Further requested the Board to pass necessary ordinances.

MOTION by Grader supported by Lascoe to receive and file the correspondence from Inge and Klaus Zimmermann.
MOTION carried.

b.) Captain David Daniels of the Macomb County Sheriff Office- Supervisor Jarzyna read the correspondence dated March 8, 2017, regarding Annual Spring Clean-up by minimum security inmates for April and May that are not an escape risk and are guarded by a Sheriff Deputy. Further stated the inmates are available for manual labor only and the Township would have to provide lunch.

Grader stated the Davis Cemetery Association would appreciate help cleaning up the cemetery.

Discussion was held on the Lee Cemetery and the adjoining property owner not wanting inmates cleaning up the cemetery.

Bill Kehrer, 20015 30 Mile Road, stated the ditch on 30 Mile Road is full of trees. He stated if the tree falls in the road, the Macomb County Road Commission will cut them up.

Bohm stated the inmates are available three hours in the morning and three hours in the afternoon and the Township would have to provide lunch.

MOTION by Lascoe supported by Stier to receive and file the correspondences from the Macomb County Sheriff Office.

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.

Keri Murphy, 20930 Mile Road, President of Ray Township Library and Historical Society, announced the calendars have been reduced to five dollars and are sold at the Library, Township Office and Jarzyna Meats. They have begun collecting items for the silent auction which is a big fundraiser, donated items can be dropped off at the Library. On May 8th, 2017, they will be collecting plastic bottles and aluminum cans at the recycling area. For residents not recycling, plastic bottles and aluminum cans will be collected in the Fire Department parking lot. April is the month to renew your Kroger rewards, which benefits the Library and Historical Society. Upcoming events will be posted on the Library website. The next meeting will be held on May 18th, 2017 at 6:00 p.m. and everyone is welcome.

Michelle Kouri, 20861 30 Mile Road, Secretary of the Ray Township Library and Historical Society stated the silent auction doubled the revenue from the previous year and they welcome any donations. Further stated Amazon smiles is another opportunity for donations and last year they received a couple hundred dollars from the program.

6. APPROVAL OF MINUTES – February 21, 2017 – Grader corrected page 2 and Bohm corrected page 1 & 3.

MOTION by Grader supported Bohm to approve the minutes from February 21, 2017 as corrected.
MOTION carried.

7. APPROVAL OF BILLS

Stier stated the bills list through March 13, 2017 is a total of \$57,468.54.

MOTION by Grader supported by Stier to approve the bills list dated March 13, 2017 in the amount of \$57,468.54.

MOTION carried.

8. OFFICER'S REPORTS

a. Supervisor Jarzyna reported the Board of Review is completed and the tax roll has been reviewed and the County has given a tentative approval. The final meeting will be held on March 23, 2017. The SEV was lowered to \$1,093,710.00 on taxable and the taxable value was lowered \$805,933.00. He stated there were seven veteran exemptions, one poverty exemptions and eighteen evaluation petitions and three adjustments.

Jarzyna announced our State Representative, Jeff Yaroch will be at the Township Hall on April 18th, 2017 from 6:30 p.m. - 7:30 p.m. before the next Board meeting for a meet and greet. If any residents have any questions or concerns this will be an opportunity to speak to our state representative.

b. Clerk Lascoe stated she and her Deputy Clerk; Betsy Bart attended the State Accredited Seminar at Highland Township Offices on February 28 and March 1st, 2017.

Lascoe reported she attended the Macomb County Clerks Association meeting and the County Clerk; Karen Spranger has not made a decision on the voting machines yet. The Macomb Clerks Association did a survey and is endorsing the ES&S voting machine which is also endorsed by the Secretary of State.

Lascoe reported on May 2nd the New Haven School district is having a special election for a sinking fund millage and if anyone needs an application for an absentee ballot to contact the Clerk's office. April 3rd, is the last day to register to vote for the May 2nd election. Also, Saturday, April 29th the Clerk's Office will be open from 9:00 a.m. to 2:00 p.m. to obtain an absentee ballot as required by State law.

c. Treasurer Stier reported he received a tax payment dated February 20th, 2017 and the envelope was stamped by the post office as found in empty equipment. The envelope and check were both torn with the routing number missing and the taxes are now delinquent since the check is not valid. Stier stated he is trying to contact the property owner.

d. Trustee Grader inquired when the Macomb County Clerk has to make a decision on the voting machines.

Lascoe reported she did not know the exact date but the date has passed for the Clerks to have the machine for the August primary elections for the local cities.

Trustee Bohm stated his report is cows and corn.

**MOTION by Stier supported by Lascoe to receive and file the Officer's Report as presented.
MOTION carried.**

9. DEPARTMENT REQUEST/REPORTS

- a. Assessing
- b. Building Department
- c. Fire Department Report

Jarzyna reviewed the Assessing, Building, and Fire Department Reports. He introduced Christy DeMeulenaere the Library Director for the State of the Library Report.

d. Library Report – State of the Library Report - Christy DeMeulenaere, presented the report as follows:

The library is changing by the day! The past year they have focused on fundraising with book sales, jewelry night at Alex & Ani and the Library's 2nd annual Simply the Finest Fest which raised \$2600.00. The library has received donations from the Ray Township Lions Club, The Friends of the Ray Township Library and Historical Society, TCF Bank and the memory of loved ones raising \$1700.00. The Library Board applied for and received the Michigan Council of Arts and Cultural Affairs Grant totaling \$30,800.00. The library will begin phase 1 on the renovation in late April with the library commitment of \$20,000.00. They are looking forward to new book shelving, tables, chairs, carpet, painted walls and ceiling.

The six-week summer reading program continue to be a huge success with 36 kids, 2 young adults and 2 adults. Patrons who reached their reading goals, celebrated at this year's picnic with an Olympic games theme. In the fall children enjoyed a 5-week music class. During Elf Night, the children made gingerbread houses and enjoyed a hot cocoa bar. With the Harry Potter release of Fantastic Beasts and where to find them, inspired the Library Board to have a Harry Potter party. The event included potion making, trivia and Bertie Botts Bean tasting was enjoyed by all.

At the Township's Trunk or Treat the library handed out books to the children. During the Tree Lighting the library had a table and demonstrated Little Bits to all the children. The adults enjoyed making welcome signs for Thanksgiving and a Joy project for Christmas.

The staff of the Library attended Zintrain, a Customer Service Training program based out of Ann Arbor hosted by the Suburban Library Cooperative. The cooperatives latest group purchase this year was Newsbank, which is a database that allows full-text searching and retrieval of articles from over 3,000 newspapers, magazines and web only news sources. Which is available on the Library website.

Christy DeMeulenaere thanked the previous Library Board Members, Amanda Osborne, Ann Ripley, Jim Jerse and John Shamley for all their hard work and dedication to the Library over the years, while welcoming the newest members, Tom Hancock, Heather Phipps, and Wayne Conner. The library is looking forward to all the new changes in the coming year.

Supervisor Jarzyna reported John Shamley who was elected to the Library Board in November has resigned and the Library Board has appointed Jim Jerse to fill his vacancy.

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

Jarzyna reviewed the Senior, SMART/Lenox and Budget Reports.

**MOTION by Lascoe supported by Stier to receive and file the Department Reports for March 2017.
MOTION carried.**

10. UNFINISHED BUSINESS

a. Taylor Blight – Bohm stated the Taylor blight was postponed for 60 days because of weather conditions. He stated he strongly objected, but the day before going to court the Taylor's began to clean up the site. The Judge told him it is the last postponement and to get the site cleaned up or otherwise he will sentence him. Bohm stated he believes it was postponed to the 8th of May.

**MOTION by Lascoe supported by Stier to table the Taylor Blight until the next meeting.
MOTION carried.**

b. Businesses in Residential Areas – Jarzyna recommended the Board conduct a special meeting on Tuesday, April 4, 2017 in the evening. Grader recommended starting at 7:30 p.m. and for the meeting notice to be on the Township website and to be posted.

**MOTION by Lascoe supported by Grader to Table Businesses in Residential Areas until the special meeting on April 4, 2017 at 7:30 p.m.
MOTION carried.**

c. CDBG funding for Senior Hand Rail – Jarzyna reported the Township Engineer has prepared the spec sheet for the senior hand rail and it will be published in The Record Newspaper.

**MOTION by Bohm supported by Lascoe to advertise the CDBG bid package for the Senior Hand Rail which is to be paid with CDBG funds and to table the item to the next meeting.
MOTION carried.**

d. Fill/Removal Ordinance – Jarzyna reported he updated the proposed fill/removal ordinance to include language for agricultural purposes. He stated for agricultural purposes it shall be unlawful for any person to change the drainage pattern without site plan approval. Further stated the fill/removal ordinance should address drainage issues.

Grader recommended the ordinance address Ray Township Building Department instead of Inspector or Administrator. She stated new home construction would not be required to get a fill permit as long as the fill is up to 500 cubic yards. Grader stated she felt it was good that agricultural was excluded from the ordinance.

Jarzyna stated the property owners would have to create an easement for the water to navigate to the proper channels.

Bohm stated the Township Attorney should review the proposed fill/removal ordinance.

Lascoe questioned the authority going before the Planning Commission and why the matter wouldn't be reviewed by the Township Building Department and Township Engineer.

Discussion was held on the review process being reviewed by the Planning Commission, an appeal would be to the Zoning Board of Appeals and the final appeal would be Township Board.

MOTION by Bohm supported by Stier to table the Fill/Removal Ordinance and to forward a copy to the Township Attorney for review.
MOTION carried.

e. Request to Install Security Cameras for the Senior Center, Hallway and Treasurers Office – Stier stated the resident is donating the brand new security system and cameras and it is taking longer than anticipated to get everything together for installation.

MOTION by Stier supported by Grader to Table the Request to Install Security Cameras for the Senior Center, Hallway and Treasurers Office including cabling and software until completed.
MOTION carried.

f. Recreation Leader – Jarzyna reported the Recreation Leader position was advertised in The Record Newspaper on March 1st and 8th, 2017 along with the Township website. There were five applicants that applied for the position and the interview process will begin within the next week. Further stated the Staff Assistant is getting everything ready for the Easter Egg Hunt.

MOTION by Stier supported by Lascoe to Table the Recreation Leader position and to begin the interview process and to bring a recommendation to the Township Board for the next meeting.
MOTION carried.

11. NEW BUSINESS

a. Request to create Janitor/Maintenance position to full time, 30 hours. – Jarzyna recommended the Board combine the position of Janitor/Maintenance to a full time position of 30 hours per week, at the current hourly wage of \$15.00/hour and to include the \$300.00 medical stipend per month, with no over-time. He stated his start time is 7:30 a.m. Further stated he does an excellent job and cares about his work and the Township property.

Bohm stated with snow-removal it may require over-time.

Grader recommended drawing up a contract for the employee to sign.

MOTION by Stier supported by Lascoe to create the Janitor/Maintenance position to full time, 30 hours per week at the hourly rate of \$15.00/per hour plus \$300.00 medical stipend per month with a signed contract.
MOTION carried.

b. Resolution to Impose 1 mil Property Tax Administration fee.

Bill Kehrer, 20015 30 Mile Road, stated the Township should keep the ½ mil as originally approved since the Township has money in the bank.

Jarzyna stated at the February meeting the public hearing was held. He explained the taxes are not as high as last year and the tax revenue from last year is down. He stated the Township has approximately \$790,000.00 in the bank and needs to save money for a new office in the future. He explained the State mandate for new voting machine could cost \$35,000.00 and the limestone is approximately \$30,000.00. The administration fee frees up money from the general fund. The administration fee is for the collection of taxes and assessing costs. Jarzyna explained 31 Mile Road has drainage issues on private property which will cost \$5,000-\$8000 to get the area cleared out to drain to a farm drain. Further stated he will not allow for a septic field to become condemned because it is flooded by water.

Bill Kehrer, 20015 30 Mile Road stated he is opposed to the 1 mil.

MOTION by Bohm supported by Grader to Adopt Resolution 2017-02 to Impose 1 mil Property Tax Administration Fee.

WHEREAS, The Township of Ray, Macomb County, Michigan is responsible for assessing of ad valorem property taxes, the collecting of property tax levies and the handling of review and appeal matters arising there from, and

WHEREAS, PA 503 of 1982 provides for imposition of a property tax administration fee (PTAF) of not more than one (1%) percent and,

WHEREAS, it is the desire of this Township Board to approve and authorize the imposition of a property tax administration fee as a fee to offset the cost incurred in assessing property values, collecting tax levies and in the review and appeal process.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Ray Township Board that the Board does hereby approve and authorize the imposition of a property tax administration fee of no more than 1% (one percent) on all sums voluntarily paid for property taxes before February 28 of the succeeding year in which the same shall become due and payable.

This resolution shall apply to all property tax levies that shall become due in 2017 or any year thereafter and this resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of the Ray Township Board of Trustees.

For this Resolution: Yes: Bohm, Grader, Jarzyna.

No: Stier, Lascoe.

Absent: None.

MOTION carried.

c. 2017-2018 Budget Approval; General Operating, Fire and Building.

Supervisor Jarzyna stated the budget public hearing was held at the last meeting. He stated the anticipated Total Revenues of \$653,050.00 and we anticipate expenditure of \$651,495.00 with anticipated surplus of \$1,555.00.

MOTION by Bohm supported by Grader to adopt the 2017-2018 General Operating Fund Budget of the Township as presented.

FOR THIS MOTION: Yes: Bohm, Grader, Jarzyna.

No: Stier, Lascoe

MOTION carried.

Jarzyna stated for the 2017-2018 Fire Fund we anticipate the Total Revenue of \$500,600.00 and we anticipate expenditures of \$947,000.00, due to the purchase of two vehicles and a wage increase of two percent.

MOTION by Stier supported by Lascoe to adopt the 2017-2018 Fire Fund Budget of the Township as presented.

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

MOTION carried.

Jarzyna stated for the 2017-2018 Building Department Fund we anticipate the Total Revenue of \$55,728.00 and we anticipate expenditure of \$54,550.00, with an anticipated surplus of \$1,178.00.

MOTION by Bohm supported by Grader to adopt the 2017-2018 General Operating Fund Budget of the Township as presented.

FOR THIS MOTION: Yes: Bohm, Grader, Jarzyna.
No: Stier, Lascoe

MOTION carried.

d. Approval of Resolutions; Board Salaries, General Funds to Operate the Township, Fire and Rescue Operations, Fire and Rescue Equipment and Township Operations.

MOTION by Bohm and supported by Stier to adopt Resolution to Restrict General Funds to Operate the Township, Resolution Number: 2017-03.

Whereas: That this resolution will restrict the general funds allotted to operate the Township Budget between April 1, 2017 - November 30, 2017.

Whereas: That estimated amount to be restricted is \$433,895.67.

Now, Therefore, be it hereby resolved: That as of April 1, 2017 the Township will reserve funds in the amount of \$433,895.67 to cover the anticipated operational cost incurred by the Township until November 30, 2017.

For this Resolution: Yes: Bohm, Stier, Grader, Lascoe, Jarzyna.
No: None.

MOTION carried.

MOTION by Bohm and supported by Stier to adopt Resolution of Restriction of Fire Operating Fund for the Township Fire and Rescue, Resolution Number: 2017-04.

Whereas: That this resolution will restrict the Fire Operating Funds allotted to operate the Fire and Rescue Budget between April 1, 2017 - November 30, 2017.

Whereas: That estimated amount to be restricted is \$495,526.50.

Now, Therefore, be it hereby resolved: That as of April 1, 2017 the Township will reserve funds in the amount of \$495,526.50 to cover the anticipated Fire Operational Fund cost incurred by the Township until November 30, 2017.

For this Resolution: Yes: Bohm, Stier, Grader, Lascoe, Jarzyna.
No: None.

MOTION carried.

MOTION by Lascoe and supported by Stier to adopt Resolution to Restrict Equipment Funds to Operate the Township Fire and Rescue, Resolution Number: 2017-05.

Whereas: That this resolution will restrict the equipment funds allotted to operate the Fire and Rescue Budget between April 1, 2017 - November 30, 2017.

Whereas: That estimated amount to be restricted is \$165,175.50.

Now, Therefore, be it hereby resolved: That as of April 1, 2017 the Township will reserve funds in the amount of \$165,175.50 to cover the anticipated operational cost of the Township Fire and Rescue incurred by the Township until November 30, 2017.

**For this Resolution: Yes: Lascoe, Stier, Grader, Bohm, Jarzyna.
No: None.**

MOTION carried.

Grader advised the public in attendance there are no wage increases for the elected officials.

MOTION by Lascoe and supported by Stier to adopt Resolution to Establish Township Officers Salary, Resolution Number: 2017-06.

BE IT RESOLVED: that this resolution is subject to MCLA 41.95(3). In a Township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED: That as of April 1, 2017 the salaries of the Township Board Members shall be as follows:

Supervisor: \$34,350.00 + \$200/month medical inclusive of assessing duties

Clerk: \$34,350.00 + \$200/month medical inclusive of election duties

Treasurer: \$34,350.00 + \$200/month medical inclusive of winter & summer tax collection

Trustee: \$4,575 each + \$150 per month for attending scheduled meeting

For this Resolution: Yes: Lascoe, Stier, Bohm, Grader, Jarzyna.

No: None.

MOTION carried.

e. Approval of Compensation Schedule.

Jarzyna stated the compensation schedule reflects the Salary and Wage Committees recommendation.

MOTION by Bohm supported by Grader to adopt the Compensation schedule for 2017-2018 as presented.

FOR THIS MOTION; Yes: Bohm, Grader, Jarzyna.

No: Stier, Lascoe.

MOTION carried.

f. Budget Modifications - Stier stated these are the last budget modifications for the fiscal year.

Motion by Stier supported by Bohm to accept the Budget Modifications as submitted.

MOTION carried.

g. Request authorization for Treasurer to attend Advance Institute Schedule & Topics; MTA Conference. Stier requested to attend the Advance Institute for Treasurers conference in Mount Pleasant.

MOTION by Bohm supported by Grader to approve \$500.00 for the Treasurer to attend Advance Institute Schedule & Topics; MTA Conference.
MOTION carried.

h. Calcium Chloride Dust Control Contract for 2017 with Macomb County Road Commission. Jarzyna stated the Macomb County Road Commission will pay for two applications of well brine at no cost to the Township. If the Township needs an additional application the cost would be \$15,468.75.

MOTION by Bohm supported by Lascoe to authorize the Supervisor to enter into a Contract for two applications of well brine with the Macomb County Road Commission.
MOTION carried.

Supervisor Jarzyna stated Macomb County Road Commission has budgeted for three miles of limestone and will cover ninety percent of the material cost plus all labor costs to apply the limestone. Ray Township portion would be \$22,785.00. He stated he has a call into the Lenox Township Supervisor to see if they would share in the cost for Omo Road and a call into HCMA to see if they would share in the cost for Ray Center Road from 26 Mile Road to 27 Mile Road.

MOTION by Grader supported by Lascoe to Table the 2017 Limestone Application project with Macomb County Road Commission.
MOTION carried.

i. Outdoor and Open Burning Ordinance. – Jarzyna announced the Fire Chief would like to implement the Outdoor and Open Burning Ordinance which would be a one full year permit.

Grader questioned the one time permit from January 1st to December 31st. She suggested an annual permit.

Bohm stated his concern with a one year permit that the Fire Department would not know what the resident would be burning. He stated when a resident calls the Township they inform the staff assistant what they will be burning. Further questioned how a one year permit would work with extreme dry weather conditions.

Chief DiMaria stated the one year permit would establish a database and residents would be required to give a phone number or email address. The Fire Department would be able to text or email everyone in the database and keep them more informed by issuing a no burn alert due to high wind conditions or because of extreme dry weather conditions. Further stated other communities have the one year permit system and it would reduce residents calling every two weeks for a burn permit.

Sarah Parr, Indian Trail asked how the Fire Department knows who has a burn permit.

Chief DiMaria stated they keep a log of the burn permits issued by address.

Michele Kouri, 30 Mile Road, stated she calls every two weeks for a burn permit and feels it would reduce calls.

MOTION by Grader supported by Lascoe to Table the Outdoor and Open Burning Ordinance.
MOTION carried.

j. Assessor Benefit- Bohm stated the Board spent a lot of time and workshop meetings on the Assessor benefits. He requested copies of the previous minutes to be provided to the Board and the Employee Manual Appendix 2, 3, and 4 which addresses benefits.

**MOTION by Bohm supported by Grader to Table the Assessor Benefit and for the Clerk to compile the previous meeting minutes and the Employee Manual Appendix 2, 3 and 4 for the Board to review.
MOTION carried.**

12. PUBLIC COMMENTS: None.

13. ADJOURNMENT

**MOTION by Bohm supported by Grader to adjourn the meeting at 9:21 p.m.
MOTION carried.**

Joe Jarzyna, Supervisor

Lori R. Lascoe, Clerk

Date

Lori R. Lascoe, Recording Secretary