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

Absent: None.

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE AND ROLL CALL.

 Supervisor Jarzyna called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

All members were present.

2. APPROVAL OF AGENDA – Amend: 11.) J. 1. Supervisors appointments to the Planning Commission

 11.) J. 2. Supervisors appointments to the Board of Review

 Add on: 11.) O. -Room Request; Exercise Group

 **MOTION by Grader supported by Lascoe to approve the agenda as amended.**

**MOTION carried.**

3. CORRESPONDENCES:

Lascoe reported 1.) Ray Township Fire Department is having a Blood Drive on 12-21-18 – 1:00 p.m. to 7:00 p.m. at Ray Township Offices.

2.) Richmond Lenox E.M.S. & American Red Cross Blood Drive on 1-10-19 – 9:00 a.m. to 7:00 p.m. at Richmond Township Offices.

4. 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, asked for a moment of silence for the passing of former President George H.W. Bush.

*Moment of Silence for former President George H.W. Bush.*

 Terry Goike, 22440 32 Mile Road, stated according to the employee handbook the employees are paid twelve holidays, they received paid vacation time and the office is only open four days. She stated she opposed to an additional paid day of December 23rd that the Board is considering. She requested that the maintenance of the Proctor Cemetery be maintained as part of the Village of Romeo annexation since the Historical Society paid for the restoration of the headstones. Further stated she does not like to see the loss of revenue for the Township and library with the annexation of the property that will be zoned for industrial.

5. APPROVAL OF MINUTES – November 20, 2018

 Lascoe stated page 2 has been corrected for the monthly reports for October, not November.

 **MOTION by Bohm supported by Stier to approve the minutes from November 20, 2018 as corrected.**

**MOTION carried.**

6. BUDGET MODIFICATION

 Stier presented a formal request for the budget modification dated December 18, 2018, regarding the Building Department for the Inspectors wages. Further stated there has been more building permits issued than was expected or budgeted.

 **MOTION by Bohm supported by Stier to approve the budget modifications as presented.**

**MOTION carried.**

7. APPROVAL OF BILLS

Stier stated the bills list is through December 14, 2018 in the amount of $82,944.49.

**MOTION by Bohm supported by Stier to approve the bills list dated December 14, 2018 in the amount of $82,944.49.**

**MOTION carried.**

8. OFFICER’S REPORTS

1. Supervisor Jarzyna reported the PDR committee had a meeting on December 17, 2018 and will have another meeting in January since they have been informed the State may have money for October 2019.

Jarzyna reported there is a scholarship program available for the Michigan State University Citizens Planner and is available on Thursday evenings from 6:00-9:00 p.m.

Jarzyna stated he attended a phragmite committee evaluation and they are moving forward for next years application program.

1. Clerk Lascoe reported she contacted the County regarding purchasing the defibrillator for the senior center with CDBG funds. Further stated the County must approve the application.
2. Treasurer Stier wanted the Board to consider the BS&A accounting software rather than using Pontem. He stated it is a costly software of $34,000.00 with a $2500.00 yearly maintenance fee. He explained Potem and BS&A software don’t correspond, so the information must be inputted into each program separately.

Trustees Grader and Bohm had nothing to report.

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

**MOTION carried.**

1. DEPARTMENT REQUEST/REPORTS
	1. Assessing
	2. Budget Report
	3. Building Department
	4. Fire Department Report
	5. Library Report
	6. Recreation Report
	7. Senior Report
	8. SMART/Richmond Lenox EMS Report

Jarzyna reviewed the department’s monthly reports for November 2018.

**MOTION by Lascoe supported by Grader to receive and file the November 2018 Department Reports.**

**MOTION carried.**

1. UNFINISHED BUSINESS
	1. Consent Judgment for Four Star Development for proposed sewer connection to Shelby Twp./Macomb Interceptor Drain Drainage District (“MIDDD”)

Jarzyna reported he and Bohm had a meeting with Mr. Moceri. He stated Bohm asked if Moceri was going to proceed for an extension for his wastewater treatment plant otherwise he is wasting everyone’s time on providing sewer. He advised Moceri stated he would put two-million dollars in escrow with Wells Fargo Bank for Ray Township to draw upon. He reported Moceri had one stipulation that if Shelby did not move forward by 2020, Ray could build out the line and receive the tap fees.

Bohm explained the letter of credit of two million dollars has been committed by Moceri. Ray would have to provide $200,000 to upgrade the pipe dimension from 15” to 18”. Further stated Moceri will not pursue the wastewater treatment plant.

**MOTION by Stier supported by Bohm to Table 10) a. Consent Judgment for Four Star Development for proposed sewer connection to Shelby Twp./Macomb Interceptor Drain Drainage District (“MIDDD”).**

**MOTION carried.**

 b. Request to Approve 2019 Legal Holiday Policy as Employee Handbook

**MOTION by Bohm supported by Stier to Approve the 2019 Legal Holiday Policy as Employee Handbook as presented.**

**MOTION carried.**

1. NEW BUSINESS

a. Room Request; Mitten Thumb Machine Knitters

Jarzyna stated the room request is for February 16 and April 14, 2019 from 10:00 a.m. – 4:00 p.m.

**MOTION by Bohm supported by Stier to Approve the Room Request for Mitten Thumb Machine Knitters for February 16 and April 14, 2019 as requested.**

 **MOTION carried.**

b. School Tax Collection Agreement

Stier stated the request is for the Township to agree to collect the school taxes for $1.75 per parcel for the summer collection.

**MOTION by Bohm supported by Stier for the Treasurer to collect the summer school taxes of $1.75 per parcel according to the School Tax Collection Agreement.**

 **MOTION carried.**

c. 2019 Membership dues for Clinton River Watershed Council

 Jarzyna stated the Clinton River Watershed annual dues are $500.00.

**MOTION by Stier supported by Grader to approve the payment of $500.00 for the Clinton River Watershed annual dues.**

**MOTION carried.**

1. Schedule Community Development Block Grant Public Hearing for January 15, 2019

Lascoe stated for 2019 the Township will receive $10,000.00 for CDBG funds; $300.00 for chores, $2,200.00 for public service and $7,500.00 for brick and mortar.

**MOTION by Bohm supported by Lascoe to Schedule the Community Development Block Grant Public Hearing for January 15, 2019.**

**MOTION carried.**

1. Request to attend Michigan Association of Municipal Clerks Seminar

Lascoe requested to attend the Michigan Association of Municipal Clerks seminar on March 10-15, 2019, located in Mt. Pleasant at the cost of $600.00 plus lodging. She stated the program is a three-year program to become a certified municipal clerk and last year she received a scholarship from the Macomb County Clerks Association.

Bohm asked Lascoe to apply for the scholarship again.

Lascoe stated she would put her name in but stated she did not know if she would be eligible since she received the scholarship last year.

**MOTION by Bohm supported by Stier to approve for the Clerk to attend the Michigan Association of Municipal Clerks Seminar, lodging and mileage up to $1200.00.**

**MOTION carried.**

1. Resignation of Recreation Leader

Jarzyna read Agatha Show letter of resignation dated December 6th, 2018.

**MOTION by Stier supported by Lascoe to accept Letter of Resignation of the Recreation Leader, Agatha Show with deep regret.**

**MOTION carried.**

g. Request to Adopt Resolution 2018-09 for Poverty Exemption 2019 Asset Test

**MOTION by Stier and supported by Lascoe to Adopt Resolution 2018-09 for Poverty Exemption 2019 Asset Test as follows:**

**The local unit policy must include an asset test. The purpose of an asset test is to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. The local unit should require that claimants provide a list of all assets when applying for a poverty exemption. Following is a list of assets that may be included in the annual guidelines.**

** A second home, land, vehicles**

** Recreational vehicles such as campers, motor-homes, boats and ATV’s**

** Buildings other than the residence**

** Jewelry, antiques, artworks**

** Equipment, other personal property of value**

** Bank accounts (over a specified amount), stocks**

** Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property)**

** Withdrawals of bank deposits and borrowed money**

** Gifts, loans, lump-sum inheritances and one-time insurance payments**

** Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms**

** Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches**

**NOW, THEREFORE, BE IT HEREBY RESOLVED that the Supervisor/Assessor and Board of Review shall resolve that the asset level test shall meet the following requirements:**

**The total value of cash and non-cash assets in the homestead may not exceed $10,000; excluding the homestead property and one vehicle used for personal transportation.**

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

 **No: None.**

**RESOLUTION DECLARED ADOPTED.**

h. Request to Adopt Resolution 2018-10 for Property Guidelines for 2019 Assessments

**MOTION by Stier and supported by Lascoe to Adopt Resolution 2018-10 for Property Guidelines for 2019 Assessments as follows:**

 ***WHEREAS,* the adoption of guidelines for poverty exemptions is required of the Ray Township Board;**

 **and**

 ***WHEREAS,* the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u);**

**and**

 ***WHEREAS,* pursuant to PA 390 of 1994, the Township of Ray, Macomb County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;**

 **To be eligible, a person shall do all the following on an annual basis:**

1. **Be an owner of and occupy as a principal residence the property for which an exemption is requested.**
2. **File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988*, Poverty Exemption Affidavit.***

1. **File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.**
2. **Produce a valid driver’s license or other form of identification if requested.**
3. **Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.**
4. **Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.**
5. **The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.**

**The following are the 2019 federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.**

|  |  |
| --- | --- |
| **Federal Poverty Guidelines Used in the Determination of Poverty Exemptions****Size of Family Unit** | **2019 Poverty Guidelines**  |
| **1**  | **$ 12,140**  |
| **2**  | **$ 16,460**  |
| **3**  | **$ 20,780**  |
| **4**  | **$ 25,100**  |
| **5**  | **$ 29,420**  |
| **6**  | **$ 33,740**  |
| **7**  | **$ 38,060**  |
| **8**  | **$ 42,380**  |
| **For each additional person**  | **$ 4,320**  |

**NOW, THEREFORE, BE IT HEREBY RESOLVED that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.**

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

 **No: None.**

 **RESOLUTION DECLARED ADOPTED.**

i. Township owned property status for 2019

Jarzyna stated the Township holds the deed to the following properties: Parcel numbers 05-29-351-016, -017, -018, -019 (Roxbury Lane, 05-36-100-028, 58444 North Avenue, 05-16-400-019, 20301 29 Mile Road (Fire Hall), 05-16-200-008, 64255 Wolcott (Township Hall), 64245 Wolcott (Township Library) and 05-17-200-002, 18091 29 Mile Road (Transfer Station).

**MOTION by Bohm supported by Stier to keep the Township owned property off the 2019 tax roll.**

**MOTION carried.**

1. 1. Supervisors appointments to the Planning Commission

Jarzyna recommended reappointing Tom Penzien, Sharilyn Kaniuk, and John Zoccola to the Planning Commission for a three-year term.

**MOTION by Stier supported by Bohm to reappoint Tom Penzien, Sharilyn Kaniuk, and John Zoccola to the Planning Commission for a three-year term.**

2. Supervisors appointments to the Board of Review

Jarzyna recommended reappointing Betty Youngblood and Joe Guzdiol to the Board of Review and appointing Frank Wasung as a full member. Further stated law for the Board of Review may have an alternate it is not required.

**MOTION by Bohm supported by Grader to reappoint Betty Youngblood, Joe Guzdiol, and Frank Wasung to the Board of Review for a two-year term.**

**MOTION carried.**

Bohm suggested the Supervisor look for an alternate member of the Board of Review.

k. Resolution 2018-11 for Proctor Cemetery to be part of annexation to Village of Romeo

Jarzyna stated the Township Attorney has provided a Resolution to amend the petition and requests inclusion of the Proctor Cemetery within the petition for annexation being considered by the Village of Romeo.

Bohm stated part of the annexation from the last meeting is that the Village of Romeo is to maintain the Proctor Cemetery.

**MOTION by Stier supported by Bohm to Adopt Resolution 2018-11 as follows:**

**WHEREAS, the Village Council of the Village of Romeo, Macomb County, Michigan is considering an Amended Petition for annexation of realty located within the Township of Ray; attached as Exhibit1; and**

**WHEREAS, being fiscally responsible, the Township of Ray has no objection to the Amended Petition and requests inclusion of the Proctor Cemetery within the petition for annexation being considered by the Village of Romeo.**

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF RAY, MACOMB COUNTY, MICHIGAN THAT:**

 **The Township does not object to the Amended Petition attached as Exhibit 1.**

 **The Township requests inclusion of the Proctor Cemetery, commonly known as 15533 32 Mile Road, being Parcel ID No. 21-05-06-100-001, 1.236 acres, in the annexation petition being considered by the Village of Romeo.**

**The Township Board authorizes the Township Supervisor to execute any and all documents to effectuate the same.**

 **AYES: Stier, Bohm, Grader, Lascoe, Jarzyna**

**NAYS: None.**

**RESOLUTION DECLARED ADOPTED.**

l. Room Request; Sit & Stitch Seniors

Lascoe stated the first Tuesday has always been reserved for a Board meeting, and the group is aware if a special meeting is held the event would end early. Further stated they did not meet monthly last year.

**MOTION by Lascoe supported by Stier to Approve the room request for the Sit & Stitch Seniors as requested with the provision that the senior wages are available within the senior budget.**

**MOTION carried.**

m. Room Request; K9 & Kompany 4-H Club

**MOTION by Lascoe supported by Stier to Approve the room request for K9 & Kompany 4-H Club as requested.**

**MOTION carried.**

n. Request to extend temporary structure permit for 15925 29 Mile Road

Jarzyna stated Justin Gentner has requested to extend the temporary structure permit and continue to occupy the R.V. while the home is completed for the next few months. Further stated he visited the site and they hope to be done by March.

**MOTION by Stier supported by Bohm to approve the temporary structure permit for 15925 29 Mile Road as requested.**

**MOTION carried.**

o. Room Request; Exercise Group – *Added onto Agenda*

**MOTION by Lascoe supported by Grader to Approve the room request for Exercise Group as requested.**

**MOTION carried.**

1. PUBLIC COMMENTS:

Bohm stated he attended he senior luncheon and the attendance was lower than in the past. He stated he felt the Board needs to give a vote of support of confidence to Sarah Parr for the time she devotes as the senior director.

**MOTION by Bohm supported by Lascoe to give Sarah Parr a vote of support of confidence for her duties as the Senior Director.**

**MOTION carried.**

Ray Sandrowicz, 19799 30 Mile Road, inquired on the status of Great Lakes Welding.

Jarzyna replied the attorneys are discussing the case and at this time there is no court date.

1. ADJOURNMENT

**MOTION by Stier supported by Bohm to adjourn the meeting at 8:05 p.m.**

**MOTION carried.**

Joe Jarzyna, Supervisor Lori R. Lascoe, Clerk Date

 Recording Secretary