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 TO THE FLAG OF THE UNITED STATES & ROLL CALL.

Supervisor Jarzyna called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited. Clerk Lascoe called roll; Grader, Bohm, Stier, Lascoe and Jarzyna were present.

2. APPROVAL OF AGENDA

**MOTION by Grader supported by Lascoe to approve agenda as presented.**

**MOTION carried.**

3. CORRESPONDENCE – Verbal

 Michigan State Police Trooper Robert Quiter spoke to the Board and audience regarding a new free Michigan State Police app that can be installed on your smart phone or tablets, which is easy to use. He explained residents are able to report regular issues such as daily speeders on the roads, or construction and the police monitoring may help deter problems or crime. He stated the Police rely on residents to alert them of issues.

Grader asked if there is a number that Ray Township residents should be calling.

Officer Quiter explained in an emergency, residents should call 911. He stated the non-emergency phone number for the Oak Park post is 248-584-5740, he explained calls are then routed to the Bruce Township post.

4. PUBLIC COMMENTS: - For Agenda Items

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

There were no public comments.

5. APPROVAL OF MINUTES – December 2, 2019

 Lascoe stated in the heading Township is spelled out twice.

 **MOTION by Bohm supported by Grader to approve the minutes from December 2, 2019 as amended.**

**MOTION carried.**

6. BUDGET MODIFICATIONS

 Stier stated the budget modifications are necessary due to the number of inspections by the building department.

 Lascoe stated there have been 70 permits issued, sought confirmation from building clerk, building clerk advised 1 permit issued today for a total of 71 building permits to date.

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

 **MOTION carried.**

7. APPROVAL OF BILLS

 Stier requested to add a Board of Review PRE refund of $964.45 to the bills list. Further stated the bills list is through December 12, 2019 with the total revised amount to $75,597.37.

**MOTION by Stier supported by Bohm to approve the bills list through December 12, 2019 in the amount of $75,597.37.**

**MOTION carried.**

8. OFFICER’S REPORTS

1. Supervisor Jarzyna reported Macomb County Public Works has scheduled a meeting on January 16, 2020 at 2:00 p.m. to discuss the proposed sewer connection agreement between Shelby and Ray Townships. He reported he and Trustee Bohm would be attending.

Clerk Lascoe thanked the Recreation Committee for a wonderful job on the annual tree lighting and the Lions Club for donating the toys for the children visiting Santa.

Lascoe reported the Amendment of the Michigan Vehicle Code; Uniform Traffic Code Ordinance 66-A was published on November 27th and goes into effect on December 27th, 2019.

Lascoe stated the 2019 CDBG Program Agreement was received on December 3, 2019. from the County Executive’s Office, the service voucher for the reimbursement of the Senior Director wages for $2,200.00 was mailed out the next day.

Lascoe stated the Presidential Primary election will be held on March 10, 2020 and the absentee applications will be mailed out on Monday, January 6th, 2020. The absentee ballots will be mailed out in the new State approved white envelopes.

Lascoe announced the Fire Department will be having a blood drive at the Township Hall on Friday, December 20th from 2– 8 p.m. and to contact the Red Cross to schedule an appointment.

Lascoe reminded everyone the new recycling center hours are 9 a.m. to Noon and begin on January 4th, 2020.

1. Treasurer Stier had nothing to report.
2. Trustee Grader asked Clerk Lascoe if the new white absentee voter envelope is only a change for the presidential primary?

Lascoe advised no, the State has revised the absentee envelopes and other election forms.

Trustee Bohm asked Supervisor Jarzyna if he has contacted the Macomb County Department of Roads regarding the installation of the pipe on the north side of 29 Mile Road. Further stated the issue needs to be addressed, it could be a potential hazard in inclement weather.

Jarzyna advised he would contact the Macomb County Department of Roads tomorrow.

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

**MOTION carried.**

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

Jarzyna reviewed the department monthly reports for November 2019.

**MOTION by Bohm supported by Stier to receive and file the November 2019 Department Reports.**

**MOTION carried.**

1. UNFINISHED BUSINESS
	1. Township Vehicle Policy.

Grader stated she has reviewed the information in the packet and has written a policy for the Board to consider. She stated what the Attorney has provided is far more than what the Board is trying to accomplish. Further stated she would like to remove or table the item until a policy is created that all Board members agree upon.

Bohm asked Grader if what she is proposing would replace what the attorney has provided?

Grader stated what the Attorney has provided is more than what is needed.

Stier asked Grader if what she is proposing would replace what the insurance agent has provided?

**MOTION by Grader to remove Township Vehicle policy from agenda until board can agree upon what is needed.**

Bohm stated what the Township Attorney suggests in *1F (Prior to using a personal vehicle for Township business, a copy of valid proof of insurance and registration shall be provided to Township Supervisor)* does not need to be included.

Lascoe stated she agreed with Bohm regarding *1F*.

Bohm stated he is not in favor of throwing out the Attorneys’ suggestion.

Grader stated does not want to throw out but would like an opinion and options.

Jarzyna stated a meeting can be set up with Township attorney to discuss the proposed policy.

Lascoe stated Steve Saph of Nickel and Saph Insurance had asked if the Township has a vehicle policy. Further stated the proposed policy from the Township Attorney as presented is extensive.

**MOTION by Grader supported by Stier to Remove Township Vehicle Policy until the Board has come to further conclusion and has all questions answered.**

**MOTION carried.**

1. NEW BUSINESS
	1. Revised 2020 Meeting Schedule.

Lascoe stated the 2020 meeting schedule has been revised, there was an error for the Zoning Board of Appeals meeting for April.

**MOTION by Stier supported by Lascoe to approve 2020 meeting scheduled as revised.
MOTION carried.**

* 1. Mission Statement of Ray Township.

Stier presented a mission statement for the Township, as follows: “It is the mission of the Township of Ray to provide a rural, welcoming and safe atmosphere for all who work, play and reside within its boundaries. The forward-thinking municipal leadership is dedicated to this purpose, along with displaying fiscal responsibility. The leadership team is also dedicated to preserving its long heritage of farming and natural beauty, thus keeping Ray “The Jewel of Macomb County”.

Stier stated he did not hear from anyone regarding the mission statement since the November meeting and feels the Township needs a mission statement.

Grader questioned why the Township needs a mission statement?

Stier stated a mission statement is a living changeable document that informs everyone where the Township is going and the direction.

Bohm stated at the November meeting that the Board needs to make sure a mission statement is compatible with any previous statements in either the master plan or zoning ordinance, especially in regard to farming. Further questioned where a mission statement be published.

Grader stated when it comes to farming you are either actively involved or not.

Stier stated it would not have to be published, could be framed and hung in the Township office.

**MOTION by Stier supported by Grader to table Mission Statement of Ray Township for further discussion.**

**MOTION carried.**

* 1. Request to Adopt Poverty Exemption 2020 Asset Test – Resolution 2019-08.

**Motion by Bohm supported by Lascoe to Adopt Poverty Exemption 2020 Asset Test Resolution 2019-08, 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: Bohm, Lascoe, Grader, Stier, Jarzyna.**

 **No: None.**

**RESOLUTION DECLARED ADOPTED.**

* 1. Request to Adopt Property Guidelines for 2020 Assessments – Resolution 2019-09.

**Motion by Bohm supported by Stier to Adopt Property Guidelines for 2020 Assessments Resolution 2019-09, 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 2020 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** | **2020 Poverty Guidelines**  |
| **1**  | **$ 12,490**  |
| **2**  | **$ 16,910**  |
| **3**  | **$ 21,330**  |
| **4**  | **$ 25,750**  |
| **5**  | **$ 30,170** |
| **6**  | **$ 34,590** |
| **7**  | **$ 39,010** |
| **8**  | **$ 43,430**  |
| **For each additional person**  | **$ 4,420**  |

**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: Bohm, Stier, Grade, Lascoe, Jarzyna.**

 **No: None.**

**RESOLUTION DECLARED ADOPTED.**

* 1. Township owned property status.

**MOTION by Stier supported by Grader to extend Ray Township owned properties as listed for 2020 property tax exemption.**

**MOTION carried.**

* 1. Schedule Public Hearing for Community Development Block Grant Services Funds for January 21, 2020.

**MOTION by Bohm supported by Stier to schedule the public hearing for Community Development Block Grant Service Funds for January 21, 2020.**

**MOTION carried.**

* 1. Supervisors reappointment to the Zoning Board of Appeals

Jarzyna requested reappointment for Tom Penzien and Betty Youngblood to the Zoning Board of Appeals.

**MOTION by Bohm supported by Grader to approve Supervisors re-appointment of Tom Penzien and Betty Youngblood to the Ray Township Zoning Board of Appeals for 3-year terms 1/1/2020 through 1/1/2023.**

**MOTION carried.**

* 1. Treasurer request regarding tax collections

Stier stated there is a new law that he just became aware of and requires Board action for the office staff and officials to be able to collect property tax money in his absences or if he is backed up with residents or making a deposit at the bank.

**MOTION by Lascoe supported by Stier to allow the office staff to collect property taxes in the absence of the Treasurer.**

**MOTION carried.**

14. PUBLIC COMMENTS:

Terry Goike, 21122 32 Mile Road, stated the Ray Township Friends of the Library will be contributing $5.00 from the sale of each calendar and $5.00 from each T-Shirt order to James Harding’s Eagle Scout Project for the Musical Playground which will be in Ray Township Park.

Terry Goike stated the Ray Township Friends Group of the Library will be at the library on one Tuesday, in January, February and March from 1 p.m. to 3 p.m. to open the archives for anyone who is interested in viewing the collection.

Terry Goike announced residents Bruce and Nancy Allen have written a book on the The Cascades in Ray Township, which is available for purchase at the library for $18.00.

15. ADJOURNMENT

**MOTION by Stier supported by Bohm to adjourn the meeting at 7:57 p.m.**

**MOTION carried.**

Joe Jarzyna, Supervisor Lori R. Lascoe, Clerk Date

Lisa Hall, Recording Secretary