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; Jarzyna, Lascoe, Stier, Bohm, and Grader were present.

2. APPROVAL OF AGENDA –

Lascoe added item 3. Correspondence Email from Bob Seibert, Township Attorney and

 11. a. Fire Department request to sell old Rescue Truck on the MITN

 **MOTION by Lascoe supported by Stier to approve agenda as amended.**

**MOTION carried.**

3. CORRESPONDENCE – Bob Seibert email Resolution Declaring Local State of Emergency, Resolution No. 2020 - 02

**RESOLUTION DECLARING LOCAL STATE OF EMERGENCY**

**RESOLUTION NO. 2020-02**

**The following preamble and resolution were offered by Member Stier and supported by Member Grader.**

**WHEREAS, On March 10, 2020, the Governor of the State of Michigan declared a State of Emergency pursuant to her authority under the Michigan Constitution of 1963 and the Emergency Management Act (“EMA”), being Act 390, Public Acts of 1976, as amended, to combat the spread of the Coronavirus Disease (“COVID-19”), given the severity of the risk posed to the public and considering the public health recommendations from the Centers for Disease Control and Prevention (“CDC”); and**

**WHEREAS, on March 13, 2020, President Donald J. Trump issued a Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, finding and proclaiming that the COVID-19 outbreak in the United States constitutes a national emergency; and**

**WHEREAS, Section 10 of the EMA provides that each municipality that has appointed an emergency management coordinator under the EMA may declare a local state of emergency in circumstances within the municipality when an occurrence or threat of widespread or severe damage, injury, loss of life or property from a natural or man-made cause exists; and**

**WHEREAS, Section 10 of the EMA provides that the power to declare a local state of emergency shall vest in the chief executive officer of the municipality and shall not be continued or renewed for a period in excess of seven (7) days except with the consent of the governing body of the municipality; and**

 **WHEREAS, circumstances within the Township indicate that the occurrence or threat of widespread or severe damage, injury or loss of life from the spread of COVID-19 exists and it is therefore necessary to declare a local state of emergency until June 15, 2020.**

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

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

**1. A local state of emergency is hereby declared pursuant to Section 10 of the EMA until June 15, 2020.**

**2. The Township Emergency Management Coordinator, in consultation with the Township Supervisor, shall be vested with all powers set forth in the EMA.**

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

**NAYS: Members: None.**

**RESOLUTION DECLARED ADOPTED.**

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.

No public comments at this time.

5. PRESENTATION: Michigan State Extension; Gypsy Moth Spraying by Terri Gibb and Request approval to participate in the County Spraying program.

 Terry Gibb, Michigan State Extension stated calls were received in 2019 from master gardeners that found Gypsy Moth egg masses in Ray Township. The eggs masses were found in the area of 32 Mile and Omo Road. 36.8 Acres of land containing 13 residences are affected. All residents will be contacted before anticipated spraying in May. She explained a Zoom meeting with each community in early April to make sure residents and neighboring communities have the correct information.

 Stier asked if the nests are in the trees and when is the optimal time for spraying.

 Gibb advised the eggs are a quarter sized buck colored mass that can be located on any surface and optimal time depends the life cycle. BT is the spray used and is specific to the Gypsy Moth and does not impact any other species.

 **MOTION by Bohm supported by Stier to approve to participate in the Michigan State Extension, Macomb County Gypsy Moth Spraying program at a cost of $6,533.89.**

 **MOTION carried.**

6. APPROVAL OF MINUTES – February 18, 2020 and February 24, 2020

 **MOTION by Stier supported by Lascoe to approve the minutes from February 18, 2020 as submitted.**

**MOTION carried.**

**MOTION by Stier supported by Lascoe to approve the special minutes from February 24, 2020 as submitted.**

**MOTION carried.**

7. BUDGET MODIFICATIONS

 Stier reviewed the five budget modifications as presented

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

 **MOTION carried.**

8. APPROVAL OF BILLS LIST AND UNKNOWN REMAINING BILL FY 2019-2020

 Stier stated the bills list through March 12, 2020 total $62,754.67.

 **MOTION by Bohm supported by Stier to approve the bills list through March 12, 2020 totaling $62,754.67.**

 **MOTION carried.**

**MOTION by Stier supported by Bohm to allow the Clerk and Treasurer to pay any unknown remaining bill for fiscal year 2019/2020.**

 **MOTION carried.**

9. OFFICER’S REPORTS

1. Supervisor Jarzyna stated on March 14, 2020 he reached out to Ordinance Enforcement Officer Joe Guzdiol to ask him to contact his contacts at the Macomb County Sheriff’s department due to the current Corona virus emergency.

Joe Guzdiol stated he made contact on March 14, 2020 with the Macomb County Sheriff’s Department and spoke with Captain John Roberts and was assured that if Ray Township needs any additional assistance from the Macomb County Sheriffs, they will be available. Fire Chief DiMaria can coordinate any additional assistance the Fire Department may need with him.

1. Clerk Lascoe stated the Presidential Primary election was be held on March 10, 2020. 1,234 voters participated in the election. 622 absentee ballots were issued and 585 were returned before the polls closed. 9 residents registered to vote on election day. Ray Township had 40.8 percent turnout. The Detroit Institute of Arts millage was defeated in Ray Township with 712 no votes and 485 yes votes. The Macomb Intermediate School District was also defeated in Ray Township with 765 no votes and 421 yes votes. Overall, both millage proposals passed in Macomb County. Further thanked the election workers and Deputy Clerk for their dedication on working the polls on election day.

Lascoe reported to the Board that on March 4, 2020 she submitted the ballot propositions for the Millage Renewal for the Fire and Rescue Department Equipment and Truck Replacement and the Millage Renewal for the Fire and Rescue Operations.

1. Treasurer Stier stated he is happy to report that 96% of the Ray Township residents have paid their taxes. This is the lowest percentage of unpaid taxes since he has been Treasurer.
2. Trustees Grader asked how the office would operate during the State of Emergency?

Jarzyna advised the office will be closed to the public, the office staff will be there to assist by phone or by email. The building department will continue to do inspections on unoccupied structures only at the inspector’s discretion. The Township will be following the Governors guidelines.

Grader asked if the office will be closed until June 15, 2020 as indicated in the resolution.

Jarzyna stated the office will open following the Governors guidelines.

Stier stated all senior activities and recreation is closed and all activities have been cancelled at this time.

Jarzyna stated the Recreation Director, committee and the Senior Director will be paid for the work completed and if the events are rescheduled, they will be paid after the event is held.

Bohm had nothing to report

**MOTION by Bohm supported by Stier 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

Jarzyna stated the February Department reports are available and can be requested by phone or email and will be mailed.

**MOTION by Stier supported by Lascoe to receive and file the February 2020 Department Reports.**

**MOTION carried.**

1. UNFINISHED BUSINESS
	1. Fire Department request to sell old rescue truck on the MITN site or accept sealed bids. *-Added to Agenda*

**MOTION by Lascoe supported by Grader to allow the Fire Department to sell the old Rescue Truck on MITN site with a minimum starting bid of $5,000.00.**

**MOTION carried.**

1. NEW BUSINESS
	1. Fiscal Year 2020-2021 Budget Approval; General Operating, Fire and Building.

**MOTION by Stier supported by Bohm to approve the Fiscal Year 2020-2021 General Operating, Fire and Building Budget as presented.**

**MOTION carried.**

1. Duties of the Assistant Fire Chief – 20 hours per week schedule.

Supervisor Jarzyna recommended tabling the Assistant Fire Chief duties.

**MOTION by Stier supported by Lascoe to table time item 12b. Duties of the Assistant Fire Chief for further review.**

**MOTION carried.**

1. Resolutions: Restrict General Funds to Operate the Township–2020-03

**RESOLUTION TO RESTRICT GENERAL FUNDS**

**TO OPERATE THE TOWNSHIP**

**Resolution Number: 2020-03**

**The following preamble and resolution were offered by Grader and supported by Lascoe.**

**Whereas: That this resolution will restrict the general funds allotted to operate the Township Budget between April 1, 2020 - November 30, 2020.**

**Whereas: That estimated amount to be restricted is $495,266.00.**

**Now, Therefore, be it hereby resolved: That as of April 1, 2020 the Township will reserve funds in the amount of $495,266.00 to cover the anticipated operational cost incurred by the Township until November 30, 2020.**

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

 **No: None.**

 **Absent: None.**

**The Clerk declared the resolution adopted.**

Restrict Fire General Funds to Operate Fire & Rescue-2020-04

**RESOLUTION TO RESTRICT FIRE GENERAL FUNDS**

**TO OPERATE THE TOWNSHIP FIRE AND RESCUE**

**Resolution Number: 2020-04**

**The following preamble and resolution were offered by Stier and supported by Bohm.**

**Whereas: That is resolution will restrict the general operating funds allotted to operate the Fire and Rescue Budget between April 1, 2020 - November 30, 2020.**

**Whereas: That estimated amount to be restricted is $220,670.00.**

**Now, Therefore, be it hereby resolved: that as of April 1, 2020 the Township Fire and Rescue will reserve funds in the amount of $220,670.00 to cover the anticipated operational cost incurred by the Township Fire and Rescue until November 30, 2020.**

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

 **No: None.**

 **Absent: None.**

**The Clerk declared the resolution adopted.**

Restrict Equipment Funds to Operate Fire & Rescue-2020-05

**RESOLUTION TO RESTRICT EQUIPMENT FUNDS**

**TO OPERATE THE TOWNSHIP FIRE AND RESCUE**

**Resolution Number: 2020-05**

**The following preamble and resolution were offered by Bohm and supported by Stier.**

**Whereas: That is resolution will restrict the equipment funds allotted to operate the Fire and Rescue Budget between April 1, 2020 - November 30, 2020.**

**Whereas: That estimated amount to be restricted is $147,335.00.**

**Now, Therefore, be it hereby resolved: that as of April 1, 2020 the Township will reserve funds in the amount of $147,335.00 to cover the anticipated equipment cost incurred by the Township until November 30, 2020.**

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

 **No: None**

 **Absent: None**

**The Clerk declared the resolution adopted.**

Township Officers Salary-2020-06

**RAY TOWNSHIP**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

**Resolution Number: 2020-06**

 **The following preamble and resolution were offered by Stier and supported by Lascoe.**

**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 April 1, 2020 the salaries of the Township Board Members shall be as follows:**

**Supervisor: $35,037.00 + $350/month medical inclusive of assessing duties**

**Clerk: $35,037.00 + $350/month medical inclusive of election duties**

**Treasurer: $35,037.00 + $350/month medical inclusive of winter & summer tax collection**

**Trustee: $6,502.50 each.**

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

 **No: None**

 **Absent: None**

**The Clerk declared the resolution adopted.**

1. Request approval of Employee Manual Appendix 1, 2, 3 and 10.

**MOTION by Stier supported by Lascoe to approve Employee Manual Appendix 1.**

**MOTION carried.**

**MOTION by Stier supported by Lascoe to approve Employee Manual Appendix 2.**

**MOTION carried.**

**MOTION by Bohm supported by Grader to approve Employee Manual Appendix 3.**

**MOTION carried.**

**MOTION by Stier supported by Grader to Table Item Employee Manuel Appendix 10 for further review.**

**MOTION carried.**

1. Request to purchase BS&A Software for general ledger, accounts payable, cash receipting and payroll.

Grader stated the opportunity provided by the payroll companies and BS&A was very informative and helpful. The township needs to continue to prepare for the future and noted that BS&A has the water/sewer module that will likely be needed in the future.

Jarzyna stated it is the only option, if the township does not do go with BS&A, we will have to get another payroll option.

Grader stated that all the payroll history currently in Pontem will be downloaded into the BS&A payroll and all departments will be on BS&A.

Stier stated BS& A is the most logical choice add the water/sewer module can be added when needed.

Lascoe stated that with a higher population the cost would be higher.

**MOTION by Bohm supported by Stier to approve the purchase of the BS&A Financial Management software as presented, at a cost of $39,950.00 to be paid in installments.**

**MOTION carried.**

1. Request to purchase Sonicwall TZ Firewall Upgrade.

**MOTION by Stier supported by Bohm to purchase Sonicwall TZ Firewall Upgrade as presented with a total cost of $3,016.00.**

**MOTION carried.**

1. Confirmation of phone poll for the Fire Department to purchase a new washing machine.

**MOTION by Bohm supported by Stier to approve the purchase of washing machine for the Fire Department from Eagle Star Equipment at a total cost of $4,200.00.**

**MOTION carried.**

1. Request to purchase five computers with monitors for the Fire Department.

**MOTION by Stier supported by Lascoe to approve the purchase of five (5) 24” Dell Monitors and speaker bars and five (5) Dell 3070 Desktop Computers for the Fire Department at a total cost of $4,574.10.**

**MOTION carried.**

1. Request to hire temporary Certified Fitness Instructor for Tuesday & Thursday mornings 9:30 a.m.–10:30 a.m.

Lascoe stated the applicant reached out to her to apply as an Interim Certified Fitness Instructor since the current instructor is not available for seven weeks.

**MOTION by Bohm supported by Lascoe to receive and file fitness instructor application until current the Emergency closures are lifted.**

**MOTION carried.**

1. Culvert cleaning on Township property.

Jarzyna stated at the 29 Mile Road Ray Township Transfer Station property there is an existing culvert the is plugged and needs to be dug out. Macomb County has stated the first thirty (30’) feet of the culvert needs to be dug out and it will remain an open ditch.

Grader abstained from the item.

Stier stated the Township has received calls from the neighboring residents.

Lascoe stated three bids have been received for the culvert clean out on the Township property. Lascoe opened and read the bids aloud in the order they were received, as follows: 1) Kevco Transport Inc - $825.00, 2) Grader Farms - $1,200.00 and 3) Dean Reinhart - $950.00.

Lascoe stated the Board needs to review the details of each bid.

Jarzyna reviewed each of the bids and state the work needs to be completed as soon as possible. He stated all the bids include the debris and spoils to be removed and put on the transfer site.

**MOTION by Bohm supported by Jarzyna to enter a contract as presented with Kevco Transport Inc. to complete the onsite culvert cleaning on the transfer station property with proof of insurance submitted.**

**MOTION carried.**

1. PUBLIC COMMENTS: None

14. ADJOURNMENT

 **MOTION by Stier supported by Grader to adjourn the meeting at 7:58 p.m.**

**MOTION carried.**

Joe Jarzyna, Supervisor Lori R. Lascoe, Clerk Date

Lisa Hall, Recording Secretary