

RAY TOWNSHIP BOARD OF TRUSTEES  
MEETING MINUTES  
TUESDAY, SEPTEMBER 15, 2020 AT 7:00 P.M.  
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Location: Zoom Conference Meeting Id: Meeting ID: 597 725 0966  
Password: 642075

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

Absent: Charlie Bohm, Trustee

Also Present: Stacy Sobotka, Betsy Bart, Lisa Hall, Chief DiMaria, Assistant Chief McKee

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES & ROLL CALL.

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

Clerk Lascoe called roll; Jarzyna, Lascoe, Stier, and Grader were present. Bohm is absent.

2. APPROVAL OF AGENDA

**MOTION by Stier supported by Lascoe to approve the agenda as submitted.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

3. CORRESPONDENCE: None

4. PUBLIC COMMENTS: - For Agenda Items - Members of the public will only be able to speak during the public comments portion of the meeting and such comment will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must virtually raise their hand to be recognized by the Township Supervisor. The Supervisor will recognize all persons wishing to speak during public comments.

There were no public comments.

5. APPROVAL OF MINUTES – August 19, 2020

**MOTION by Stier supported by Grader to approve the minutes from August 19, 2020 as submitted.**

**FOR THIS MOTION: Yes: Stier, Grader, Lascoe, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

6. APPROVAL OF BILLS LIST

Stier stated the bills list totals \$99,264.52. Further asked if anyone had any questions regarding the bills list.

**MOTION by Stier supported by Lascoe to approve the bills list totaling \$99,264.52.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

7. OFFICER'S REPORTS

- a. Supervisor Jarzyna reported the office is making progress learning the new BS&A Accounting System.

Jarzyna informed the Board that CISMA sprayed the phragmites on Monday, September 14<sup>th</sup> and completed the spraying today.

Jarzyna stated he will be working with the Fire Chief and Assistant Chief on the upgrades for the Fire Department building.

Supervisor Jarzyna reported James Harding, Eagle Scout project of the Musical Playground in the park is installed and completed. He stated the area will be seeded around the sidewalk tomorrow. Further stated the dedication and ribbon cutting is scheduled for Sunday, September 20, 2020 at 2:00 p.m.

- b. Clerk Lascoe reported the Office of the Great Seal denied the annexation of the property on the north side of 32 Mile Road and Powell to the Village of Romeo. Further stated she was informed by Macomb County Elections since the annexation would have created another split voting precinct.

Lascoe reported the Township has been reimbursed by the State of Michigan for the Presidential Primary Election.

Lascoe reported she plans to mail the absentee ballots on September 28<sup>th</sup>, 2020 for the November 3<sup>rd</sup>, 2020 election. She urged residents to utilize the Ray Township drop box for returning your absentee ballot and applications. All absentee ballots must be returned by Election Day, November 3, 2020 by 8:00 p.m. to be counted. The Clerks' Office will be OPEN on Saturday, October 31, 2020 from 8:30 a.m. to 4:30 p.m., to obtain an absentee ballot & to Register to Vote. Further stated 1,104 absentee ballot applications have been received.

- c. Treasurer Stier stated he would like to thank Joe Jarzyna for his time and labor spent pouring the cement for the sidewalks along the musical playground in the park.

Stier reported the office has been very busy with taxes and the last day for collection was Monday, September 14, 2020.

- d. Trustees Grader stated James Harding Eagle Scout project is a wonderful project and very nice addition to the park. She thanked Supervisor Joe Jarzyna for his labor and time completing the cement.

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

**FOR THIS MOTION: Yes: Stier, Grader, Lascoe Jarzyna.**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

8. DEPARTMENT REQUEST/REPORTS

- a. Assessing
- b. Budget Report
- c. Building Department
- d. Fire Department Report
- e. Library Report – no report was submitted.
- f. SMART/Richmond Lenox EMS

Jarzyna stated the August department monthly reports are available and can be requested.

**MOTION by Lascoe supported by Grader to receive and file the August 2020 Department Reports.**

**FOR THIS MOTION: Yes: Lascoe, Grader, Stier, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

9. UNFINISHED BUSINESS

a. Request to dispose of old printer.

Jarzyna stated the printer was advertised on the Township website and there has been no interest. Further requested Board approval to dispose of the printer.

**MOTION by Stier supported by Lascoe to allow supervisor Jarzyna to dispose of the old printer.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

b. Review 2021 Single Waste Hauler Collection and Disposal Program and Proposal Form

Jarzyna stated in the Board packet on page 3, option b, to remove the wording after materials in the third paragraph. He stated Bob Seibert, Township Attorney recommended advertising on the MITN. Further stated it is not necessary to advertise in a newspaper.

Discussion was held on advertising in The Record, Macomb Daily and on the MITN.

Jarzyna suggested advertising in the Macomb Daily one Monday edition, The Record for one week and on the MITN for two weeks.

**MOTION by Grader supported by Stier to advertise the Single Waster Hauler Bid packet on the MITN for two weeks, The Record for one week and in the Macomb Daily in a Monday edition.**

**FOR THIS MOTION: Yes: Grader, Stier, Lascoe, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

10. NEW BUSINESS

a. Planning Commission recommendation to Adopt the Five-Year Parks and Recreation Master Plan

Jarzyna asked Steve Cassin, Planning Consultant to present the five year Parks and Recreation Master Plan.

Steve Cassin, Planning Consultant explained a parks and recreation master plan is required to obtain any grant money that is available for improvements and programs. He stated the Planning Commission reviewed the plan at the August meeting. Further stated the Planning Commission made a motion to recommend to the Board to Adopt the Five-year Parks and Recreation Master Plan.

Cassin stated he would like to thank Trustee Grader and all the Board members for reviewing the plan.

Cassin stated he recommends the Board approve and adopt the Five year Parks and Recreation Master Plan and upon adoption he will work with the staff to get the plan uploaded and submitted to the State of Michigan.

**MOTION by Stier supported by Lascoe to adopt the Five-year Ray Township Parks and Recreation Master Plan with the correction to page six.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None**

**Absent: Bohm**

**MOTION carried.**

b. BS&A Software update: Cash or Accrual Accounting system in BSA

Jarzyna stated that in BS&A you can use the Cash or Accrual system of accounting, cash does not show the actual balance, accrual accounting is the most used method and provides a more accurate accounting. Further recommended the accrual accounting method.

**MOTION by Stier supported by Lascoe to accept Supervisor Jarzyna recommendation to change from cash accounting to accrual accounting method.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None**

**Absent: Bohm**

**MOTION carried.**

c. CD's/MMA in the due to/due from General and Fire Accounts

Jarzyna requested for the Board to allow the Treasurer to adjust the accounts in the General and Fire Accounts to address the due to/due from and provide a report for the October meeting.

**MOTION by Stier supported by Grader to allow Treasurer Stier to adjust the General and Fire Accounts to address the due to/due from and to provide a report for the Board.**

**FOR THIS MOTION: Yes: Stier, Grader, Lascoe, Jarzyna**

**No: None**

**Absent: Bohm**

**MOTION carried.**

d. PTO update manuals from Vacation and sick to PTO along with FMLA

Lascoe stated Christine Anderson, Township Attorney provided the document that was provided in the Board packet. She stated she still has unanswered questions and recommended tabling the item for further input from the Township Attorney.

**MOTION by Lascoe supported by Stier to table under further discussion and clarification is received from Attorney.**

**FOR THIS MOTION: Yes: Lascoe, Stier, Grader, Jarzyna**

**No: None**

**Absent: Bohm**

**MOTION carried.**

e. Fire Accounts regarding FICA or 218 Agreement

Jarzyna stated he has been informed by the Township attorney that the Board needs to make a choice between the agreements. He stated he discussed the matter with Chief DiMaria, Fire Department and he recommends the 218 Agreement.

**MOTION by Stier supported by Lascoe to change Fire Accounts to the 218 Agreement as recommended.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None**

**Absent: Bohm**

**MOTION carried.**

f. Request to extend offer of employment for Staff Assistant position.

Jarzyna stated thirty-six applicants applied for the Staff Assistant position and five applicants were selected to be interviewed. Further recommended to extend an offer of employment to Tamara Holman.

Stier stated that he noted when going through the applicants resumes that Tamara has a BA in finance.

**MOTION by Stier supported by Lascoe to allow Supervisor Jarzyna to extend offer of employment to Tamara Holman for the staff assistant position, and to receive current rate of pay listed in compensation schedule with performance review after sixty (60) days of employment.**

**FOR THIS MOTION: Yes: Stier, Lascoe, Grader, Jarzyna**

**No: None**

**Absent: Bohm**

MOTION carried.

11. PUBLIC COMMENTS: None

12. ADJOURNMENT

**MOTION by Stier supported by Grader to adjourn the meeting at 7:31 p.m.**

**FOR THIS MOTION: Yes: Stier, Grader, Lascoe, Jarzyna**

**No: None.**

**Absent: Bohm**

**MOTION carried.**

\_\_\_\_\_  
Joe Jarzyna, Supervisor

\_\_\_\_\_  
Lori R. Lascoe, Clerk

\_\_\_\_\_  
Date

Lisa Hall, Recording Secretary