

RAY TOWNSHIP BOARD OF TRUSTEES  
MEETING MINUTES  
TUESDAY, JUNE 15, 2021 AT 7:00 P.M.  
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Location: Ray Township Hall  
64255 Wolcott, Ray, MI 48096

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

Absent: None

Also Present: Thirteen residents were in attendance.

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, Bart, Grader and Stier were present.
2. APPROVAL OF AGENDA  
Lascoe advised Item 10 g., should be amended to remove the word amendment and resolution number to 2021-11.  
**MOTION by Bart supported by Grader to approve the agenda as amended.**  
**MOTION carried.**
3. CORRESPONDENCES:  
Lascoe stated the federal government has extended the deadline for the REAL ID to May 3, 2023. When it goes into effect you will need a REAL ID to board domestic flights. She stated an appointment is necessary at the Secretary of State office to turn a standard driver's license or ID into a REAL ID.  
**MOTION by Stier supported by Grader to receive and file correspondence.**  
**MOTION carried.**
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 at this time.
5. APPROVAL OF MINUTES – May 18, 2021 & May 25, 2021  
**MOTION by Bart supported by Grader to approve the minutes from May 18, 2021 and May 25, 2021 as submitted.**  
**MOTION carried.**
6. APPROVAL OF BILLS LIST  
Treasurer Bart stated the bills list is through June 8, 2021 and the total is \$71,798.47.  
**MOTION by Lascoe supported by Stier to approve the bills list through June 21, 2021 totaling \$71,798.47.**  
**MOTION carried.**
7. OFFICER'S REPORTS
  - a. Supervisor Jarzyna reported in a conversation with the Insurance Agent, Steve Saph regarding the Township insurance policy. The subject of the loan closet was brought up because of discussions with neighboring community Township Supervisors. According to Mr. Saph we should take a look as to what we wish to be liable for. Further stated he will look into this and advise the Board.

- b. Clerk Lascoe reported they have been receiving the permanent absentee voter applications for the special primary election which will be held on Tuesday, August 3, 2021. Further stated 436 applications have been received as of today.

Lascoe stated she submitted the service voucher to Macomb County for Community Development Block Grant funds for the senior lunches and the check was received on June 14, 2021.

Lascoe stated she attended the Michigan Association of Municipal Clerks Seminar on June 6-11, 2021 in Mt. Pleasant, which was considered essential for Clerks. Further stated the seminar was beneficial and thanked the Board for the opportunity to attend.

Stier asked how many more years before Lascoe is a certified clerk?

Lascoe stated this was the last year and she is now a certified municipal clerk.

The Board congratulated Lascoe.

- c. Treasurer Bart stated she would like to thank the Rudich Farm for the donation of all the beautiful planters and flowers in the park.

Bart thanked the Township Assessor, Kelly Timm for all her help. Further stated the tax bills will be mailed out by the end of the month and the summer taxes are due by September 14, 2021.

- d. Trustees Grader and Stier– nothing to report

**MOTION by Stier supported by Lascoe to receive and file the Officers Reports.  
MOTION carried.**

#### 8. DEPARTMENT REQUEST/REPORTS

- a. Assessing Report
- b. Budget Report
- c. Building Department
- d. Fire Department Report
- e. Library Report
- f. SMART/Richmond Lenox EMS Report

Jarzyna reviewed the monthly reports and stated they are available if anyone would like a copy.

**MOTION by Lascoe supported by Grader to receive and file the May 2021 Department Reports.  
MOTION carried.**

#### 9. UNFINISHED BUSINESS

- a. Fire Department: Interview Committee recommendation – Assistant Fire Chief position

Jarzyna reported all candidates were interviewed for the Assistant Chief position. He stated there were two qualified candidates for the position. He explained the committee selected Mr. Brooks to be appointed for the Assistant Chief position based on his qualifications along with his 30+ years of dedication to the community on the Ray Township Fire Department. The promotion would mean additional promotions to fill the open officer position he currently occupies. The committee recommends the following officer positions: Robert Kitchen – Lieutenant and Kevin Dittenber – Sergeant. Further the committee recommends a formal review of the Assistant Chief position be conducted at the one-year mark and subsequently each year after prior to contract renewal.

**MOTION by Grader supported by Lascoe to approve the recommendation of the committee and appoint Timothy Brooks to the position of Assistant Fire Chief and the additional promotions of Robert Kitchen to Lieutenant, and Kevin Dittenber to Sergeant with a formal review of the Assistant Chief position to be conducted at the one-year mark and each year prior to contract renewal.**

**MOTION carried.**

b. Handrail repair for Township Office

Jarzyna reported he has spoken with Mr. Dalton of D-Fence and due to covid they are having problems getting the materials for the handrail. He stated the material supplier lives here in the Township and Mr. Dalton has advised he will try to have a quote within the next week. Further requested a motion to table the item.

**MOTION by Stier supported by Lascoe to table item 9b, Handrail repair for Township office until information is received.**

**MOTION carried.**

c. Assessor vacancy position

Jarzyna stated two candidates have applied for the position at this time. Further stated one interview has been conducted at this time. Further requested to table the item.

**MOTION by Stier supported by Bart to table item 9c Assessor vacancy position to allow time to go over the candidate information.**

**MOTION carried.**

10. NEW BUSINESS

a. SMART Municipal Credit and Community Credit Contract FY 2022

Fred Barbret, of SMART provided a summary of the program to the Board that Richmond/Lenox SMART program kept all their buses on the road during the pandemic. He explained three weeks ago they went back to full service which includes the free rides to the airports for residents. All passengers that ride the SMART buses must wear a mask. He informed the Board that a new larger bus has been ordered for senior trips and will be a great addition for use for the Townships. Further stated Jeff White of Richmond Lenox EMS is requesting the same amount in this contract as in the past.

**MOTION by Lascoe supported by Bart to approve the SMART Municipal Credit and Community Credit Contract FY 2022 as presented, with cost of \$3,686.00 for the Richmond Lenox EMS Ambulance Authority, \$7,438.00 to Van/Bus Operations (Including Charter and Taxi Service) and \$2,464.00 to Richmond Lenox EMS Ambulance Authority.**

**MOTION carried.**

b. Michigan Township Association membership dues

**MOTION by Stier supported by Lascoe to pay the annual MTA dues including the legal defense fund contribution for a total of \$4,103.28.**

**MOTION carried.**

c. Brush hogging

Jarzyna stated the brush hogging is for Roxbury Lane the Township property and any additional lots required mowing. He stated according to the ordinance they lots still have time to mow the lots. Further stated the Board received in their packet a bid from Grader Farms, Inc. for the 2021 brush hogging of the Roxbury Lane, Township property of \$590.00.

Lascoe stated a sealed bid was in the drop box from Dean Reinhardt for the brush hogging. She opened the sealed bid at the meeting and the bid submitted was \$570.00 for the Roxbury Lane property, any additional lots that need mowing would be billed at a rate of \$125.00 per hour plus a half-hour travel time per lot.

**MOTION by Stier supported by Bart to accept bid the Brush hogging bid from Dean Reinhardt of \$570.00 for Roxbury Lane and the rate of \$125.00 per hour plus a half-hour travel time per lot as presented.**

**MOTION carried.**

d. Outstanding checks

Bart advised the Board the list provided shows issued checks (highlighted) that have not been cashed by the individuals the checks are payable to. Further asked the Board for direction on how to proceed.

Jarzyna stated some of the checks were issued four years ago.

Bart stated the township can send letters regarding the checks, maybe they were lost in the mail or misplaced.

**MOTION by Grader supported by Stier to send letters to all recipients of all un-cashed checks on the list if response is received to issue a replacement check. If no response in 30 days all outstanding checks to be removed from books.**

**MOTION carried.**

e. Donation of birdhouse

Lascoe stated Bill Hummel builds birdhouses for Wrens and Tree Swallows and has offered to donate several birdhouses for the park.

**MOTION by Lascoe supported by Stier to accept the donation of the birdhouses from Bill Hummel.**

**MOTION carried.**

f. Overflow Parking Lot

Jarzyna stated a proposal for engineering services from Anderson, Eckstein and Westrick is included in tonight's packet for the new Township overflow parking lot. He explained the overflow parking lot is the area south of the library. He stated the engineering service includes the pricing for a topographical survey, the engineering design, preparation of the drawings, preparation of the contract documents and solicitation of competitive bids, and the construction staking, etc.

Grader asked if the amount included any materials.

Jarzyna stated it does not, this is the engineering bid package for the parking lot.

Stier stated it has to be done correctly.

**MOTION by Stier supported by Grader to approve engineering services from Anderson, Eckstein and Westrick for the professional services for the overflow parking lot.**

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

**No: None**

**MOTION carried.**

g. Amendment Resolution for 2021 Poverty Exemption- Resolution 2021-11

Lascoe stated this is the same resolution that was adopted in 2020 with the exception of one sentence being deleted from the resolution as required by the State of Michigan.

Bart stated the State of Michigan reviewed the AMAR report and has requested the sentence to be removed from the Resolution. Further read the omitted sentence for the Board reference.

**Motion by Lascoe supported by Bart to approve Resolution for 2021 Poverty Exemption Resolution Number 2021-11, as follows:**

**RESOLUTION FOR 2021 POVERTY EXEMPTION**  
Resolution Number 2021-11

At a regular meeting of the Township Board, of the Township of Ray, County of Macomb, State of Michigan, held in the Township municipal offices in said Township on Tuesday, June 15, 2021 at 7:00 p.m.

**PRESENT:** Jarzyna, Lascoe, Bart, Grader, and Stier.  
**ABSENT:** None.

The following preamble and resolution were offered by Lascoe and supported by Bart.

*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*.
- 3) 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.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) 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.
- 7) 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 2021 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	2021 Poverty Guidelines
Size of Family Unit	
1	\$ 12,760
2	\$ 17,240
3	\$ 21,720
4	\$ 26,200
5	\$ 30,680
6	\$ 35,160
7	\$ 39,640
8	\$ 44,120
For each additional person	\$ 4,480

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.

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

**No: None.**

**RESOLUTION DECLARED ADOPTED.**

h. Michigan Township Association Principles of Governance

Lascoe stated MTA encourages every Township Board to deliberate on and adopt the for the Board to affirm and practice these Principles as their own code of conduct.

**MOTION by Lascoe supported by Bart to adopt the Michigan Township Association Principles of Governance and sign Ray Township Principles of Government.**

**FOR THIS MOTION:     Yes: Lascoe, Bart, Grader, Stier, Jarzyna  
                              No: None**

**MOTION carried.**

11. PUBLIC COMMENTS:

Mary Barnes, 64120 Wolcott asked if the Township lawn cutting service could begin cutting later in the morning. She stated they are starting before 6 a.m. She stated on the subject of the new parking lot, a lot of beautiful trees, milkweed and other plants were lost. She stated she misunderstood how many trees would be cut. She also stated she did not understand what a sheet drain is.

Jarzyna explained it is a drain system that uses land slop to drain water without the use of catch basins or drainage structures. Further stated most of what was cut was not on Township property but in the county right of way.

Mary Barnes stated she would like the Township to look into adding back some of the native plants into the landscaping of the parking lot.

Jarzyna stated some type of landscaping will be installed, noted the black walnut trees were left.

Grader stated the Township really needs a larger parking lot.

Jarzyna stated parking is difficult if there are meetings and baseball games on the same nights.

12. ADJOURNMENT

**MOTION by Stier supported by Grader to adjourn the meeting at 7:50 p.m.**

**MOTION carried.**

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Joe Jarzyna, Supervisor

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Lori R. Lascoe, MiPMC  
Clerk

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Date

Lisa Hall, Recording Secretary