

RAY TOWNSHIP BOARD OF TRUSTEES  
MEETING MINUTES  
TUESDAY, JUNE 20, 2023 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  
Doug Stier, Trustee

Absent: Betty Grader, Trustee

Also Present: Chief Hoskin  
Jamie Smith, Firefighter  
Jacob Nummer, Firefighter  
16 residents

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, and Stier. Absent: Grader
2. APPROVAL OF AGENDA  
Clerk Lascoe added 11. g. Michigan Fire Equipment Grant  
11. h. Request to purchase a Laptop  
**MOTION by Stier supported by Bart to approve the agenda as submitted.**  
**MOTION carried.**
3. CORRESPONDENCE:
  - a. Amy Bouren, RE: Intersection of Romeo Plank and 27 Mile Roads  
Clerk Lascoe read a thank you card for recognizing the need for the 4-way stop at the intersection of 27 Mile and Romeo Plank Roads to improve safety for their church, Faith Baptist and praying that the change will prevent any future horrible accidents.
  - b. The Veterans & Auxiliary of Striber/McVicar VFW Post 2052-Romeo  
Clerk Lascoe read a thank you for Proclaiming Ray Township a Purple Heart Community.  
**MOTION by Jarzyna supported by Bart to receive and file the correspondences.**  
**MOTION carried.**
4. Introduction of newest Firefighters that have graduated from the Fire Academy, Jamie Smith & Jacob Nummer  
Chief Hoskin introduced the newest Firefighters, Jamie Smith and Jacob Nummer. He stated they have completed Firefighter 1 and 2 training, Hazmat operations, Advanced Rite, Driving Certification along with 280 training hours and passed successfully from the Oakland County Fire School. He stated their class was the highest scoring of the facility, in the high 90's. Further stated he is very proud to introduce Jamie Smith and Jacob Nummer to the residents of Township as they have put in countless hours at the station and training. He stated in January he hopes to be pinning them for the EMT license. Chief Hoskin Congratulated Jamie Smith and Jacob Nummer on graduating from Oakland County Fire School.  
  
Everyone in attendance applauded.  
  
The Board Congratulated Jamie Smith and Jacob Nummer.
5. PUBLIC COMMENTS: - For Agenda Items  
There were no public comments.

6. APPROVAL OF MINUTES – May 16, 2023 & May 31, 2023

**MOTION by Lascoe supported by Bart to approve the meeting minutes for May 16, 2023 and the special meeting of May 31, 2023.**

**MOTION carried.**

7. APPROVAL OF BILLS LIST

Treasurer Bart stated the bills list ending May 31, 2023 totals \$141,878.91. She explained \$10,300.00 was for returning bonds and wages of \$52,398.61 and \$1,390.00 was a replacement check to Preferred Charter Service due to the check not being received.

**MOTION by Lascoe supported by Stier to approve the bills lists of \$141,878.91 as presented.**

**MOTION carried.**

8. OFFICER'S REPORTS

- a. Supervisor Jarzyna stated for the bidding for the phragmites in the right of ways. He stated if anyone would like to be exempt from the spraying, they would have to complete the form for the property to be exempted and would have to treat the property on their own. He stated the exemption form will be available at the Township.
- b. Clerk Lascoe reported to the Board that the Planning Commission held a public hearing on June 13<sup>th</sup>, 2023 for a Special Land Use to allow a private road with seven parcels, to be developed as Portofino Estates. The property is located at 15550 29 Mile Road, formerly the Jackman property, located on the south side of 29 Mile Road, west of Romeo Plank. The special land use was approved and must meet all requirements. Further stated the property will be developed by the same developer of Cutro Estates for Rosina Court.
- c. Treasurer Bart thanked Rudich Farms for donating the beautiful pots at the entrances and the flats of flowers to beautify the Township grounds.

Bart reported the Township audit was completed on June 1<sup>st</sup>, 2023 and it went well. The audit report has not been received.

Bart stated tax bills will be mailed out on Saturday, July 1<sup>st</sup> and taxes will be due September 14<sup>th</sup>, 2023 without penalty.

Bart announced Sunday, June 25<sup>th</sup> is Ray Day from noon to 4:00 p.m. with bingo, Animal Magic Show which will be held in the senior center, food trucks, ice cream truck, face painting, line dancing, corn hole, the Fire Department trucks, Firefighter annual car show and water game, Clinton River Watershed, Sheriff's Department, County Drain Commission. Further stated there are many activities planned.

- d. Trustee Grader was absent.

Trustee Stier asked when Omo Road would be reconstructed.

Supervisor Jarzyna stated the limestone contract was signed last Thursday by all of the communities. Further stated the limestone will be installed in July or August.

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

**MOTION carried.**

9. DEPARTMENT REQUEST/REPORTS

Supervisor Jarzyna read each department report.

- a. Assessing Report
- b. Budget Report
- c. Building Department
- d. Fire Department Report

- e. Library Report & State of Library 2023
- f. Senior Report – no report provided.
- g. SMART/Richmond Lenox EMS Report

**MOTION by Stier supported by Lascoe to receive and file the May 2023 Department Reports.  
MOTION carried.**

10. UNFINISHED BUSINESS

- a. Part-time Accountant

Supervisor Jarzyna stated the Board has the application from Crystal Silorey for the part-time accountant. He stated she was filling in temporary and has applied for the position.

**MOTION by Stier supported by Bart to hire Crystal Silorey to allow the Supervisor to hire Crystal Silorey as the part-time accountant for the Township.  
MOTION carried.**

11. NEW BUSINESS

- a. Tuff Coat Sealcoating for Township Office and walking path

Treasurer Bart stated it has been two years since the walking path and Township parking lot. She explained the quote is for the sealcoat is \$2,670.00 which includes the prep, edging, sealant, Fass Dri and labor, for a total of \$3,293.00. The quote to fill in 700' of cracks in the walking path is \$623.00 and \$3,435.00 for sealing the walking path for a total of \$4,058.00 for the walking path. The total for the parking lot and walking path is \$7,351.00.

Bart stated she received a quote from Zebra Stripping for \$400.00 for the parking lot stripping.

Jarzyna explained Tuff Coat does not use dangerous coal tar sealants, they are one of a few companies that are 100% coal tar free.

**MOTION by Jarzyna supported by Lascoe to approve the Tuff Coat Sealcoating for the Township Office and walking path for \$7,351.00 plus \$400.00 for the parking lot stripping.  
MOTION carried.**

- b. Michigan Township Association membership fee and legal defense

Supervisor Jarzyna stated the MTA annual dues are \$4,623.48 and the optional legal defense fund is \$138.70 for a total of \$4,762.18.

**MOTION by Bart supported by Stier to approve the Michigan Township Association membership fee of \$4,623.48 and \$138.70 for legal defense, for a total of \$4,762.18.  
MOTION carried.**

- c. Closure for 3<sup>rd</sup> of July

Jarzyna stated other Townships are closed on July 3<sup>rd</sup> and 4<sup>th</sup>. He stated the office help has asked for the day off and he is asking for direction from the Board.

Stier stated the County is open and normally the Township follows the County calendar.

Bart stated the Township has lost employees to large municipalities due to benefits and an additional day would be a perk for employees.

Lascoe stated the Township has exceptional staff. Further stated the office is very slow the day before a holiday.

**MOTION by Jarzyna supported by Lascoe to approve the closure for the 3<sup>rd</sup> of July 2023.**

**Opposed: Stier**

**MOTION carried.**

Stier stated the Township should be closed between Christmas and New Years.

Jarzyna stated that is not the agenda today.

d. Disposal of Phone system

Jarzyna stated the antiquated phone system which was over thirty years old has been replaced.

Bart stated she researched the old phone system and ten phones on ebay are \$65.00 plus \$65.00 for shipping and the phones are guaranteed and refurbished phones.

Stier asked Chief Hoskin if a Fire Department in the upper community would accept a donation of a phone system.

Chief Hoskin stated the equipment could be donated.

**MOTION by Jarzyna supported by Stier to donate the old phone system to a Fire Department in the northern community.**

**MOTION carried.**

e. Room Request; Friends of Ray Township Library & Historical Society Event on Saturday, October 7, 2023

Lascoe stated the Friends of the Ray Township Library and Historical Society would like to use the senior center on Saturday, October 7<sup>th</sup>, 2023. Further stated the Board received the request in their packet with the time unknown at this time.

**MOTION by Lascoe supported by Bart to approve the Room Request for the Friends Library & Historical Society Event on Saturday, October 7, 2023.**

**MOTION carried.**

f. Spending Limit Policy

Supervisor Jarzyna stated the spending limit policy was last updated on May 6, 2014. Further stated costs have significantly increased from 2014. Further reviewed the proposed spending limits policy.

Lascoe stated as the Board knows when we having some trees cut down, we had a very hard time receiving quotes from three companies.

**MOTION by Stier supported by Bart to approve the proposed Ray Township Spending Limits Policy, as follows:**

**Ray Township Spending Limits Policy**

This policy applies to all Township Funds, that is, General, Fire and Building at this time and all General Fund departments.

Operating expenses, such as fuel, utilities, supplies, insurance, repairs, and other budget-line items, have annual budgeted amounts and as long as this amount is not exceeded, individual approval is not necessary. A monthly report is distributed for this information. A call to the Treasurer's office is required to obtain this information between report distributions.

The following procedure must be followed for all other expenditures:

- Purchases of a non-emergency nature of \$5,000 or less may be authorized by any two Board members.
- Purchases between \$ 5,000 and \$19,999 require three estimates (verbal or written) and the authorization of two Board members.
- Purchases over \$20,000 require three written estimates mailed or hand delivered in a sealed envelope and submission to the Board for individual authorization.
- If an emergency expenditure is needed and proper procedure cannot be followed, contact another Board member with details. A phone poll of Board members followed by confirmation at the next regular Board meeting or a special Board meeting will be called.
- Projects over \$ 20,000 require sealed bids.
- Projects over \$ 10,000 must provide bid bonds.
- Projects under \$ 10,000 must provide project bond preceding award of contract.

**MOTION carried.**

g. Michigan Fire Equipment Grant – *Added to Agenda*

Chief Hoskin stated a reimbursable grant is available through the State of Michigan Treasury for fire equipment up to \$10,000.00. He requested to purchase fire helmets and personal thermal imaging cameras. The Chief explained a vast number of the helmets need to be updated due to the end of service life span ending and the thermal imaging cameras would be added to mutual aid engine to adequately supply the crew when needed. Further stated the deadline to submit for the reimbursable grant is July 10<sup>th</sup>, 202 and will be awarded in August.

**MOTION by Stier supported by Bart to allow Chief to purchase 19 helmets from Phoenix Safety Outfitters for \$7,334.00 and 4 thermal imaging cameras from Municipal Emergency Services for \$2,595.00 for the reimbursable Michigan Fire Equipment Grant.**

**MOTION carried.**

h. Request to purchase laptop -*Added to Agenda*

Treasurer Bart stated she received a quote from SYO Computer Engineering Services for \$2,081.84 plus shipping.

**MOTION by Stier supported by Bart to approve the purchase of a Dell Latitude laptop from SYO Computer Engineering Services for \$2,081.84 plus shipping.**

**MOTION carried.**

12. PUBLIC COMMENTS – None

13. ADJOURNMENT

**MOTION by Stier supported by Bart to adjourn the meeting at 7:35 p.m.**

**MOTION carried.**

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

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Lori R. Lascoe, MiPMC  
Clerk

\_\_\_\_\_  
Date

Lori R. Lascoe, Recording Secretary