

RAY TOWNSHIP BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY, OCTOBER 17, 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
Betty Grader, Trustee

Absent: Doug Stier, Trustee- Excused

Also Present: 9 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 Grader. Excused absence Stier.

2. APPROVAL OF AGENDA
Lascoe added 11. i. Tree Removal for Fire Department new driveway to the agenda.

**MOTION by Lascoe supported by Bart to approve the agenda as amended.
MOTION carried.**

3. CORRESPONDENCES: None.

4. PUBLIC COMMENTS: - For Agenda Items
There were no public comments.

5. APPROVAL OF MINUTES – September 19, 2023 & October 5, 2023

**MOTION by Grader supported by Bart to approve the meeting minutes for September 19, 2023 and October 5, 2023 as presented.
MOTION carried.**

6. BUDGET MODIFICATION

Treasurer Bart submitted the formal request for the Budget Modifications for the accounts: Move from expenditure Account Number 101-440-933.003, Fund 101 General Fund, Dept. 440 Public Works Control, in the amount of \$ 6,730.00 (six thousand seven hundred thirty dollars) and put it in expenditure Account Number 101-265-933.002, Fund 101 General Fund, Dept. 265 Building and Grounds. Further stated if the modifications are approved, they will ensure the line items are in budget.

Lascoe stated the budget modification is necessary due to the lawn maintenance.

**MOTION by Lascoe supported by Grader to approve the budget modifications as presented.
MOTION carried.**

7. APPROVAL OF BILLS LIST

Treasurer Bart explained the bills list includes \$500.00 for pavilion bond returns, \$4,250.00 is for the building department bonds and payroll was \$50,286.64. Further stated the bills list total is \$93,686.12.

**MOTION by Grader supported by Lascoe to approve the bills lists of \$93,686.12 as presented.
MOTION carried.**

8. OFFICER'S REPORTS

- a. Supervisor Jarzyna reported he has chosen Eric Crump as his new deputy supervisor and introduced him to the audience, then asked Clerk Lascoe to swear Mr. Crump in.

Clerk Lascoe administered the Oath of Office to Eric Crump as Deputy Supervisor.

Deputy Supervisor thanked the Board.

- b. Clerk Lascoe reported the Planning Commission had a meeting on September 10th, 2023. The Planning Commission approved a Residential Open Space Development that is located on the north side of 29 Mile Road, west of Romeo Plank. The project name is Knights Place Open Space residential development, she stated the site is 13.22 acres and will contain six lots in the development.

Lascoe stated the Planning Commission also received the draft of the Master Plan for review.

Lascoe reported the Macomb County Northwest Voting Center has been approved by Bruce and Washington Townships for early voting, along with Ray. The County Clerk has submitted the grant funding for early voting to the State of Michigan. Further stated at this time, we do not know if the Presidential Primary will be February or March.

- c. Treasurer Bart reported that she attended the MMTA conference online and thanked the Board for allowing her to attend.

Bart announced Trunk or Treat is this coming weekend and the recreation committee is expecting over 500 trick or treaters.

- d. Trustee Grader had nothing to report.

Trustee Stier was absent.

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

8. DEPARTMENT REQUEST/REPORTS

Supervisor Jarzyna read each department report.

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

**MOTION by Lascoe supported by Grader to receive and file the September 2023 Department Reports.
MOTION carried.**

9. UNFINISHED BUSINESS – None.

10. NEW BUSINESS

- a. Allocate FY 2024 SMART Municipal Credit & Community
Jarzyna stated the Board needs to allocate the municipal and community credits for the SMART allocation.

MOTION by Grader supported by Bart to approve the Resolution Authorizing the use of 2024 SMART Municipal and Community Credits, Resolution 2023-09 as follows:

**Resolution Authorizing the use of 2024 SMART
Municipal and Community Credits
Resolution No. 2023-09**

WHEREAS, the Township of Ray is eligible to receive public transportation funds through the Municipal and Community Credit programs; and

WHEREAS, the Richmond Lenox EMS (RLEMS) operates a public Community Transit program; and

WHEREAS, the Township of Ray wishes to purchase Community Transit services from the Richmond Lenox EMS; and

WHEREAS, SMART (the Suburban Mobility Authority for Regional Transit) as the regional transportation authority is responsible for coordinating, reporting, and disbursing of funds for all local sub-recipient communities and agencies; and

WHEREAS, the Township of Ray and RLEMS have a long-standing collaborative relationship in providing paratransit services to residents in Lenox Township, and the surrounding communities;

WHEREAS, the Township of Ray and RLEMS wish to continue the existing arrangement; and allow for direct reimbursement to the RLEMS for operating expenses incurred while providing Community Transit services and;

RESOLVED, the Township of Ray Supervisor is authorized to execute Municipal and Community Credit agreement in which Municipal and Community Credit funds in the amount of \$3,534.00 in Municipal credits and \$3,966.00 in Community credits will be used to reimburse the RLEMS for Paratransit/Community Transit services.

FOR THIS RESOLUTION: AYES: Grader, Bart, Lascoe, Jarzyna.

NAYS: None.

ABSENT: Stier.

RESOLUTION DECLARED ADOPTED.

b. 2024 School Tax Collection Agreement

Treasurer Bart stated the Board must approve the school tax collection agreement and the Township would receive \$2.50 per parcel for collecting the school taxes. Further stated the rate was increased in 2021 from \$1.75 per parcel.

MOTION by Lascoe supported by Grader to approve 2024 School Tax Collection Agreement for Armada, New Haven, Romeo and Utica Community Schools for \$2.50 per parcel.

MOTION carried.

c. Resolution for Delinquent Special Assessment District for Apple Lane – Resolution 2023-11.

Treasurer Bart explained the Resolution for the delinquent taxes for the Special Assessment District for Apple Lane is required to be added on the property tax bill.

MOTION by Lascoe supported by Grader to approve Resolution for Delinquent Special Assessment District for Apple Lane – Resolution 2023-11, as follows:

**Resolution for Delinquent Special Assessment District
for Apple Lane
Resolution Number 2023-11**

WHEREAS, The Treasurer of the Township of Ray, Macomb County, Michigan is requesting the collection of delinquent roads real property assessments.

WHEREAS, the unpaid Apple Lane Special Assessment District is to be transferred to the 2023 Winter Tax Roll for \$1,291.44.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Ray Board of Trustees, Macomb County, Michigan that: authorizes the Township Assessor to spread the above delinquent Apple Lane Special Assessment on the 2023 Winter Tax

FOR THIS RESOLUTION: Yes: Lascoe, Grader, Bart, Jarzyna.

No: None.

Absent: Stier.

The Clerk declared the Resolution Adopted.

d. Resolution to Oppose the 3% late penalty fee for winter taxes – Resolution 2023-12.
Treasurer Bart explained the Resolution is to oppose the collection of a late fee after February 14th and before February 28, 2023. Further stated not all communities waive the late collection fee.

MOTION by Grader supported by Lascoe to approve Resolution to Oppose the 3% late penalty fee for winter taxes – Resolution 2023-12 as follows:

**Resolution of Ray Township Board to
Oppose the 3% late penalty fee
Resolution Number 2023-12**

WHEREAS, The Township Ray, Macomb County, Michigan is responsible for the assessing of ad valorem property taxes, the collecting of property tax levies and the handling of review and appeal matters arising there from, and

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before February 28th

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

The Township Board waives the imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before February 28, 2024.

FOR THIS RESOLUTION: Yes: Grader, Lascoe, Bart, Jarzyna.

No: None.

Absent: Stier.

The Clerk declared the Resolution Adopted.

e. Request to attend Clerks Master Academy.

Clerk Lascoe requested to attend the Michigan Association of Municipal Clerks Masters Academy on November 27th – November 30th, 2023 for \$525.00 and lodging since it is held in Mt. Pleasant. Further stated the Bureau of Election will be there and will have a session on early voting.

MOTION by Grader supported by Bart to approve for the Clerk to attend the Michigan Association of Municipal Clerks Master Academy for \$844.68.

MOTION carried.

f. Award Bid for Proposal Fire Station Addition/Renovation Project for Architectural & Engineering Services.

Supervisor Jarzyna stated the bid opening was held on October 5th, 2023 and four bids were submitted.

Lascoe stated one correspondence has been received from AEW thanking the township for the consideration.

Jason Arlo from AEW was in the audience and noted the fees would only change if the scope of work changed.

Jarzyna stated all the bids except AEW's are ambiguous and open ended. He stated he supports the bid received from AEW it is the only one with specific costs and no additional fees.

Grader stated the bids are difficult and she is concerned how the Township is going to afford the project.

Jarzyna stated we need the blueprints that the engineers will provide, to get bids and then be able to apply for grants.

Bart stated grants are very specific in what they ask for when submitting. She stated the Township has ARPA funds, but we need a defined dollar amount for the project to apply for grants.

Chief Hoskin stated he has reached out to Congresswomen Lisa McClain and Senator Gary Peters and both very supportive and eager to help the Township. We do have ARPA funds but we need a defined dollar amount.

Grader asked who will determine exactly what will be in the fire hall?

Jarzyna stated we will have a meeting to determine what we are looking for. The blueprints will help us to determine what we need and want.

Grader stated she has seen many that she liked.

Jarzyna stated the prints will help us determine what is needed.

Chief Hoskin stated he has seen many communities receive grants, he stated Dearborn received a \$10 million dollar grant and Canton Township received \$7 million.

Grader stated she wonders since we are a smaller community if that be an issue.

Lascoe stated she does feel the site will be difficult to design a plan with the existing towers.

Lascoe stated she researched Auger Klein and Aller Architects Inc., and they did Orion Township Fire Stations 1 and 3, Orion Township Municipal Complex, Lake Orion Village Hall. She stated Anderson Eckstein Westrick did Macomb Township Fire Station 1, Shelby Township Fire Station 5, Richmond Lenox EMS and Washington Township Fire Station. Further stated she is concerned with the unknown costs with Auger Klein Aller Architects with the reimbursable expenses that would be invoiced monthly with the 15% administrative charge.

Lascoe stated she appreciates Anderson Eckstein Westrick spelling the costs out in the bid submitted.

Grader stated unfortunately, we, Ray Township always has to know.

Lascoe stated AEW is providing the most for our dollar, we know exactly what the cost will be, the others do not provide any exact amounts.

Jarzyna stated the others are completely vague.

Bart stated she would like to vote on something solid.

Lascoe stated the bid opening is posted on the Township website. She explained the bids were opened in the order they were received. She stated the first bid was from Redstone Architects Inc. and the bid amount was to be determined. The second bid was Lindhout Associates for \$246,700.00. The third bid was from Auger Klein Aller Architects Inc. for \$128,000 plus with reimbursable expenses that would be billed monthly with a 15% administrative charge. The fourth bid was from Anderson Eckstein & Westrick bid amount was \$160,000.00, with a possible additional cost of \$10,000.00 for soil borings if they are required.

Lascoe stated she is concerned about a 15% monthly administration charge, that could add up fast.

Jarzyna stated 15% can kill a budget, and it is a 15% fee on a cost-plus basis.

Bart stated it could drive up the costs.

Lascoe stated we all understand we have to have a plan ready to go to move forward on a project, even to apply for grants.

MOTION by Lascoe supported by Bart to award the bid for the Fire Station Addition/Renovation Project for Architectural & Engineering Services to Anderson Eckstein and Westrick.

FOR THIS MOTION: Yes: Lascoe, Bart, Grader, Jarzyna.

No: None.

Absent: Stier.

MOTION carried.

g. Update on Cost Recovery Fees.

Chief Hoskin submitted the cost recovery fees to the Board. He explained the costs are approved by the Macomb County Fire Chiefs Association, usually done every two years. Further stated the Board adopted the ordinance on February 21, 2023 and recommended the updated cost recovery fees.

MOTION by Jarzyna supported by Lascoe to approve the Updated Cost Recovery Fees submitted by Chief Hoskin.

MOTION carried.

h. Senior Director position.

Bart stated one interview was conducted and another is scheduled. Further recommended tabling the item.

MOTION by Jarzyna supported by Lascoe to table the Senior Director position.

MOTION carried.

i. Tree Removal for Fire Department new driveway – *Added to the agenda*

Supervisor Jarzyna stated the Department of Road has indicated the Fire Department new driveway must have a wider approach coming into the drive. He explained four more pine trees would have to be removed from the right-of-way and he received a quote from Able Tree for four-thousand dollars.

MOTION by Grader supported by Lascoe to remove the four pine trees for the new Fire Department driveway for \$4,000.00.

MOTION carried.

11. PUBLIC COMMENTS – None.

12. ADJOURNMENT

MOTION by Grader supported by Lascoe to adjourn the meeting at 7:39 p.m.

MOTION carried.

Joe Jarzyna, Supervisor

Lori R. Lascoe, MiPMC, CMC
Clerk

Date

Lisa Hall, Recording Secretary