

RIVES TOWNSHIP BOARD MEETING  
August 10, 2023  
6 p.m. - Main St. Pavilion

Present: Supervisor Jerald Adams, Clerk Vercilla Hart, Treasurer Joseph Yang, Trustee Christine Beecher, and Trustee Bryce Hammond.

Also present: Jackson Co. Commissioner Tony Bair, Assistant Fire Chief Chris Trapp.

The meeting was called to order at 6 p.m., and all were asked to recite the Pledge of Allegiance.

Agenda Additions

- #5a - Approval of May 18 '23 Special Meeting Minutes
- #15a - Inspector Wages
- #7a - 1099 Determination - Janet Hamilton
- #7b - ZBA Appointment

**Motion by Hammond, supported by Hart, to approve the agenda as changed. All ayes. Motion carried.**

Public Comment: opened at 6:10 p.m. and closed at 6:14 p.m.

- Kathy Carter is concerned about the property on the NW corner of Berry Rd and Lansing Avenue being addressed by the Zoning Enforcer.
- Tony Bair
  - Results of the Jackson County **audit** showed the county did well.
  - \$71 million in grants are received yearly. Another **\$2 million grant** was just **approved** for the Jackson Co. Airport, but Tony said the contract was not written well, and he didn't vote for its approval.
  - ARPA project - **IT fiber optical installation** approved.
  - American 1 Federal Credit Union has donated funds for a **Parks Recreation Center**.

Clark Vercilla Hart asked that Commissioner Bair email her the names of those writing Jackson County grants as points of contact.

**Motion by Yang, supported by Hart to approve the July 20th minutes as presented. All ayes. Motion carried.**

Hart reported the board present at the May 18 '23 meeting didn't appoint anyone to take minutes in the former Clerk's absence, and she has received no notes from board members in order to have accurate information for that meeting's minutes.

Hart presented a statement to this effect for board members.

**Motion by Adams, supported by Beecher, to approve the May 18 '23 Minutes statement as given. All ayes. Motion carried.**

**Motion by Hart, supported by Beecher, to approve checks 31607-31622, 31624, EFT234; and not pay checks 31621, 31623, and EFT233; and to approve the Payables. Roll call. All ayes. Motion carried.**

Checks 31621, 31623, and EFT233 are Void due to corrections.

Sewer work done by JK of Michigan was for routine maintenance and investigate a light on the lift station. Sewer work by Lester Brothers was for a pump-out at the Nate Shong residence.

**Motion by Hart, supported by Adams, to reimburse the Clerk for ZBA, Treasurer and Clerk books from MTA for the amount of \$498.00. All ayes. Motion carried.**

#### Clerk's Report

- Clerk Hart reported an election will be held in November for the Jackson College millage request. A 9-day election will also be held in February, and elections in August and November are scheduled for next year. Hart thanked Margaret Stevenson and the other Election Inspectors, and Tompkins Township Clerk Melanie Curran for their help, since Hart was short the 2 certified Township Clerks that had offered help for Hart's 1st election as Clerk.
- **Motion by Hart, supported by Hammond, to pay wage for Clerk for non-statutory duties of Payroll Admin, IT Admin, and Sewer Admin at the rate of \$41.67 for each job duty until the non-statutory duties are removed; FOIA Coordinator at rate of \$15.00/hr until duties are removed. Roll call. All ayes. Motion carried.**
- A timesheet requesting additional pay, signed by **former Treasurer Janina Teske**, was presented by Hart to the board for discussion on what the board would approve. Teske had not submitted a timesheet for May 1 through June 10, and Supervisor Adams had signed and authorized payment for the Treasurer salary only.
  - Current Treasurer Yang said time is needed to research the non-statutory **permit fees** submitted from previous months by Teske that were listed for payment on the timesheet. The board chose to **not** pay the **additional salary** amount Teske requested, due to the auditor signing that Teske's calculation was incorrect and Teske had been paid the correct salary amount. The board only approved paying for **10 days** work as **administrator** of the Sewer, Collection Site, and Building Dept., recalculating the amount because Teske's calculations were incorrect.

**Motion by Adams, supported by Yang to pay Janina Teske \$222.24 for the timesheet that was submitted. Roll call. All ayes. Motion carried.**

#### Treasurer's Report

Treasurer Yang presented a Treasurer's Report to the board, which included a listing of the township CDs with their expiration dates and respective interest percentages. He thanked former Clerk Stacy Stoner for sending him a sample of a previous Treasurer's Report. Hammond was concerned about a negative account beginning balance.

Yang reported that a \$150,000 CD matured at the end of July. He wants to monitor the cash flow before determining if the matured CD funds that are now in the General Fund should be locked into a CD again, or be more accessible if needed.

Hart said the Sewer interest payment is due to Jackson County in October, and suggested applying a large sum to additional Sewer principal. Yang will find out if there are restrictions about the Williams Way account earning interest.

#### Payment via 1099

Planning Commission Member Janet Hamilton had requested to be paid by 1099 instead of through Payroll. The board received a letter from the auditor, and determined paying by 1099 could cause concern by the IRS.

Adams will let Jan Hamilton know the board will only pay PC Members through Payroll.

#### ZBA Appointment

**Motion by Adams for Jan Hayward to be appointed to the ZBA as PC liaison. No support. Motion failed.**

#### Sewer Air Chamber Replacement

After a spill on Rives Jct. Rd last year, RJT Construction repaired a leak. A bid from RJT and one other sewer repair company will be obtained so that the work will be done before Winter.

#### Generator

**Motion by Hart, supported by Adams, to approve a 3-year contract with Superior Industrial Sales for generator planned maintenance for the contract amount of \$225.00 yearly; battery is additional and recommended to be replaced every 3 years. Roll call. All ayes. Motion carried.**

Hammond presented pricing for rubber bumper stops to be placed around the generator. Pipes 4 1/2" in diameter set in concrete is another option, and these would need slips to cover them. Hammond will get additional prices, and said he would write the grant.

#### Signs

- Amish Buggies

**Motion by Adams, supported by Hammond, to purchase 6 signs not to exceed \$1,500.00 for Amish to be placed on Berryville Rd, Churchill Rd, and Territorial Rd. Roll call. All ayes. Motion carried.**

- Collection Site

**Motion to purchase 2 signs from Uline, both signs not to exceed \$100.00 for the Collection Site. Roll call. All ayes. Motion carried.**

#### Joint Fire Board

**Motion by Adams, supported by Hammond, to change the Joint Fire Board Meeting from August 17th to the 24th at Tompkins. All ayes. Motion carried.**

Chris Trapp reported a lot of hoses have failed in the last 2 years, and gave a quote for the cost at \$8,039.00.

**Motion by Adams, supported by Yang, to pay the Rives portion of hoses for \$4,622.43. Roll call. All ayes. Motion carried.**

Fire Engine 3 will be discussed for replacement instead of Engine 2 at the Joint Fire Board Meeting.

#### Office Assistant Position

**Motion by Adams, supported by Beecher, to hold interviews at a Special Meeting on August 14th at the Lansing Ave. Firebarn, starting at 6 p.m., with possible actions, starting with interviews every 10 minutes, and pay rate is to be \$16.50/hr. Roll call. Beecher - yes, Hart - no, Hammond - yes, Yang - yes, Adams - yes. Ayes - 4, Nays - 1. Motion carried.**

Yang will schedule the interview appointment times. Proposed working hours until onboarding is completed:

Monday, Tuesday, Wednesday 10 a.m. - 2 p.m.

Thursday, Friday - 10 a.m. - 5 p.m.

Thursday hours will change to 2 p.m. - 6 p.m. after onboarding.

Hart questioned if the position should be specifically bonding, since property tax funds would be received.

#### Township Office Building Upgrades

The Jackson County Clerk's Association reported at the July meeting that rural townships have been targeted by some members of the public taking photos.

The township office needs a designated area for the public, since some of the Clerk's records contain restricted information not available to the public. This will be tabled until next month, since one bid has been received for the proposed area layout, and more are needed.

Bill Chapin fixed the Main St Park bleachers with wood donated by Jim Lindstrom.

#### Attorney

The township attorney requested 6 years of past permits from Hart, but board approval had not been given for the labor cost or the attorney cost for investigating the permit question he had.

Hart reported she turned in evidence regarding former Treasurer Teske to the Michigan State Police, and all board members were given a copy of the evidence.

**Motion by Hammond, supported by Beecher, to submit all bond forfeiture paperwork that was submitted to the Michigan State Police for former Treasurer Janina Teske to our insurance - Decker Agency. Roll call. All ayes. Motion carried.**

**Motion by Hart, supported by Hammond to hire attorney group Fahey, Schultz, Burzych and Rhodes; with Chris Patterson being Attorney for Rives Township. Roll call. Yang - yes, Beecher - yes, Hart - yes, Hammond - yes, Adams - no. Ayes - 4, Nays - 1. Motion carried.**

#### Contractor Fees

**Motion by Yang, supported by Beecher, to make the contractor fee officially \$35.00. Roll call. All ayes. Motion carried.**

Attorney Patterson will be contacted regarding the procedure for refunding past contractor overcharges on fees.

**Motion by Adams, supported by Hart, that contractor fees for Building, Plumbing, Electrical and Mechanical inspectors be \$70.00 per inspection with no mileage across the board. Roll call. All ayes. Motion carried.**

Communication

Adams reported the Fire Committee meeting went well.

Adams asked that the Assessor be paid additional for the catch-up work she's doing for the permits, but the board did not authorize.

The Jackson Co. Road Commission looked at Jones Rd, and only 1 pothole was found after a resident had complained about the road.

Hart reported she needs a Sewer Report from Adams for consistency across the board in Payroll.

**Motion by Hart, supported by Beecher, for the Sewer Manager to give a monthly Sewer Report with complaint, address and actions taken to receive a payroll check for this. Roll call. All ayes. Motion carried.**

Hart reported paying \$144.93 to the IRS for the 2021 payroll audit.

**Motion by Hart, supported by Beecher, for the Treasurer to no longer get paid \$20/permit fee as of June 11th, 2023. Roll call. All ayes. Motion carried.**

- **Motion by Hart, supported by Beecher, for the Synopsis to be done by Supervisor within 5 days after receiving the draft minutes. Motion tabled.**

Yang set the new email system may take 3-4 weeks before it's in place.

**Motion by Yang, supported by Adams, to open a Credit Card at Independent Bank for \$10,000.00. The motion was amended to add: to be held by Treasurer. Roll call. Beecher - yes, Hart - yes, Yang - yes, Hammond - no, Adams - yes. Ayes - 4, Nays- 1. Motion carried.**

Yang asked that the October Board Meeting be moved to October 12th due to a conflict. Undetermined as of today if October 12th will fit schedules for other board members.

**Motion by Hart, supported by Hammond, to change the October and January meetings to a town hall meeting instead of a regular board meeting, and then quarterly town hall meetings after that. All ayes. Motion carried.**

Beecher reported the Planning Commission is still working on the Solar Ordinance.

Hammond asked for the township website to ask for Parks Committee volunteers. Yang will add a notice to the website through Facebook.

Public Comment: opened at 9:17 p.m. and closed at 9:20 p.m.

- Margaret Stevenson
  - would like to see Jan Hayward on the ZBA and on the Planning Commission.
  - believes it's not safe for 1 person to work at the township office alone at night.
- Alex Silvestri
  - the Office Assistant answers to all board members, and agrees with the pay raise; governments work 9-5 and the person chosen should not be working until 6 p.m.

- suggested Contractor fees be free until 2025 for all contractors to compensate for the previous overcharge.
- It is illegal as Township Supervisor to throw away any emails.

The meeting ended at 9:20 p.m.