

RIVES TOWNSHIP REGULAR BOARD MEETING  
May 9, 2024  
Lansing Ave Fire Station

The meeting began at 6 p.m. with the Pledge of Allegiance.

Present: Supervisor Jerald Adams, Clerk Vercilla Hart, Treasurer Carol Schulz, and Trustees Bryce Hammond and Christine Beecher.

Added to the Agenda: 12a - Planning Commission Directions,  
12b - Auditor.

Removed from the Agenda: 4 and 5 - Resolution to Buy and Sell Property, Possible Purchase of Property at 8678 Lansing Avenue.

**Motion by Hart, supported by Beecher, to approve the Agenda as changed. All ayes. Motion carried.**

Minutes

Hammond asked that the transcript between he and Hart, which is on the last page of the minutes, not be part of the approved February 8, 2024 Minutes.

**Motion by Hammond, supported by Beecher, to approve the February 8, 2024 Minutes as changed.** Schulz - yes, Beecher - yes, Hammond - yes, Hart - no, Adams - no. Motion carried. Hammond gave Hart an updated version of the documents in question, which the transcript referred to.

**Motion by Hart, supported by Schulz, to approve the March 28th Board Meeting Minutes as written.** All ayes. Motion carried.

**Motion by Hart, supported by Hammond, to approve the March 28th Budget Hearing Minutes as written.** All ayes. Motion carried.

Payroll/Bills

**Motion by Hart, supported by Schulz, to approve payroll checks 31866 and 31867, and 31872-31893, and EFT 250-252, with voided checks of 31868-31871.** Roll call. All ayes. Motion carried.

**Motion by Hart, supported by Schulz, to approve check number 84145-84163, then 84165-84182, with voided check 84164, and Sewer checks 2206-2209.** Roll call. All ayes. Motion carried.

PROPERTY TAXES DISCUSSION

Treasurer Schulz reviewed the Summer 2024 taxes recorded before she took office, and found some corrections that needed to be made:

- 2 entries from a resident didn't get recorded and had been reported as Delinquent to Jackson County
- Funds were paid twice for a parcel, and the extra payment was not refunded to the owner.

**Motion by Schulz, supported by Hart, for Rives Township to pay the penalty/interest of \$253.72 for parcels reported as not paid and send this amount to Jackson County.**

All ayes. Motion carried.

## COMMUNICATIONS - CLERK

### Sewer Payoff

Hart and Schulz looked through the budget and determined Rives Township is in a position to pay off the Sewer loan. Two \$150,000.00 CDs matured recently and the maturity amounts are in the General Fund. At the end of March 2024 an additional \$150,000.00 was paid toward principal on the Sewer loan.

The estimated Sewer payoff as of 5/20/24 is \$198,463.47.

**Motion by Hart, supported by Beecher, to pay Jackson County for the USDA Sewer Bond a total of \$198,463.47, which is the estimated payoff for May 20, 2024.** Roll call. All ayes.

Motion carried.

Adams stated that any payments received by Rives Township for the Sewer will be used to reimburse the General Fund.

### Supervisor Phone

**Motion by Hart, supported by Beecher, for the Supervisor to receive \$50.00 monthly for a telephone allowance instead of the township purchasing a telephone for the Supervisor.**

Roll call. Beecher - yes, Schulz - yes, Hart - yes, Adams - abstain, Hammond - no.

3- yes, 1- no, 1 - abstain. Motion carried.

### Migration From Mail Enable to Microsoft 365

A letter from VC3 has stated Mail Enable will not be used anymore, and will be replaced by Microsoft 365. Mail Enable will be integrated into Microsoft Outlook. This process was begun by previous Treasurer Joseph Yang, which resulted in a 6-month cost of \$1,332.00.

### Building Department Fee Schedule

Hart has determined that not all the fees on the current Building Department Fee Schedule can be traced back to approval by motions. It was also decided to list industrial as a \$1,000.00 minimum fee. The approved fee schedule is dated May 1, 2024.

**Motion by Hart, supported by Hammond, to approve the updated Building Department fee schedule as written.** Roll call. All ayes. Motion carried.

### Planning Commission Directions

Clerk Hart reported she has asked several times for corrected Planning Commission minutes without results. Hart gave a copy of the minutes needing correction to PC Board Liaison Christine Beecher to submit to the next Planning Commission meeting.

**Motion by Hart, supported by Schulz, for the Planning Commission to correct meeting minutes for February 2023, April 2023, May 2023, and July 2023 at the next Planning Commission meeting and give the corrected minutes back to the Township Clerk.**

Hammond - yes, Schulz - yes, Beecher - abstain, Hart - yes, Adams - yes. 4 -yes, 1-abstain. Motion carried.

**Motion by Hart, supported by Hammond, for the Planning Commission to review Section 17.42 Conditional Uses Requiring Township Board Authorization, and remove letter (O) Quarries and Gravel Pits, as directed by the Township Board to be done immediately and no later than August 26, 2024.**

For the following reason per Master Plan states it is not well suited for Industrial activity and during public input during the Master Plan this was very clear from our residents. Master Plan map C-12 Property Assessment Map (Existing use map) supports that we are not well suited for Quarries and Gravel Pits in our Township. The Planning Commission already has changed our

Industrial District to Light Industrial in the Zoning Ordinance based on the Master Plan and public input. All ayes. Motion carried.

Hammond questioned the requirement that cemeteries be a minimum of 3 acres. It was decided to leave this requirement in for any new cemeteries. Hammond also questioned the minimum of 3 acres required for churches, but it was decided to leave that as is.

#### Auditor

Clerk Hart reported that the board-approved auditors Clark, Schaefer, Hackett never followed through with an agreement to accept Rives Township.

**Motion by Hart, supported by Hammond, to accept Maner Costerisan for a 3-year engagement as written in the engagement contract.** Roll call. All ayes. Motion carried.

#### COMMUNICATION - SUPERVISOR

Adams said the Fire Department represented Rives Township well at Randy Avery's funeral on Monday.

Adams reported Consumers Energy has been replacing over 40 lead and galvanized lines in the village, and Adams had marked areas for Miss Dig. Consumers Energy will take responsibility for damage to a sewer line.

Quotes have not come in for cement work to repair the sidewalk, east bay and trough for the sewer line at Fire Station #1.

Supervisor Adams left the meeting at 6:52 p.m.

**Motion by Beecher, supported by Hammond, for Vercilla Hart to continue the meeting as Chair.** All ayes. Motion carried.

#### COMMUNICATION - TREASURER

Treasurer Schulz said the bid from KCI to do the tax bills and send them out with the bulk mailing rate and 1 newsletter/insert would cost less than Rives Township doing the complete process.

**Motion by Schulz, supported by Hammond, to approve KCI to do the summer taxes for 2024 for \$2,322.93.** Roll call. All ayes. Motion carried.

#### COMMUNICATION - TRUSTEE BEECHER

Last month's Planning Commission meeting was cancelled.

The Parks and Recreation Committee had a clean-up day on Saturday, which included removing some trees. Help will be needed on May 24th to ready the grounds for the new equipment. Wheelbarrows and trucks from volunteers would be appreciated.

#### RESOLUTION CORRECTIONS REQUESTED BY CLERK

**Motion by Hart, supported by Hammond, to correct Resolution 2024-08 to change the name/date to Vercilla Hart and March 28, 2024.** All ayes. Motion carried.

The General Appropriations Act resolution that had been approved had the previous year's date and previous Clerk's name on it.

**Motion by Hart, supported by Beecher, to correct Resolution 2024-09 to change the name from Vercilla Hart-Clerk to Supervisor Jerald Adams.** All ayes. Motion carried.

The Poverty Exemption resolution had specified the Clerk's name instead of the Supervisor's name under "Supervisor declares the resolution approved."

**Motion by Hart, supported by Hammond, to correct Resolution 2024-10 to change the name from Vercilla Hart-Clerk to Supervisor Jerald Adams.** All ayes. Motion carried.

The Tax Millage Rate resolution had also specified the Clerk's name instead of the Supervisor's name under "Supervisor declares the resolution approved."

Other Expenditures for Board Approval

**Motion by Hart, supported by Schulz, to pay BS&A for General Ledger/Budgeting, Accounts Payable, Payroll system, and Tax system for May 1st, 2024 through May 1st, 2025 for a total of \$3,623.00.** Roll call. All ayes. Motion carried.

Hart reported Rives Township saved \$900.00 by doing the ARPA reporting this year instead of paying the previous auditor to do this. For the August 10, 2022 payment to Woodard Architects for a township office building study, former Treasurer Teske had not transferred the \$2,500.00 from ARPA to the General Fund, and that needs to be corrected.

**Motion by Hart, supported by Beecher, to transfer \$2,500.00 from the ARPA account to General Fund for Woodard Architects paid out of the General Fund; now need funds transferred from ARPA as submitted to Federal reporting for ARPA.** All ayes. Motion carried.

Former Zoning Enforcer Tom Cottrell was given a subpoena to appear in Jackson County Court due to a finding by the Michigan State Police.

**Motion by Hart, supported by Beecher, to pay Tom Cottrell \$50.00 for his appearance in court on May 1, 2024 on behalf of Rives Township.** Schulz - yes, Hammond - no, Hart - yes, Beecher - yes. 3 - yes, 1 -no. Motion carried.

Microsoft 365 Apps licensing for the township office needs to be renewed.

**Motion by Hart, supported by Schulz, to renew Microsoft 365 Apps for Business on 6/27/24 at the renewal price of no more than \$300.00.** All ayes. Motion carried.

**Motion by Hart, supported by Hammond, to pay the VC3 annual billing for April 2024 through March 2025 for the amount of \$4,170.00.** All ayes. Motion carried.

The Fire Department submitted a September 6, 2022 bill to Tompkins Township for TB tests. Hart was told the bill had previously been sent to 106 W. Main St with no return address, so it had never been presented for payment. Tompkins Township already paid their portion of the \$390.00 bill.

**Motion by Beecher, supported by Hammond, to pay the Rives portion of the fire department TB tests back to Tompkins at 57.5% for a cost of \$220.26.** All ayes. Motion carried.

Public Comment began at 7:16 p.m. and closed at 7:27 p.m., with 7 people commenting.

**Motion by Hart, supported by Hammond, to correct the address to Lansing Ave Fire Station to 8682 for all approved board meetings from March 28 on. All ayes. Motion carried.**

The address had already been corrected for the approved 2024-25 township board meetings on the website.

**Motion by Beecher, supported by Hammond, to adjourn. Motion carried.**

The meeting adjourned at 7:29 p.m.

Vercilla Hart, Clerk