

**ST. CLAIR TOWNSHIP**  
1539 S. Bartlett Rd. St. Clair, MI 48079  
Phone (810) 329-9042 Fax (810) 329-1198  
[www.stclairtp.org](http://www.stclairtp.org)

---

---

AGENDA  
ST. CLAIR TOWNSHIP BOARD MEETING  
MARCH 7, 2022  
7:00 p.m.

Call the meeting to order

Pledge of Allegiance to the Flag

Roll Call

Minutes for the February 21, 2022 St Clair Township Board Meeting

Bills to be Approved

Citizens who wish to address the Board

Correspondence:

New Business:

UHY, LLC Accounting Firm bid for uniform chart of accounts transition

Old Business:

Update on bike path  
Channel 6 Contract

Call from the Table

Brief Comments from the Floor

Adjournment

**ST. CLAIR TOWNSHIP**  
 1539 S. Bartlett Rd. St. Clair, MI 48079  
 Phone (810) 329-9042 Fax (810) 329-1198  
[www.stclairtp.org](http://www.stclairtp.org)

St. Clair Township Board Meeting Minutes  
 February 21, 2022  
 7:00 p.m.

Supervisor Boulrier called the St Clair Township Board Meeting to order at 7:00 pm with the Pledge of Allegiance to the Flag.

Roll Call: Present – Supervisor Boulrier, Clerk Skonieczny, Trustees Mollan, Kays, and Hovis.  
 Absent: Treasurer Hanrahan and Trustee Boeck

1. Moved by Trustee Kays; Seconded by Trustee Mollan, to accept the minutes from the February 7, 2022, St. Clair Township Board Meeting. Motion Carried.
2. Moved by Trustee Kays; Seconded by Trustee Mollan to pay all bills.

**BILLS TO BE APPROVED 2-21-2022**

**GENERAL FUND**

FIRST NATIONAL BANK OF OMAHA	OFFICE SUPPLIES, POSTAGE, & COMPUTER SERVICE	735.56
CAROLE CUNNINGHAM	BOOKKEEPING SERVICES	315.00
D. RICKERT	SALARIES	605.00
GURAN LUCOW MILLER PC	LEGAL SERVICES	899.00
MARCO TECHNOLOGIES	OFFICE SUPPLIES	43.14
PLANET TECHNOLOGIES	COMPUTER SERVICE	506.88
21ST CENTURY MEDIA	PUBLICATIONS	93.62
MICHIGAN.COM	SUBSCRIPTION	27.00
DTE ENERGY		
STREETLIGHTS	STREETLIGHTS	2,548.91
PAYROLL	MONTH OF FEBRUARY 2022	21,105.45
	<b>TOTAL GENERAL FUND</b>	<b>26,879.56</b>

**SEWER FUND**

	DPW DECEMBER 2021	
D. CHOPP	TRANSPORTATION	184.80
	DPW JANUARY 2022	
D. CHOPP	TRANSPORTATION	126.00
D. CHOPP	DPW SERVICES DECEMBER 2021	1,620.00
D. CHOPP	DPW SERVICES JANUARY 2022	480.00

**ST. CLAIR TOWNSHIP**  
 1539 S. Bartlett Rd. St. Clair, MI 48079  
 Phone (810) 329-9042 Fax (810) 329-1198  
[www.stclairtp.org](http://www.stclairtp.org)

	DPW DECEMBER 2021	
J. CHOPP	TRANSPORTATION	151.20
	DPW JANUARY 2022	
J. CHOPP	TRANSPORTATION	151.20
J. CHOPP	DPW SERVICES DECEMBER 2021	1,470.00
J. CHOPP	DPW SERVICES JANUARY 2022	1,770.00
DELUDE	REPAIRS & MAINTENANCE	3,800.00
DELUDE	PUMP STATION MAINTENANCE	1,900.00
LUMBERJACK	PUMP STATION MAINTENANCE	17.98
CITY OF ST. CLAIR	SEWER TREATMENT	14,776.58
	<b>TOTAL SEWER FUND</b>	<b>26,447.76</b>

**WATER FUND**

	DPW DECEMBER 2021	
D. CHOPP	TRANSPORTATION	184.80
	DPW JANUARY 2022	
D. CHOPP	TRANSPORTATION	126.00
D. CHOPP	DON DPW SERVICES DECEMBER 2021	1,980.00
D. CHOPP	DON DPW SERVICES JANUARY 2021	1,920.00
	DPW DECEMBER 2021	
J. CHOPP	TRANSPORTATION	151.20
	DPW JANUARY 2022	
J. CHOPP	TRANSPORTATION	151.20
J. CHOPP	DPW SERVICES DECEMBER 2021	1,470.00
J. CHOPP	DPW SERVICES JANUARY 2021	1,590.00
ETNA	REPAIRS & MAINTENANCE	201.00
FERGUSON		
WATERWORKS	WATER METERS	39,301.40
CITY OF ST. CLAIR	WATER PURCHASE	29,231.50
	<b>TOTAL WATER FUND</b>	<b>76,307.10</b>

<b>TOTAL FOR ALL FUNDS</b>	<b>129,634.42</b>
----------------------------	-------------------

Roll Call: Yes - Supervisor Boulier, Clerk Skonieczny, Trustees Mollan, Kays and Hovis.  
 Motion Carried.

- Township Board discussed the Audit Report for the 2020/2021 Fiscal Year, together with the Auditors recommendations and procedures. Moved by Trustee Hovis to follow up on the audit recommendations and internal controls with the UHY, LLC auditing firm for the

## ST. CLAIR TOWNSHIP

1539 S. Bartlett Rd. St. Clair, MI 48079  
Phone (810) 329-9042 Fax (810) 329-1198

[www.stclairtwp.org](http://www.stclairtwp.org)

---

bid amount of \$3,500.00 to \$4500.00. Motion failed for lack of support. Trustee Mollan stated she would chair a committee consisting of Treasurer Hanrahan; Clerk Skonieczny, Wendy O'Connor, Office manager and Carol Cunningham, Bookkeeper/CPA together with a representative of the bank to determine if all audit recommendations and internal controls have been implemented. Trustee Hovis would like a sheet with everything that has been completed and what new procedures are being done.

4. Moved by Trustee Kays; Seconded by Trustee Mollan to apply for a Federal Grant for a large culvert on Frith Road. Township Share would be \$15,800.00. Roll Call: Yes - Supervisor Boulter, Clerk Skonieczny, Trustees Mollan, Kays and Hovis. Motion Carried.
5. Moved by Clerk Skonieczny; Seconded by Trustee Mollan to approve the Supervisors request for money to apply and submit forms for the American Rescue Plan Funds. Roll Call: Yes - Supervisor Boulter, Clerk Skonieczny, Trustees Mollan, Kays and Hovis. Motion Carried.
6. Moved by Trustee Kays; Seconded by Clerk Skonieczny to adopt Resolution 22-04. Roll Call: Yes - Supervisor Boulter, Clerk Skonieczny, Trustees Mollan, Kays and Hovis. Motion Carried. See Attachment A.
7. Moved by Trustee Kays; Seconded by Clerk Skonieczny to adopt Resolution 22-05. Roll Call: Yes - Supervisor Boulter, Clerk Skonieczny, Trustees Mollan, Kays and Hovis. Motion Carried. See Attachment B.
8. Paul Dingman, from Channel 6 Public Television, advised the Township Board regarding the Cable Franchise Fees and the Community Television Programming Service Agreement between St. Clair Township and the City of St. Clair. Percentages of annual franchise fees paid to Channel 6 were discussed. Paul Dingman will research the information and get back to the Township Board.
9. Moved by Trustee Mollan; Seconded by Trustee Kays to adjourn.

Meeting adjourned at 7:59 pm.

Joyce A. Skonieczny  
St. Clair Township Clerk

**ST. CLAIR TOWNSHIP**  
1539 S. Bartlett Rd. St. Clair, MI. 48079  
Phone (810)329-9042 Fax (810) 329-1198  
www.stclairtwp.org

---

---

**Resolution 22-04**

**Township of St. Clair  
St. Clair County, Michigan**

**Resolution to Allow Resident Tax Payers to Protest in Writing to March Board of Review**

MCL 211.24c the governing body of a Township or City may, by ordinance or resolution, also permit resident taxpayers to file a protest to the Board of Review in writing without personal appearance.

Resolved; That to conform with MCL 211.24c, this resolution is hereby given immediate effect.

Resolution 22-04 offered by Board Member Trustee Kays and supported by Board Member Clerk Skonieczny.

Upon roll call vote, the following voted: "Aye: Nay".

Trustee Kays

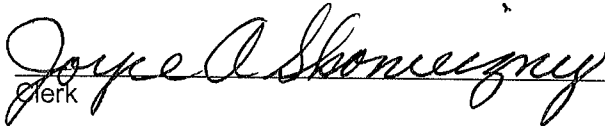
Trustee Mollan

Trustee Hovis

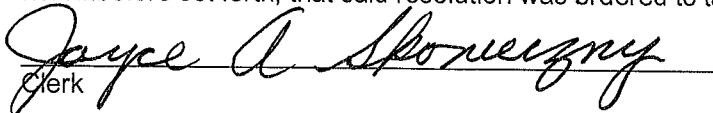
Clerk Skonieczny

Supervisor Boulter

Resolution 22-04 adopted by the St Clair Township Board on February 21, 2022.

  
Clerk

I, Joyce Skonieczny, the duly elected and acting Clerk of St Clair Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on February 21, 2022, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth, that said resolution was ordered to take immediate effect.

  
Clerk

**ST. CLAIR TOWNSHIP**  
 1539 S. Bartlett Rd. St. Clair, MI. 48079  
 Phone (810)329-9042 Fax (810) 329-1198  
[www.stclairtp.org](http://www.stclairtp.org)

---

**Resolution 22-05**

**Township of St. Clair  
 St. Clair County, Michigan**

**Resolution Setting Poverty Guidelines for 2022**

Whereas, local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines; and

Whereas, those income levels shall not be set lower by a city or township than the Federal Poverty Guidelines updated annually by the U.S. Department of Health and Human Services; and

Whereas, the Federal Poverty Guidelines per STC Bulletin No. 17 of 2021, PROCEDURAL CHANGES FOR THE 2022 ASSESSMENT YEAR, November 16, 2021 state income levels as follows:

<b>Size of Family Unit</b>	<b>Poverty Guidelines</b>
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660
For each additional person	\$4,540

**Whereas, PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test.** An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available; and

Resolves, that the asset level test shall meet the following requirements:

1. All applicants must obtain and complete the attached application in its entirety.
2. Applicants must own and occupy the property as their primary residence for which the exemption is requested. Applicants must produce a deed, land contract or

other proof of property ownership if asked by the Board of Review. The principal residence exemption (PRE) percentage, as determined by the General Property Tax Law 211.7dd, will determine the percentage that can be considered for exemption.

“Principal Residence” means the one place where an owner of the property has his or her true, fixed and permanent home to which, when ever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established.

3. Cash and Non-cash assets for the total household may not exceed \$15,000.

The following assets are excluded from this limit:

- a. Applicants homestead.
- b. Applicants' household personal property.
- c. Licensed vehicles used for personal transportation and titled to a member of the household.
- d. Assets not accessible by the applicant, co-owner of any member of the applicant's household.
- e. Insurance policies.

4. The township clerk will review for person/s registered to vote at the address of a property that is being considered by the Board of Review for a poverty exemption.

The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner, and all members of the household. Any attempt to hide and/or shift income and/or assets to another person, business or corporation shall be grounds for immediate denial.

To be eligible for a Poverty Exemption, a person shall do all of the following on an annual basis:

1. Be an owner of and occupy as a homestead the property for which an exemption is requested.
2. File form 5737, Application for MCL 211.7u Poverty Exemption, Form 5739, Affidavit of Ownership and Occupancy to remain exempt by reason of poverty and Form 4988, Poverty Exemption Affidavit with the Board of Review. These forms must be accompanied by Federal and State Income Tax Returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Produce a valid driver's license or other form of identification if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
5. Meet the Federal Poverty Income Standards as defined and determined annually by the United States Department of Health and Human Services.

PA 253 of 2020 made changes related to granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

Now, therefore, be it hereby resolved that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying a poverty exemption.

The following resolution was offered by Trustee Kays and supported by Clerk Skonieczny.

Votes on this Resolution, 5 members being present as follows:

AYES: Trustee Kays, Trustee Mollan, Trustee Hovis, Clerk Skonieczny and Supervisor Boulter.

NAYS: None

ABSENT: Treasurer Hanrahan and Trustee Boeck

Duly adopted this the 21 day of February, 2022.

RESOLUTION DECLARED AND ADOPTED.

#### CERTIFICATION

I Joyce Skonieczny, Clerk of St. Clair Township, County of St. Clair, Michigan do hereby certify that the foregoing is a true and complete copy of this Resolution adopted by the Township Board of Trustees at a meeting on the 21<sup>st</sup> day of February, 2022 and that said meeting was conducted with a quorum present by a roll call vote of said members, public notice of said meeting as given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting are kept and will be or have been made available as required by said Act; that said resolution was ordered to take immediate effect.

  
Joyce A. Skonieczny  
Clerk



1979 Holland Ave., Suite A  
Port Huron, MI 48060

March 1, 2022

Phone: 810-984-3829  
Fax: 810-984-8943  
Web: www.uhy-us.com

Ms. Robin Hanrahan, Treasurer  
St. Clair Township  
1539 S. Bartlett Road  
St. Clair, MI 48079

Dear Robin:

This is a follow-up to our conversation regarding UHY assisting the Township in implementing the new Uniform Chart of Accounts for Local Units of Government in Michigan. As you know the new chart of accounts was developed by the Community Engagement and Finance Division of the Michigan Department of Treasury and must be adopted based on the Township's year end, in your case, for the fiscal year ended June 30, 2023.

It is our understanding that the Township's accounting software company, BS&A will help facilitate this conversion, by taking the new account numbers and linking it to old account numbers, therefore the Township personal should still be able to access historical data without requiring searching an old and new account number. However, if an account needs to be separated it may not be possible to link the old and the new account numbers.

We will compare your current accounting structure, account number, description, etc. with the new chart of accounts (November 2020) and provide you with an excel spread sheet that you can provide to your accounting software company to complete the conversion.

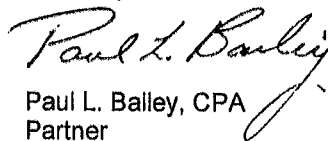
The amount of time that it will take to complete this project is very difficult to estimate since it is based on the number of changes that are necessary. Based on our very preliminary review of the Township's chart of accounts, we believe that there will be a significant number of changes necessary to conform with the new chart of accounts. You will be billed at our hourly rate that varies based on the level of staff necessary. Initially we are estimating that this process will take between 30-50 hours or at costs of \$5,000-\$8,000. Should we see that we cannot complete this process within these parameters, we will meet with you to review our progress and estimated time to complete the project.

Once we are approved, we will start the project within a few days, and provide you the excel conversion worksheet for BS&A, no later than April 30, 2022.

If you are in agreement with the above terms, please sign, date and return the original to our office.

If you have any questions, please let us know.

Sincerely,

  
Paul L. Bailey, CPA  
Partner

Acceptance:

St. Clair Township agrees to contract with UHY LLP for the above services.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Mike Boulier

---

**From:** Dulin, Shannon <Shannon\_Dulin@comcast.com>  
**Sent:** Monday, February 28, 2022 12:40 PM  
**To:** dingeman19@comcast.net; Mike Boulier  
**Subject:** RE: [EXTERNAL] St. Clair Township

Thanks Paul and Mike! I may not need the address after all. I just got an update from our engineering team. The percentage is closer to 70% of the Township receiving the City of St. Clair channel and the remaining 30% receiving the Marysville channel. Please let me know if you have additional questions.

Regards,



Shannon E. Dulin  
Manager, Government & Regulatory Affairs  
Comcast Heartland Region  
Cell: 734-564-9255



Proud Member of Heartland Region  
Diversity, Equity & Inclusion Committee

**From:** dingeman19@comcast.net <dingeman19@comcast.net>  
**Sent:** Monday, February 28, 2022 12:36 PM  
**To:** Mike Boulier <supervisor@stclairtwp.org>  
**Cc:** Dulin, Shannon <Shannon\_Dulin@cable.comcast.com>  
**Subject:** FW: [EXTERNAL] St. Clair Township

Good Monday Mike.....

Can you forward Diane Mollan's home address to Shannon so Comcast can narrow in on her question .....Thanks.....

Paul

**From:** Dulin, Shannon <Shannon\_Dulin@comcast.com>  
**Sent:** Monday, February 28, 2022 8:56 AM  
**To:** [dingeman19@comcast.net](mailto:dingeman19@comcast.net)  
**Cc:** [supervisor@stclairtwp.org](mailto:supervisor@stclairtwp.org)  
**Subject:** RE: [EXTERNAL] St. Clair Township

Good morning Paul,

,I hope all is well! I'm not certain of the possible percentages, but will reach out to our engineering team for assistance and follow up as soon as possible. If you could please forward Ms. Mollan's address that would be helpful. Thanks Paul and great to hear from you!

Regards,



Shannon E. Dulin  
Manager, Government & Regulatory Affairs  
Comcast Heartland Region  
Cell: 734-564-9255



Proud Member of Heartland Region  
Diversity, Equity & Inclusion Committee

**From:** [dingeman19@comcast.net](mailto:dingeman19@comcast.net) <[dingeman19@comcast.net](mailto:dingeman19@comcast.net)>  
**Sent:** Saturday, February 26, 2022 1:21 PM  
**To:** Dulin, Shannon <[Shannon\\_Dulin@cable.comcast.com](mailto:Shannon_Dulin@cable.comcast.com)>  
**Cc:** [supervisor@stclairtwp.org](mailto:supervisor@stclairtwp.org)  
**Subject:** [EXTERNAL] St. Clair Township

Good Monday Shannon,

Last Monday the Board of Trustees of St. Clair Township asked me to review their agreement with the City of St. Clair for "Cable Television programming services" that the City of St. Clair provides to the Township via Comcast Cable Channel Six. During that discussion one of the Trustee's Diane Mollan said where she lives in the Township (along Wadhams Rd) she watches Comcast Cable Channel Six is "MARYSVILLE CHANNEL SIX", and she wants the information from the St. Clair Comcast Channel Six.

I explained to her that a small portion of the residents in St Clair Township residents do receive that Comcast Channel, but the I thought the percentage was like 20 % Marysville, 80 % St. Clair. I know that the actual subscriber numbers are not available, but am I close in my percentages.

I can get her home address if you need it....I have copied Mike Boulier, Township Supervisor a copy of this email.....

Thanks hope all is well with you.....

Paul

**Paul Dingeman**

Executive Director CTV

*A Service of the Cities of Marine City & St. Clair*

**547 N. Carney Drive, St. Clair, Mi. 48079**

(810) 329-5297 (O)

(810) 650-7543 (C) [www.facebook.com/ctvstclair](http://www.facebook.com/ctvstclair)

(810) 329-4231 (H) [www.youtube.com/ctvstclair](http://www.youtube.com/ctvstclair)

email: [dingeman19@comcast.net](mailto:dingeman19@comcast.net)

[pdingeman@cityofstclair.com](mailto:pdingeman@cityofstclair.com)

[www.watchCTV.org](http://www.watchCTV.org)