

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

St. Clair Township Board Meeting Minutes
 December 6, 2021
 7:00 p.m.

Supervisor Boulier 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 Boulier, Clerk Skonieczny, Trustees Mollan, Boeck, and Kays arrived at 7:06 pm. Also present: St Clair County Sheriff Matt King. Absent: Treasurer Hanrahan, and Trustee Hovis.

1. Moved by Trustee Mollan; Seconded by Supervisor Boulier, to accept the minutes from the November 15, 2021, Township Board Meeting. Motion Carried.
2. Moved by Trustee Boeck; Seconded by Trustee Mollan to pay all bills.

BILLS TO BE APPROVED 12-6-2021

GENERAL FUND

| | | |
|------------------------------|--|-------------------------|
| FIRST NATIONAL BANK OF OMAHA | OFFICE SUPPLIES & REPAIR AND MAINTENANCE | 588.63 |
| FIRST NATIONAL BANK OF OMAHA | MISC. | 68.90 |
| MICHIGAN.COM | PUBLICATIONS | 27.00 |
| STAPLES | OFFICE SUPPLIES | 221.46 |
| BMJ ENGINEERS | CONSULTATION WITH RESIDENT | 70.00 |
| COMMUNITY EDUCATION NETWORK | INTERNET | 125.00 |
| SCC RESA | JAN- HOSTING | 82.70 |
| AT & T | PHONES | 469.98 |
| VERIZON | PHONE | 51.39 |
| VERIZON | PHONE & EQUIPMENT CHARGES | 283.25 |
| W. O'CONNOR | REIMBURSEMENT MEDICAL INSURANCE | 200.00 |
| DTE ENERGY | TOWNSHIP HALL | 315.60 |
| DTE ENERGY | STREET LIGHTS | 2,472.88 |
| MARCOTTE | REFUSE | 36,394.80 |
| J & J LAWCARE | LAWN CARE | 3,460.00 |
| THUMB FIRE EXTINGUISHER | MAINTENANCE EQUIP | 55.00 |
| PEST CORP | PEST CONTROL | 33.00 |
| JANETIZE IT | HALL CLEANING | 625.00 |
| SCC MTA | 2022 MEMBERSHIP DUES | 25.00 |
| CARL'S SEPTIC | PORTABLE RESTROOM | 160.00 |
| CITY OF MARYSVILLE | RESPONSE COST | 836.00 |
| DTE ENERGY | STREET LIGHTS | 31.50 |
| | TOTAL GENERAL FUND | <u><u>46,597.09</u></u> |

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

INSPECTION FUND

| | | |
|------------|---|-----------------|
| J. FORBES | ELECTRICAL PERMIT REFUND- PERMIT PE210118 | 10.00 |
| S. MILLER | INSPECTOR COMMISSION | 825.00 |
| K. KLIEMAN | INSPECTOR COMMISSION | <u>1,189.60</u> |
| | TOTAL INSPECTION FUND | 2,024.60 |

SEWER FUND

| | | |
|------------------|-----------------------------|------------------|
| MISS DIG | MEMBERSHIP AND DUES | 934.46 |
| D. CHOPP | DPW SERVICES | 3,784.80 |
| D. CHOPP | DPW SERVICES TRANSPORTATION | 184.80 |
| J. CHOPP | DPW SERVICES TRANSPORTATION | 291.20 |
| DTE ENERGY | PUMP STATION | 701.97 |
| J. CHOPP | DPW SERVICES | 2,880.00 |
| DELUDE | PUMP STATION MAINTENANCE | 3,800.00 |
| DELUDE | PUMP STATION MAINTENANCE | 950.00 |
| LUMBERJACK | PUMP STATION MAINTENANCE | 8.99 |
| VERIZON WIRELESS | PHONE & EQUIPMENT CHARGES | <u>3,339.96</u> |
| | TOTAL SEWER FUND | 16,876.18 |

WATER FUND

| | | |
|---------------|-----------------------------------|------------------|
| BMJ ENGINEERS | WATER SYSTEM RELIABIABILITY STUDY | 721.25 |
| BMJ ENGINEERS | WATER SYSTEM MASTER PLAN UPDATE | 2,249.59 |
| D. CHOPP | DPW SERVIES | 4,984.80 |
| J. CHOPP | DPW SERVICES | 1,860.00 |
| MISS DIG | MEMBERSHIP AND DUES | 934.47 |
| D. CHOPP | DPW SERVICES TRANSPORTATION | 184.80 |
| J. CHOPP | DPW SERVICES TRANSPORTATION | 291.20 |
| DTE ENERGY | WATER METER | 44.85 |
| DELUDE | WATER MAIN REPAIR | 1,625.00 |
| DELUDE | HYDRANT AND WATER MAIN REPAIRS | <u>4,810.00</u> |
| | TOTAL WATER FUND | 17,705.96 |

TOTAL FOR ALL FUNDS **83,203.83**

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

- Sheriff Mat King presented an overview of the Sheriff's office and addressed the Township Board regarding their accomplishments for the 2020 - 2021 years.

ST. CLAIR TOWNSHIP

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

www.stclairtp.org

-
4. Moved by Trustee Boeck; Seconded by Trustee Kays, to table the City of St. Clair Franchise Fees until the next agenda. Motion Carried.
 5. Moved by Trustee Kays; Seconded by Trustee Mollan, to adopt the St. Clair Township Federal Procurement Conflict of Interest Policy. (See attached Exhibit A). Motion Carried.
 6. Moved by Trustee Kays; Seconded by Clerk Skonieczny, to participate in the Bridge to Bay Trial Project for the Ralph C. Wilson Jr. Legacy Design and Access Fund (See attached Exhibit B). Roll Call: Yes - Supervisor Boulter, Clerk Skonieczny, Trustees Mollan, Boeck, and Kays. Motion Carried
 7. Moved by Trustee Mollan; Seconded by Clerk Skonieczny, to approve the Employee Pay Increases:
 - a. Calvin Hunt \$1.50/hr to \$16.50
 - b. Kathy Bacon \$1.00/hr to \$16.00
 - c. Tracy Westrick \$ 77/hr to \$14.00


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

8. Tabled the purchase of an AED Response system. Motion Carried.

Correspondence:

9. Clerk Skonieczny read the correspondence from Mary Mann – Smith, on River Road St. Clair, MI, requesting the Township Board waive penalty and interest for her 2021 Summer Taxes in the amount of \$691.23. Moved by Trustee Boeck; Seconded by Trustee Mollan to deny the request to waive interest and penalty for late payments. Roll Call: Yes - Supervisor Boulter, Clerk Skonieczny, Trustees Mollan, Boeck, and Kays. Motion Carried
10. Received correspondence from Michael J. Demil, of Statewide Management Group, LLC., regarding rezoning of property I.D.: 74-30-025-3007-000. He is requesting that the issue of denial be reviewed by the complete Township Board because of the 3 to 3 vote at the prior Township Board Meeting. It will be revisited in the January 17, 2022 Township Board Meeting.
11. Correspondence from Robert Goldenbogen, Township Attorney, was discussed. Property owner on Breaburn Road is requesting the Township agree to an annexation, of their parcel of land, to the City of St. Clair. This will be placed on the January 17, 2022 Township Board Meeting Agenda.
12. Moved by Trustee Mollan; Seconded by Trustee Boeck to adjourn. Motion Carried.

Meeting adjourned at 8:20 pm.


Joyce A. Skonieczny
St. Clair Township Clerk

Attachment 1

December X

Sheri Faust, President
Friends of the St. Clair River
P.O. Box 611496
Port Huron, MI 48060

RE: Bridge To Bay Trail Project for the Ralph C. Wilson, Jr. Legacy Design and Access Fund

Dear Sheri,

On behalf of St. Clair Township, I am pleased to provide a letter of support to participate in the Bridge to Bay Trail Wayfinding and Signage Project to the Ralph C. Wilson Jr. Legacy Design and Access Fund. We are glad to be part of this regional project that is bringing together partners and municipalities to increase Bridge To Bay Trail access to downtowns, recreational assets and communities. We recognize funding of this application will result in tangible, on-the-ground projects for us that enhances much-needed safety and wayfinding along the entire 54-mile the Bridge to Bay Trail.

If this full grant amount of \$50,000 is awarded, combined with St. Clair County Parks and Recreation's match of \$60,000, it will provide St. Clair Township with \$1,025.57 towards our signage preliminary cost estimate as outlined in the Community Recommendations Plan. To show our commitment for this effort, St. Clair Township will provide their preliminary cost estimate balance up to \$1,474.43, which may include match in the form of sign purchases, installation and maintenance from May 2022 – May 2024.

We value the impact of the Bridge To Bay Trail that links our community with others in St. Clair County and throughout Southeast Michigan. We are in an unprecedented opportunity to implement the blueprint for the Bridge To Bay wayfinding system. It is critical we help the trail function more effectively to improve the recreation experience envisioned when the Bridge to Bay Trail was developed.

We highly anticipate funding of the Bridge To Bay Trail signage and wayfinding project from the Southeast Michigan Community Foundation's Design and Access Fund. Thank you for your organizing this effort on behalf of our community and region.

Sincerely,

St Clair Township Federal Procurement
Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of St Clair Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of St Clair Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$1.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Joyce Skonieczny 12/06/21

Joyce Skonieczny Date
St Clair Township Clerk