

ST. CLAIR TOWNSHIP
1539 S. Bartlett Rd. St. Clair, MI 48079
Phone: 810-329-9042 Fax: 810-329-1198

St. Clair Township Board Meeting
April 7, 2014
7:00 PM

Clerk Skonieczny called the meeting to order at 7:00 pm with the Pledge of Allegiance to the Flag.
Roll Call: Present – Trustees Boulrier,Boeck, Hanrahan, Mollan and Treasurer Miskus. Absent,
excused – Supervisor Mahaffy.

1. Moved by Clerk Skonieczny. Seconded by Treasurer Miskus to appoint Trustee Boulrier to chair Township Board meeting. Motion carried.
2. Moved by Treasurer Miskus. Seconded by Trustee Mollan to approve the minutes of the March 3, 2014 Township Board meeting. Motion Carried.
3. Moved by Clerk Skonieczny. Seconded by Trustee Hanrahan to pay all bills.

GENERAL FUND

AFLAC	INSURANCE	51.00
VERIZON	PHONE	211.14
SAM'S CLUB	OFFICE SUPPLIES	16.88
INTUIT	COMPUTER SERVICES	224.95
NUQNET.COM	WEBHOSTING	25.00
AT & T	TWP PHONES	310.33
EXXON MOBIL	TRUCK FUEL	45.09
ADVET.NET	COMPUTER SERVICES	50.00
VOICE	TWP PUBLICATION	55.25
DTE ENERGY	TWP ELECTRICITY	282.16
DTE ENERGY	STREETLIGHTS	2201.76
MARCOTTE	REFUSE	28099.50
J&J LAWN	SNOW PLOWING	250.00
JANETIZE IT	HALL CLEANING	520.00
	TOTAL GENERAL FUND	32343.06

SEWER FUND

CHOPP DONALD	DPW SERVICES	400.00
CHOPP DONALD	TRANSPORTATION	194.60
CHOPP JONATHAN	TRANSPORTATION	114.80
DTE ENERGY	PUMP STATION	591.35
CHOPP JONATHAN	DPW SERVICES	525.00
DELUDE CONSTRUCTION	PUMP STATION MAINTENANCE	5850.00
	TOTAL SEWER FUND	7675.75

WATER FUND

CHOPP DONALD	TRANSPORTATION	194.60
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(Twp Bd Mtg 4/7/14)		(P. 2)
CHOPP JONATHAN	TRANSPORTATION	114.80
ETNA SUPPLY CO	REPAIR PARTS	605.67
DELUDE CONSTRUCTION	WATER MAIN REPAIRS	6930.00
CHOPP DONALD	DPW SERVICES	1575.00
CHOPP JONATHAN	DPW SERVICES	700.00
	TOTAL WATER FUND	10120.07
MANUAL CHECKS		
SCC HEALTH DEPT	RECREATION	57.00
STAPLES	OFFICE SUPPLIES	89.97
SCC METRO PLANNING	EDUCATION & TRAINING	12.00
SEMCO ENERGY	HEATING	429.38
	TOTAL MANUAL CHECKS	588.35
BILLS TO BE APPROVED	3/17/2014	92039.86
	GRAND TOTAL	142767.09

Roll Call: Yes-Trustees Boulier, Boeck, Hanrahan & Mollan, Treasurer Miskus & Clerk Skonieczny.
 Motion Carried.

4. Brief Comments: Dan Miller-questions regarding bills to be approved from Township Board Meeting on February 17, 2014.

5. Moved by Clerk Skonieczny. Seconded by Trustee Boeck to adopt Resolution 14-02 ~ Credit Card Policy.

RESOLUTION 14-02
 CREDIT CARD POLICY
 TOWNSHIP OF ST. CLAIR
 ST. CLAIR COUNTY, MICHIGAN

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the St. Clair Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

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(a) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

The use of credit card is limited to the following circumstances:

for travel, meals and accommodations while on township
business (*excluding expenses incurred in operating a privately
owned automobile*)

gas, oil and other necessary expenses incurred in operating a
township-owned vehicle

website

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to Clerk upon termination of his or her employment or service with the township.

(f) The Clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented

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with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The Township board shall not approve a payment to the entity issuing the credit card until all transaction have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

Roll Call: Yes-Trustees Boulier, Boeck, Hanrahan & Mollan, Treasurer Miskus & Clerk Skonieczny.
Motion Carried.

6. Moved by Clerk Skonieczny. Seconded by Treasurer Miskus to adopt Ordinance #188~Amendment to Private Road #180.

St. Clair Township
Ordinance No. 188
Private Roads

An Ordinance to amend Ordinance 180 of St. Clair Township by the amendment of the following.

The township of St. Clair ordains: The current Section 1: Frontage will be deleted and replaced by the following language.

Section: 1 Frontage

- (1) Every dwelling or principal building shall be located on a lot or parcel which fronts upon a public road and/or a private road for the full width of the lot or parcel, as measured between side lot lines; providing said lot lines are in a straight line from the front line to the rear line. Modification of this requirement may be permitted by the Board of Appeals in cases where unusual topographic or geographic conditions exist.

- (2) An unimproved platted lot which does not have direct access to either a dedicated public road or an approved private road may have pursuant to a recorded easement, provided, however, that before any improvements shall be commenced upon such lot or a building permit issues, such easement shall be improved to meet the requirements of a private road as set forth in this ordinance

Section: 2 Private Roads

(1) Private Roads are permitted only after Special Approval is given by the Planning Commission. Blue prints, construction plans and site plans shall be submitted to the Planning Commission for review and approval.

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(2) Any Private Road allowed by the Planning Commission, as a Special Approval Use shall meet the following requirements:

(a) It shall be a permanent easement dedicated to the public for purposes of ingress and egress and for utilities. The easement shall state that acceptance does not obligate the Township to improve or maintain the easement.

(b) A Joint Maintenance Agreement shall be submitted by the applicant that runs with the land and binds the benefiting properties. The agreement shall be reviewed and approved by the Township Attorney and shall be recorded with the County Register of Deeds.

(c) In the case of the owners or person or persons, firm or corporation having charge of any parcels benefited by said private road who refuse or neglect to adhere to the maintenance agreement, the Township of St. Clair shall give written notice before maintaining said private road, by its employees or contractor, and to charge actual cost thereof, together with 10% of such costs to cover expenses, against the owners of benefiting properties of said private road.

The Township Treasurer shall keep record of cost maintenance of said private road in the Township, and notify owners of benefiting properties of such by ordinary mail or otherwise, with statement of amount due the Township. If costs and charges due the Township have not been collected on or before the 30th day of November of the year which the expenses were incurred by the Township, the same shall be reported by the Township Treasurer by adding the amount to the tax roll and collected in the same manner as a delinquent general property ad valorem tax and delinquent assessment.

(d) A preliminary road permit shall be obtained before construction begins and a final private road permit shall be obtained after construction and inspection. (permit fees are to be established from time to time by the Township Board).

(e) No building permit or commencement of construction on a private road shall begin until all appropriate permits and approvals are obtained.

(f) The easement shall have a width of at least (66') sixty-six feet except where an access easement of record of less width existed prior to the adoption of this ordinance.

(g) It shall have a minimum of 6" of MDOT 22A specifications aggregate on a road bed of at least (20') twenty feet in width.

(h) It shall have shoulders at least (4') four feet in width on each side.

(i) It shall have proper and adequate drainage.

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(j) It shall have a proper turn-around (cul-de-sac) with a minimum radius of (75') seventy-five feet at the end.

(k) The road is to be formally named with street signs approved by the County Road Commission.

(l) A sign conforming to county road standards at the entrance to the private road reading "this is not a public road".

(m) The road must be completed within 36 months subsequent to approval and issuance of the preliminary permit.

Roll Call: Yes-Trustees Boulier, Boeck, Hanrahan & Mollan, Treasurer Miskus & Clerk Skonieczny.
Motion Carried.

7. Treasurer Miskus reported that there will be a solid waste disposal fee effective January 1, 2015 for disposal at the Smiths Creek Landfill.

8. Township Board discussed correspondence from Janet Rettell of Janetize It, LLC. Township Hall cleaning will increase \$10.00 for each cleaning visit. Township Board will get comparison prices.

Moved by Trustee Boeck. Seconded by Trustee Hanrahan to adjourn. Motion Carried. Meeting adjourned at 7:25 pm.

Joyce A. Skonieczny
Clerk