

# ST. CLAIR TOWNSHIP

1539 S. Bartlett Rd. St. Clair, MI 48079

Phone (810) 329-9042 [www.stclairtp.org](http://www.stclairtp.org)

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St. Clair Township Special Board Meeting

September 3, 2024

7:00 p.m.

Supervisor Boulier called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Roll Call: Present: Trustees Boeck, Mollan, Hovis, Clerk Skonieczny, Supervisor Boulier. Absent: Trustee Kays, Treasurer Hanrahan.

Citizens who wish to address the Board:

J.Leaman – Do we have the total cost of the Movie Night and do we know what the attendance.

R.Barck - \$2458 to rent the screen, \$300 for the right to play movie, various other expenses. As far as attendance I would say it was somewhere around 25-30.

D.Miller – This weekend is the Tire cleanup. Are there any restrictions as far as how many you can bring, No. Also can we bring tires with rims, yes. Supervisor Boulier – you will be here to volunteer on Saturday? Yes

L. Fountain - Did we have prizes to give away. R.Barck - yes we have some food trucks and unfortunately we had so much free stuff that the food trucks did not do well. According to the minutes we spent \$2542.32 for the movie night and there may be additional expenses that presents \$84.75 per person.

Why did we pay \$195 to Atlas locksmiths to change locks in the Clerk's office as stated in the July 15<sup>th</sup> minutes and another \$195 to Atlas in the July 23<sup>rd</sup> minutes? Clerk Skonieczny stated that was an error in reporting the payment. It was not paid twice and will correct this at the next meeting. Also there was an estimated cost of postage of \$826.04 for the summer tax bills on July 1<sup>st</sup> Bills approved and additional charge of \$1245.46 for summer tax bills for set up and processing on July 15<sup>th</sup> Bills approved. Can we have a breakdown? Supervisor Boulier – that is a question for the Treasurer. Also why did the Township pay Port Huron Glass for the repair of a door frame and hinge. Could that have come out of the AARPA funds? Supervisor Boulier – The upper hinge was broken and the repair and would not qualify for AARPA funds.

L. Varty – A picture on Facebook was posted by the Treasurer regarding the office being closed. If the Treasurer is not here during the day to do her job and someone needs to pay their taxes or water bill why not give out the Treasurer's phone number to find out her schedule that she come in and accept payments.

New Business:

Hiring Office Help – Supervisor Boulier stated that the positions were advertised on Township website, Facebook, and Times Herald.com. We received eight applications and four were considered for interview. Four were contacted for interview and only two responded. I would like to recommend as our Lead Secretary Ann Marie Singer to a full-time position to be paid \$26.00/hour with insurance and all benefits included with full-time employees. I would like to recommend as our Secretary Farren Jacobson to a full-time position to be paid \$21.00/hour without insurance and all benefits included with full-time employees.

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Motion by Clerk Skonieczny to hire Ann Marie Singer as Lead Secretary. Seconded by Trustee Hovis. Roll call: Yes - Trustee Mollan, Trustee Boeck, Clerk Skonieczny, Trustee Hovis, Supervisor Boulier. Motion carried.

Motion by Clerk Skonieczny to hire Farren Jacobson as Secretary. Seconded by Trustee Boeck. Roll call: Yes - Trustees Boeck, Trustee Mollan, Clerk Skonieczny, Trustee Hovis, Supervisor Boulier. Motion carried.

Supervisor Boulier – At our last meeting we agreed to have maintenance done on the Jordan Creek drain. This has to be passed by resolution. Motion by Trustee Boeck that we approve Resolution 24-10 Maintenance on Jordan Creek Drain. Seconded by Trustee Mollan. Roll call: Yes – Trustee Hovis, Boeck, Mollan, Clerk Skonieczny, Supervisor Boulier. Motion carried.

B.Karas – have we hired a Deputy Treasurer? No the Treasurer has not been at a meeting to discuss. The new Treasurer will have their own deputy. Each Treasurer and Clerk are required to have a deputy. This has to be done by the Treasurer.

Supervisor Boulier – Reminder we will have our Tire Event on Saturday from 8:00 am to 4:00 pm. If anyone would like to volunteer.

Trustee Hovis – The pumpmates for the new pumps were shipped out today. Murray underground said they would start on pump station No. 1 at the end of September. I was told we are not charging anyone for late fees for utility bills. That is correct.

D. Klieman – What is happening with the payables and receivables and other responsibilities of the Treasurer at this time? What as a board is your responsibility to make sure that this is done? Is there something that you can do as a Township Board to make sure these things are being done? Supervisor Boulier will contact the Township attorney to discuss options.

R. Barck – The Rec committee would like to hold a Trunk or Treat on Thursday, October 17, 2024 from 5:30 – 7:00 at the Township Park. We will have more for you for the next meeting.

Motion by Trustee Mollan to adjourn the meeting. Seconded by Trustee Boeck. Motion carried. Meeting adjourned at 7:27 p.m.

Joyce Skonieczny  
Clerk