

# ST. CLAIR TOWNSHIP

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

Phone (810) 329-9042

St. Clair Township Board Meeting

December 16, 2024

7:00 p.m.

1. **Meeting Called to Order** at 7:00 pm by Supervisor Mahaffy.
2. **PLEDGE OF ALLEGIANCE** was recited.
3. **PRESENT:** Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood.  
**ABSENT:** None  
**AUDIENCE:** There were 12 people in attendance (per the sign-in sheet)
4. Supervisor Mahaffy asked to amend the agenda to include the BS&A software for online bill payment, listed as “Q”. Motion was made by Treasurer Klieman to add item 9Q BS&A Software for online bill payment, seconded by Trustee Karas. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion Carried.
5. **APPROVAL OF TOWNSHIP BOARD MEETING MINUTES**  
 Regular Meeting Minutes of December 2, 2024. Motion to approve the December 2, 2024 Township Board Minutes as presented by Trustee Boulier and seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.
6. **BILLS TO BE APPROVED.** Clerk DiNardo presented the Bills to be Approved.

BILLS TO BE APPROVED 12.16.2024		
<b>GENERAL FUND</b>		
MICHIGAN TOWNSHIP ASSOCIATIONS	TRUSTEE / CLERK TRAINING	680.00
MAM CLERK	CLERK MEMBERSHIP	106.00
KCI	WINTER TAX SERVICES	779.70
MMT ASSOCIATION	MEMBERSHIP RENEWAL	99.00
ACCIDENT FUND	WMC PREMIUM	695.00
MARCO TECHNOLOGIES, LLC	PRINTER	67.54
GARAN LUCOW MILLER P.C.	LEGAL FEES	445.50
PLANET TECHNOLOGIES	TECH SERVICES/MICROSFOT RENEWAL	457.60
ST CLAIR COUNTY RESA	DEC HOSTING/ TECH SUPPORT	590.90
AT & T	TWP PHONE	247.07
ACE HARDWARE	FURNACE FILTER/ DE-ICER	56.81
MICHIGAN.COM	TIMES HERALD	41.00
DTE ENERGY STREETLIGHTS	STREETLIGHTS	3,226.74
LAFONTAINE FORD - ST. CLAIR	OIL CHANGE	60.90
PEST CORP	PEST SERVICE	33.00
NICKEL & SAPH, INC	CLERK BOND	20.00
ST. CLAIR COUNTY ASSESSORS ASSOC.	BOR TRAINING	40.00
SEMCO	TOWNSHIP HALL	31.21
DINARDO, BONNIE	CLERK REIMBURSEMENT/AI Device	168.54

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LONG, LAURA	HALL RENTAL REFUND	50.00
BLUE CROSS BLUE SHIELD OF MI	MEDICAL HEALTHCARE	2,225.08
ST. CLAIR COUNTY CLERK'S OFFICE	OPERATING SUPPLIES ELECTION	3,532.00
	<b>TOTAL GENERAL FUND</b>	<b>13,653.59</b>
<b>ROAD MAINTENANCE</b>		
SCC ROAD COMMISSION	SECOND CLORIDE APPLICATION	12,356.36
SCC ROAD COMMISSION	RICHMAN RD/ FRITH RD DITCHING	28,582.19
SCC ROAD COMMISSION	VINE RD CULVERT	11,973.20
	<b>TOTAL ROAD MAINTENANCE FUND</b>	<b>52,911.75</b>
<b>BUILDING FUND</b>		
GARAN LUCOW MILLER P.C.	LEGAL FEES	280.50
TK INSPECTIONS, LLC	BUILDING INSPECTOR	7,178.18
BULLOCK, RYAN	ELECTRICAL INSPECTOR	1,085.60
	<b>TOTAL BUILDING FUND</b>	<b>8,544.28</b>
<b>SEWER FUND</b>		
PLANET TECHNOLOGIES	MICROSOFT RENEWAL	447.04
SEMCO ENERGY	SEMCO ENERGY	21.25
CITY OF ST. CLAIR	SEWER	11,794.77
TRI-COUNTY VAC SERVICES, LLC	CLEAN LIFT STATION	571.25
MURRAY UNDERGROUND SYSTEMS INC	SEWER PROJECT	191,866.30
	<b>TOTAL SEWER FUND</b>	<b>204,700.61</b>
<b>WATER FUND</b>		
PLANET TECHNOLOGIES	MICROSOFT RENEWAL	447.04
CITY OF ST. CLAIR	WATER	21,245.93
	<b>TOTAL WATER FUND</b>	<b>21,692.97</b>
	<b>TOTAL All Funds:</b>	<b>301,503.20</b>
	<b>PAYROLL OFFICE 12/06/2024</b>	
	BUILDING	1,623.80
	DEPUTY CLERK	1,085.00
	DPW	5,972.54
	OFFICE	4,311.00
	<b>TOTAL OFFICE PAYROLL</b>	<b>12,992.34</b>

Motion by Trustee Boulier, seconded by Trustee Barck, to approve bills as presented. Trustee Boulier asked why the clerk was paid \$168. The Clerk purchased an Artificial Intelligence device to capture minutes and transcribe. Is the \$571.25 only for the River Crab? Yes. A couple of minor tweaks to the bills. Under Sewer fund, City of St. Clair, should be just "sewer". Under Water Fund, City of St. Clair, should be just "water". Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

- 7. PUBLIC COMMENTS:** Supervisor Mahaffy instructed the audience to come to the podium, say your name and address, and you have 3 minutes to talk to the board.
- A. Jerry Leaman – Suggested revisiting the decision to have an in-house Department of Public Works (DPW) due to high costs, proposing subcontracting as a cost-saving measure.
  - B. Vanessa Davis – What happened to the treasurer's phone? Trying to cancel without violating the contract. Have we found out if the treasurer was doing her job?

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8. **CORRESPONDENCE/REPORTS:** None to Report.

9. **NEW BUSINESS:**

A. **Resolution 24-17 Authorized Signers for Huntington Bank.**

St Clair Township  
Authorized Signers for Huntington Bank  
Resolution 24-17

**St. Clair Township Huntington Bank Authorized Signers**

Be it Resolved that:

1. The following individuals are hereby authorized and granted signing authority on behalf of St. Clair Township for all financial and banking transactions:
  - a. Treasurer Denise Klieman
  - b. Clerk Bonnie DiNardo
  - c. Supervisor Brian Mahaffy
2. Any two of the above-named individuals shall jointly sign on behalf of the company for any transactions.
3. Huntington Bank, or such other banking institution as may be authorized by the Board, is authorized and directed to honor any documents, checks or instruments executed on behalf of St Clair Township by the individuals listed in paragraph 1 above.
4. The above signing authorities are effective immediately and shall remain in effect until such time as they are revoked or amended by a subsequent resolution of the Board.
5. The Treasurer of the Township is hereby instructed to provide copies of this resolution to Huntington Bank and other relevant parties.

The board discussed Resolution 24-17 to authorize new signatories for bank accounts due to changes in board members.

Motion to approve Resolution 24-17 Authorized Signers for Huntington Bank by Trustee Boulier. Seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

B. **Resolution 24-18 Authorized Signers for Northstar Bank.**

St Clair Township  
Authorized Signers for Northstar Bank  
Resolution 24-18

**St. Clair Township Northstar Bank Authorized Signers**

Be it Resolved that:

1. The following individuals are hereby authorized and granted signing authority on behalf of St. Clair Township for all financial and banking transactions:
  - a. Treasurer Denise Klieman
  - b. Clerk Bonnie DiNardo
  - c. Supervisor Brian Mahaffy
2. Any two of the above-named individuals shall jointly sign on behalf of the company for any transactions.
3. Northstar Bank, or such other banking institution as may be authorized by the Board, is authorized and directed to honor any documents, checks or instruments executed on behalf of St Clair Township by the individuals listed in paragraph 1 above.
4. The above signing authorities are effective immediately and shall remain in effect until such time as they are revoked or amended by a subsequent resolution of the Board.
5. The Treasurer of the Township is hereby instructed to provide copies of this resolution to Northstar Bank and other relevant parties.

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The board discussed Resolution 24-18 to authorize new signatories for bank accounts due to changes in board members.

Motion to approve Resolution 24-18 Authorized Signers for Northstar Bank by Trustee Rood. Seconded by Trustee Karas. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

## C. Resolution 24-19 Authorized Signers for Eastern Bank.

St Clair Township  
Authorized Signers for Eastern Bank  
Resolution 24-19

### St. Clair Township Eastern Bank Authorized Signers

Be it Resolved that:

1. The following individuals are hereby authorized and granted signing authority on behalf of St. Clair Township for all financial and banking transactions:
  - a. Treasurer Denise Klieman
  - b. Clerk Bonnie DiNardo
2. Any two of the above-named individuals shall jointly sign on behalf of the company for any transactions.
3. Eastern Bank, or such other banking institution as may be authorized by the Board, is authorized and directed to honor any documents, checks or instruments executed on behalf of St Clair Township by the individuals listed in paragraph 1 above.
4. The above signing authorities are effective immediately and shall remain in effect until such time as they are revoked or amended by a subsequent resolution of the Board.
5. The Treasurer of the Township is hereby instructed to provide copies of this resolution to Eastern Bank and other relevant parties.

The board discussed Resolution 24-19 to authorize new signatories for bank accounts due to changes in board members.

Motion to approve Resolution 24-19 to Authorize Signers for Eastern Bank by Trustee Karas. Seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

## D. Resolution 24-20 Authorized Signers for Advia Credit Union.

St Clair Township  
Authorized Signers for Advia Credit Union  
Resolution 24-20

### St. Clair Township Advia Credit Union Authorized Signers

Be it Resolved that:

1. The following individuals are hereby authorized and granted signing authority on behalf of St. Clair Township for all financial and banking transactions:
  - a. Treasurer Denise Klieman
  - b. Clerk Bonnie DiNardo
2. Any two of the above-named individuals shall jointly sign on behalf of the company for any transactions.
3. Advia Credit Union, or such other banking institution as may be authorized by the Board, is authorized and directed to honor any documents, checks or instruments executed on behalf of St Clair Township by the individuals listed in paragraph 1 above.
4. The above signing authorities are effective immediately and shall remain in effect until such time as they are revoked or amended by a subsequent resolution of the Board.
5. The Treasurer of the Township is hereby instructed to provide copies of this resolution to Advia Credit Union and other relevant parties.

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The board discussed Resolution 24-20 to authorize new signatories for bank accounts due to changes in board members.

Motion to approve Resolution 24-20 Authorized Signers for Advia Credit Union by Trustee Karas. Seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

### E. Resolution 25-01 Right of Way St. Clair County Road Commission.

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

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#### RESOLUTION 25-01 TOWNSHIP OF ST. CLAIR ST. CLAIR COUNTY, MICHIGAN

WHEREAS, the Township of St. Clair in the County of St. Clair, Michigan desires to make public improvements, namely, to operate and maintain. Which requires certain operations within and upon the right-of-way of County highways known as St. Clair Township; Which are under the jurisdiction of the Board of County Road Commissioners; and

WHEREAS, the BOARD OF COUNTY ROAD COMMISSIONERS is willing to issue a permit, therefore, provided said Board is assured of indemnify and protection against all liability arising by reason of Michigan law;

NOW THEREFORE, BE IT RESOLVED by governing body of the Township of St. Clair, St. Clair County, Michigan that in consideration of the BOARD OF COUNTY ROAD COMMISSIONERS granting a permit to the Township of St. Clair upon proper application therefore to construct and maintain its facilities along and upon the right-of-way of certain highways of the Township of St. Clair. Shall save harmless and indemnify the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF ST. CLAIR and their successors against all liability which might arise either during operation or maintenance of the right-of-way along St. Clair County Highways.

The board discussed and approved Resolution 25-01, allowing St. Clair County Road Commission to work in right of ways for 2025.

Motion to approve Resolution 25-01 St Clair County Road Commission Right of Way by Trustee Karas. Seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

### F. ARPA Distribution

Concerns were raised about the lack of time for planning and the necessity of spending ARPA funds by December 31, 2024. There was much discussion on where to use the funds. If decision was not made the funds will be forfeited back to the government. Supervisor Mahaffy suggested distributing the remaining ARPA funds as follows:

Park –\$19,825.00

Sewer – \$14,000.00

Township Office – \$11,175.00

Total \$45,000.00.

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Motion to approve Distribution of remaining ARPA Funds as presented by Trustee Barck. Seconded by Treasurer Klieman. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

## G. Appointment of Deputy Treasurer

Treasurer Klieman made a motion to appoint Farren Jacobsen as the Deputy Treasurer. No pay adjustment.

Motion to appoint Farren Jacobson to Deputy Treasurer by Trustee Boulier. Seconded by Trustee Rood. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

## H. Appointment of Deputy Clerk

Clerk DiNardo made a motion to appoint Ann Marie Singer as the Deputy Clerk. The appointment includes a \$3.00/hour raise and beginning January 1, 2025, 3 weeks' vacation time and on January 1, 2026, 4 weeks of vacation time.

Motion to appoint Ann Marie Singer to Deputy Clerk by Trustee Karas. Seconded by Treasurer Klieman. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Karas, Rood, No – Trustee Boulier. Motion carried.

## I. Appointment of Leo Konik to Planning Commission

Leo Konik's qualifications include being a lifetime resident, business owner, and previous planning commission member.

Motion to appoint Leo Konik to the Planning Commission by Trustee Karas. Seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

## J. Appointment of Bill Karas as Township Representative to Planning Commission

Supervisor Mahaffy suggested appointing Bill Karas as the Township Representative to the Planning Commission.

Motion to approve Bill Karas as the Township Representative to the Planning Commission by Trustee Boulier. Seconded by Trustee Rood. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

## K. Appointment of Ryan Barck as Township Representative to BZA

Supervisor Mahaffy suggested appointing Ryan Barck as the Township Representative to the Board of Zoning Appeals (BZA).

Motion to approve Ryan Barck as the Township Representative to the Board of Zoning Appeals (BZA) by Trustee Boulier. Seconded by Trustee Rood. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

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### L. Administrative Assistant Pay Increase

Supervisor Mahaffy suggested giving Traci Westrick a raise from \$16 to \$18 per hour as appreciation for her dedication during a staffing crisis and last pay increase given was April 25, 2022.

Motion to approve increasing Traci Westrick's pay from \$16 to \$18 by Trustee Boulrier. Seconded by Trustee Karas. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulrier, Karas, Rood. Motion carried.

### M. Billing River Crab for degreaser costs -Tri Vac & Ferguson invoices

Supervisor Mahaffy would like approval to send bills to River Crab as follows:

-Pollard Water - \$268.61

-Tri-County Vac. Services - \$571.25

Also, at the January meeting, it was suggested that the township add another bill for reimbursement of the Township DPW time and an administrative fee for this on-going issue.

Motion to approve sending the bills to the River Crab by Trustee Boulrier. Seconded by Trustee Rood. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulrier, Karas, Rood. Motion carried.

### N. Additional fee to water bills for residents not responding to meter change requests

Supervisor Mahaffy suggested adding \$200.00 to the water bills for the residents that still have the old water meters. The old meters need to be switched out with new ones. If the residents call to have them switched out, we will waive the \$200.00 non-compliant fee. We will start with Blue River subdivision, then Golfside. If they get the meter replaced within 90 days, the \$200.00 will be waived. This is to ensure we have enough meters on hand to replace. We will begin with the next billing cycle in 2025.

Motion to approve adding this fee to residents with old meters by Trustee Karas. Seconded by Trustee Barck. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulrier, Karas, Rood. Motion carried.

### O. Reimbursement of Supervisor's phone/cancel phone with Verizon

Supervisor Mahaffy is requesting reimbursement for using his phone for township business. The cost is \$39.66/month. There was discussion about the ongoing issue with the treasurer's phone contract, with efforts to cancel it without violating the contract. The supervisor's phone is going to Treasurer Klieman.

Motion to approve paying Supervisor Mahaffy \$39.66 a month for using his phone by Trustee Rood. Seconded by Trustee Karas. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulrier, Karas, Rood. Motion carried.

### P. Winter Carnival

Trustee Barck gave a detailed description of the Winterfest event scheduled for February 22, 2025. He requested \$1,000.00 to cover the cost of supplies, food, decorations, etc. This money would come from the county recreation funds received annually.

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Motion to approve spending \$1,000.00 for the Township Winterfest by Trustee Karas. Seconded by Treasurer Klieman. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

### Q. BS&A Online Bill Payment

BS&A has an online bill component that would enable residents to pay utilities and taxes online. Residents would be responsible to pay the small convenience charge to pay online but would still have the option to pay at the township hall.

Motion to enter into a contract for the BS&A online bill component and to purchase the \$350 credit card terminal to take payments at the hall by Trustee Barck. Seconded by Trustee Rood. Roll Call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

**10. OLD BUSINESS:** None reported.

### **11. CALL FROM THE TABLE:**

- A. Supervisor Mahaffy – Apologized for cutting off the public comments at the last meeting. He will be meeting with Road Commission regarding ditching.
- B. Treasurer Klieman – Reported that she is working on financial statements through December 31, 2024. Check scanner machine is now working and will save on trips to the bank.
- C. Trustee Karas – Reported that he sent a list of projects to the board for consideration.
- D. Trustee Barck – Wishing everyone a Merry Christmas!
- E. Trustee Rood – Happy Holidays and be safe.

### **12. BRIEF PUBLIC QUESTIONS OR COMMENTS: (not at podium)**

- A. Jerry Leaman – Status on the lawsuit with previous building inspector? What's the status of pump number 1, 4 and 6? Will minutes be reviewed due to AI, will it be a summary or transcribe?
- B. Debbie Emrich – was there anything to report on agenda for number 7? We didn't have anything.
- C. Lisa Fountain – Will there be a Forensic audit? Has an inventory been done of supplies/equipment? What's the status of the Parks Master Plan? What's the status of the grant writer? Are we hiring a new attorney? Has it been decided on the official name of the building? The issue of incorrect billing on water bills needs further investigation to determine the extent of undercharging and potential legal actions.

### **13. ADJOURNMENT**

- A. Motion to adjourn by Trustee Rood, seconded by Treasurer Klieman. Motion carried. Meeting adjourned at 8:27 p.m.

Respectfully submitted,  
Bonnie DiNardo, Clerk