

ST. CLAIR TOWNSHIP

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

Phone (810) 329-9042

St. Clair Township Board Meeting

February 17, 2025

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 14 people in attendance (per the sign-in sheet)

4. AMEND THE AGENDA TO INCLUDE THE FOLLOWING:

- A. William Robert Photography to record township meetings
- B. Under old business, follow-up on Leak Adjustment for 4044 Scott B Drive

Motion by Trustee Karas, seconded by Trustee Barck, to add William Robert Photography and follow up on leak adjustment for 4044 Scott B Drive. 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 February 3, 2025. Motion to approve by Trustee Rood and seconded by Trustee Barck. All board members were in favor, motion carried.

6. BILLS TO BE APPROVED. Clerk DiNardo presented the Bills to be Approved.

BILLS TO BE APPROVED 02-17-2025		
GENERAL FUND		
APRIL TIPPE & HEATHER GRUELL	HALL RENTAL REFUND	100.00
CLERKS' ASSOCIATION OF ST. CLAIR CO	QUARTERLY MEETING	30.00
HUNTINGTON NATIONAL BANK	ASSESSOR CHAIR, INK, MISC OFFICE SUPPLIES	416.60
JACOBSON, FARREN	MEDICAL REIMBURSEMENT	200.00
LUMBER JACK BUILDING CENTER	OFFICE REPAIRS/ SALT	283.24
MARCO TECHNOLOGIES, LLC	COPY METERED/MONTHLY FEE	82.84
SMART SOURCE LLC MICHIGAN DIVISION	MUNICIPAL CIVIL INFRACTION TICKETS	403.72
COMMUNITY EDUCATION NETWORK	FEB INTERNET SERVICE	150.00
SIMPLIFIED INTERNET DESIGN	QUARTERLY RETAINER FEE/ADDITIONAL HOURS	918.75
ST CLAIR COUNTY RESA	FEB HOSTING SERVICE	82.70
21ST CENTURY MEDIA MICHIGAN	VOICE - SYNOPSIS	263.16
GANNETT MICHIGAN LOCALIQ	TIMES HERALD AD	423.20
READY.SET.MAIL. LLC	NEWSLETTER	750.00
DTE ENERGY STREETLIGHTS	STREETLIGHTS	3,090.52
SEMCO ENERGY	SEMCO	201.92
MARCOTTE DISPOSAL INC.	WASTE COLLECTION	48,618.68
PEST CORP	PEST CORP	35.00
TK INSPECTIONS, LLC	BUILDING SUPPORT PLANNING/ZONING DEC/JAN	1,800.00
CHAMBERLIN PONY RIDES	RECREATION SPRING EVENT DEPOSIT	210.00
KCI	POSTAGE FOR ASSESSMENTS NOTICES	1,740.51
DINARDO, BONNIE	REIMBURSEMENT POSTAGE	9.68
GARAN,LUCOW, MILLER P.C.	LEGAL FEES	808.50
GENERAL FUND		60,619.02

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ROAD MAINTENANCE		
SCC ROAD COMMISSION	VINE RD DITCHING	9,233.28
	ROAD MAINTENANCE	9,233.28
ARPA SPECIAL REVENUE FUND		
VILLAGE CABINET SHOPPE	OFFICE CABINETS	5,857.00
	ARPA SPECIAL REVENUE FUND	5,857.00
BUILDING FUND		
TK INSPECTIONS, LLC	INSPECTIONS & FINALED PERMITS	1,146.90
BULLOCK, RYAN	ELECTRICAL INSPECTIOR COMMISSION	272.80
KLIEMAN, KEITH	INSPECTOR COMMISSION	338.40
	BUILDING FUND	1,758.10
SEWER FUND		
HUNTINGTON NATIONAL BANK	BATTERIES	5.69
SEMCO ENERGY	HEATING	27.45
CITY OF ST. CLAIR	SEWER TREATMENT	12,101.96
LAFONTAINE AUTOMOTIVE	DPW TRUCK TIRES	393.89
FERGUSON ENT - DBA POLLARDWATER	DEGREASER	1,074.44
	SEWER FUND	13,603.43
WATER FUND		
DELUDE CONSTRUCTION	WATER SHUT OFF REPAIR	1000.00
FERGUSON WATERWORKS	METER PURCHASES	13621.90
LUMBER JACK BUILDING CENTER	OFFICE REPAIRS/ SALT	22.99
CITY OF ST. CLAIR	WATER PURCHASE	22831.72
LAFONTAINE AUTOMOTIVE	DPW TRUCK TIRES	393.88
HYDROCORP, INC.	CROSS CONNECTION CONTROL - LABOR	1143.50
	WATER FUND	39,013.99
	FUNDS TOTAL	130,084.82
	PAYROLL 02/14/2025	
	INSPECTIONS	1156.80
	OFFICE	6123.25
	DPW	5799.29
	TOTAL PAYROLL	13079.34

A question about the water shut off repair and the location. Question and concerns about River Crab. Question on Simplified Internet Design and costs.

Motion by Trustee Barck, seconded by Trustee Karas, to approve bills as presented. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

7. TREASURER REPORT:

The Board reviewed the treasurer’s report. **Tax Update:** There is \$897,971.77 still owing for taxes, according to the February 12, 2025 report. Currently, it is down to around \$500,000. We bring in approximately 12 million dollars for taxes but most of it goes to county, school districts, millages, etc. The last day for residents to pay at township is Friday, February 28, 2025. After that, they will have to pay at the St. Clair County Treasurer’s Office. **Budget Update:** We will have a May Budget workshop for the board. Numbers come directly from BS & A. Moved some money to Michigan Class. Discussed the different funds. The revenue and expenditure report shows the amendments that were made last month. The board mentioned their appreciation of the report.

Motion by Trustee Barck, seconded by Trustee Rood, to approve treasurer report as presented. All board members were in favor, motion carried.

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8. **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. **Dan Miller** – Questions regarding last meeting’s two leak adjustments and the township forms, praised Trustee Barck for the newsletter and thought the Supervisor’s letter was a nice touch that helps unite our community.
 - B. **Lisa Fountain** – questions about the \$2,000 that the supervisor can authorize for emergencies, where is the ticket book? Is there a DPW job log?
 - C. **Vanessa Davis** – Thank you to township for writing ticket for issues on Murphy Drive. Is DPW being supervised? Snow removal was not done correctly. She wondered why she and her neighbors didn’t receive a newsletter.
 - D. **Lisa Varty** – Voiced several questions and concerns. Was DPW off on New Year’s Eve Day? Did DPW work last Thursday on the snow day? When Delude is called out, do they get paid for 2 hours to watch them fix the problem? Was DPW paid 3-hour for snow removal on Saturday when an event was held at the hall? Concerned about an iPad/iPhone that needs a code to operate it.
9. **CORRESPONDENCE/REPORTS:** None.

10. NEW BUSINESS:

A. **Paul Dingeman Presentation**

A packet of information was provided to the Board. Paul would install a permanent set-up of 4 cameras, microphones for each board member, the wiring would be in the ceiling. One-time equipment fee is \$12,000. Everything could be removable, if necessary, when events are held in the room. They would record gavel to gavel, he has volunteers, and backup folks when needed. The recordings will be posted to CTV. Some of their meetings have been archived for the past 12 years. Could put board documents on the tv monitor. We collect 5% of \$60,000 from Comcast Cable Franchise Fees, Paul is requesting 2% of that.

Action Item: Board is requesting a more definite number before proceeding.

B. **William Robert Photography**

A quote from Bill Saunders was provided to the board for recording all township meetings and community events for \$12,375. The quote is based on 50 meetings and 5 community events for the year and invoiced monthly. They will set up and tear down equipment for every meeting. The meeting videos will be uploaded within 48 hours and uploaded to wherever we want. High School students will be assisting and will be supervised.

Action Item: Put on next board meeting to discuss recording options.

C. **Deputy Treasurer/Utility Billing Clerk New Hire**

The Treasurer made a motion to hire Dawn Behem. Dawn brings a lot of skills and knowledge to our township. She has many years of municipality experience, strong BS & A knowledge, payables, prior Clerk and Treasurer experience. She has a lot of skills and is well qualified for this job.

Motion by Treasurer Klieman, seconded by Trustee Karas, to hire Dawn Behem for the Deputy Treasurer/Utility Billing Clerk at \$24.00 per hour, no health insurance, full-time

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Monday-Friday, starting with four vacation days. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

D. Shred Day

The board had two options to consider. Have our own shred day at the township hall or to utilize the shred day that Northstar (St. Clair) bank will be having on May 15 from 11-1.

Motion by Trustee Rood, seconded by Trustee Barck, to not have a shred day at the township, but to utilize Northstar. All board members were in favor, motion carried.

E. SCC MTA Annual Dinner

The board discussed paying the \$40 to attend the St. Clair County Michigan Township Association annual dinner on Thursday, March 27 at 6 p.m. at Solitude Links. Board members that bring their spouse will need to pay for them.

Motion by Trustee Karas, seconded by Trustee Barck, to pay for board members that would like to attend the dinner meeting. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

Action Item: Let Ann Marie know if you plan on attending and if your spouse is attending by Monday, March 10.

F. 2025 EDA Semi-Annual Luncheon

Discussion on attending the Semi-Annual EDA luncheon on Thursday, February 20, 2025. No board members were interested in attending.

G. ACD.net Metro Right of Way Permit Extension

Discussion on the renewal of a contract between Metro Act Right of Way Permit Extension for the next 5 years. This contract is from the State of Michigan. Can we modify the contract to end May 2028? How are the dollars determined? Can we opt-out?

Motion by Trustee Barck, seconded by Treasurer Klieman, to table this contract until we have more information and date changed. All board members were in favor, motion carried.

Action Item: Get year changed from 2030 to 2028. Get answers to the following questions. Can we opt-out? How are the dollar amounts determined?

H. Pump Station Rehab 1, 4 & 6

Many questions and concerns about the change order of \$8,988.00. It was suggested that Phillip Porte at BMJ and Murray give us more detailed information on the invoices. Every invoice should include an itemized listing with detail. Question on why this is coming to the board now, when the work was done in November.

Motion by Trustee Karas, seconded by Trustee Barck, to get more information on the change order and get more detailed invoices before paying. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

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Action Item: Get Murray and BMJ to give us detailed bills with itemized listing. Every bill that is presented to the board should be detailed, especially large costs.

I. **Leak Adjustment policy and pool fill credits discussion**

Discussion on the policies and should they be revised. Some board members voiced that if the water came through a meter, the residents must pay for it. If residents have proof of the water leak, it was accidental and didn't go through sewer, then they would get a sewer credit. The two recent adjustments didn't meet the criteria and should not have come before the board.

This is a good topic for the March Workshop.

Action Items: The Board has decided to table the leak adjustment policy and pool fill credits to March workshop.

J. **IT/Computer Services and Cyber Security discussion**

Discussion on computer services and security of records needed for the township. Some ideas were .gov email extensions and vpn access. Information was shared about the current costs provided by Resa. Cyber security policy was mentioned.

Action Items: The Board has decided to table the computer services/cyber security policy to the March workshop.

K. **2025 Road Commission Projects**

Discussion on the proposed road commission projects and costs. These projects would come out of the 2025/2026 annual budget. Suggestion to look at River Ridge subdivision and other subdivisions for maintenance.

Motion by Trustee Karas, seconded by Trustee Barck, to approve culverts for Yankee Road, Davis Road, Richman Road, Vine Road, which total \$15,500; an additional culvert over Brandywine Drain for \$8,500; Frith Road Limestone \$10,647.00; 2 applications of Chloride \$79,350.90; and Township Limestone \$288,178.80. The total cost to township is \$402,176.70. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

Action Items: The Board decided to discuss the road commission near-term replacement list at the March workshop.

L. **Closed session to consider legal opinion on former building inspector**

Motion by Trustee Rood, seconded by Treasurer Klieman, to enter into closed session at 8:25 pm to consider legal opinion on the former building inspector. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

<CLOSED SESSION>

Motion by Trustee Karas, seconded by Trustee Rood, to end closed session at 8:32 pm. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

Motion by Trustee Karas, seconded by Trustee Barck, to re-enter the regular board meeting at 8:32 pm. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

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Motion by Trustee Rood, seconded by Trustee Karas, to offer the former building inspector compensation of \$12,711 and if the offer is rejected, it will come back to full board. Roll call: Yes – Supervisor Mahaffy, Clerk DiNardo, Treasurer Klieman, Trustees Barck, Boulier, Karas, Rood. Motion carried.

11. OLD BUSINESS:

- A. **Leak Adjustment at 4044 Scott B. Drive.** Trustee Karas talked to the homeowner. Water usage was extremely high. Questioned whether there was more than just the leaking toilet causing high usage.

Action Items: The Board decided to keep this leak adjustment on agenda as Old Business until resolved. Township will change the existing meter out and monitor usage with new meter and bring it back to a March meeting.

12. CALL FROM THE TABLE:

- A. Clerk DiNardo – St. Clair County Clerks Office completed the election audit for November. Kudos to Joyce and Debbie for no major findings. There will not be a May election in St. Clair Township. The Goals and priorities workshop will be scheduled for Wednesday, March 12 at 5:30 pm. Draft minutes will be posted at the township hall on day 8 (business days) after a board meeting but will not be posted to the website until after approval.
- B. Treasurer Klieman – Looking into a metal mailbox for the hall with keys and possibly moving closer to the building.
- C. Trustee Barck – Questioned whether we should have a vendor fee at \$150. Newsletter was sent in bulk and cannot exclude any addresses. There are 6 mailing routes in the township, and one route is mixed of City of St. Clair and Township residents. Will do further research on Murphy Drive residents and why they didn't receive them.
- D. Trustee Rood – Not in favor of fee for vendors.
- E. Trustee Boulier – Was the hall closed all day for the snow day? Was there consideration to open at noon on the snow day? Did DPW work on the snow day or New Year's Eve Day?

13. BRIEF PUBLIC QUESTIONS OR COMMENTS: (not at podium)

- A. Lisa Fountain – Concerned about newsletter not being posted on township website. Questions on the Clerk's recorder and planning commission.
- B. Vanessa Davis – Questions on planning commission, master plan and recreation plan. Wondered why Dollar General is getting water from City of St. Clair and not the township.
- C. Joe Syjud – asked about retention policy for township documents and security of the shared drive and mass downloading alerts.

14. ADJOURNMENT

Motion by Trustee Karas, seconded by Trustee Rood. Motion carried. Meeting adjourned at 9:02 p.m.

Respectfully submitted,
Bonnie DiNardo, Clerk