

EAST CHINA CHARTER TOWNSHIP

OFFICIAL PROCEEDINGS

MARCH 15, 2021

---

**CALL TO ORDER** – The meeting was called to order at 7:30pm by Supervisor Brian Rausch.

**ROLL CALL**

Present: Supervisor Brian Rausch, Treasurer Nicole Hart, Trustee's Allen Reichle, Deborah Babel, Herbert Blackstock, Ralph Knotts. Absent: Clerk Martin Good

**PLEDGE OF ALLEGIANCE** – led by Supervisor Rausch

Others present: Township Manager Cynthia Paparelli and Anthony Theodorou PCE

**APPROVE AGENDA:**

Motion by Trustee Knotts, supported by Trustee Babel to approve the agenda with deletion of NB-7 **ROLL CALL:** Ayes: Trustee Knotts Nays: Supervisor Rausch, Trustee Babel, Treasurer Hart, Trustee Reichle, Trustee Blackstock. NB-7 stays on the agenda. Motion Carried.

Motion by Supervisor Rausch, supported by Trustee Reichle to approve the agenda with deletion of NB-8. **ROLL CALL:** Ayes: Supervisor Rausch, Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart. Nays: None. Nb-8 removed from agenda. Motion Carried.

**APPROVE MINUTES:** Motion by Trustee Blackstock, supported by Trustee Babel moved to accept the minutes of March 1, 2021 as presented. Motion Carried

**PUBLIC COMMENT** – None

**CONSENT AGENDA:** Motion by Trustee Knotts, supported by Trustee Babel to accept the consent agenda as presented with the removal C-1 Financial reports: ~~C-1 Financial reports~~, C-2 St. Clair Fire Authority Monthly Report February 2021, C-3 Marine City Fire Report February 2021, C-4 Bond Refund Report, C-5 Building Permit Activity Report. Motion carried.

**DISBURSEMENTS:** Motion by Trustee Babel, supported by Trustee Blackstock to approve the disbursements as follows: Accounts Payable \$34,182.45, Payroll \$35,398.07, EFT \$57,832.25, E-checks \$302.30, Tax Account \$64,124.07 with a total of \$191,839.14. **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: NONE

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1. DWSRF & CWSRF Loan update:** Anthony Theodorou from Project Control shared updates regarding the loan applications for fiscal year 2022. A new proposal SWIPP for was presented to the board for consideration at the next board meeting.

- 2. UHY, LLC Audit Engagement Approval.** Motion by Trustee Knotts, supported by Treasurer Hart to authorize Township Manager to sign the agreement of services for the audit not to exceed \$21,400.00 with associated costs as follows: \$14,000 base audit +F-65 prep, \$1,500 GASB 68 & 71 update, \$1,500 GASB 75 update, \$1,200 (NTE) for fixed asset & depreciation schedules, \$150 Michigan Municipal Qualifying Statement, \$300 form 5572, \$250 estimated UB receivable & recommended adjustment and \$2,500 OPEB valuation (Rollforward method). **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: none. Motion Carried.
- 3. Bridge to Bay Sign Grant Participation approval.** Motion by Trustee Blackstock, supported by Trustee Babel approve participation in the St. Clair County application of the Wilson Trails maintenance grant for the B2B program at a cost of approximately \$5,000. **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: none. Motion Carried.
- 4. Front office assistance & recruit for part-time position** Motion by Trustee Knotts, supported by Trustee Reichle to approve temporary assignment of the following non-statutory duties to Treasurer Nichole Hart processing mail, tending to phone calls, providing counter customer service M-F, 12-4pm. With a weekly stipend of \$360.00 **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Supervisor Rausch. Nays: none. Motion Carried.

Motion by Treasurer Hart, supported by Trustee Babel to approve the recruitment of a Part Time Clerical/Cashier/Receptionist as presented on the job description. **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: none. Motion Carried.
- 5. Opening Township Hall:** Motion by Trustee Babel, supported by Treasurer Hart to open Township Hall lobby to the public for business Monday-Friday 10am-4pm beginning March 22<sup>nd</sup>, 2021. Guests in the lobby must adhere to all protocols posted no more than 5 persons at one time. **ROLL CALL:** Ayes: Supervisor Rausch, Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart. Nays: None. Motion Carried.
- 6. Offer of private property:** Motion by Trustee Reichle, supported by Knotts to *respectively* decline the offer of donation of private property to the Township. **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: None. Motion Carried.
- 7. Elected Officials Compensation:** Motion by Supervisor Rausch, supported by Trustee Blackstock to create an ad hoc committee (Elected Officials Salary Review Committee)

charged with the review and analysis of East China Township elected officials' salaries. This would include: rate, structure comparison with similarly sized organizations, historical perspective East China Township salaries. Committee would include Township Manager Cindy Paparelli plus 2 board members and 2 residents. The committee would have a "sunset" date of no longer than 3 months from today 3/15/2021.  
**ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Treasurer Hart, Supervisor Rausch. Nays: Trustee Knotts. Motion Carried.

**9. Letter from Clerk Good:** Tabled the resignation of Clerk Martin Good until next meeting. **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: None. Motion Carried.

**C-1 Financial Revenue Report** removed from the consent items and added to the agenda. Trustee Knotts had questions and concerns regarding the rates and depreciations on the revenue report. Township Manager shared history or how it came about that some municipalities do fund depreciation through rates.

**ANNOUNCEMENTS:** Yard waste pick-up starts April 1<sup>st</sup>.

**MEMBER COMMENTS:**

Treasurer Hart suggested to post the Clerk's position on the website. Supervisor Rausch agreed.

- Motion by Treasurer Hart, supported by Trustee Babel to post the Clerk's position on the website. **ROLL CALL:** Ayes: Trustee Babel, Trustee Blackstock, Trustee Reichle, Trustee Knotts, Treasurer Hart, Supervisor Rausch. Nays: NONE

Trustee Knotts gave thanks to Treasurer Hart for helping out in the township office.

Trustee Babel encouraged residents to be mindful when cleaning up properties to clear ditches and waterways.

Supervisor Rausch also thanked Treasurer Hart for helping out and mentioned it was good to see everyone.

**ADJOURN** – Motion by Trustee Babel, supported by Trustee Blackstock to adjourn at 8:51 PM. Motion Carried

---

Brian Rausch, Supervisor

---

Nicole Hart, Treasurer