

EAST CHINA CHARTER TOWNSHIP

OFFICIAL PROCEEDINGS

OCTOBER 16, 2023

CALL TO ORDER – Supervisor Westrick called the meeting to order at 7:30 p.m., with Treasurer Hart, and Trustees Reichle, Blackstock, Babel, Knotts. Clerk Smith absent. Also present: Deputy Clerk Biebuyck, & Township Manager Cindy Paparelli.

PLEDGE OF ALLEGIANCE

APPROVE AGENDA – Trustee Reichle, supported by Trustee Knotts, moved to approve the Agenda with the addition of NB7. Carried.

APPROVE MINUTES – Trustee Reichle, supported by Trustee Babel, moved to approve the Minutes of October 2, 2023. Carried.

PUBLIC COMMENT - None.

CONSENT AGENDA – Trustee Reichle, supported by Treasurer Hart, moved to accept the Consent Agenda as follows: September Financial Reports, Planning Commission Minutes for July 2023, Historical Commission Minutes for September 2023, Marine City Fire Report for September, Contractors Application for Payment #6 CWSRF. Carried.

DISBURSEMENTS – Treasurer Hart, supported by Trustee Knotts, moved to approve Payroll \$61,757.70, Accounts Payable \$259,636.42, EFT's \$69,036.52, Tax account \$655,090.74 and Invoices \$173,826.51. Roll call vote: Yea: Reichle, Westrick, Blackstock, Hart, Knotts, Babel. Carried.

NEW BUSINESS

NB 1 – Set 2023/2024 Holiday Office Closure Dates

Trustee Knotts, supported by Trustee Babel, moved to approve the 2023/2024 Township Office Holiday Closure Schedule. Carried.

2023: Friday, November 10th; Thursday/Friday November 23rd & 24th ; Monday/Tuesday, December 25th & 26th ; Friday December 29th.

2024: Monday, January 1st ; Monday, February 19th ; Friday, March 29th ; Monday, May 27th ; Thursday, July 4th ; Monday, September 2nd ; Monday, October 14th ; Monday, November 11th ; Thursday/Friday, November 28th & 29th ; Tuesday/Wednesday, December 24th & 25th ; Tuesday/Wednesday, December 31st & January 1, 2025.

NB 2 – 2024 Township Board Meeting Dates

Trustee Blackstock, supported by Trustee Reichle, moved to set the 2024 Township Board Meeting Dates. Carried.

January 3 rd , 15 th	June 3 rd , 17 th
February 5 th , 20 th	July 1 st , 15 th
March 4 th , 18 th	August 5 th , 19 th
April 1 st , 15 th	September 3 rd , 16 th
May 6 th , 20 th	October 7 th , 21 st
June 3 rd , 17 th	November 4 th , 18 th
July 1 st , 15 th	December 2 nd , 16 th

NB 3 – St. Clair County Aerial imagery Partnership Agreement

Trustee Knotts, supported by Treasurer Hart, moved to approve the proposed Aerial Imagery services for \$1,000 per year for a 6-year Agreement with St. Clair County. The detailed Agreement will follow for approval at a later date; only if all of the communities are in support. Roll call vote: Yea: Knotts, Hart, Reichle, Blackstock, Babel, Westrick. Carried. Trustee Reichle asked if ARPA funds can be used for this.

NB 4 – Resolution 14-2023: Budget Amendments 3rd Quarter 2023

Trustee Blackstock, supported by Treasurer Hart, moved to adopt Resolution 14-2023 Amending the 2023 Budget. Carried.

RESOLUTION 14-2023 AMEND THE 2023 BUDGET: Quarter 3, 2023

CHARTER TOWNSHIP OF EAST CHINA
ST CLAIR COUNTY, STATE OF MICHIGAN

Minutes of a regular meeting of the Township Board of East China Township, County of St. Clair, Michigan, on the 16th day of October 2023.

PRESENT: Westrick, Hart, Babel, Blackstock, Knotts, Reichle

ABSENT: Smith

The following Resolution was offered by Blackstock, and supported by Hart.

WHEREAS, East China Township budgeting and accounting practices stipulate quarterly budget amendments to reflect financial activities during the quarter and provide the basis for financial controls in future quarters; and

WHEREAS, financial analysis of all fund accounts indicates a need to amend the budgets for General Fund and Building Department Fund;

NOW, THEREFORE, BE IT RESOLVED, that the East China Board of Trustees hereby approves Budget Amendments for the 3rd Quarter of 2023 as follows below and detailed in EXHIBIT A:

2023 3rd Quarter Budget Amendments

	FROM	TO	INCREASE/DECREASE
GENERAL FUND 101			
Expense			
Township Manager	\$70,250.00	\$73,777.00	\$3,527.00
Bord of Review	\$1,150.00	\$1,200.00	\$50.00
Legal Fees	\$7,500.00	\$11,600.00	\$4,100.00
Fire Protection	\$215,000.00	\$218,454.00	\$3,454.00
Drains	\$6,850.00	\$16,550.00	\$9,700.00
Street Lighting	\$28,000.00	\$30,000.00	\$2,000.00
Cemetery	\$0.00	\$37,990.00	\$37,990.00
Watershed	\$900.00	\$1,049.00	\$149.00
Total	\$329,650.00	\$390,620.00	\$60,970.00
BUILDING 249			
Revenue			
Building Permits	\$41,500.00	\$49,000.00	\$7,500.00
Electrical Permits	\$9,000.00	\$15,500.00	\$6,500.00
Mechanical Permits	\$7,000.00	\$15,300.00	\$8,300.00
Plumbing Permits	\$3,000.00	\$6,000.00	\$3,000.00
Investment Income	\$200.00	\$3,600.00	\$3,400.00
Total	\$60,700.00	\$89,400.00	\$28,700.00
Expense			
Building Department	\$34,448.00	\$55,759.00	\$21,311.00
Code Enforcer	\$241.00	\$361.00	\$120.00
Electrical Inpsector	\$7,140.00	\$11,450.00	\$4,310.00
Mechanical Inspector	\$5,375.00	\$9,970.00	\$4,595.00
Plumbing Inspector	\$2,388.00	\$3,816.00	\$1,428.00
Total	\$49,592.00	\$81,356.00	\$31,764.00

East China Charter Township
Board of Trustee Meeting
Minutes of October 16, 2023

Account Number	Account Name	Available Balance	Original Budget	Decrease Amount	Increase Amount	Amended Budget	
Expenses							
Township Manager							
101-173-702.00	Salaries/Wages	\$ 16,692.35	\$ 70,000.00		\$ 2,000.00	\$ 72,000.00	contract increase 10/1/2022
101-173-718.02	MERS 457 DC Pl	\$ (1,067.22)	\$ -	\$ -	\$ 1,450.00	\$ 1,450.00	contribution started 2/2022
101-173-930.05	Info Technology	\$ (76.27)	\$ 250.00	\$ -	\$ 77.00	\$ 327.00	software increases
Total		\$ 15,548.86	\$ 70,250.00	\$ -	\$ 3,527.00	\$ 73,777.00	
Board Of Review							
101-247-702.00	Salaries/Wages	\$ 90.00	\$ 900.00	\$ -	\$ 45.00	\$ 945.00	# of members & hours
101-247-715.00	Social Security	\$ (0.22)	\$ 250.00	\$ -	\$ 5.00	\$ 255.00	for Dec BOR
Total		\$ 89.78	\$ 1,150.00	\$ -	\$ 50.00	\$ 1,200.00	
Legal Fees							
101-266-826.00	Legal Fees	\$ (4,040.00)	\$ 7,500.00	\$ -	\$ 4,100.00	\$ 11,600.00	civil lawsuit ded \$5k
Total		\$ (4,040.00)	\$ 7,500.00	\$ -	\$ 4,100.00	\$ 11,600.00	
Fire Protection							
101-336-801.03	Fire Protection C	\$ (3,453.26)	\$ 215,000.00	\$ -	\$ 3,454.00	\$ 218,454.00	new agreements mid year
Total		\$ (3,453.26)	\$ 215,000.00	\$ -	\$ 3,454.00	\$ 218,454.00	
Drains-Repairs & Maintenance							
101-445-989.01	Capital Outlay	\$ 24.23	\$ 6,850.00	\$ -	\$ 9,700.00	\$ 16,550.00	Drains At-Large Invoice
Total		\$ 24.23	\$ 6,850.00	\$ -	\$ 9,700.00	\$ 16,550.00	
Street Lighting							
101-448-926.00	Street Lighting	\$ 7,261.56	\$ 28,000.00	\$ -	\$ 2,000.00	\$ 30,000.00	general cost increases
Total		\$ 7,261.56	\$ 28,000.00	\$ -	\$ 2,000.00	\$ 30,000.00	
Cemetery							
101-567-760.01	Columbarium N	\$ (1,364.00)	\$ -	\$ -	\$ 1,365.00	\$ 1,365.00	newly separated f/plaque
101-567-760.02	Flower Stand	\$ (1,125.00)	\$ -	\$ -	\$ 1,125.00	\$ 1,125.00	exp created mid year
101-567-970.00	Capital Outlay-I	\$ (35,482.83)	\$ -	\$ -	\$ 35,500.00	\$ 35,500.00	cem mapping/painting
Total		\$ (37,971.83)	\$ -	\$ -	\$ 37,990.00	\$ 37,990.00	remaining driveway funds down pmt 2 columbariums
Watershed Council							
101-569-806.00	Membership&Du	\$ (148.70)	\$ 900.00	\$ -	\$ 149.00	\$ 1,049.00	raised dues mid year
Total		\$ (148.70)	\$ 900.00	\$ -	\$ 149.00	\$ 1,049.00	
Total General Expense		\$ (22,803.37)	\$ 321,650.00	\$ -	\$ 60,970.00	\$ 390,620.00	

East China Charter Township
Board of Trustee Meeting
Minutes of October 16, 2023

Building Inspection Department							
Revenues							
249-100-483.00	Building Permits	\$ (4,902.18)	\$ 41,500.00	\$ -	\$ 7,500.00	\$ 49,000.00	unplanned large constr
249-100-484.00	Electrical Permits	\$ (5,491.00)	\$ 9,000.00	\$ -	\$ 6,500.00	\$ 15,500.00	unplanned large constr
249-100-485.00	Mechanical Permits	\$ (7,690.00)	\$ 7,000.00	\$ -	\$ 8,300.00	\$ 15,300.00	unplanned large constr
249-100-486.00	Plumbing Permits	\$ (2,550.00)	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 6,000.00	unplanned large constr
249-100-665.00	Investment Income	\$ (2,874.55)	\$ 200.00	\$ -	\$ 3,400.00	\$ 3,600.00	unplanned large constr
Total		\$ (23,507.73)	\$ 60,700.00	\$ -	\$ 28,700.00	\$ 89,400.00	
Total Building Revenue		\$ (23,507.73)	\$ 60,700.00	\$ -	\$ 28,700.00	\$ 89,400.00	
Expenses							
Building Department							
249-371-702.00	Salaries/Wages	\$ (11,587.52)	\$ 32,000.00	\$ -	\$ 18,636.00	\$ 50,636.00	unplanned large constr
249-371-714.00	Medicare	\$ (168.02)	\$ 464.00	\$ -	\$ 440.00	\$ 904.00	unplanned large constr
249-371-715.00	Social Security	\$ (718.43)	\$ 1,984.00	\$ -	\$ 1,875.00	\$ 3,859.00	unplanned large constr
249-371-853.00	Telephone Expense	\$ (270.00)	\$ -	\$ -	\$ 360.00	\$ 360.00	unplanned large constr
Total		\$ (12,743.97)	\$ 34,448.00	\$ -	\$ 21,311.00	\$ 55,759.00	
Code Enforcer							
249-375-715.00	Social Security	\$ (29.63)	\$ 241.00	\$ -	\$ 120.00	\$ 361.00	correction
Total		\$ (29.63)	\$ 241.00	\$ -	\$ 120.00	\$ 361.00	
Electrical Inspector							
249-382-702.00	Salaries/Wages	\$ (2,551.50)	\$ 6,750.00	\$ -	\$ 3,700.00	\$ 10,450.00	unplanned large constr
249-382-714.00	Medicare	\$ (60.87)	\$ 74.00	\$ -	\$ 115.00	\$ 189.00	unplanned large constr
249-382-715.00	Social Security	\$ (260.69)	\$ 316.00	\$ -	\$ 495.00	\$ 811.00	unplanned large constr
Total		\$ (2,873.06)	\$ 7,140.00	\$ -	\$ 4,310.00	\$ 11,450.00	
Mechanical Inspector							
249-383-702.00	Salaries/Wages	\$ (2,923.75)	\$ 5,250.00	\$ -	\$ 3,800.00	\$ 9,050.00	unplanned large constr
249-383-714.00	Medicare	\$ (93.52)	\$ 25.00	\$ -	\$ 150.00	\$ 175.00	unplanned large constr
249-383-715.00	Social Security	\$ (406.77)	\$ 100.00	\$ -	\$ 645.00	\$ 745.00	unplanned large constr
Total		\$ (3,424.04)	\$ 5,375.00	\$ -	\$ 4,595.00	\$ 9,970.00	
Plumbing Inspector							
249-384-702.00	Salaries/Wages	\$ (582.25)	\$ 2,250.00	\$ -	\$ 1,200.00	\$ 3,450.00	unplanned large constr
249-384-714.00	Medicare	\$ (15.07)	\$ 26.00	\$ -	\$ 90.00	\$ 116.00	unplanned large constr
249-384-715.00	Social Security	\$ (63.60)	\$ 112.00	\$ -	\$ 138.00	\$ 250.00	unplanned large constr
Total		\$ (660.92)	\$ 2,388.00	\$ -	\$ 1,428.00	\$ 3,816.00	
Total Building Expense		\$ (19,731.62)	\$ 49,592.00	\$ -	\$ 31,764.00	\$ 81,356.00	

AYES: Westrick, Hart, Babel, Blackstock, Reichle, Knotts.

NAYS: None.

ABSENT: Smith.

RESOLUTION DECLARED ADOPTED.

NB 5 – Par Plan General Liability Insurance Renewal \$23,215

Par Plan Representative Jon Johnson was present to review policy renewal and some features. Township is eligible to apply for safety/security grants up to \$5,000 per year. Scholarships are offered related to Zoning Certifications.

Supervisor Westrick, supported by Trustee Knotts, moved to approve the renewal of the Par Plan General Liability Insurance Plan in the amount of \$23,215 for the term November 1, 2023 to November 1, 2024. Roll call vote: Yea: Westrick, Reichle, Knotts, Blackstock, Babel, Hart. Carried.

NB 6 – 5-Year Recreation Plan

Trustee Reichle, supported by Trustee Babel, moved to approve the proposal from Wade-Trim to prepare a 5-year Recreation Plan for East China Township in the amount of \$8,500. Roll call vote: Yea: Reichle, Babel, Knotts, Blackstock, Hart, Westrick. Carried. Trustee Reichle suggested to offer a public opinion survey to residents.

NB 7 – 2023 Sanitary Sewer Cleaning & CCTV Project

Trustee Knotts, supported by Trustee Allen, moved to approve Michigan Pipe Inspection to provide sewer cleaning and CCTV Project in the amount of \$98,578. Roll call vote: Yea: Westrick, Babel, Blackstock, Reichle, Knotts, Hart. Carried. GL#590-539-930. Additional Bids received: Plummers Environmental Services \$132,300 and Corby Energy Services \$172,595.

ANNOUNCEMENTS – Master Plan Public Workshop Steering Committee, October 23rd at 5:30 pm at the Township Hall.

MEMBER COMMENTS – Water Plant comments after conference is that we are in good shape, as compared to some other municipalities. Trustee Reichle thanked Verne & Cindy for the budget preparations. Bryson Lane gravel was added to the middle of road. A fire hydrant needs repairs on Bryson. Thank you to Lindsey Wallace a SCCo. Planner.

ADJOURN – Trustee Reichle, supported by Trustee Babel, moved to adjourn at 8:10 p.m. Carried.

Sandra Smith, Clerk

Verne Westrick, Supervisor