

**TOWNSHIP OF SCIO  
WASHTENAW COUNTY, MICHIGAN  
RESOLUTION #2023-43**

**RESOLUTION TO ESTABLISH THE SCIO ROADS ADVISORY COMMITTEE**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road, in said Township, on November 14, 2023, at 7:00 pm.

Members Present: Hathaway, Flintoft, Brazeau, Kerry, Reiser

Members Absent: Palmer, Knol

The following preamble and resolution were offered by Clerk Flintoft and supported by Trustee Reiser.

THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Scio as follows:

**1. Committee Creation**

The Township Board does hereby establish a committee to be known as the Township of Scio Roads Advisory Committee.

**2. Term of Office**

The Term of Office of the Committee members shall be four (4) years except in instances where the Board of Trustees may elect to set a shorter term for purposes of staggering the appointments. Such shorter terms will be stipulated at the time of the initial appointments.

**3. Membership**

- a. The Committee shall consist of eight (8) residents of the Township and one (1) liaison appointed from the Township Board, with all voting privileges on the Roads Advisory Committee.
- b. All members of the committee shall be appointed by a majority vote of the Township Board.
- c. The Chairperson of the Committee is appointed by a majority vote of the Committee.
- d. The Committee must designate a secretary.
- e. Election of Officers – Election for Officers (Chairperson and Secretary) will occur at the November RAC Meeting for the subsequent Calendar Year. The RAC, at its

discretion, may choose to elect a Vice Chair and other positions.

- f. Resignations from the Committee must be forwarded to the Township Board.
- g. Vacancies on the Committee shall be filled by the Township Board for the unexpired term of the member creating the vacancy.
- h. Committee members shall serve without pay.
- i. Attendance – Should a member be absent for three (3) or more meetings in a calendar year, the Committee may choose to recommend to the Board of Trustees that the member be removed at any time following the third absence.
- j. Committee members may be removed, after a hearing, by a majority vote of the Township Board.

#### **4. Meetings**

Dates - The Committee, as a whole, shall set its own meeting dates and times with a minimum of four (4) meetings per year. All meetings shall be held at the Township Hall, unless the work of the committee necessitates that certain meetings occur at other locations.

Open Meetings Act - The Chairperson of the Committee shall insure that all meetings fully conform and comply with the State of Michigan Open Meetings Act (OMA).

Notice -The Secretary of the Committee shall be responsible for sending the notice of meetings to Committee members, to the Township Clerk, and to others as stated in the committee charge. Notices shall be posted in compliance with the OMA.

Minutes-The Secretary of the Committee shall be responsible for keeping formal minutes of Committee meetings and providing copies to all Committee members and to the Township Clerk, and/or to others as stated in the Committee charge. At a minimum, each set of minutes must include attendance, approval of past minutes, and all motions of the committee along with the vote.

Quorum -A majority of the Committee members is required at a meeting to conduct the business of the Committee, approve Committee actions, or make a recommendation to the Township Board.

#### **5. Authority**

A committee is a function of the Township Board, not an independent entity, and is appointed for research, recommendation, implementation, and/or education purposes relative to its specific charge. The charge is defined in this resolution or as

may be modified by the Township Board. This charge replaces the prior Local Road Advisory Committee charge from 2006.

The committee shall operate only within the parameters of its charge. This committee is considered advisory to the Township Board.

Neither the Committee, acting as a whole, nor any of its individual members shall have the power or authority to bind or otherwise obligate the Township in any manner whatsoever.

Contracts or meetings with the State, County, or other units of government or use of the Township consultants shall be arranged through the manager.

## **6. Expenditures**

The Committee shall have no authority to obligate or expend funds, unless the committee has appropriate funds set aside in a budget approved in advance by the Township Board. Any expenditure not specified in a budget must be approved by the Township Board prior to commitment.

Each expenditure of funds against an approved budget must be voted upon by the Committee and certified by the Chair of the Committee as to its purpose and its applicability to the approved budget prior to being presented for payment. All expenditures require receipts, or other proofs of purchase, regardless of the amount.

## **7. Charge**

The Committee shall be charged with researching and addressing a range of issues related to the Township's network of local roads and reporting back to the BOT with recommendations. Questions/tasks include:

- a. Formulate a plan for the Township's local roads that balances the need for road maintenance and improvement. Utilize input from the community to make recommendations.
- b. Assist the Township to ensure that maintenance and improvements to public roads consider safety issues; such as fire and emergency response as well as pedestrian and non-motorized transportation. React to public comments as they arise regarding these issues.
- c. Evaluate funding options, Special Assessment Districts, State and Federal support, Washtenaw County Road Commission (WCRC), matching funds, grants, developer contributions, property owner participation, and millages for the

Township's road network in the near and long term to provide recommendations to the Township Board of Trustees.

- d. Collaborate with the WCRC and outside contractors on all road projects pertaining to the Township.
- e. Study and recommend the Township's policy and role in a road or sidewalk Special Assessment District (SAD) and, once approved by the Township Board, work to help implement SAD policy.
- f. Partner with the Planning Commission (PC) and Parks, Preserves, and Pathways (PPP) committee to integrate sidewalks, pathways, crosswalks, pedestrian signals and signage, bike lanes/ trails and other traffic calming/ safety features.
- g. Collaborate with the Downtown Development Authority (DDA) to maintain and improve roads within the DDA district.
- h. Perform special studies/tasks as delegated by the Board of Trustees.

BE IT FINALLY RESOLVED that this Resolution replaces in full Resolution # 2021-37 and #2021-39.

**ROLL CALL VOTE**

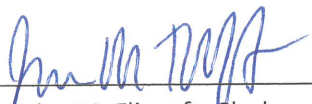
**YES:** Hathaway, Flintoft, Brazeau, Kerry, Reiser

**NO:** None

**ABSENT:** Palmer, Knol

**ABSTAIN:** None

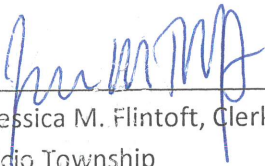
**RESOLUTION DECLARED ADOPTED.**

  
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Jessica M. Flintoft, Clerk  
Scio Township

DATED: November 14, 2023

**CERTIFICATE**

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on November 14, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
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Jessica M. Flintoft, Clerk  
Scio Township

DATED: November 15, 2023