

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION 2024-04**

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 March 5, 2024, at 7:00 pm.

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

Members Absent: Palmer

The following preamble and resolution were offered by Reiser and supported by

Flintoft. 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, **in accordance with Scio Township Policy to Standardize Process to Appoint Members to Township Committees**. Such shorter terms will be stipulated at the time of the initial appointments.

3. Membership

- a. The Committee shall consist of six (6) 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 or **co-secretaries**.
 - e. Election of Officers - Election for Officers (**Chairperson and Secretary/Co- Secretaries**) 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. **If a committee member resigns prior to the end of their term, the committee member should notify the committee chairperson and the Board of Trustees as a whole, in writing of their resignation, and the effective date of the resignation.**
 - 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.
 - k. **Committee members may create additional RAC policies, which are supportive and consistent with the Road Advisory Committee charge.**

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 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) and **Scio Township Policy "Requiring Scio Township Boards, Committees and Commissions To Follow The Requirements of the Open Meetings Act Regardless of Whether Required By Law"**.

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 and other resolutions thereafter.

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 by the Township Board of Trustees. 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 Township Manager, Township Project Manager, WCRC and/or outside contractors on all road projects pertaining to the Township.
- e. 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.
- f. Collaborate with the Downtown Development Authority (DDA) regarding roads within the DDA district.
- g. Perform special studies/tasks as delegated by the Board of Trustees.

BE IT FINALLY RESOLVED that this Resolution replaces in full Resolution 2023-43.

ROLL CALL VOTE

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

NO: None

ABSENT: Palmer

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.




Jessica M. Flintoft, Clerk

DATED: March 5, 2024

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 March 5, 2024, 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.



Jessica M. Flintoft, Clerk
DATED: March 8, 2024