

**Henrietta Township**  
**11120 Musbach Road**  
**Munith, MI 49259**  
**517-596-3374**  
Regular Meeting  
June 12, 2013

A work session was held prior to the beginning of the Regular Meeting for the purpose of reviewing invoices and communications.

Meeting called to order at 7:30 p.m. in the Henrietta Township Meeting Room, 11120 Musbach Road, Munith, MI 49259. All members present.

A. Grimes presented the agenda for review.

Moved by A. Faist, supported by S. Kasprzycki to approve minutes of the Regular Meeting held on May 8, 2013 and Special Meeting held on June 3, 2013 as presented and reviewed. Motion carried.

**SPECIAL ORDER**

D. Lutchka gave an update of activity from the county commissioners.

M. Wandell, Jackson County Department on Aging, spoke regarding the Senior Meals being served on Monday, Wednesday and Friday in Henrietta Township. Due to lack of participation, the site will only be open one day a week from July to September. She added that at least ten people per week will need to attend to keep the site open after September.

**PUBLIC COMMENT**

None.

**TREASURERS REPORT – S. DODGE**

General Fund Balance 05-01-2013	\$ 214,856.05
Income	\$ 64,488.98
Disbursements	\$ 49,849.97
General Fund Balance 05-31-2013	\$ 229,495.06
Stabilization Fund 05-31-2013	\$ 103,147.49
Delinquent Tax Account 05-31-2013	\$ 594.00
Public Improvement Fund 05-31-2013	\$ 239,049.35
Vehicle Replacement Fund 05-31-2013	\$ 153,714.14
Total Interest Earned 05-31-2013	\$ 37.94

**BUILDING DEPARTMENT – R. TRIPP**

In May the following fees were collected and permits issued:

Building permit fees	\$ 880.94
Electrical permit fees	\$ 210.00
Plumbing permit fees	\$ -0-
Mechanical permit fees	\$ 140.00
Site Plan Reviews	\$ 80.00
Address Fees	\$ -0-
Total fees collected	\$ 1,310.94
Cost of construction	\$ 17,500.00

Permits include 5 building permits for two decks, an above ground pool, an addition to house and demolition of a house destroyed by fire, 2 electrical permits, 1 mechanical permit, no plumbing permits, no addresses issued, and 2 site plan reviews. Four telephone calls were made for expired permits.

**ASSESSOR – VICKIE BRADLEY**

V. Bradley reported the 2013 summer PRE’s have been sent to Jackson County and the State of Michigan. She also noted she is preparing to turn over the 2013 tax roll to the township Treasurer. The Jackson County 2013 Equalization report shows the average sale price for homes in Henrietta Township in 2012 was \$116,200.

**ORDINANCE ENFORCEMENT/ZONING – J. SOUTHWORTH**

J. Southworth reported he had 2 site plan review, 8 ordinance complaints, 2 written warnings, 4 requests for information, 3 hours of training time, 2 hours of office time and drove 170 miles for a total of 22 hours in May.

**FIRE DEPARTMENT – R. WETMORE**

R. Wetmore reported the department responded to 24 calls in May, including 17 medical calls, 2 vehicle fires, 2 burning complaints, and 3 grass fires of which two were mutual aid calls to other townships. R. Wetmore also noted the fire department has planned a garage sale for June 21<sup>st</sup> and June 22<sup>nd</sup>.

**TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$ 3,643.20
Northwest Refuse Trucking:	\$ 363.50
Jackson County Incinerator:	\$ 2,905.81
Salary for Month:	\$ 945.00
Total Expenses:	\$ 4,559.40

Total Recycled for May:	4.43 tons or 8,860 pounds
Total Recycled for 2013:	27.62 tons or 55,240 pounds

**PLANNING COMMISSION – A. FAIST**

N. Hawley reported that the planning commission discussed the latest ideas for construction techniques, or “green construction”. The Recreation Committee has proposed that the township purchase disc golf units to be installed at the Jackson County Park at Pleasant Lake. Cost of each unit is \$400, and they would like to install three. Funds would come from the township and the recreation conservancy. Moved by S Keene, supported by S. Dodge to authorize the Planning Commission to purchase disc golf units to be installed at the Jackson County Park at Pleasant Lake, not to exceed \$600. Motion carried.

## **UNFINISHED BUSINESS**

A. Grimes reported that the General Policy Manual is still being reviewed.

## **NEW BUSINESS**

A. Grimes presented properties that have been foreclosed by Jackson County for taxes. The county has requested a release of Right of First Refusal by the township. Moved by A. Faist, supported by S. Dodge to sign the Release of Right of First Refusal for Jackson County. Roll Call Vote: A. Faist, yes; S. Dodge, yes; S. Kasprzycki, yes; S. Keene, yes; A. Grimes, yes. Motion carried.

A. Grimes presented the short-term disability insurance policy for review and approval. The policy would activate after one day in case of injury, and on the eighth day for illness and cover 26 weeks of pay. Moved by S. Keene, supported by S. Kasprzycki to purchase a Short-term Disability Policy from Lincoln Financial through the Dobbin Agency as presented and reviewed. Motion carried.

A. Grimes presented a request of a contribution for the Pleasant Lake Fireworks, as well as the permit to allow Wolverine Fireworks to set off the display. The fireworks are scheduled for July 5<sup>th</sup> with a rain date of July 6<sup>th</sup>. Moved by S. Kasprzycki, supported by A. Faist to approve the annual contribution of \$1,500 to the Pleasant Lake Fireworks and sign the permit for Wolverine Fireworks. Motion carried.

A. Grimes reported that the Field Appraiser position for the Assessing Department is currently open. After contacting other townships, he determined the pay is currently \$15 per parcel. V. Bradley is interested in this position in addition to the days she currently works for Henrietta Township. Moved by S. Keene, supported by S. Dodge to employ V. Bradley as field appraiser at a cost of \$15 per parcel. Motion carried.

S. Keene presented a new policy for employee paid time off for review. The new policy limits the amount of time to be carried over each year to one week maximum. Moved by S. Keene, supported by S. Dodge to adopt the Paid Time Off Buyout Policy as presented and reviewed. Motion carried.

S. Keene requested that the township pay the fire chief for accrued sick time of 200 hours at a cost of \$4,808. Moved by S. Keene, supported by A. Faist to pay the fire chief for accrued sick time at a cost of \$4,808. Motion carried.

A. Grimes presented the fire chief's three-year contract for review and approval. The contract was changed to reflect the new policy for paid time off. Wages were increased by 3% to \$51,500. Moved by A. Faist, supported by S. Kasprzycki to approve the fire chief's contract as presented and reviewed. Motion carried.

A. Grimes reported that the petitions for a Special Assessment District for Weed Control at White Lake had been received, and that meetings need to be scheduled with the company who will apply the weed control, as well as a public hearing be scheduled for the residents who will be affected by the special assessment. A meeting has been scheduled with the weed control company on June 24<sup>th</sup> beginning at 3:00 p.m. The date of the Public Hearing for the Special Assessment District for Weed Control at White Lake has been scheduled for July 17, 2013 beginning at 7:30 p.m.

A. Grimes requested a public hearing be scheduled for the final budget adoption and amendment. The public hearing has been scheduled for June 24<sup>th</sup> beginning at 4:00 p.m.

A. Grimes reported that the township had received a request from B. Beiswenger to extend her temporary housing permit to the end of July due to delays in construction of her new house. Moved by S. Keene, supported by A. Faist to extend the temporary housing permit for B. Beiswenger to the end of July. Motion carried.

## **OTHER REPORTS**

A. Grimes reported that S. McLane would be in the township offices on June 17<sup>th</sup> and 18<sup>th</sup> to assist with the conversion from pervasive to .net in the Treasurers' office.

A. Grimes reported that the brush collection site has been closed until the township can come up with alternative methods to remove the yard waste from the site. Beginning June 15<sup>th</sup> there will be open-top containers located in the transfer station for lawn waste. There will be a fee for using the open-top containers.

## **PUBLIC COMMENT**

None.

Moved by S. Keene, supported by A. Faist to pay the bills as submitted and reviewed. Motion carried.

Moved by S. Keene, supported by S. Kasprzycki to adjourn. Motion carried. Meeting adjourned at 8:55 p.m.

S. Keene, Henrietta Township Clerk