

**Henrietta Township**  
**11120 Musbach Road**  
**Munith, MI 49259**  
**517-596-3374**  
Regular Meeting  
March 13, 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 February 13, 2013 as presented. Motion carried.

**SPECIAL ORDER**

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

K. Lund, State of Michigan Department of Environmental Equality, spoke regarding the gas tanks removed from the fire department property twenty years ago. The State of Michigan is asking for permission to access the property to drill test holes. Their intent is to test for contamination in the soil and water from the old tank site, and then close their files on the tanks. The Access Agreement is needed to proceed as planned this summer. R. Wetmore noted that the well at the fire department has been tested, and was approved for drinking water. This issue was tabled until the next meeting in order to review the agreement prior to signing.

**PUBLIC COMMENT**

None.

**TREASURERS REPORT – S. DODGE**

General Fund Balance 02-01-2013	\$ 165,734.76
Income	\$ 5,150.60
Disbursements	\$ 42,284.65
General Fund Balance 02-28-2013	\$ 128,600.71
Stabilization Fund 02-28-2013	\$ 103,142.42
Delinquent Tax Account 02-28-2013	\$ 243.00
Public Improvement Fund 02-28-2013	\$ 239,042.42
Vehicle Replacement Fund 02-28-2013	\$ 153,701.32
Total Interest Earned 02-28-2013	\$ 24.58

**BUILDING DEPARTMENT – R. TRIPP**

In February the following fees were collected and permits issued:

Building permit fees	\$ 325.10
Electrical permit fees	\$ -0-
Plumbing permit fees	\$ -0-
Mechanical permit fees	\$ 280.00
Site Plan Reviews	\$ 40.00
Address Fees	\$ 20.00
Total fees collected	\$ 665.10
Cost of construction	\$ 12,000.00

Permits include 1 building permit for a pole barn, no electrical permits, 4 mechanical permits, no plumbing permits, 1 address issued and 1 site plan review. No expired permit notices were sent.

**ASSESSOR – VICKIE BRADLEY**

V. Bradley reported she had attended a MTA Board of Review training to be applied to her annual educational requirements. The tax roll was turned over to the Board of Review on March 5<sup>th</sup>. The Board of Review met on Monday and today to hear appeals.

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

J. Southworth reported he had 1 site plan review, 7 ordinance complaints, 1 written warning, 1 request for information, 2 hours of office time, 3 hours of training and drove 130 miles for a total of 17 hours in February.

**FIRE DEPARTMENT – R. WETMORE**

R. Wetmore reported the fire department responded to 20 calls in February including 16 medical calls, 1 power line, and 3 structure fires in Grass Lake and Rives Township under mutual aid.

**TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$ 2,428.50
Northwest Refuse Trucking:	\$ 193.00
Jackson County Incinerator:	\$ 943.28
Salary for Month:	\$ 760.00
Total Expenses:	\$ 2,015.25

Total Recycled for February	5.29 tons or 10,580 pounds
Total Recycled for 2013:	12.63 tons or 25,260 pounds

## **PLANNING COMMISSION – A. FAIST**

N. Hawley reported that the planning commission cancelled their last meeting due to inclement weather. The next meeting will be on March 26<sup>th</sup> beginning at 7:30 p.m.

## **UNFINISHED BUSINESS**

A. Grimes questioned whether the board members had reviewed the General Policy manual. It was determined that the manual will be reviewed at the work session with the budget.

A. Grimes requested that the board appoint new members of the Zoning Board of Appeals. Moved by S. Dodge, supported by S. Kasprzycki to appoint S. Keene and J. Faist to the Zoning Board of Appeals as presented. Motion carried.

## **NEW BUSINESS**

A. Grimes presented a new software purchase for Assessing, Taxes, and Building Permits for review and approval. S. Keene noted this was a budgeted purchase in the Public Improvement Fund. Moved by S. Keene, supported by S. Dodge to authorize the purchase of .Net software and training from BS&A for Assessing, Taxes, and Building Permits, not to exceed \$14,650. Motion carried.

A. Grimes requested that a quarterly budget review and work session to review the DEQ Access Agreement and the General Policy manual be scheduled. The meeting will be held on Monday, March 25<sup>th</sup> beginning at 4:00 p.m.

A. Grimes presented a Resolution of Municipal Commitment of Support for Countywide Economic Development from the Enterprise Group of Jackson for review. The recommended cost for Henrietta Township is \$273.00. Moved by A. Faist, supported by S. Kasprzycki to support a Resolution of Municipal Commitment of Support for Countywide Economic Development in the amount of \$273, to be reviewed annually. Motion carried.

## **OTHER REPORTS**

None

## **PUBLIC COMMENT**

D. Lutchka noted that the Enterprise Group Resolution may be reduced to a lesser amount.

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

Moved by S. Keene, supported by A. Faist to adjourn. Motion carried. Meeting adjourned at 8:22 p.m.

S. Keene, Henrietta Township Clerk