



Regular Meeting  
January 10, 2024

Meeting called to order at 7:00 p.m.

Members Present: A. Grimes, S. Keene, A. Faist and S. Kasprzycki.  
Absent: M. McDonald

A. Grimes presented the agenda for review.

A. Grimes presented the minutes from the regular board meeting held on December 13, 2023, the December 20, 2023, special meeting, and the Election Commission meeting on December 26, 2023.

Moved by S. Keene, supported by A. Faist, to approve the minutes of December 13th, 20th, and 26<sup>th</sup> as submitted and reviewed. Carried.

#### **SPECIAL ORDER**

#### **PUBLIC COMMENT**

No public comment

#### **TREASURER'S REPORT – MARIA MCDONALD**

Balances as of 12/31/2023

General Fund balance:	\$ 268,530.84
Delinquent Tax Account balance:	\$ 482.50
Stabilization Fund balance:	\$ 102,535.10
Public Improvement Fund balance:	\$ 527,625.18
Vehicle Replacement Fund balance:	\$ 310,404.23
ARPA Funds balance:	\$ 82,415.01
Total Interest Earned:	\$ 1,043.45

**BUILDING DEPARTMENT – R. TRIPP**

Fees Collected:	\$ 4,181.50
Total Construction Cost:	\$ 1,174,510.00
Building Permits:	6
Electrical Permits:	6
Mechanical Permits:	5
Plumbing Permits:	3
Site Plan Reviews:	3
Address Signs:	0
Expired Permits:	3

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

Hours Worked:	16
New Complaints:	2
Open Ordinance Violations:	17
Written Warnings:	6
Verbal Warnings:	2
Total Civil Infractions:	1
Total Ordinance Violations:	17
Site Plans/Non-Permit:	1
Total Miles Driven:	233

**ASSESSOR**

December Board of Review was completed on December 12, 2023; there were 3 clerical errors & 1 uncapping presented & corrected. Personal Property Statements have been mailed. Assessment Notices will be mailed out mid-February. The 2024 inflation rate is 5% (1.05). March Board of Review dates are as follows:

**March Board of Review Hours:**

Tuesday, March 12, 2024	9:00 am -12:00 pm & 1:00 pm - 4:00 pm
Tuesday, March 13, 2024	1:00 pm - 4:00 pm & 6:00 pm - 9:00 pm
Tuesday, March 05, 2024	3:00 pm – Organizational Meeting

Fieldwork for 2024 Update: Only Permit yearend fieldwork remains to be completed

Deeds, PTA's & PRE's are up to date.

ECF's for 2024 are set.

**FIRE DEPARTMENT – R. WETMORE**

Building Fire:	0
Brush/Grass Fire:	1
Medical Call:	36
Dispatched & Canceled en route:	0
System Malfunction:	0
TOTAL CALLS FOR JULY:	37

**TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$6,357.00
Modern Waste Refuse Trucking:	\$1,806.14
Salary for the Month:	\$1,525.00
Total Expenses:	\$3,646.73

Total Recycled for December #4.98 tons or 9,960 pounds  
Total Recycled for 2023 #90.95 Tons or 181,900 Pounds

**PLANNING COMMISSION – N. HAWLEY**

N. Hawley stated that the planning commission did not meet in December and will not meet in January or February of 2024. Next regular meeting will be in March.

**ELECTION DEPARTMENT – S. KEENE**

S. Keene stated that there will be a Presidential Primary Election on February 27, 2024. Voters in Henrietta Township will have the opportunity to vote up to 9 days early in either Blackman or Summit townships. Ballot preference selection needs to be returned to the clerk's office.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Interviews for the Treasurer's position will be held on February 7, 2024, beginning at 3:00 pm.

Moved by S. Keene, supported by A. Faist, to adopt a Resolution for Poverty Exemption and the Federal Poverty Guidelines for 2024 Assessments. Roll Call.

(4) Four yeas. Carried.

A. Grimes discussed future road paving projects and asked board members for their input regarding what road (s) should be addressed next. Approximately \$40,000.00 remains in the ARPA fund account; additional funds from the public improvement fund would be used to make up the difference. A. Grimes will meet with the Department of Transportation for their recommendations and estimate of costs.

## **OTHER REPORTS/CORRESPONDENCE**

### **PUBLIC COMMENT**

R. Troman of 806 Crest Dr. questioned if there were any updates on the dilapidated building on Meridian Rd. A. Grimes stated there were no updates.

### **PAYMENT OF BILLS**

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

Moved by A. Faist, supported by S. Keene, to adjourn the meeting. Motion Carried.

Meeting adjourned at 7:57 p.m.

Sally J. Keene, Clerk  
Henrietta Township

**Henrietta Township  
11732 Bunkerhill Rd  
Pleasant Lake, MI 49272**

**Special Meeting  
December 20, 2023**

A special meeting of the Henrietta Township Board of Trustees was called to order on Wednesday, December 20, 2023 beginning at 3:00 pm.

Members Present: A. Grimes, S. Keene and M. McDonald  
Absent: A. Faist and S. Kasprzycki

Also in attendance: Chief Wetmore

Scott McLane from Markowski and Company was present to give a report to board members with regards to the 2022-23 Annual Audit. No deficiencies were found during the audit. Mr. McLane will submit to the state as required.

Current budget was reviewed by board members.

Moved by S. Keene, supported by M. McDonald, to authorize Chief Wetmore, to purchase 5 new sets of turnout gear using ARPA funds at a cost of \$15,650.00. Carried.

Moved by S. Keene, supported by M. McDonald, to purchase replacement exercise equipment at the Fire Station using ARPA funds at a cost not to exceed \$25,000.00. Carried.

Moved by S. Keene, supported by M. McDonald, to adjourn the meeting at 4:50 pm.

Sally J. Keene, Clerk  
Henrietta Township

Henrietta Township  
11732 Bunkerhill Rd  
Pleasant Lake, MI 49272

## **Election Commission**

A meeting of the Henrietta Township Election Commission was called to order at 9:00 am on Tuesday, December 26, 2023.

Members Present: A. Grimes, M. McDonald and S. Keene.

The purpose of the meeting was to establish an Absent Voter Counting Board for the 2024 Presidential Primary.

Moved by M. McDonald, supported by A. Grimes to utilize an AV Counting Board for the February 27, 2024 Presidential Primary. Carried.

Meeting adjourned at 9:11 am.

Sally Keene, Clerk  
Henrietta Township