

**Whitewater Township Board
Minutes of Regular Meeting held August 23, 2011**

Call to Order

Supervisor Lake called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call

Township Board members present: Benak, Boyd, Hockin, Hubbell and Lake.

Township Board members absent: None

Others attending: Planning/Zoning Intern Sullivan and 4 others

Agenda

The agenda was approved as printed.

Declaration of Conflict of Interest

None.

Public Comment

None

Correspondence

1. 2010, 2000 Decennial Census Comparison

Unfinished Business

Vehicle Policy

The Township Vehicle Policy as presented by the Emergency Services Advisory Committee was discussed.

Concern was voiced by Hockin regarding the Vehicle Mileage Logs as presented. Each department already has logs in place and especially for the park where the truck is used within the park as a work vehicle the logs as presented would not be useful to management. She also stated there is no need to have the monthly logs turned in to the clerk's office since the information received from Fuelman already tracks the vehicle mileage.

Under vehicle operations, accident reports to the Supervisor/*Clerk* immediately.

Overnight/Home use, delete "*by letter*".

Moved by Hubbell, seconded by Boyd to adopt the Township Vehicle Policy as amended. **Motion approved.**

New Business

Medical Leave

Planning/Zoning Administrator Meyers will be on medical leave from August 22nd until September 6th. She recommends that intern Dylan Sullivan be approved to run the office during her absence. Dylan current volunteers 18 hrs per week. She recommends that he be hired at \$12.50/hour for the

hours over and above his volunteer hours so the office is manned from 8 am to 5 pm on Monday, Tuesday, Wednesday and that he attend the township board meeting on Tuesday, August 23rd.

The graded wage scale was reviewed and it was decided that the Assistant Planning/Zoning Administrator be added at Grade V, starting at \$12.00 per hour.

Moved by Hubbell, seconded by Boyd to add the Assistant Planning/Zoning Administrator to Grade V of the Graded Wage Scale and to hire Dylan Sullivan at \$12.00 per hour for a maximum of 20 hours during the absence of Planning/Zoning Administrator Meyers. **Motion approved.**

Code Enforcement Policy

The board reviewed a memo from Meyers regarding a Code Enforcement Policy. There was discussion of the proposed policy. It was the consensus of the board that the name of the complainant should be in the record and the complaint should be in writing or verifiable.

Sullivan will give the guidelines discussed to Meyers and she will write the policy and bring it back to the board.

Newsletter Policy

A memo from Meyers regarding publicity of community events was discussed. There was some concern regarding retail operations and how to determine if an event serves the public or the operator or the retail operation. Sullivan will give the guidelines from the discussion to Meyers and she will write a policy and bring it back to the board.

Cherryland Electric Cooperative Franchise

A memo from attorney Fahey was reviewed and discussed. Lake will contact Fahey for further direction on the franchise.

Public Comment

None.

Announcements

- Clean up day and Emergency Services Auxiliary breakfast on 08/27/11
- Regular board meeting on 09/13/11

Adjournment

The meeting was adjourned at 7:49 p.m.

Respectfully submitted,
Carol Hockin, Clerk