

# CHARTER TOWNSHIP OF BREITUNG

## Office of the Superintendent

3851 Menominee Street

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## June 27<sup>th</sup> , 2022 Board Meeting Report

June 25, 2022

- Meetings:
  - June 15<sup>th</sup>, 2022. Security Committee Meeting
  - June 20<sup>th</sup>, 2022. Security Committee Meeting
  - June 21<sup>st</sup>, 2022, Special Meeting: Board of Trustees
  - June 21<sup>st</sup>, 2022, Dickinson County Solid Waste Management Authority
  
- Infrastructure
  - Water Projects:
    - Lead Copper service lines on North Elizabeth Street, East Kingsford are scheduled to start July 5th.
    - Below projects are still awaiting engineering completion.
      - Note: a request for a materials list has been made so even if the engineering is not complete, we can get the bulk of the materials ordered for next year.
      - Replacement of Water main from water tank to Quinnesec Lake Antione Rd.
      - Extension of Water Main on Woodbine and Emmet
      - Water Main extension from Skidmore to M-95 at Boyle
  - The fencing of the DPW outlined in the agenda and board packet would allow additional options to provide services to our residents. Once fenced, we would qualify as a drop site for the Scrap Tire Grant as well as a few other options for spring cleanup, or a recyclable roll off container.
  - Our new phones and software through Teck Solutions has been working well. This will allow more options for handling calls and messages as well as cost savings with a VOIP system.
  
- Zoning / Permits
  - Process requests and furnish information on land use, Environmental history, and zoning regulations of parcels for possible future development.
  - Process applications for: zoning permits, conditional use permits and variances.
  - Signed Zoning Map now posted on our website.
  - Our Master Plan input survey has begun. A link to the survey is on our website, and there is a link in the Newsletter going out with the tax bills. Printed copies will be made available as needed. Please participate and promote the public to submit their input as to what goals and issues they would like to see the Township work on.

[www.breitungtwp.org](http://www.breitungtwp.org)

The Charter Township of Breitung is an Equal Opportunity provider and employer.



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- Personnel:
  - Internal posting for Utility Clerk – Administrative Assistant position displayed on the 22<sup>nd</sup> of June per Township Policy. Ad will be in the Daily News, on their web posting, our website, Indeed and Facebook.
  - Updating Board addendums and changes to our policies and adopted rules. The changes made by the Board recently and in the past have been followed and will now be attached or inserted into the current version of our personnel manual with a referenced date of the Board action.
  - Ongoing research for records.
  - Recommending document scanners at each fire station to scan and submit records to maintain a central location of records.
  
- Additional:
  - The Township has received direction from Probate court to develop a policy to eliminate the need for family members having to petition probate court for assignment of ownership of family's burial plots. Our Sexton says that it has been past practice that the closest and oldest relative has ownership / control of family plots. Our attorney has been sent the correspondence from the Court and I will inform the Board of their recommendations.

Respectfully Submitted,

Steve Mulka, Superintendent

