

CHARTER TOWNSHIP OF GRAND BLANC
GENESEE COUNTY, MICHIGAN

GENERAL ORDINANCE NO. 018-1
PROPOSED WATER ORDINANCE

The Township Board of the Charter Township of Grand Blanc Ordains:

SECTION 1 – DEFINITIONS

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dwelling Unit means a single unit providing complete independent living facilities for one or more persons.

Habitable Space means a space in a structure for living or occupation.

Main and water main means those pipes, other than supply pipes and services pipes, used for conveying or distributing potable water.

Premises means the particular property including appurtenant land, buildings, structures, fixtures, and improvements.

Service pipe means a pipe extending from the property line into premises supplied with water.

Structure means that which is built or constructed and includes all parts and connected equipment

Supply pipe means a pipe tapped into a main and extending thence to and including the curb cock or valve at the property line.

Unit means that measure of potential water consumption equal to the quantity ordinarily consumed by occupants of a residence by a single family of average size. The number of units assigned to any premises or type of premises by the township board is designed to represent the potential water consumption thereof as a multiple of the quantity ordinarily consumed by occupants of a residence by a single family of average size as determined from time to time by the township board.

Township and Township of Public Services means collectively those officials, employees and agents of the township invested by the board with authority over the system.

Grand Blanc Township Water Supply System, water system and system mean collectively all plants, work, properties and instrumentalities, as the same shall from time to time exist, which are used or useful in connection with the obtaining of a water supply, the treatment of water, and/or the distribution of water by the township, including specifically the Grand Blanc Township Water Supply System as described in the above-mentioned contract between the county and the township.

SECTION 2 -- ORGANIZATION AND MANAGEMENT

(a) The operation, management, maintenance and repair of the system, including collection and disposition of the revenues thereof, shall be under the immediate supervision and control of the director of the township of public works as an employee of the township.

(b) All officers, employees, and agents of the township board, insofar as their functions pertain to the system, shall be held strictly accountable for performance of the powers and duties delegated to them, and shall not vary from or exceed the authority conferred upon them.

SECTION 3 -- EXTENSION OF MAINS

Parcels of land subdivided into three (3) or more lots/parcels and permits to improve parcels to which water is available as determined by the township shall not be approved or issued and none of said lots/parcels shall be improved by the erection of a building or fixtures thereon unless water mains and lines to serve all of said lots or parcels and to connect same to the system are available as part of the system or shall be installed at private cost or by special assessment.

(a) Extension of, or changes in water mains may be initiated by the township board or by request from property owners. Requests for construction of new mains shall be addressed to the township board. The township board may refuse to grant, or may grant the same, and may prescribe the terms and conditions upon which the request will be granted, and may require the written acceptance of such terms and conditions by the property owners. The work will be done at the expense of the property owners unless otherwise stipulated, and any and all extensions shall be subject to the provisions of this ordinance.

(b) The water mains of such system are under the exclusive control of the township board and all persons other than agents and employees of the board are forbidden to disturb, tap, change, obstruct access to or interfere with them in any way.

(c) Any person installing mains at their own expense shall first submit complete plans and specifications, prepared by a registered civil engineer, for such work, to the township for review and approval.

SECTION 4—MANDATORY CONNECTION TO THE TOWNSHIP WATER SYSTEM

(a) Any new habitable structure (not including remodeling or additions) shall be connected to the township water supply for potable water supply when water has been determined to be available by the Director of Public Works. Such connection must be made prior to the issuance of a Certificate of Occupancy. The premises upon which a new residential structure is built may utilize a private well for lawn sprinkling and surface watering, provided the well has been permitted/inspected by the Genesee County Health Department (GCHD), and the township has determined that cross-connection requirements have been met.

(b) Existing multiple residential (more than 3 REUs), commercial, and industrial users utilizing a private well for potable water that experience well failure shall be prohibited from drilling a new well for potable water use, and must connect to township water when it is deemed available by the Director of Public Works.

SECTION 5 -- SERVICE PIPE AND SUPPLY PIPE CONNECTIONS

- (a) Before any connection shall be made to any water main, application for same shall be made in writing to the township by the owner of the premises to be served and a tap-in permit secured. Such applications shall be made on forms provided by the township. The owner, user, and/or applicant for a water tap-in permit by such application agrees to abide by all rules and regulations of the township in all respects, but more especially with those regarding the responsibility for the payment of water and/or sewer billings.
- (b) All supply and service pipes shall be of type "K" copper. All fittings and connections, underground, shall be approved by the township.
- (c) Water shall be taken and used only through water service pipes under the supervision of the township and no connection through which water may pass from one (1) property or premises to another shall be permitted even though the ownership of both properties or premises may be the same unless approved by the township.
- (d) Excessive or unnecessary use or waste of water, whether caused by carelessness or by defective or leaky plumbing or fixtures, is strictly prohibited. Violation of this requirement may result in the water may be turned off by the township.
- (e) Service pipes shall be the responsibility of a licensed plumber, or a homeowner exercising section 141 of the State Plumbing Code, and all fixtures and attachments must conform to character, design and quality to the laws of the state and the State Plumbing Code, and other regulations as adopted by the township board.
- (f) All service pipes shall enter the building under the foundation with a minimum of five (5) feet of cover in yard areas, and six (6) feet of cover in all drive and parking areas. All depths shall be measured from finish grade. Installation must be inspected before backfill by an inspector from the township. No new connection will be made until written approval by the township inspector is given. A distance of ten (10) feet from all sewer or septic lines shall be maintained where possible.
- (g) An approved valve the same size as the meter connections shall be placed on the service pipe on both sides of the meter. Such valves shall be equal to the service cock.
- (h) No supply pipe of less than one-inch copper tube size is permitted. Supply pipes of larger size shall be determined by the township.
- (i) The charges for installation of supply pipes, supply lines in excess of one hundred (100) feet, and meters, referred to as "tapping charge," as periodically established by resolution of the township board.
- (j) All new meter installations on residential premises shall have a remote reading register.
- (k) All new meter installations shall have a remote reading system.
- (l) No supply pipe shall be installed when the service pipe is in line with a driveway, tree, fire hydrant, catch basin or other obstruction.

(m) All supply pipes from the main to the lot line shall be put in only by properly authorized employees of the township. Before receiving a permit for a service connection, there must be paid such a sum, as required, to cover the expense of furnishing and installing the supply pipe, curb stop, stop box and meter.

(n) The water supply pipe, from the main to the property line, shall be maintained by the township. The service pipe from the property line or easement line to the premises shall be considered private plumbing and be maintained by the owner of the premises. Failure to keep the service line in good repair will result in discontinuance of service.

(o) No person shall interfere in any way with the supply pipe installed by the township. No person is permitted to turn water on or off at the curb stop except for the purpose of testing his work, in which case the curb stop shall be left in the same condition and position as he found it.

(p) All township water used on any premises where a meter is installed must pass through the meter. No bypassing of the meter will be permitted.

SECTION 6 -- USE OF WATER RESTRICTED

(a) No steam boiler shall be directly connected to the water service pipe. The owner shall provide a tank of sufficient capacity to afford a supply for at least ten (10) hours, into which the service pipe shall discharge.

(b) No person shall take or use water from premises other than his own, or of which he has possession.

(c) Where one (1) ownership of property is occupied by two (2) or more distinct families, or where a business building is occupied by two (2) or more firms or persons, a single charge for water will be made against the owners of the property for the whole. Provided, however, that a building or buildings under one (1) ownership consisting of several premises may be served by more than one (1) water service and meter upon approval of the township. In multiple meter installations, no master meter will be allowed.

(d) Where a building, originally built as a single building or premises and fitted with one (1) service pipe, but capable of being divided by sale or otherwise, has been or may be hereafter subdivided and each subdivision shall be separately owned, the separate division so made must be connected to the main by separate service pipes within thirty (30) days after such division.

(e) Where the water has been turned off by the authorized agent of the township board for any reason, only authorized personnel shall turn it on again. When this rule is violated the water may be turned off at the corporation cock, in which case the owner or occupant shall, before it is again turned on, pay the fee as established by the board for turning the water off and turning it on again.

(f) No person shall obstruct or interfere in any way with any curb cock, valve or fixture connected with the system by placing in, on or about it, building materials, rubbish, soil, shrubbery, flowers or other hindrances to easy and free access thereto.

SECTION 7 -- CROSS CONNECTIONS

All cross connections between any type of water supply and municipal water supply are allowed only by permit issued by the township. In the event a non-permitted cross connection is discovered, the water will be turned off at the curb cock until the cross connection is severed. No direct connection of any type to a sewer line shall be allowed.

SECTION 8 -- STATE REGULATIONS ADOPTED

(a) ***Title.*** This section shall be known and cited as the "Grand Blanc (Charter Township) Water Supply Cross Connection Ordinance."

(b) ***Purpose.*** The purpose of this section shall be:

- (1) To adopt by reference the water supply cross connection regulations of the State of Michigan.
- (2) To provide for inspection of water supply cross connections within the township.
- (3) To provide penalties for any and all violations of this section.

(c) ***Adoption by reference.*** The State rules as contained in R325.431 through R325.440 of the Michigan Administrative Code, are hereby adopted by reference, and shall be controlling within the limits of the township. Copies of these water supply cross connection rules are on file at the office of the township clerk, and are available for public inspection.

(d) ***Inspection.*** The township is hereby authorized and directed to cause inspections to be made of all properties served by the public water supply system where cross connections with the public water supply system is deemed possible. The frequency of inspections and re-inspections shall be based on potential health hazards, and shall be as established by the township

(e) ***Right of entry for inspection.*** The representative of the township shall have the right to enter, at any reasonable time, any property served by a connection to the public water supply system of the township for the purpose of inspecting the piping system or systems thereof for potential cross connections. The owner, lessees or occupants of any property so served shall, on request, furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal to provide such information or the refusal of access to property, when requested, shall be deemed evidence of the presence of cross connections.

(f) ***Discontinuance of service.*** The township is hereby authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this section exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply system. The water service to such property shall not be restored until all cross connections have been eliminated in compliance with the provisions of this section.

(g) ***Protection from contamination.*** The potable water supply made available on any property served by the public water supply system of the township shall be protected from possible contamination in accordance with the provisions of this ordinance, the rules of the State of Michigan, and the Township

Plumbing Code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system shall be labeled in a conspicuous manner as: Water Unsafe for Drinking.

SECTION 9 -- AIR CONDITIONING UNITS

Only approved water conserving type air conditioning units will be allowed. An approved water conserving type shall):

- (1) Be equipped with cooling tower, atmospheric condenser, spray pond or other equipment which shall directly or indirectly cool refrigerant.
- (2) Use water from the township water system only for makeup water to replace water lost by evaporation or by flushing of the equipment.
- (3) Use an average of less than twelve (12) gallons of water from the township water system per hour per ton of cooling capacity when the unit is operating.
- (4) Have no piping connection to allow operation of the air-conditioning unit by direct use of water from the township water system either in conjunction with or in place of such cooling tower, atmospheric condenser, spray pond or other recirculating and heat-exchanging equipment.

SECTION 10 -- WATER SCARCITY REGULATIONS

- (a) Whenever the unrestricted use of water from the township water supply system would, in the opinion of the township, endanger or be likely to endanger the health or safety of its citizens, the DPW director will notify the township board, which may, by resolution, declare a water usage emergency, and impose such restrictions on the use of water from public sources as may be necessary in its discretion.
- (b) Whenever, in the discretion of the township board, the imposition by resolution of lawn sprinkling or surface watering restrictions or bans is necessary, and the difficulties of enforcement of such resolution provisions require it, lawn sprinkling and surface use of water from the township water supply system may be restricted or prohibited.
- (c) Regulations imposed hereunder shall be for the purpose of restricting less essential water uses to the extent deemed necessary to assure an adequate supply for essential domestic and commercial needs and for firefighting.
- (d) No resolution as provided in this section shall be effective until the publication thereof in a newspaper of general circulation in the township.
- (e) Any person violating any of the provisions of this resolution as provided herein shall:
 - (1) Responsible for a Municipal Civil Infraction
 - (2) Be subject to having water service to their property turned off by the township.

(3) The Township hereby adopts County Water Use and Regulation ordinance(s).

SECTION 11 -- FIRE HYDRANTS

- (a) Fire hydrants are provided for the use of the water and fire townships of the township or by such persons as may be specially authorized by the township.
- (b) No person shall open or cause to be opened any fire hydrant, without first securing a permit to use a fire hydrant from the township A deposit in such amount as established by the township board from time to time will be required. Such person must report to the township when such use is terminated, at which time a hydrant inspection will be made and an inspection charge of such amount as established by the township board from time to time, the cost of the estimated amount of water used, and the cost of repairing the hydrant, if any, shall be deducted from the deposit and the difference (if any) refunded to the depositor. If the deposit is insufficient to cover such costs, the permit holder shall pay the deficit.
- (c) The township must approve the type, size of openings, and types of nozzle thread on all hydrants installed on private property serviced by township water.
- (d) No person shall in any manner obstruct or prevent free access to or place or store temporarily or otherwise any object, material, snow, debris, automobile, or structure of any kind within a distance of twenty (20) feet of any hydrant. Any such obstruction when discovered may be removed at once by the board at the expense of the person responsible for the obstruction.
- (e) Hydrants are located within the road right-of-way or easement and any person desiring to have a hydrant moved to another location shall bear the complete cost of moving such hydrant.

SECTION 12 -- PIPES PROVIDED FOR FIRE PROTECTION

Where pipes are provided for fire protection in any premises or where hose connections for fire apparatus are provided on any pipe, each connection or opening on such pipes shall have not less than twenty-five (25) feet of fire hose constantly attached thereto, and no water shall be taken or used through such openings or hose for any purpose other than for extinguishing fires, except for the purpose of testing such fire equipment. In such case the test must be conducted under a special permit and under the supervision of the township.

SECTION 13—LAWN SPRINKLING AND SURFACE WATERING

Residential premises are permitted to utilize a private well for lawn sprinkling and surface watering subject to inspection/permit by the GCHD and the township. Premises using township water who wish to utilize a private well may disconnect from the township system subject to the following; approval/inspection of the well by GCHD, compliance with township cross-connection requirements, and all irrigation meter pits and related appurtenances are removed from the system in accordance with the DPW Director’s written direction.

SECTION 14 -- QUARTERLY CHARGES

Each premises to or for which a separate unmetered fire line connection is provided for sprinkler or hydrant service shall pay a quarterly charge in such amount as established by resolution of the township board.

SECTION 15 -- ANNUAL RATE CHARGE

The township shall pay for all water used by it at the established rates for each hydrant connected to the system. Such rental may be paid in equal quarterly installments.

SECTION 16 -- FIRELINES; STANDBY

All standby fire lines shall have an approved detector check installed, which shall have provisions for a five-eighths-inch by three-fourths-inch meter on the bypass. The required meter must be purchased from the township. No domestic service shall be allowed on a standby fire line.

SECTION 17 -- WATER METERS

(a) All service connections except separate fire connections shall be metered and shall pay for water at the rate established by the township board. In no case will water be supplied, except for temporary use with township approval, at other than the established water rate.

(b) The supply pipe and meter, installation charge for which provision is made herein shall include the cost of the water meter furnished by the township and the installation thereof, but such meter shall remain the property of the township and will at all times remain under its control. The meter couplings or flanges will be furnished by the township. The maintenance of the meter will be the obligation of the township provided that where replacements, repairs or adjustments of the meter are made necessary by the act, neglect or carelessness of the owner or occupant of any premises, the expense to the township caused thereby may be charged against and collected from the owner or occupant of the premises.

(c) All meters shall be set in dry, clean, sanitary places perfectly accessible, within five (5) feet of entrance to the premises, no less than twelve (12) inches from floor level or more than twenty-four (24) inches from floor level, with a minimum of six (6) inches from any wall, twelve (12) inches from top, for reading purposes, to an immovable object, with an approved valve on both sides of the meter, and where a small leak or the spilling of water will not create a hazard or nuisance.

(d) All services one and one-half-inch and larger shall have a "dresser" type coupling installed on the discharge side of the meter. All services one and one-half-inch and larger shall also have a tee between the meter and outlet valve, to be used for testing the water meter without its removal. The size of the opening of this tee shall be one and one-half-inch (1 1/2") for one and one-half-inch service pipes, two-inch (2") for all service pipes up to and including four-inch (4"), and three-inch (3") for all larger service pipes, the side opening of such tee shall be plugged.

(e) The owner of any premises where a meter is installed shall be held responsible for its care and protection from freezing or damage by hot water and from injury or interference by any person.

(f) If a meter fails to function or to register, the consumer will be charged at the average quarterly consumption, as shown by the meter when in order. The accuracy of any meter installed in any premises will be tested by the water township upon request of the customer, who shall pay in advance a fee of such amount as established by the township board from time to time to cover the cost of the test. If, on such test, the meter shall be found to register over five (5%) percent more water than actually passes through it, another meter will be installed and the testing fee will be refunded to the customer, and the water bill may be adjusted as hereinafter provided.

(g) All persons are forbidden to interfere with or move a water meter from any service connection without first receiving permission from the township. No person shall remove or break any seal on meters or bypass valves.

SECTION 18 -- INSPECTION AND INSPECTORS

(a) Inspectors, foremen and employees of the township board whose duty it may be to enter upon private premises to make inspection and examination of the pipes, fixtures or attachments used in connection with the water supply, will be provided with a badge or such other credentials as the board may deem proper to identify them as authorized agents of the township. No inspector, foreman or other employee of the board shall be entitled to enter upon any private premises, unless he carries and exhibits such badge or credentials.

(b) Any officer, inspector, foreman or other authorized employee of the township board shall, upon the presentation of the badge or other credentials provided for in subsection (a) above, have free access at all reasonable hours to any premises supplied with water for the purpose of making any inspection thereof, including the examination of the entire water supply and plumbing system upon such premises. No person shall refuse to admit any authorized inspector and employee of the board for any such purpose. In case any authorized employee be refused admittance to any premises, or being admitted shall be hindered or prevented in making such examination, the township board may turn off the water from such premises after giving twenty-four (24) hours' notice to the owner or occupant of such premises.

(c) No person not an authorized officer or employee of the township board shall have or wear or exhibit any badge or credential of the board. It shall be the duty of each and every officer and employee of the board upon resignation or dismissal, forthwith, to surrender and deliver to the board at its office all badges and credentials of the township board.

SECTION 19 -- WATER CONSUMPTION RATES

Water bills shall be computed on the basis of a readiness to serve charge, and a commodity charge. Such charges and quantities to be in such amounts as established by the township board from time to time, and published.

SECTION 20 -- MINIMUM QUARTERLY CHARGE

A readiness to serve charge shall be made to each premises connected to the system. In the event the service is discontinued, such charge shall not be applicable.

SECTION 21 -- MULTIPLE OCCUPANCIES

In cases of multiple-dwellings or multiple commercial premises served by only one (1) service line and meter, except apartment units, there shall be a readiness to serve charge of such amount as established by the township board from time to time for each meter on the premises

SECTION 22-- CONSUMPTION CHARGE

All water consumed by any premises shall be charged such amount as established from time to time by the township board and published.

SECTION 23 -- CAPITAL CHARGES

Each premises connecting to any of the township water mains shall pay a capital equalization charge, in accordance with this division.

SECTION 24 -- METHOD OF PAYMENT

(1) Owners or occupants of existing structures requiring water service, upon being directly connected to water mains, shall pay a capital charge computed upon the basis of unit factors, in such amounts as established by resolution of the township board. If the owner elects to pay such charge in full, full payment shall be made prior to issuance of the permit.

(2) The owner may elect to defer the payment of such charge over ten (10) years and in that event shall pay the required down payment prior to the issuance of the permit. The principal balance shall be payable in annual installments plus interest on the unpaid balance at six (6) percent compounded annually in accordance with the schedule as adopted by the township board.

(3) Any owner electing the deferred payment plan may, at any regular payment date, prepay additional principal payments in numerical order without interest as indicated on the applicable payment schedule. The complete principal balance may be paid at any time with accumulated monthly interest from the last payment date.

(4) Further, the Board may waive capital improvement fees for governmental entities.

(5) Premises upon which residential or other water-using buildings or structures are hereafter constructed, upon being directly connected to water mains, shall pay prior to issuance of the permit a capital charge in accordance with the fee schedule as adopted by resolution of the township board.

(6) Premises connected to water mains hereafter financed by land developers or property owners by special assessment or otherwise shall pay, prior to issuance of the permit, a capital charge in accordance with the fee schedule as adopted by resolution of the township board.

SECTION 25 -- BILLS; QUARTERLY; DELINQUENTS; PENALTIES

Rates and charges shall be billed and collected quarterly or more often, as determined by resolution of the township board. Failure to receive a bill shall not excuse failure to pay the bill when

due. Bills shall be due and payable, without discount, at such time as the township board shall determine, but not more than thirty (30) days after rendered, and such due date shall be indicated on the face of each bill. If any bill is not paid when due, a penalty of ten (10) percent shall be added thereto.

SECTION 26 -- DELINQUENT CHARGES; LIEN

All charges shall be the obligation of the owner and/or occupant of the premises served, and shall be a lien upon the premises served. Any properties or users with delinquent bills for Thirty (30) days or more shall be subject to water shut-off until payment has been made. Charges to turn off/on the supply shall be in accordance with current charges for inspection of new installations of water main.

Any property or users where the water has been turned off and the charges remain unpaid, on August fifteenth of each year, shall be transferred to the next township tax roll against the premises served, plus a surcharge of ten (10%) percent to cover certain administrative expenses of the township, which sums shall be collected and such lien enforced in the same manner provided in respect to township taxes assessed on such roll. Affidavits submitted pursuant to MCL 123.165 shall require a deposit in an amount determined by resolution of the township board.

Any properties or users requesting a change of rate payer or a final bill shall pay all delinquent bills associated with the premises served prior to the Township processing the change of rate payer status. (adopted March 9, 2006)

SECTION 27—AFFIDAVITS PURSUANT TO MCL 123.165

In the case where a lease has been legally executed for property served by township water or sanitary sewer, the property owner shall not be subject to the lien provisions above where the lessee and the property owner comply with requirement of this section and MCL 123.165. The Lessee shall provide a deposit in an amount equal to two times the average quarterly water and sewer invoice or \$300 whichever is greater, before the Township shall be required to provide or continue services. The deposit shall be held and applied to any delinquent charges, as stated above.

In the event of a failure to comply with MCL 123.165 and any of the above requirements, or the termination of the Lessee's responsibility to pay the water and sewer expenses, or upon written notice by the Township that the Tenant is in default on payment of such charges, the Lessor's property shall be thereafter subject to the lien provision of this section, and the property owner shall be liable for all such water and sewer expenses incurred.

SECTION 28 -- EMERGENCY TERMINATION OF SERVICE

Should it become necessary to shut off the water from any section of the system because of accidents, for the purpose of making repairs or in case of construction, the township board will endeavor to give timely notice to the consumers affected thereby, and shall, so far as practical, use its best efforts to prevent inconvenience and damage arising from any such causes. However, failure to give such notice will not render the township board responsible or liable for damages that may result therefrom, or from any other cause.

Whenever notice is required to be given hereunder, the same may be given, either by personal service of a notice in writing to the person to be notified; or by sending an employee of the board to the premises with a written or printed notice, which shall be served on the occupant or in case it is impossible to make such service at that time, the same may be posted in some conspicuous place on the premises;

SECTION 29 -- MAINTAINING, ETC., POSSIBLE CONTAMINATION SOURCES

It shall be unlawful for any person to construct or maintain, or permit to be constructed or maintained, within a radius of two hundred (200) feet from any of the municipal water wells within the township from which the township draws its water supplies, any source of possible contamination or pollution to such wells.

SECTION 30 -- CONTAMINATING PROHIBITED

It shall be unlawful for any person to do any act, or to allow to be done any act, that may contaminate or pollute or contribute to the contamination or pollution of the water supply wells or water system of the township.

SECTION 31 – PENALTIES

Any person convicted of violating this ordinance in any manner contrary to the provisions contained herein shall be responsible for a Municipal Civil Infraction.

The provision of this article shall be enforceable through the bringing of appropriate action for injunction, mandamus, or otherwise in any court having jurisdiction. Any violation of this article is deemed to be a nuisance per se.

SECTION 32 – REPEAL

This ordinance repeals all other ordinances and resolutions that may be inconsistent with it.

SECTION 33 – EFFECTIVE DATE

This ordinance shall become effective 30 days after publication.

Catherine Lane
Grand Blanc Township Clerk