

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 20, 2024 – 7:00 PM

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden and Public Works Director Scott Hable.

4. Approval of the Agenda

Move to approve the agenda for the February 20, 2024 Hartland Township Board Meeting as presented.

Motion made by Trustee O'Connell, Seconded by Trustee Petrucci.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 20, 2024 Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-06-24 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Fiscal Year 2024-2025 Hartland Township Budget Review

Supervisor Fountain stated this is the final review of the fiscal year 2024-2025 budget which we have been discussing for the past several meetings and is scheduled to be ratified at our next meeting. Manager Luce then led a brief discussion on the General Fund budget starting with

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revenues highlighting the property tax and the professional review fee increases due to the increase in construction activity. He then gave a brief overview of each departments projected expenses, with specific mention of a potential staff member addition, an increase in employment expenses regarding the change in the Manager position, a new methodology for calculating a contingency amount, and a new copier lease in the Administration Department budget request. He stated that there will be two elections in fiscal year 24-25 along with the purchase of an election only drop box that will need camera monitoring. The dropbox and camera installation will be reimbursable from the State. Supervisor Fountain inquired as to the additional cost of the new nine day early voting legislation and Clerk Ciofu stated that during the first four days of early voting it is approximately \$650 per day. He did state that early voting will add an additional five days of work for the Clerk for each election. Manager Luce then continued with the review of various departments stating we would be looking at potential increases in legal fees in Assessing due to potential Tax Tribunal issues, additional hours for the Deputy Clerk related to Election work and the nine days of early voting for next year's two elections, an increase the hours for the Cashier's position, potential changes to Contract costs in Township Hall and Grounds by absorbing some contract services with inhouse staff time, and a slight increase in Police protection for the inclusion of two LPR cameras on M-59. He commented on the increased professional review expenses projected with the increased development that is occurring right now, which is offset by profession review fees discussed in the revenue section of the budget. There is also a placeholder for a second Code Enforcement position regarding landscaping and blight management. Other items discussed were Communications expenses that included the one time cost of the Citizens Survey this year that will have no significant changes for next year's projected budget, and the water system revised methodology for reimbursing the water system for equipment use related to parks maintenance.

Trustee Germane inquired as to the compensation for the Elected Officials and Supervisor Fountain stated this will be discussed in a work session at our next meeting. Trustee Germane also inquired as to the contributions to the HERO and Senior Centers as to whether they are on contract and Manager Luce stated that there were contracts but are subject to change should the Board wish to do so. Trustee Germane inquired as to the Capital Project budget regarding whether the so called Covid effect on construction costs have been incorporated into the budget. Manager Luce stated they have incorporated rising prices, specifically related to asphalt and concrete pricing, but we are starting to see some easing within the construction bidding process.

Manager Luce stated that at the next Board meeting we will have the Truth In Taxation and will adopt the Fiscal Year 2024-2025 budget.

b. Resolution Appointing Robert West to Dispute Panel

Manager Luce stated that pursuant to our Master Operating Agreement and the request for Dispute Resolution from Livingston County we are recommending appointing Robert West as Hartland Township's representative to the Dispute Resolution Panel.

Move to approve the Resolution appointing Robert West to the Dispute Panel.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None
Absent: None Motion passes: 7 - 0 - 0

8. Board Reports

Trustee O'Connell - Thanked everyone that worked at the Winterfest event as she was there for several hours and stated it was wonderful and well attended.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Stated the Presidential Primary election is on February 27th and we are still doing Early Voting through Sunday, February 25th from 8:00 am to 4:00 pm here at the Township Hall.

Treasurer Horning - Stated that the Chamber of Commerce recognized the Hartland Farmers Market for their 20 years of dedication that went into the Market and that we are celebrating the Market's 20th anniversary this year.

Trustee Germane - Stated that after much careful thought he has decided he will not be running for a Township Trustee at the next election cycle. Supervisor Fountain thanked Trustee Germane on behalf of the entire Board for all of his work during his years on the Township Board, the Planning Commission, the HERO Board, and his work on the Gas Treatment Plant issue.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated the re-paving of Old US-23 from the Brighton Township line to M-59 is scheduled to start on March 15th and the completion date is scheduled for mid-November. The plan is to start from M-59 and go south but it is subject to change. He also stated they will be running conduit under the interchange at Old US-23 and Bergin Road for a potential light at a later date. The cost estimates for the Pressure Reducing Valve (PRV) have come in much higher than expected and we are considering being the general contractor for the project as we have done in the past. He stated we will be bidding out the project within the next week, but we are not committed to selecting a contractor if bids are too high, and we will make a decision once bids are received. We are also considering purchasing the PRV directly from the supplier. A brief discussion was held on the Mayberry Property at M-59 and Pleasant Valley Road.

b. Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).

Move to go into closed session to consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e) and to include Robert West in the closed session.

Motion made by Treasurer Horning, Seconded by Trustee Germane. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

The Board is in closed session at 8:05 p.m.

The Board came out of closed session at 9:10 p.m.

10. Adjournment

Move to adjourn the meeting at 9:12 p.m.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee
McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

Submitted by



Larry N. Ciofu, Clerk