

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 15, 2020 – 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 Colaianne (7:05 p.m.), Trustee Germane, Trustee Harper, Trustee Petrucci

ABSENT: None

Also present were Public Works Director Robert West, Finance Director Susan Dryden-Hogan, and Planning Director Troy Langer.

4. Approval of the Agenda

Clerk Ciofu requested to add Item 9. a. Manager's Committee Update.

Move to approve the agenda for the September 15, 2020, Hartland Township Board meeting as amended.

Motion made by Treasurer Horning, Seconded by Trustee Harper

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

5. Call to the Public

Frank Crouse came forward and questioned why we have only one Call to the Public at Township Board meetings and questioned the policy of not responding to comments at the Call to the Public which he stated is very non-transparent. He also stated that the newly elected Trustees have not been welcomed to the Board in respect to their comments regarding the deferring the hiring of a new Township Manager at previous Calls to the Public. He also was concerned with the business climate in Hartland citing the overall basic Republican issues of trying to reduce regulations and improve the environment for businesses. He stated that this is a nationwide problem and it is a problem for Hartland. He stated that our surveys and regulation of the business environment has caused two very large and successful companies to give up on Hartland. He also stated that nationwide 65% of restaurants will close permanently because of the environment that exists. He stated the this Board does not seem to recognize this and has not issued any instructions to the Planning Commission to make Hartland any more business friendly.

Supervisor Fountain responded that the two candidates for Trustee he referred to have not yet been elected to the Board as the election is in November, and he pointed out that we were one of the first communities in the State of Michigan to go out and do whatever we could to expand and allow businesses to increase their outdoor square footage back in May.

6. Approval of the Consent Agenda

Trustee Germane requested that 6 f. be moved to Pending and New Business as item 9 b.

Move to approve the consent agenda for the September 15, 2020, Hartland Township Board meeting as amended.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 15, 2020 – 7:00 PM

Motion made by Trustee Harper, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 08/28/20 Special Meeting Minutes
- d. Approve 09/01/20 Regular Meeting Minutes
- e. Seasonal Wage Budget Amendment - Water Fund
- f. Public Works Director Job Description Revisions

7. Presentation

- f. Fiscal Year 2019 – 2020 Audit Presentation

John Pfeffer from Pfeffer, Hanniford & Palka, CPA gave an audit presentation for the fiscal year ending on March 31, 2020. He commended the Hartland Township staff for the hard work in the audit this year given the remote audit due to COVID-19 allowing them to finish the audit timely and on budget. He further commended Finance Director Susan Dryden-Hogan in that there were very few adjustments, which indicates that the information provided to the auditors was very accurate. He stated they issued Hartland Township an Unmodified Opinion which is the highest level of opinion that an independent auditor can issue and that the financial statements are presented fairly. This is important for continued State Shared Revenue and for Bonding. Mr. Pfeffer reviewed the fund balance of \$2.8 million which is a very healthy balance that allowed us to withstand the effects of the first wave of COVID issues, and puts us in a good position for any uncertainties that may occur in the future. He stated this was due to staying within budget and not overspending. He stated that we did put money into the Pathways, Spranger Field and the Capital Improvement Fund during this period while maintain a steady and safe overall fund balance. He cited the payoff of the loan on the Township Hall back in 2012 that saved significant amounts of interest over the years and he commended the Township on their past work on the Sewer issues during the downturn of the economy a few years back. He reviewed the Township overall debt which was reduced from \$25 million to around \$21 million of which \$16 million is related to the sewers and utilities. He also discussed the Fire budget and the fire millage which is an important issue that needs to be addressed. Mr. Pfeffer also reviewed the overall Township investments which were in very good shape. We have over \$19 million in investments spread over various strong institutions in Michigan. He commended the work of the Treasurer department regarding the investment practices. Mr. Pfeffer reviewed the Township revenues for the fiscal year of \$2.752 million of which State Shared Revenue accounts for \$1.365 million and property taxes accounting for another \$.545 million. He feels that many businesses are coming back strongly, and he feels that state shared revenue will not be affected much, as indicated by Finance Director Dryden-Hogan's extensive analysis on this issue. He also wanted to reiterate that we are well positioned to handle any further issues regarding COVID-19. He then responded to questions from the Board. Finance Director Dryden-Hogan indicated that the General Fund balance decrease slightly due to financing the Bullard Lake Road project at 3.3%, rather than bonding for this project. This money will be paid back from a special assessment district. She also made mention of the refunding of the M59/Hartland Road Bond which saved area businesses over \$1.5 million in interest charges.

Move to accept the Audit Report from Pfeffer, Hanniford & Palka, CPA for the Fiscal Year 2019-2020.

Motion made by Treasurer Horning, Seconded by Trustee Colaianne.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

8. Applicant

- g. Site Plan #20-008 Redwood Planned Development (PD) Concept Plan

Planning Director Troy Langer gave a brief overview of the project and the three phases of the approval process, the concept plan, the preliminary plan and the final plan. Representatives from Redwood Living were present to discuss their project and answer any questions regarding the Concept Plan. They indicated they met with the Planning Commission (PC) to present their Concept Plan and to understand the process. They had a lengthy and detailed discussion on what the PC would be looking for regarding their project. They are here before the Board to get comments so that they can move forward on the project. Items discussed were other Redwood locations, types and designs of various units, roof line issues discussed at the PC, clubhouse provision which are not included in this project, target market for sales, and the long term commitment of Redwood homes to their projects. A brief discussion was held on the density issue and Director Langer stated density looks to the Future Land Use Map. This project exceeds the Future Land Use Map designation for this location, but proposed changes to the Future Land Use Map would amend the map for this location that would allow for this density. This is not there yet, and the applicant is aware of this issue. A brief discussion was held on the water utility issues and the Applicant is aware of the issues and the water expansion timeline. They also address landscaping issues and stated that Redwood does a very good job on landscaping and they will have a detailed landscape plan in the future.

9. Pending & New Business

- h. Township Manager Employment Agreement

Clerk Ciofu gave an update from the Manager Committee. The contract for the Township Manager is not finalized. There are several minor legal language issue that need clarification.

Motion to name Robert West the Interim Manager effective immediately until the final contract details are finalized.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

- i. Public Works Director Job Description Revisions

Trustee Germane inquired of Public Works Director West about the revisions made to the Public Works Director job description. Director Robert West reported that there were some terms that were a little too general and he added items number 6 and number 7 under requirements. These were to let an applicant know what the job entails on the administrative

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 15, 2020 – 7:00 PM

side of things. A couple of items were added regarding building relationships, effective communication as well as project management which were not clear in the previous job description. He mentioned a couple of software systems that would benefit an applicant, just so they get a better sense of what we are looking for in this position.

Move to approve the Hartland Township Public Works Director job description as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

10. Board Reports

Trustee Petrucci - The Golf Outing for the HERO Teen Center went very well. They raised a little over \$8000. He thanked all of the participants and sponsors of the event.

Clerk Ciofu – Provided a brief update on Absentee Ballots. We have received over 5000 Absentee Ballot Applications. The ballots just arrived so we will be doing testing next week and the first set of Absentee Ballots will be mailed out around September 24.

Treasurer Horning – Thanked the Treasury Department staff for their awesome effort this past week. On Monday, the last day of tax collection, they processed \$2 million of tax payments out of a total tax roll of \$12 million and balanced to the penny.

Trustee Colaianne - No report other than to concur with Trustee Petrucci on the very successful Teen Center Golf Outing.

Trustee Germane – Provided an update on the sulfolane issue on Lone Tree Road a few years ago where there was some fairly extensive ground water and soil contamination. The latest quarterly report has been received from the consultant through EGLE and they just completed their second consecutive quarter of no detections of contaminations that were reported. The project needs to continue for at least one year with no hits before it would be considered clean. Additional testing will still be happening for the third and fourth quarters of this year. The third quarter sampling was supposed to have happened last week. The report will get posted on the Township website as we have done in the past for the community. The HERO Board did have a meeting at the Teen Center about two weeks ago, and it was noticed that the sidewalk in front of the building is deteriorating to the point where it could be a trip hazard. He reported this to the DPW Director and inquired if there were any updates. Director West reported that the field staff purchased some materials to patch it temporarily to fix it. It may not look good, but it will be safe until we can examine the sidewalk in more detail for a more permanent fix. This should be completed this week.

Trustee Harper - No report.

Supervisor Fountain – Deferred to Director West for an update on the Saturday's September 19, Large Item Clean Up Day. Director West stated this will be held from 9 a.m. until 1 p.m. this Saturday at the Hartland High School student parking lot. We will not accept any hazardous materials at this event. Any appliance with freon will be accepted but there will be a \$25 fee for removing the freon and properly disposing of it.

Treasurer Horning was excused from the meeting.

[BRIEF RECESS]

11. Information / Discussion

j. Manager's Report

Supervisor Fountain stated they were working on the State of the Community with the Partners in Progress. Videos will take place next week at the Township Hall and this will be paid for

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 15, 2020 – 7:00 PM

with PEG funds. The Automotive Undercoating business will be coming to the Planning Commission soon. Chief Carroll of the Hartland Deerfield Fire Department (HDFA) is working on Fire Millage language to communicate to the public.

Director West gave a brief update on the water system expansion project. A meeting is scheduled for tomorrow with one of the larger developers to discuss their requirements and provide assistance to get their project moving forward as far as the water issues are concerned. Director West also informed the Board that our water meter reading system is being discontinued by the manufacturer and they are exiting the meter reading business. He has been exploring new systems and this will be reflected in the Water System Capital Improvement Plan by the end of the year. The Code Enforcement Officer position has been posted. He provided an update on the Blaine Rd speed limit issue which is a non-enforceable limit of 25 mph. A speed study will be required in the future and this limit is likely to increase. Director West has been working with the HDFA to get information we can provide in an unbiased format for residents. He also thanked Lafontaine for providing a sidewalk easement at no cost for the Car Rite site on M-59 as they saw the benefit of having a sidewalk in this area.

k. Spranger Field - Project Scope Change

Director West provided an update on the Spranger Field project. He reviewed the overall budgeted costs and actual costs for the project. As to the fence portion, HAYAA requested changes to meet tournament regulations and we added a third tier to the backstops, dugout protection fencing, and fence caps. This additional cost was to be covered by savings on the field materials from the original budget. As to the restroom and concession stands, once we started work on this, we found many significant issues and basically had to update all of the well, electrical, lighting, and plumbing in the building. We are 95% complete with the building and if we move the remaining field materials to the building, we would be \$14,100 over budget. HAYAA requested changes to the materials for the fields and we could not absorb the additional cost for these changes. Director West is recommending that the field maintenance be the sole responsibility of HAYAA, and we will revert back to the old contract. HAYAA understands this and they have started fundraising for the fields. A brief discussion was held on restroom improvements, increased concession area space, and electrical supply issues related to the HDFA.

12. Adjournment

Move to adjourn the meeting at 8:30 p.m.

Motion made by Trustee Harper, Seconded by Trustee Colaianne

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

Submitted by:



Larry N. Ciofu
Clerk