

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
January 28, 2025 – 7:00 PM

1. Call to Order

The meeting was called to order by Clerk Ciofu at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain (via teleconference from Florida), Clerk Ciofu, Treasurer Horning, Trustee O'Connell (via teleconference from Hartland Township), Trustee Petrucci, Trustee Lubeski

ABSENT: Trustee McMullen

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

Move to have Clerk Ciofu run the meeting.

Motion made by Treasurer Horning, Seconded by Trustee Lubeski.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

4. Approval of the Agenda

Move to approve the agenda for the January 28, 2025 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the January 28, 2025 Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Lubeski.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-14-25 Hartland Township Board Regular Meeting Minutes

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
January 28, 2025 – 7:00 PM

- d. 01-14-25 Hartland Township Board Closed Session Meeting Minutes
- e. 2025 Hartland Consolidated School District Election Agreement
- f. 2025 Livingston Educational Service agency (LESA) Intermediate School District Election Agreement

7. Pending & New Business

- a. Crouse Columbarium in Village Cemetery

Brian Crouse of Waldenwoods came forward to discuss a request for the construction of a Columbarium in Hartland Cemetery on the family-owned Lot 201. He stated this was originally designated as a monument lot for the family. He stated that the Crouse family currently has a monument in Hartland Cemetery and his family feels another monument would be redundant. Mr. Crouse stated he was recently assigned the responsibility for managing the Crouse cemetery lots and he is requesting that this lot be used for a family Columbarium. Manager Luce stated Lot 201 has six grave sites which would allow for four cremains per grave. Mr. Crouse stated that this would allow for 24 cremains to be buried in Lot 201 and the purpose of proposing a Columbarium would be to allow for additional cremains. He stated the two issues would be the size of the Columbarium and the number of niches allowed in a Columbarium. He stated there are various niche sizes that would allow for different numbers of cremains to be placed in the Columbarium. He stated all columbarium depths would be 15 inches but gave various dimensions for height and width of potential niches. He stated they would pay for the sexton and any incremental costs for any burial columbarium so there would be no additional cost to the township. Manager Luce presented the dimensions of the current Crouse monument and the proposed dimensions of the columbarium. Discussion was held on the location of Lot 201, the historical nature of the cemetery, the dimensions and design of a columbarium, the number of proposed niches, and township record keeping of a private columbarium. Mr. Crouse stated he is looking for direction from the Board regarding the feasibility of a columbarium, the allowable size of a columbarium, and the number of niches that would be allowed the columbarium. Manager Luce stated we have enough information and there appears to be no issues in moving forward with the Board members present tonight but he would like to hold off on a decision until we have all Board members present. Mr. Crouse stated he will go back to the family to get more specifics on what the family is looking for as to size, color, and number of niches.

- b. Hartland Deerfield Fire Authority Budget Presentation FY2025-26

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll came forward to present the HDFA budget for Fiscal Year 2025-2026. Chief Carroll reviewed the three year rolling average allocation computation for Hartland Township and Deerfield Township based on hours of emergency operations in each township. He stated Deerfield Township had the one of the lowest hour years they have ever had accounting for the large allocation shift in 2024 which resulted in change to the three year rolling average. This contributed to the 9.7% increased in the Hartland Township allocation even though the HDFA budget increase was only 6.0%. A brief discussion was held on previous year hours and call volumes. Clerk Ciofu inquired as to the allocation method with regards to fixed costs and variable costs as it appeared to him that the lower the hours spent in Deerfield the more of the fixed costs that Hartland Township would pay. He inquired if there was a better way to allocated the variable costs on hours and the fixed costs by another method. Chief Carroll gave a brief overview of the history of the allocation methodology stating the original allocation was based on population, call volume and SEV. This became very cumbersome, with little effect on the overall allocation, and the methodology shifted to hours spent on emergency calls. Chief Carroll stated he would look into other allocation models. He then gave a brief overview

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
January 28, 2025 – 7:00 PM

of the fiscal year 2025-2026 budget stating they are trying to build up the operating fund balance with a smaller transfer to the Capital Fund. He stated they would ultimately also like to increase the Capital Fund balance. Clerk Ciofu inquired as to the ending fund balance in the budget as to whether this was the target goal. Chief Carroll stated that the ending balance and the operating contingency fund amount would comprise the targeted fund balance goal for the fiscal year if the contingency fund goes unused. Clerk Ciofu also stated that the Capital Reserve schedule shows a capital reserve balance that includes Reimbursement Revenue which he believes to be for shared radio purchase contributions from other municipalities with no corresponding expense for the payment which is somewhat misleading. Chief Carroll stated that this was true and that this item should be closed out by the end of the month. Clerk Ciofu inquired as to adding a projected fiscal year end column when preparing a budget.

Move to approve the proposed Hartland Deerfield Fire Authority Fiscal Year 2025-2026 Budget as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

c. Hartland Township FY2025-2026 Capital Improvement Plans

Manager Luce gave an overview of the Capital Improvement Plan (CIP) budgets. He reviewed the General Fund CIP highlighting the sidewalk gaps, with potential grant opportunities, HVAC replacement contingency, and improvements to the Township Hall and Board Room. He provided a brief overview of Settler's Park sealcoating, phragmites control and education, Heritage sign renovation, Spranger Field facility upgrades, the construction of the Veteran's Memorial at Settler's Park, park amenities, overall park parking lot maintenance, Park Master Plan updating, and potential additional park structures. He also gave a brief update on the M-59/US-23 medium upgrades and the potential purchase of new equipment for the Public Works department. A brief discussion was held on the M-59/US-23 median landscaping. He then reviewed the Road CIP budget thanking Finance Director Susan Dryden and Public Works Director Scott Hable for their work on this budget. He highlighted the north Old US-23 project from M-59 to Crouse Rd., the Crouse Rd. project in the Village from the bridge to East Street including a section of Hartland Rd south of Crouse Rd. The Crouse Rd. project will be a new road which will need curbs and drainage improvements. He also highlighted the remaining portion of paving on Blaine Rd. held up from last year due to drain repairs. He also reviewed the major projects for FY26-27 of Pleasant Valley Rd. paving and the FY27-28 paving of Bergin Rd. which we may need to be a bonded project. A brief discussion was held on the methodology of scheduling of road millage projects. Manager Luce then reviewed the Fire authority CIP highlighting basic repairs and renovations at Station 61 and Station 62. A brief discussion was held on the tornado sirens relocation and the contingency for replacement of sirens. He then reviewed the Water System CIP highlighting the increase in the annual general repair estimate as the water system ages, and the Water Plant filter improvements with media, which was moved from the FY24-25 to the FY25-26 budget. He provided a brief overview of the New Supply Well budget for evaluation of identified well sites, the upgrades to the flow meters and SCADA system, and the upgrades to the Storage Building regarding insulation and heat. He gave a brief overview of the overall fund balance trending lower stating we have significant development planned for the Township, but we have not sold many water REU's. They are allocated to the developments and as they come in to pay for them the fund balance will begin to increase. He stated we have discussed bonding for some of the major upgrades to our water

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
January 28, 2025 – 7:00 PM

system. He also stated that as improvements are made to the water system, we will be reviewing our water rates.

d. 2025 Crouse Rd. Reconstruction Design Project

Director Hable provided a brief overview of the Crouse Rd. project included in the road millage. He stated the project is for Crouse Rd. from the bridge over US-23 to East Street. He stated what is before the Board is the proposal for the design of the project, not for the actual project. He stated the actual project will probably be a complete rebuilding of the road, entailing topography, curbing, and storm water drainage. A brief discussion was held on the width of the road regarding the school traffic and the schedule timeframes.

Move to approve the Livingston County Road Commission to proceed with the design via Tetra Tech Engineering for reconstruction of Crouse Rd. at a cost not to exceed \$69,663.

Motion made by Trustee Petrucci, Seconded by Trustee Lubeski.

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

8. Board Reports

Treasurer Horning - Stated she was happy to be back to work full time and commended her staff for keeping up with the work and keeping her informed during her absence.

Trustee Lubeski - No report

Trustee Petrucci - Stated the Veteran's Memorial website has been updated with Corporate and Individual sponsorship forms and Memorial Brick purchase forms. He stated that this is a Veteran's Memorial for all Veterans, not just for area residents and brick purchases are welcome for all Veterans. He also stated we will be updating the website as we begin construction of the Memorial to keep residents informed. He stated we will also be looking for donors to purchase bricks for Veterans who may not have family descendants in the area, as we have Veterans in our cemeteries that go back to the Revolutionary War.

Trustee O'Connell - no report.

Trustee Fountain - no report

Clerk Ciofu - Provided an update on the Annual Winterfest Event at Heritage Park on February 8, 2025 from 1:00 p.m. until dusk. He stated there will be the Sledding Hill, Activities Tent, Obstacle Course, Knockerball, Concession Stand and Entertainment. He stated that this annual event is not possible without the contributions of our sponsors and wanted to thank our major sponsors, Pioneer Cabinetry, Hartland Insurance, Mrs Michaels Plumbing, HVAC and Electrical, the Majestic at Lake Walden, Cromaine Library, Serene Gardens, and our annual Fireworks Sponsor Priess Companies.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief update on the Veterans Memorial stating there are two different levels of sponsorship, Corporate and Family, with different levels of donations. These forms are on the Township website and are available at the Township Hall, along with samples of the engraved

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
January 28, 2025 – 7:00 PM

bricks, both the single wide and double wide bricks. He stated the double wide brick has the American flag on the top with the service logo and veterans name and service on the lower portion. The single wide brick just has the logo and veteran's name and service on the brick. He stated there will be two plaques at the entrance of the Memorial, one for the Platinum, Elite, and Executive Corporate Sponsors and one for the Gold, Silver, and Bronze Family Sponsors. He stated Trustee Petrucci and Trustee O'Connell will be coordinating the Sponsorship effort and Trustee Petrucci stated that we have basically covered the cost of the monument and we are looking for donations to help with perpetual maintenance of the Memorial and any future additions to the amenities of the Memorial we may consider. Manager Luce stated staff have been working on various projects with Director Dryden and himself extensively working through the budget process. Manager Luce stated he will be meeting with State Representative Jason Woolford on February 13, 2025 to discuss any challenges we see for Livingston County and Hartland Township in the future that his office may be able to provide assistance. He stated if any Trustee has any item they would want to have discussed please inform him prior to this date.

10. Adjournment

Move to adjourn the meeting at 8:50 p.m.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning

Voting Yea: Clerk Ciofu, Treasurer Horning, Trustee Petrucci, Trustee Lubeski

Voting Nay: None

Absent: Trustee McMullen

Abstaining: Supervisor Fountain (teleconference), Trustee O'Connell (teleconference)

Submitted by

Larry N. Ciofu, Clerk