

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 18, 2022 – 7:00 PM

## **DRAFT**

### **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 (via audio at 7:40 p.m. via audio), Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Bob West, Public Works Director Mike Luce, and Assessing Director Jim Heaslip.

### **4. Approval of the Agenda**

#### **Move to approve the agenda for the January 18, 2022 Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee Germane

### **5. Call to the Public**

No one came forward.

### **6. Approval of the Consent Agenda**

#### **Move to approve the consent agenda for the January 18, 2021 Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: Trustee Germane

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-04-2022 Hartland Township Board Regular Meeting Minutes
- d. 1-4-2022 Hartland Township Board Closed Session Meeting Minutes
- e. Waldenwoods Fireworks Display Permit – 1-21-22
- f. Confirm Supervisor's Appointment - Cheryl Mara to Board of Review as alternate (01.18.2022-12.31.2022)
- g. HCS & LESA Summer Tax Collection Agreements

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 18, 2022 – 7:00 PM

## 7. Pending & New Business

### a. Resolution - 2022 Poverty Income Guidelines

Assessing Director Jim Heaslip provided a brief overview of the yearly approval process of the Poverty Guidelines. He then presented his proposal for increasing the income guideline for each family unit by 25%. He cited neighboring townships that are increasing the family unit limit, the State Tax Commission's limitations on granting exemptions in only increments of 25%, 50% and 100%, and his discussions with the Board of Review who felt the flat increase of 25% to each family unit guideline was appropriate, easy to understand and easy to manage.

**Move to approve the resolution to increase the Federal Poverty Income Guidelines issued annually by the State Tax Commission to the Federal Poverty Income Guideline plus Twenty Five percent (25%) for determination of receiving a Poverty Exemption from the Hartland Township Board of Review.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci. Motion passes: 6-0-1

Voting Nay: None

Absent: Trustee Germane

### b. Hartland Woods Road SAD - Resolution 3 / Public Hearing

Manager West gave a brief overview of the Hartland Woods Road Special Assessment District (SAD) process. He stated this was a resident-initiated petition for road improvements in the Hartland Woods subdivision and there are four resolutions and two public hearings required for an SAD. The resolution before the Board is the third resolution and this is the second public hearing regarding this SAD. He stated the Livingston County Road Commission (LCRC) will be doing the work and they have done some drainage work that is not in the scope of this project and will not be in the assessment costs. Construction should begin on the roads when school lets out so as not to interfere with bus traffic.

**Move to open the Public Hearing at 7:20 p.m.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen

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

Voting Nay: None

Absent: Trustee Germane

Public Hearing was opened at 7:20 p.m.

**Move to close the Public Hearing at 7:30 p.m.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci

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

Voting Nay: None

Absent: Trustee Germane

Public Hearing was closed at 7:30 p.m.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 18, 2022 – 7:00 PM

Clerk Ciofu stated that the language in the attached resolution will be updated to reflect the Hartland Woods SAD.

**Move to approve the Resolution of Filing of the Assessment Roll for the Hartland Woods road improvement special assessment district as amended.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci. Motion passes: 6-0-1

Voting Nay: None

Absent: Trustee Germane

## 8. Board Reports

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - Stated that electrical and shelving work is being done at the Hero Teen Center Hoop House and it should be open by the end of March.

Clerk Ciofu - Reminded everyone the the annual Hartland Winterfest will be held on Saturday, February 12, 2022, at Heritage Park from Noon until 6:00 p.m. with fireworks at dusk. This is a totally free family fun event, and he hopes to see everyone there.

Treasurer Horning - Stated the Annual Report for the Senior Center is available and she will be available for questions should anyone have any. He highlighted Senior Center items of purchasing a new bus and the very successful Pickleball fundraiser that was held.

Supervisor Fountain stated that Keith Voight has resigned from the Planning Commission, and we would be accepting applications to fill this position.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West thanked the Board for the recent feedback regarding his performance review. He stated we would be bringing a large water meter purchase to the Board, as the lead time for water meters is about 44 weeks. With the developments that are coming we need to get in a large purchase order on the list. As water meters become available, they will send out a portion of the supply to those that have an open purchase order on file, even though it may not be the whole order. This purchase will be funded out of the water fund and will be reimbursed as we sell these meters as each house is built. We will be placing an order to cover approved developments and an additional amount for unexpected needs. Manager West stated we have hired a new DPW staff member that was authorized at the last meeting. This position is the entry level position that was approved for April 2022 and due to the recent unfortunate circumstances was brought forward to this fiscal year. We will look to fill the experienced position in April. As was pointed out we have an opening on the Planning Commission. He stated that and enforcement issue regarding a semi-trailer has re-surfaced and we will be having our attorney get involved in enforcing the ordinance. Manager West informed the Board that the Livingston County Board of Public Works (LCBPW) has sent a notice to our attorney regarding a proposed amendment to the Septage Receiving Station agreement. Our attorney will reach out to the LCBPW attorney as the issue of constitutionality of the fee has not been resolved. We will most likely need to go into closed session at a future meeting regarding this issue. He stated that American Rescue Plan Act (ARPA) final ruling has relaxed the standards

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 18, 2022 – 7:00 PM

for use of ARPA funds which will allow the remainder of our ARPA funds to be used on community capital improvement projects. Manager West and Finance Director Dryden-Hogan are working on the list of projects that would be ARPA eligible. Manager West stated he will not be able to attend the April 19<sup>th</sup> Board meeting.

### b. Hartland Deerfield Fire Authority Budget Presentation FY2022-23

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll presented the proposed FY2022-23 HDFA Budget to the Board. He stated for comparison purposes the 2021-2022 Budget column has not been amended to date and this may reflect significant increases to the project FY22-23 budget particularly in the liability insurance and utilities. He then reviewed the rolling three-year usage percentages for Hartland and Deerfield Townships. These percentages are based on the hours spent by firefighters in Hartland Township and in Deerfield Township on township incidents. He stated on the revenue side estimated funds that will come into the HDFA from items such as fire protection contracts, cost recoveries, and other revenue are deducted from the estimated revenues and the balance that is left is split between Hartland and Deerfield using the three-year usage percentage. Discussion was held on revenue items of Fire Protection Contracts, Cost Recovery and Other Revenue. Further discussion was held on mutual aid calls and the cost recovery process. Expense items discussed in detail were personnel costs including staffing issues, insurance and benefit including health care and workers compensation, and equipment including repairs, fuel costs, maintenance to vehicles and natural gas costs. Chief Carroll then provided an overview of the capital fund and the reserve balance process. A brief discussion was held on shared services with other governmental agencies to reduce costs including what we have done and what we have explored in the past.

### c. Township Employee Compensation Analysis

Manager West presented the Regional Compensation Analysis for the Board of Trustees, Planning Commission, Zoning Board of Appeals and Board of Review and his recommendations for FY 22-23. He also presented the Hartland Township staff merit/bonus analysis and his recommendations for FY22-23. Discussion was held on the analysis, current staffing issues, the current job market, and the increases in state shared revenue and taxable value revenue. Manager West will incorporate his recommendations into the FY22-23 budget that will be brought forth to the Board for review in February.

## 10. Adjournment

### **Move to adjourn the meeting at 9:005 p.m.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci

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

Voting Nay: None

Did not vote due to audio participation: Trustee Germane