

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
December 13, 2022 – 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, Trustee Germane (7:02 p.m.), Treasurer Horning (attending remotely from Hartland, MI), Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Bob Manager (remotely) and Public Works Director Mike Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the December 13, 2022, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Abstained: Treasurer Horning (remote)

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 December 13, 2022, Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Abstained: Treasurer Horning (remote)

Absent: Trustee Germane

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 11-29-22 Hartland Township Board Regular Meeting Minutes

**7. Pending & New Business**

- a. 2023 Hartland Township Board Meeting Schedule

**Move to approve the Resolution to set the 2023 Hartland Township Board Meeting Schedule.**

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Motion made by Trustee O'Connell, Seconded by Trustee McMullen. Roll call vote taken  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Abstained: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None Motion passes: 6 – 0 -1

b. IT Right (VC3) Technical Support Contract

Township Manager Bob West stated that the Township currently uses IT Right for the Township technical services. IT Right is currently in the process of partnering with a larger national company called VC3. Sometime during the period of this contract, it will result in us going over entirely to VC3. He stated the Township was one of IT Right's original clients and while they have provided satisfactory services, their cost is increasing somewhat significantly over the 3-year period. Manager West did state that this is the only qualified company that is well versed in all of our software and has contacts with each of the software companies we use. Manager West has spoken with the President of IT Right and voiced his concerns and that he informed him that the only way the Township would enter into a 3-year agreement is if the Township can reserve the right to discontinue services at any given time with a 30-day notice, which IT Right did agree to. The costs are reasonable in comparison to other communities that are shopping for technical services, and he is looking to maintain the continuity in our technical services. Manager West is also looking for approval to digitally sign the contract on behalf of the Township.

**Move to approve the proposed three-year contract with IT Right as presented and subsequently authorize the Township Manager to digitally sign the contract on behalf of the Township Board.**

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Abstained: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None

c. Resolution: Sewer and Water Rates

Manager West stated he is proud to be able to announce that we will have no rate increases to the 2022 water and sewer rates for 2023 and that rates will remain unchanged for 2023. He stated we are still working on stabilizing sewer rates and the County is holding their sewer rates for 2023. Water rates will be reviewed next autumn to determine if new customers will allow for reductions in fixed costs for further savings. Manager West stated that the sewer rates run with the County Fiscal Year of January to December and the water rates run with the Township fiscal year of April to March. Trustee Petrucci inquired as to whether these rates can change during the year and Manager West stated that the rates can be adjusted during the year.

**Move to approve the resolution setting rates for Sewer and Water Systems for 2023.**

Motion made by Trustee Petrucci, Seconded by Trustee Germane. Roll call vote taken  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Abstained: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None Motion passes: 6 – 0 – 1

d. Resolution: 2023 REU Surcharge Policy Revisions

Manager West stated that over the years the Township has modified the Township's REU Surcharge Policy to help businesses during the pandemic. We are looking to restore the Surcharge Policy to previous pandemic levels rules and regulations that will basically ensure equitability amongst the system. However, new to this year, we are proposing that if a commercial business does receive a surcharge, we are going to offer interest free financing for the remainder of the calendar year in which the surcharge is invoiced. If approved it will become active January 1, 2023.

**Move to approve the resolution for the 2023 REU Surcharge Policy Revisions.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Abstained: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None Motion passes: 6 – 0 – 1

**8. Board Reports**

Trustee McMullen – Stated that next week is the last session for the Citizen Planner class at the EMS Building in Howell. There are four Planning Commission members that have attended the six-session class and is has been a very good class. Supervisor Fountain thanked the Planning Commission members for attending this extensive training session.

Trustee Petrucci - No report.

Clerk Ciofu – Stated that we completed the two recounts last week. Wednesday was the statewide recount for Proposal 3 and the results changed by a few votes. They also did the Hartland School Board recount on Friday and that changed the outcome of that election to Greg Keller being elected as one of the new school board members. The votes changed approximately by 18 votes in favor of Mr. Keller. Supervisor Fountain inquired as to what circumstances would change a vote. Clerk Ciofu stated changes in the votes generally occur due to voter error. In the school board race, there was a vote for three candidates. If you voted for four, your ballot is referred to as an overvote and it rejects out of the system and does not count for that race. In a recount when you go back and look at the physical ballot, if the fourth vote was a write in for someone like Mickey Mouse, that fourth vote, because it is not a valid write-in candidate, cannot take votes away from the legitimate candidates. Also, if there was a stray mark where they voted for three and put their pencil down on an empty box and it made a little mark the machine will pick that up as a fourth vote. During a recount you will look at that physical ballot and it will obviously be not a mark that they intended to make so that cannot take away a vote from a legitimate candidate. It is a lengthy process. Over 16,000 votes were looked at and it started at 9:00 a.m. and ended at 7:30 p.m.

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Treasurer Horning – (remote) Stated she went to work this morning and decided she did not feel good and took a COVID test and is now at home. In all of her 18 years, the Deputy Treasurer never had to do a Board of Review and today was the Board of Review and everything balanced.

Trustee Germane - No report.

Trustee O'Connell - No report.

Supervisor Fountain – Stated the Board of Review was this morning and everybody in the residential district's taxable value will be going up 5% due to inflation. That resulted in our taxable value going up by \$155 million dollars this year and that is by far the most we have ever had in one year. Back in 2020 it was around \$35-\$40 million. Commercial taxable value went down by around 8% and raw land went up around 20%. Assessing Director Jim Heaslip did a very good job as usual. He also stated there are over 50 veterans that get the tax exemption, and that number continues to go up.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West stated that ITT has provided a small grant funding for the San Marino sidewalk project. He wanted to thank ITT for their assistance as this is the second time they have provided funding for one of our pathway projects. We will be posting the Assessor position in January due to Director Heaslip's retirement at the end of March. As Assessor's are responsible for the tax roll for the year, this may effect when a new assessor could start. Manager West has tentatively scheduled a Partners-In-Progress meeting for February 20, 2023. Manager West and the Admin Committee will be meeting with the Police Partners for a review of the first 90 days of the Police Contract on December 22, 2022. He stated the Livingston County Board of Commissioners (LCBOC) met last night and a presentation was made to expand the Board of Public Works from seven members to nine members. Manager West is scheduled to do a presentation to the Infrastructure Committee of the LCBOC on the Septage Receiving Station issues next Monday at 6:00 p.m. Manager West and Supervisor Fountain met with the Township Attorney and agreed on the presentation to identify the anomaly with the Septage Receiving Station but not to propose solutions. Trustee Germane inquired as to the results of the Dispute Resolution Panel regarding the Septage Receiving Station and Manager West stated there was no resolution as the proposed recommendation by the third party was denied immediately. Manager West stated the Resolution Panel was to decide in 30 days per the Master Operating Agreement and he agreed to extend this time as long as progress was being made. He stated he no longer believes any progress is being made and he has discussed our options with the Township Attorney. Manager West stated the FY 23-24 budget process is continuing.

### b. Hartland Township Strategic Plan Update

Manager West gave a brief overview of the 2022 Strategic Action Plan results and then presented the 2023 Strategic Action Plan. The 2023 Strategic Plan maintained the three categories of Connecting the Community, Community Attractiveness and Livability, and Infrastructure & Internal Advancement. Projects delayed from the 2022 Plan were rolled into the 2023 Plan, and he was looking for feedback from the Township Board on the 2023 Strategic Plan prior to formal adoption. Items discussed in more detail were the Citizens Survey and a potential road millage renewal. Manager West stated that the 2023 Strategic Plan will come before the Board for formal approval in January and that each of the individual items on the Strategic Plan will come before the Board at a later date.

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- c. Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)

**Move to go into closed session to consider a periodic evaluation of the Township Manager, at his request under MCL 15.268(a).**

Motion made by Trustee Germane, Seconded by Trustee O'Connell. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Abstained: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None Motion passes: 6 – 0 – 1

Board is in closed Session at 7:40 p.m.

The Board came out of closed session at 8:10 p.m.

**10. Adjournment**

**Move to adjourn the meeting at 8:10 p.m.**

Motion made by Trustee Germane, Seconded by Trustee McMullen.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Abstaining: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None

Submitted by



Larry N. Ciofu, Clerk