

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
February 06, 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 Petrucci

ABSENT: Trustee O'Connell

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

**4. Approval of the Agenda**

**Move to approve the agenda for the February 6, 2024 Hartland Township Board Meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee O'Connell

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the February 6, 2024 Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee O'Connell

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-16-24 Hartland Township Board Regular Meeting Minutes
- d. HCS & LESA Summer Tax Collection Agreements

**7. Pending & New Business**

- a. Resolution to Adopt Poverty Guidelines

Assessing Director Amanda Carrigan gave a brief overview of Hartland Township's Poverty Exemption Program for low-income residents, who may need assistance with their property taxes.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
February 06, 2024 – 7:00 PM

These applications are reviewed by the Board of Review at their three meetings each year. She stated that historically a resolution was brought forward annually to approve the guidelines we have in place. The guidelines are based on the federal poverty guidelines and because of the high standard of living in Hartland Township, the Board has authorized us to go twenty-five percent above the federal poverty guidelines. After discussions with the State Tax Commission, we found that we could create language in the resolution that will allow us to approve our guidelines once and have them then carry forward from this point on. She stated the language basically sets a 1.25% multiplier to the federal poverty guidelines that are issued annually and that this would be in place until the Board of Trustees decides that these guidelines need to be changed. The proposed resolution also includes the income guidelines and asset requirements previously approved in separate resolutions. She stated that this resolution will allow us produce the applications by the first of the year rather than waiting until each resolution is approved by the Board as we have done in the past. She stated there is an application in the package that will be updated annually to reference the federal poverty guidelines plus the twenty-five percent increase to account for the Hartland standard of living.

**Move to approve the Resolution adopting the Hartland Township Poverty Income Guidelines as presented.**

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

b. Resolution – Connect 3 Foundation Charitable Gaming License

Supervisor Fountain stated that this was a Wild Game Dinner Fundraiser to be held at Waldenwoods.

**Move to approve the Resolution recognizing Connect 3 Foundation as a charitable nonprofit supporting the Young Life Hartland organization for the purpose of obtaining a charitable gaming license**

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

c. Cemetery Management Software Purchase

Clerk Ciofu explained that we have been utilizing a home-grown cemetery tracking system to track lot sales, cemetery records, research requests, and lot certificates. This entails accessing different files for each of these functions which requires us to re-enter data in several areas. We are looking to streamline this process and we looked at six different cemetery management systems and narrowed our choices down to two companies. We further reviewed these systems regarding our current plan, starting with Hodge Cemetery, the only cemetery that we are selling plots at, and our future plans of documenting the Hartland, Smith and Parshallville Cemeteries. The system we felt met both of these objectives was CemSites. We did do a review of references for both of the final two systems and we do have a local municipality using CemSites and they were pleased with the system. Trustee McMullen inquired as to the pricing and to whether this would be an annual

payment. Clerk Ciofu stated the annual subscription fee would be \$1,200 per year and the initial cost would be around \$8,000 to have them work with us in loading our current Excel files into their system. Clerk Ciofu stated that the data will be owned by us but would be stored on their system. Manager Luce stated that this program will have CemSites intergrate our data into their system and that they would provide backup but the data would be ours. If CemSites would cease to exist, we would still have all of our data. Trustee McMullen inquired as to potential rate increases in the licensing fee and Manager Luce stated that it would hold steady for a while, but it may be subject to future increases like everything else. Supervisor Fountain asked for clarification on the current use of the system and Clerk Ciofu stated we would be concentrating on Hodge Cemetery because it is the only cemetery in the Township that we are allowing lot sales.

**Move to approve the purchase of CemSites Cemetery Management Software and to authorize the Clerk to sign on behalf of the Township at an amount not to exceed \$8,950.**

Motion made by Trustee McMullen, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: Trustee O'Connell

d. Fiscal Year 2024-2025 Hartland Township Budget Review

Manager Luce gave a brief overview of the budget review process and that we are here tonight to review the budget for all of the Funds other than the General Fund. He then led a brief discussion of the Municipal Street Fund, the Fire Operating Fund, the Liquor Law Enforcement Fund, the M-59 Road Fund, the Millpointe Road Debt Service Fund, and the Bullard Lake Road SAD. Further discussion was held on the Water System Fund, which does not include the staff wage increases that will be proposed in the employee Merit Pool discussion later in the meeting, the Water Replacement Fund, the Cable TV Fund, the Sewer Funds, pointing out that we will not be increasing rates for next year, and the Sewer O&M Fund. Finance Director Dryden gave a brief update on the status of the Sewer bonds. Manager Luce then continued with the review of the Lake Tyrone Sewer SAD, the 2005 Sewer Bond Fund, Forestbrook Hills Sewer Fund, the Hartland Sewer SAD 200 Fund, and the Road Assessment Districts Fund. Clerk Ciofu inquired as to the Water System Fund Contracted Services line item that is increasing significantly from the FY23-24 projected amount to the FY24-25 Manager Requested amount. Manager Luce explained that this was the estimated cost of the new EGLE mandate requiring lead testing of water lines. This was to cover the cost of the percentages of houses that would need visual inspection of water lines to ensure that we have no lead lines to homes. Manager Luce stated we are still working with EGLE as our water system was installed after lead lines were no longer being used. This is our estimate should we not prevail with EGLE. Trustee Germane inquired as to whether the Boyle Model is relevant any longer and Finance Director Dryden stated that it is not really relevant any longer. The Boyle model did not take into account that we would basically sell all of our REUs, as we only have around 130 remaining. This is why we are in a position to potentially call our bonds early. Supervisor Fountain inquired as to whether the Treasurer's Department does any investing with the Fire Fund and Treasurer Horning stated it was limited due to timing issues. Finance Director Dryden stated that with the Fire Fund we are collecting that money in advance, and that we will use this money to pay next year's expenses. Trustee Germane inquired as to the next steps for approving the budget. Manager Luce stated that at our next meeting in February we will be discussing the General Fund and then at the first meeting in March we will approve next year's fiscal budget. The second meeting in March would be to approve any final budget amendments to this year's fiscal budget.

## 8. Board Reports

Trustee Germane - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Stated that we have received the bulk of the Ballot Applications and Selection Forms, mailed out ballots, and are starting to receive ballots back at this time. Early Voting will start Saturday, February 17th and go through February 25th. It will be held here in the Hartland Township Board room. Winterfest is this Saturday, February 10th and we will have two large crafts groups, Garden Gate Montessori and Morning Star Child Care, and cookie decorating in the Activities Tent. WHMI will be broadcasting live from 4:00 pm to 6:00 pm. We will also have Knockball, a soccer area, s'mores, the HERO concession stand and the Fireworks show to close.

Treasurer Horning - Stated that tax collection ends on leap year, Thursday, February 29<sup>th</sup>.

Supervisor Fountain - No report.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager Luce gave a brief update on the Septage Receiving Station stating we received an e-mail from the Livingston County Drain Commission (LCDC) requesting Dispute Resolution Panel on the hosting fee. They have named Frank Ervin as their representative for the Dispute Resolution Panel. Manager Luce stated he had discussed the issue with the Admin Committee and we are recommending Bob West as the Hartland representative. The Board was in agreement to appoint Bob West as the Township representative to the Dispute Resolution Panel. These two parties would have to agree upon a third independent representative for the Dispute Resolution panel. A brief discussion was held on the next steps we need to take regarding the Dispute Resolution Panel. Manager Luce stated that Mr. Car Wash has approached the Township with regards to the car wash on M-59 and Blaine Rd. He stated he and DPW Director Hable met with them this week and they stated they have a proposed solution to the water usage issue regarding REUs. Manager Luce stated he requested a year's worth of water usage data from a Mr. Car Wash site, in a like size community on municipal water. A brief discussion was held on the remaining unallocated REUs. Manager Luce also stated Jax Car Wash has approached the Township regarding a car wash on the southwest corner of the M-59 and Old US-23 land and they are working on REU calculations and their needs. He then stated that the Hartland Deerfield Fire Authority will be replacing the exhaust hoses at Station 62. He also stated that the Pleasant Valley HOA has paid for an engineering assessment of their roads regarding paving East and West Peterson roads and that we have the cost estimates and we will be holding a meeting with the residents next week. Based on the cost per parcel estimates we would need a 75% approval from the residents for these roads. A brief discussion was held on lobby improvements regarding providing additional amenities for residents that need to complete various paperwork at the Township Hall.

### b. FY2024-2025 Employee Merit Pool Discussion

Manager Luce stated that the Board had requested him to provide a market adjustment dollar amount to bring staff salaries to market averages at the last Board meeting. He stated he did extensive research of multiple townships and cities with like characteristics to Hartland Township to determine an average pay rate for each pay grade. He then led a discussion on the market

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
February 06, 2024 – 7:00 PM

adjustment amount included in the Merit Pool presentation. He stated this would be a one time adjustment to staff wages. Manager Luce also gave a brief overview of the DPW staff market adjustments that are paid out of the Water Fund, not the General Fund. He stated that this market adjustment will have no effect on our water rates. It was the concensus of the Board to approve the Merit Pool presented and Manager Luce stated these adjustments will be added to the budget scheduled for review at the next Board meeting.

**10. Adjournment**

**Move to adjourn the meeting at 8:45 p.m.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Trustee O'Connell

Submitted by



Larry N. Ciofu, Clerk