

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
December 14, 2021 – 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 (attending remotely from Hartland Township, MI), Trustee Germane, Trustee McMullen, Trustee O'Connell  
ABSENT: Trustee Petrucci

Also present were Hartland Township Manager Robert West and Public Works Director Michael Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the December 14, 2021, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: Trustee Petrucci

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the December 14, 2021, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: Trustee Petrucci

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 11-30-2021 Hartland Township Board Regular Meeting Minutes
- d. 2022 Hartland Township Park Rental and Reservation Fees
- e. Public Works Operator I Wage Adjustment
- f. Confirm Supervisor's Appointment - Larry Ciofu to Township Liquor License Committee
- g. Confirm Supervisor's Appointment - Larry Fox to Planning Commission (01.01.2022-12.31.2025)

**7. Pending & New Business**

a. 2022 Hartland Township Board Meeting Schedule

Clerk Ciofu presented the 2022 Hartland Township Board Meeting Schedule to the Township Board. He stated meetings will be twice a month on the first and third Tuesdays of every month with only a couple of exceptions. One meeting in August will be on Wednesday, August 3 at 7:00 pm because Tuesday, August 2 is an Election Day. In November, because of the Christmas Holidays in December, we are going to hold three meetings in November, on the 1st, 15th, and the 29th. There will only be one meeting in December on the 13th.

**Move to approve the Resolution to set the 2022 Hartland Township Board Meeting Schedule.**

Motion made by Trustee Germane, Seconded by Trustee O'Connell. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,  
Trustee McMullen, Trustee O'Connell

Voting Nay: None

Absent: Trustee Petrucci

Motion passed: 6-0-1

b. Resolution – Sewer and Water Rates

Township Manager Bob West presented the revised water and sewer rate rates for 2022. He stated that the sewer rates begin January 1, 2022, because that is the County's fiscal year and the water rates begin April 1, 2022, because that is a Hartland Township system and that is our fiscal year. The only difference this year is that we do not have a rate increase but rather we have a rate reallocation. The revenue generated remains the same. He stated any portion of the utility bill is generally broken down into fixed cost and variable cost. We have taken the fixed cost and basically allocated it per residential equivalency unit (REU), versus what was formally per connection count. He stated this is a more fair and equitable distribution of the fixed cost based on the impact of a connection to the system, as a whole. This has been a reallocation in the works for many years and it has finally come to fruition this year and we are excited to launch these new rates.

**Move to approve the resolution setting rates for Sewer and Water Systems for 2022.**

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

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

Voting Nay: None

Absent: Trustee Petrucci

Motion passed: 6-0-1

c. Dunham Road Pathway Connector Design Engineering

Manager West reported that in an effort to get the pathway connector from Settlers Park to the High School entrance completed in 2022, we have proposed conducting the design engineering throughout the winter, so that this project will be shovel ready come the 2022 construction season in the spring. He stated this is historically how we have done CIP projects which require engineering so that we do not waste the construction season which is very limited in the state of Michigan. We did receive a quote from our normal Township engineering firm, and it appears to be higher than what he and Public Works Director

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Michael Luce believe it should be. We have solicited some competitive quotes for the project, and we do have verbal confirmation of a price about two-thirds of the original quote. There is an opening where we could move forward with this prior to the next Board meeting. This is a unique anomaly where we are seeking approval of Public Works Director Luce to execute the design and engineering contract, with the Township Manager's approval, at a cost not to exceed \$29,740 which is the current quote from our Township engineering firm. He stated he believes there is a significant savings from the second quote, and he would like to proceed quickly as we would like to get the topography done next week, which is a normal slow time for engineering firms.

**Move to authorize the Public Works Director to execute a design engineering contract with the Township Manager approval in an amount not to exceed \$29,740 for the Dunham Road pathway connector to the High School entrance.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell

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

Voting Nay: None

Absent: Trustee Petrucci

**8. Board Reports**

Trustee McMullen - No report  
Treasurer Horning - No report  
Trustee O'Connell - No report

Clerk Ciofu - No report  
Trustee Germane - No report  
Supervisor Fountain - No report

[BRIEF RECESS]

**9. Information / Discussion**

a. Manager's Report

Manager West reminded the Board that the Township Holiday Party will be this Thursday at 4:00 p.m. and the Township offices will close at 4:00 p.m. The Township office will also be closed from Monday, December 20th through Thursday, December 23rd, and we will re-open on Monday, December 27<sup>th</sup>. He stated that the Community TV Channel is now airing the Hartland High School information and we are trying to reach out to the community in order to make the cable channel everything about Hartland, not just Hartland Township. Manager West commended the work of Communications Director Melynda Bernardi for all of her efforts on this project. He stated that he and Director Luce will be meeting with Hartland-Deerfield Fire Authority (HDFa) Chief Adam Carrol on the HDFa CIP Plan. There are multiple building improvements in the CIP plan and there is also a long-term goal of some form of building renovations. He stated they will be looking to fine tune the timing of the long-term expansion so as not to do short-term building maintenance that would be redone in a major renovation. This will be discussed at the Admin Committee before going to the Board. Adam Carroll will present the HDFa budget at a work session in January. Manager West reviewed the Michigan Inflation Rate computation resulting in a 3.3% inflation factor, which we will be using for our taxable values. The State has also issued baseline poverty exemptions and historically the Board of Review (BOR) had some flexibility to raise the poverty exemption within a certain range depending on how your County compares to the rest of the State. The State has basically removed this flexibility but will allow an increase to the poverty exemption. The majority of

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the municipalities in the County are increasing the poverty exemption by 25%. If we also did this, we would probably have only one to two new individuals that would apply for the poverty exemption. They would be required to be approved by the Board every year. Supervisor Fountain stated that this poverty exemption applies to anyone that owns a house in the Township. He also stated that the BOR can give an exemption of 100%, 50%, or 25%, under current regulations. The 25% increase in the poverty exemption level was approved by the BOR at this morning's meeting. Trustee Germane inquired as to the status of the Blaine Road speed limit situation. Manager West stated that the Michigan State Police (MSP) has reached out to him to request a resolution of support from the Township Board that indicates the Township will support the MSP speed study results. The Livingston County Road Commission (LCRC) has already done a speed study that resulted in a maximum speed limit of 35 mph. Manager West stated we would be willing to provide a resolution to support the 35-mph limit, but the local residents have asked us to not support the MSP speed study because they are afraid it will result in a higher speed limit. He stated that the MSP sets all speed limits in the state, but due to staffing issues have allowed Counties to do speed studies on local roads. We will go to our local legislators to try and get the LCRC approved speed study accepted by the MSP. There is much more work to do on this matter. Trustee Germane inquired as to what we could do to promote public safety in light of the Oxford Schools incident. Manager West stated he will be meeting with Hartland High School Superintendent Chuck Hughes to indicate that the schools are not alone on this issue, and to discuss options that possibly the Township, and the Partners in Progress, can do to help with this issue. He has also had conversations with the Livingston County Sheriff's office on this issue and did state that there is a resource officer at the high school.

- b. Closed Session: Annual evaluation of the Township Manager, at his request

**Move to go into closed session to discuss the annual evaluation of the Township Manager, at his request.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell

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

Voting Nay: None

Absent: Trustee Petrucci

Board is in closed session at 7:35 p.m.

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 Clerk Ciofu, Seconded by Trustee Germane

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

Voting Nay: None

Absent: Trustee Petrucci

Submitted by



Larry N. Ciofu, Clerk