

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
December 10, 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 Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
ABSENT: None

Also present were Township Manager Mike Luce and Public Works Director Scott Hable.

4. Approval of the Agenda

Move to approve the agenda for the December 10, 2024 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 Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the December 10, 2024 Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 11-19-24 Hartland Township Board Regular Meeting Minutes
- d. Employee Handbook Updates
- e. Confirm Supervisor's Appointments - Larry Fox (1/1/25 - 12/31/27) and Summer McMullen (1/1/25 - 12/1/28) to the Planning Commission
- f. Confirm Supervisor's Appointments - Jeff Burroughs, David Greig, Jon Litteral to the Board of Review (1/1/25 - 12/31/26)
- g. Confirm Supervisor's Appointments - Melanie Bartley and Mike Mitchell (1/1/25 - 12/31/27) and Denise O'Connell (1/1/25 - 12/1/28) to the Zoning Board of Appeals.

7. Pending & New Business

a. Florence B. Dearing Museum Update

Tom Parshall of the Hartland Historical Society came forward to provide an update on the Florence B. Dearing Museum. He stated they accomplished quite a bit this year at the Museum, including a new porch, and the painting of the building, stating they got a very good deal price wise for a quality job. He also stated that they have collected more artifacts than they can hold in the museum, and they are storing items offsite. He stated they are removing the current display items to storage and will be bringing in stored items that have not been seen for a decade and that by Memorial Day they should have a whole new display in the Museum. He stated that they are an accredited museum, and everything has to be kept track of, and the servers are up and running to assist with the tracking. He then provided a brief overview of the capabilities of the imaging software and stated they are working with older individuals in the community to help identify individuals from archive photographs. He stated membership is solid as there are 35 people that have key access to the building and there are 10 members that are actively working with the museum. He did state that it has been a bit difficult to grow the membership as some members that live in Tyrone Township have been working on the new Tyrone Township Museum building. Once it is complete he is hoping to be able to loan some of our collection to them to get them started and to reduce the cost of offsite storage. Mr. Parshall stated it is a goal of the museum to clear out enough space so that they can bring in nationally accredited exhibits to the Museum for events. He thanked the Board for their support and hopes they will continue with their support. Trustee Petrucci inquired as to whether they are still taking artifacts and Mr. Parshall stated they are very selective with what they will take as the Museum is really to showcase the agrarian lifestyle of the late 1800's and early 1900s. He also gave a brief overview of projects being worked on such as will donations and potential expansion opportunities. Mr. Parshall stated the Museum is open every Wednesday and on an occasional Saturday or Sunday and that they are always open by appointment.

b. Livingston County Intergovernmental Agreement for the Watershed Advisory Group

Public Works Director Scott Hable gave an overview of the Livingston County Intergovernmental Agreement for the Watershed Advisory Group stating that in 2020 Hartland Township joined with the Livingston County Road and Drain Commissions and various local municipalities to participate in the Watershed Advisory Group (WAG). He stated this partnership allows us to be in compliance with the State and Federal government concerning the MS4 Stormwater permit while realizing cost savings over having to attain the permit on our own. The WAG works with the Huron River Watershed Council to fulfill the minimum control measures contained in the memo. He presented the member cost percentage and amount and stated that last year we spent approximately \$3000 and the update cost is around \$3200 annually for the five year contract. He stated this is a valuable service that helps protect our watershed as well as satisfying the state and federal requirements. Manager Luce gave a brief overview of the storm water runoff of new developments stating where it goes and how it is contained and sent to a body of water is all part of the MS4. He stated eventually we may become large enough that we would require our own MS4, but the cost savings by joining this group is more beneficial to us at this point. Supervisor Fountain inquired as to whether this group is the entity that educates residents regarding what they can and cannot put down the drain and Director Hable stated they do this and will continue to do this for the public. Clerk Ciofu inquired as to the contingency fund clause in the agreement and Manager Luce stated this is an agreement for the entities to cover any contingencies up to \$10,000, based on their percentage rate, if it would be needed.

Move to authorize the Township Supervisor to sign the Intergovernmental Agreement with Livingston County for the 2025-2029 Watershed Advisory Group action plan.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

c. Resolution - Sewer and Water Rates

Manager Luce stated this is the Resolution for the Fiscal Year 2025-2026 Sewer and Water Rates. He stated the Sewer Rates are a direct passthrough from the County with a small administration fee attached. He stated that with the Water Rates, we have had discussions with regards to improvements that need to be made to our Water system, but we are not there yet. We will be holding Water Rates at where they are for the beginning of the Fiscal Year 25-26. Manager Luce stated there will be no changes to the Sewer and Water Rates at this time.

Move to approve the Resolution setting the rates for Sewer and Water Systems for 2025.

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

d. 2025 Hartland Township Board Meeting Schedule

Manager Luce gave a brief overview of the Hartland Township Board meeting schedule stating that for the first three months of the year the Board meeting will be on the second and fourth Tuesdays of the month rather than our normal first and third Tuesdays of the month. We will go back to the first and third Tuesdays beginning in April. He stated that was to allow for additional time for the budget process.

Move to approve the Resolution to set the 2025 Hartland Township Board Meeting Schedule.

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

e. Confirm Supervisor's Appointment – Jon Dehanke as the authorized representative to conduct liquor license inspections for Hartland Township (04.01.2024 - 3.31.2026)

Supervisor Fountain gave a brief overview of the need to appoint Jon Dehanke as the Township's Authorized Representative to conduct liquor license inspections as required by the Liquor Control Commission. He stated there are funds that come from the Licensees to perform this function. Jon Dehanke came forward and gave a brief overview of the process that is added to his normal inspection to ensure that the entity has a valid and current liquor license. Manager Luce stated we initially agreed to this process on a one year trial basis and since it is working well we are extending it to a two year agreement that will coincide with the Townships fiscal year.

Move to confirm the Supervisor's Appointment of Jon Dehanke as the Authorized Representative to conduct liquor license inspections for Hartland Township from April 4, 2024 to March 31, 2026.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

8. Board Reports

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - No report.

Trustee O'Connell - No report

Trustee Lubeski - No report

Trustee McMullen - No report

Supervisor Fountain - No report

Treasurer Horning was excused at 7:30 a.m.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief overview of the Board meeting schedule for the early 2025 Board Meetings stating that we will cover Trustee compensation and the Manager's review in the first January meeting and the Capital Improvement Fund (CIP) and Fire Authority budget in the second meeting in January. The first meeting of February will be all other Funds and staff merit discussion, and the second meeting will be the General Fund and final CIP Fund. March's first meeting will be for the General Appropriation Act approving our budget, and the second meeting will be for any final Budget Amendments. Manager Luce stated the Public Works staff did a good job with the recent first snow event keeping the Township lot cleared. He also stated that the proposed Car Wash at the Big Boy site appears to be pulling out and there have been some preliminary discussions with another potential restaurant for this site. Manager Luce stated we are continuing with updating our camera systems at the Township Hall, the HERO Center and the Parks at an estimated cost of around \$25,000. He stated they met with the Livingston County Road Commission (LCRC) regarding the roads plan with the passing of the new road millage. The two major projects are Bergin and Pleasant Valley at a cost of around seven million dollars. They also discussed the engineering of the Crouse Road project, and we are hoping to be able to do this in the summer of 2025. The challenge with Crouse Rd. is drainage and where it would go. He stated they have discussed several alternatives for drainage issues. We are also looking at the north side of Old US-23 from M-59 to Crouse Rd. and Tipsico Lake Rd. as potential 2025 projects.

Manager Luce reminded the Board there is a joint meeting with the Planning Commission this Thursday at 7:00 p.m. to review and discuss traffic studies in general. Manager Luce stated he will be bringing a proposal to appoint Kelly Summerfield as the Hartland Township blight

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hearing officer in January. Supervisor Fountain stated that in a blight situation we are required to have a licensed builder inspect the property to cite safety issues that may lead to potential demolition. The owner then has time to cure the issues before petitioning the court to have the building demolished. Manager Luce stated this is a long process and that we do have a single issue at this time. Manager Luce informed the Board that the Township Staff Holiday Party will be on December 19th at 4:00 p.m. and extended an invitation to the Board. The Township will be closed on December 19th at 4:00 pm and staff will be back in the office on December 30th. Trustee Petrucci opened a brief discussion on potential developments for the Big Boy site and Manager Luce did state we do not have official notice from the Car Wash that they are no longer interested in this site at this time. Trustee Lubeski inquired as to the specifics of the Crouse Rd. project and Manager Luce stated it would go from Creekside school to the east side of the bridge over US-23 and south to the bridge over Ore Creek.

b. Committee Discussion

Supervisor Fountain led a brief discussion regarding the Board's appointments to various Committees with regards to Board members interest, the addition of new Board members, and the ability to entertain mid-term appointment changes if an appointee cannot or does not want to fulfill the full term of the appointment.

10. Adjournment

Move to adjourn the meeting at 8:00 p.m.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

Submitted by



Larry N. Ciofu, Clerk