

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 01, 2026 – 7:00 PM

1. Call to Order

Supervisor Fountain called the meeting to order 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.

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, Public Works Director Scott Hable, and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the September 1, 2026 Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, 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

5. Approval of the Consent Agenda

Move to approve the consent agenda for the September 1, 2026 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee McMullen.

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

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post-Audit Disbursements Between Board Meetings
- c. 08-18-26 Hartland Township Board Regular Meeting Minutes
- d. Gen-X – Hartland High School Fireworks Permit Application
- e. Budget Amendment to Extend Seasonal Hours

6. Call to the Public

Joe Ganci came forward regarding the special assessment for San Marino and stated he is in favor of it and has a considerable number of residents in the entire subdivision that are in favor of the resurfacing of the roads and would just like the Board's consideration in this matter as we get into the next portion of the agenda. Jan Holdinski came forward and stated she is here to support the road petition stating she is the President of the San Marino Meadows Association and she is here to learn a little bit more of the process and what the next steps would be. Brenda Hoffmann came forward and stated she is a resident of San Marino and is in full support of getting their roads redone as these roads need a better surface.

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Angela Lione came forward and stated she has been a township resident for over ten years, and she is here on behalf of the residents of Jeni Lane, Sheila Lane, and Randy Lane. She stated that these three private roads serve 29 parcels, but they have no formal agreement that requires every parcel owner to contribute to road maintenance. She stated she had records back to 2016 that indicate a strong majority of the residents are consistently interested in road maintenance. She stated that despite everyone using and benefitting from the maintenance of the road, some parcel owners have never contributed to the road fund. She stated that she is the facilitator of the road fund and has explained to neighbors the budget she created for the community, created a personal account for collection and distribution of funds, and despite communicating with people through various medias some people have not responded. She stated this places a financial burden on the neighbors that contribute. She stated this also places a large undue time burden on her every year at collection time. She stated road maintenance is a public safety and public service issue as these roads must remain passable for ambulances, fire, police, mail and utilities. She stated she believes the Township has a role in helping them establish a fair and workable solution for the community. She stated she understands that the Township Board has no interest currently in conducting special assessment districts for private road maintenance, but she is asking the Board tonight to reconsider this position. She stated nearby townships including Brighton Township, Green Oak, Tyrone, and Marion reportedly use SADs for road maintenance. She stated Brighton Township has multiple such districts and has the policies, petitions, and approval materials that Hartland Township could use, so it is a low burden on the administration. She stated that they would be happy to help out to make these things come together for Hartland Township if approved. She also stated Michigan Public Act 139 permits townships to establish special assessment districts for the maintenance of private roads, and she is simply requesting that we use this mechanism that Michigan Law provides to serve the community. She stated that she feels this is a fair and transparent process in which the properties benefitting from the roads pay their appropriate share. She stated they are prepared, as a community, to organize residents, provide financial records, gather any necessary signatures, and to pay any costs that are associated with establishing a district. Supervisor Fountain stated he understood that she has had conversations with Manager Luce on this and that he stated we would get together, possibly with another Board member and explain the process. She stated she has information from Brighton Township, and she is happy to help the Township help them.

7. Pending & New Business

a. Fiscal Year 2025-2026 Audit Presentation

John Pfeffer of Pfeffer, Hanniford & Palka came forward and stated what a privilege it is to be the Township's Independent Auditors and that the Township always does a great job. He commended all of the offices, the Supervisor, the Clerk, and the Treasurer, which help them get the audit done timely and within budget so that it can be submitted to the State of Michigan on a timely basis. He stated they get great cooperation from all of the officers and commended the work done by Township Manager Mike Luce in helping them keep up to speed on what is happening in the Township. He also commended Finance Director Susan Dryden for her work stating that the Township is basically doing the books for several businesses, and Director Dryden does a very good job as we have had few, if any, proposed adjustments during the year. He stated this is a good indicator that the Board is getting accurate financial information. He also commended Treasurer Kathie Horning stating the Treasurer's office does a very good job in investing Township funds which are over \$26 million. He also commended her on the collection and timely disbursements of taxes that come in, that need to be disbursed to the various entities within 15 days of receipt. He stated she was able to earn close to one-half million dollars in interest while keeping the fund invested securely. Mr. Pfeffer stated that with all of these things as they were doing the audit, it helped them evaluate the Township's internal controls and help them when they go to issue their opinion on the financial statements of the Township. He stated they were issuing an unmodified

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opinion, which is the highest level of opinion that an independent auditor can issue. This means the financial statements have been presented fairly, which is important to the State of Michigan for bond ratings and State Shared Revenues, which is over 40% of the General Fund Revenues. He stated if you add Property Taxes and Administration fees, they account for only 25% of Revenues as a lot of the taxes goes to the Schools. He stated that State Shared Revenues are based on business income taxes and sales taxes, so it is really how businesses are doing in Michigan in a particular year or over a number of years. He stated this has been coming down recently and he stated last year's State Shared Revenue was reduced by over \$80,000. He stated that the State Legislature has the discretion as to how to allocate these funds and there has been talk over the years to reallocate those funds in different ways. He stated that of the \$4.2 million of revenue \$1.7 million is not at the Townships discretion nor does the Township have any control over it. He stated that even though State Shared Revenue went down the Township was able to add to the General Fund balance by knowing your costs and staying within tight budgeting. He also stated the Township was able to make improvements within the community such as the Veterans Memorial, improvements to the Fire Station 62 parking lot, and the M-59 sidewalk gap project. Mr. Pfeffer stated that they are not only looking at the audit side, but they are also looking at the financial side of the Township and that everything is in really good shape, which is another reason they were able to issue an unmodified opinion. He also stated the Township made a significant reduction to their bonds payable during this fiscal year, which is very good. Supervisor Fountain stated that we do not have a millage for our Parks & Recreation and our Police Protection which comes out of the General Fund and inquired as to how do we stand in relation to other local communities. Mr. Pfeffer stated the Township added to their General Fund balance, but it could change quickly with lower State Shared Revenue and higher costs for Police Protection. He stated the Township Board has done a very good job using General Fund monies over the year on its Parks & Recreation without having to have a special millage and he stated they do not often see this. Supervisor Fountain stated in our previous meeting tonight that there was a question as to the Miscellaneous Expense category and asked Mr. Pfeffer to explain this. Mr. Pfeffer stated there is a governing board that directs how you prepare financial statements. He stated that when the Township is dealing with developments, they get upfront funds from the developers to ensure that aspects of the development are done properly and if so the Township would release the funds to the contractors. The governing board came up with the idea that the funds collected from the developers would go into revenues and monies going back out would be an expense. He stated it is basically an in and out transaction that basically inflates revenues and expenses.

Move to accept the Audit Report for the Fiscal Year 2025-2026 from Pfeffer, Hanniford and Palka, CPAs as presented.

Motion made by Treasurer Horning, 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

- b. Site Plan with Special Land Use Application #26-007 (Kroger Automobile Fueling and Convenience Station)

Supervisor Fountain stated this is the Special Land Use Application for the Kroger Automobile Fueling and Convenience Station and invited the Applicant forward. The Applicant introduced himself as Matthew Pisko representing the Kroger Company of Michigan. Supervisor Fountain stated this is the final step in the process and turned the meeting over to Planning Director Troy Langer. Director Langer stated this is a request by Kroger to construct a convenience store and gas station at the Shops of Waldenwoods. He stated this would not be in front of the existing Kroger store but would be located to the west, much closer to Target near where the LOC Credit Union is

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being constructed. Director Langer stated the request is to apply for a Special Land Use Permit that involves a public hearing at the Planning Commission (PC) and for the PC to make a recommendation to the Board. He stated the public hearing was at the PC on August 13th and the PC recommended approval of the request. He stated that the normal Kroger convenience store is almost a kiosk that they trailer in and set on a site. He stated when we met with Mr. Pisko and people from Kroger, we were looking at ways to improve screening of some of the mechanical equipment. He stated Mr. Pisko heard our concerns, and we were very fortunate that he was able to have some success in convincing Kroger to abandon the kiosk approach and they are actually going to build a small 530 square foot convenience store on this site where the rooftop mechanical units will be adequately screened. Director Langer stated he is not aware of another Kroger gas station that has this feature and we were fortunate to get this. He stated the two additions the PC added as part of their approval was to ask the Applicant to add some additional foundation landscaping and to reduce the amount of aluminum siding at the very top of the building and add a couple of courses of brick. Both of these issues were left to staff to work out with Mr. Pisko, but we were holding off until we reviewed this tonight. Treasurer Horning commented that based on the landscaping on the rendering she felt that this was unsafe as to sight lines as to the entrances. A brief discussion was held on further issues based on the rendering and similar landscaping issues that a nearby Culver's experienced. Trustee McMullen was concerned with safety issues for pedestrians in this area and commented that this latest plan removed sidewalks that were on the original Waldenwoods site plan. Director Langer clarified that the initial entire Waldenwoods complex that was approved had sidewalks, especially on the eastern portion of it where you would have seen some north-south sidewalks that ran from M-59 up to the commercial centers. As it went further to the west there were less sidewalks. He stated that when they revised the plan in 2020 or 2021 some of the internal sidewalks we are talking about were taken out. He did state the PC had quite a bit of discussion regarding whether this site should have sidewalks and it was ultimately decided that this site does not extend to M-59 and that the developer themselves should be installing sidewalks and the PC decided to not make this a condition of approval. He did state the PC would discuss sidewalks with the developer when they come back at a future time. Trustee Petrucci had an issue with sidewalks without lighting in this area as to safety concerns. Trustee O'Connell commented that she thought the landscaping requirement of 30 trees and almost 100 shrubs seemed excessive and would be a huge expense for the developer. She also inquired as to what the foundation landscaping entailed and Director Langer stated there was nothing proposed around the building or in the southwest corner of the building there are two screen walls and in between the screen walls there will be some items that will be sitting outside. The discussion regarding foundation landscaping at the PC meeting was adjacent to the building where landscaping may be installed in certain areas. Director Langer stated this was left up to staff and the Applicant and that the Applicant has some suggestion that we were holding off until we determine the results of this meeting. Mr. Pisko stated that foundation landscaping has come up across the enterprise, and he stated Kroger does a good job on the exterior of the site with irrigation and such. He stated that as to the foundation landscaping, they capitulated because there was an obvious desire for it but he stated they designed it without the landscaping as they did not think this would be the best solution due to the foot traffic underneath the canopy, but that they were willing to compromise. He did state we still have not worked out a landscaping plan at this time. Mr. Pisko stated he wanted to comment on the process they have gone through and the thoughtfulness that again appears in this body. He stated they have been working on this project for a long time and that they wanted to come to Hartland for a long time. He stated the opportunity finally presented itself and they called out to Mr. Langer and stated this is where they were going and inquired if he would help us understand the process. He stated they did their due diligence and were aware of the ordinances and came up with a plan. He stated Mr. Langer facilitated a pre-design meeting with PC members, and he stated their concern is always clarity of thought of how we develop, how fast can they get to market, what are the fees, and what are the sunk costs of the project. He stated he has done over

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530 public hearings now on the projects he has been involved in, and that Hartland Township ranked up there very high after their audit. He stated as far as Planning and Zoning goes you guys are aces. He stated we had the pre-development meeting, and we heard the concerns which gave them the opportunity to address them, not under duress, but to go back to the team and say this is what we are looking at. Hartland Township abhors outdoor sales and we have to screen it, that landscaping is important, HVAC must be screened as they don't want to see it, all which gave them an option to be creative and figure out ways to mitigate that, thus the change from a prefabricated kiosk building to a stick-built building. The speed at which Mr. Langer and Ms. Wyatt responded to RFIs to keep the chain moving and their reviews allowed him to get all his notes together to know what the concerns are and to be able to come to the public hearing fully prepared. He stated he wished every municipality followed the thoroughness that you guys did because it really makes development easier. He stated to hear concerns about costs for the developer tonight are things we do not hear very often. He stated this was a very pleasant experience and with Mr. Langer staff's help it has thus far been a fantastic experience to help the development process and they appreciate it. Trustee McMullen inquired as to where the monument sign with the gas prices will be located, and Mr. Pisko stated it will be on the northeast corner and will serve the internal drive traffic.

Move to approve Special Land Use Application #26-007, as outlined in the staff memorandum dated August 26, 2026

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

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

Voting Nay: None

c. 2026 San Marino Subdivision Road Improvement SAD - Resolution of Intent

Supervisor Fountain gave a brief overview of the San Marino Special Assessment for Roads and turned the meeting over to Manager Luce. Manager Luce gave a brief overview of the SAD process stating the process entails five meetings with the fifth meeting held after the project is complete to establish the tax roll. He stated this is the first meeting which is the intent to establish the roll, and if approved, notices will be sent to each of the 345 parcels in the San Marino development, of which there are six Homeowner Associations (HOAs). The notice will inform them that it is the Boards intention to establish a special assessment district on their parcel and give them a 30-day notice of the public hearing, which would be the second meeting. Manager Luce gave a brief overview of the past efforts in trying to establish an SAD for road improvements in San Marino and stated the the current SAD request was initiated by several San Marino residents. The Township basically relied on the six HOA presidents and their Boards to relay the information required to establish a road SAD to property owners. He stated we met with the HOA Boards and explained the process and relied on the residents to bring it forward. He stated this is a resident-initiated petition by the residents of the San Marino development to request that the Township help provide an avenue to get their roads improved. Manager Luce stated the turnaround was fairly quick in returning signatures once the petitions went out and as of the last report, we have signatures in support of the SAD of just over 70% of the 345 parcels. He stated that if approved this would be a 2027 project. Manager Luce stated the Township would be the fiduciary as we would go out and bond for the funding for the roads, place the special assessment on the parcels, and the resident would repay the bond amount over a ten-year period. A brief discussion was held on issues, if approved to move forward, regarding the publication of the public meeting notice, the effective date of the meeting, and the potential attendance at the public hearing to determine the location of the meeting.

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Move to approve the Resolution of Intent for the San Marino Road Improvements Special Assessment District.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passes: 7 - 0 - 0.

Manager Luce thanked Clerk Ciofu and his staff for the work they did in verifying signatures and working with residents that came in to correct issues regarding their signatures. He stated they did a fantastic job on this.

d. Deputy Treasurer Salary Increase

Treasurer Horning stated she brought this pay increase up in the spring and everyone stated this should be brought back once the Treasurer Assistant went through the Municipal Treasurers Association Certification process and she is now asking for a \$1.00 increase in what she makes currently. She stated she put it out on the list serve for Livingston County and we are the lowest paid Deputy Treasurer, with the highest being a little under \$35 per hour. She stated Mr. Pfeffer stated we made about a half a million dollars in interest and she stated it is not a job she could do alone. She stated there is a lot of research and bank relationships, and the Deputy Clerk has been instrumental in helping with all facets of the job. She stated that not only do they do the investing of \$26 million, but they also do another \$34 million in taxes that come in and that gets distributed and they do another \$10 million at the counter in permits, passports, and items like that. Clerk Ciofu stated he would like to go over the process again and stated that when we looked at this in the past a request was made for \$1.20 increase for the Treasury Assistant. At that time Clerk Ciofu stated that the merit pool was approved in January 2026, the budget was approved on March 10 with the merit pool allocation in it which included a 5% increase for the Treasurer Assistant. At the March 24th meeting the request was made for the \$1.20 increase based on the Treasurer Assistant getting her Treasurers Certificate in a month and being promoted to Deputy Treasurer in two months. At that time the Board's decision was to wait until those things happened before we would look at this again. On May 5th, Treasurer Horning stated the current Deputy Treasurer had resigned, and the Treasurer Assistant would be taking over the role of Deputy Clerk on June 1st and that she had received her Treasurer Certification. On June 1st, all of this happened and the new Deputy Treasurer received a 27% increase in pay. Clerk Ciofu stated that if she was basically doing that job, she was obviously qualified, as no one else was considered, and that she had received her Certification, that he would have thought all of that would have been taken into consideration in the significant increase received on June 1st. He stated we are now, three months later, asking for another 5% increase and he does not understand why we keep going outside our processes for this position. He stated he did not feel the position was underpaid for someone that has only been a Deputy Treasurer for three months. He also stated Hartland Township has generally been in the lower pay status in Livingston County across the Board. He stated he did not have much objection to the significant increase to \$30 per hour in June given the situation with the previous Deputy Clerk, even though this increase did not come to the Board, but he could not see giving another 5% increase, and with all due respect for the individual involved here, he cannot support this motion. Treasurer Horning stated this individual has been doing the Deputy's job for almost two years, due to issues with the previous Deputy Treasurer and the \$31 just takes her equal to what the Deputy Clerk is making and she does a lot of financial, stressful, great work for the Department and she is quite an asset to this town. Clerk Ciofu stated his Deputy has been a Deputy for five years, not three months. Treasurer Horning stated that the Deputy Clerk has only been with the Township for three years. Supervisor Fountain stated we have an Admin meeting every week and things like this have always come to the Admin Committee and not just added on the agenda. He stated he does not

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remember discussing this at an Admin meeting. After further discussion of what was said in the past, employee qualifications, job responsibilities and performance, what was thought to be included in the significant increase, and the process for this type of issue, a motion was made.

Move to approve the salary adjustment for the Deputy Treasurer to \$31 per hour effective September 1, 2026.

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

Voting Yea: Treasurer Horning, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: Supervisor Fountain, Clerk Ciofu, Trustee Lubeski Motion passed: 4 - 3 – 0.

8. Board Reports

Trustee McMullen - Stated she attended the HDFA Building Committee meeting stating it went well and it laid out an avenue to do some further research and laid out steps the consultant recommended pursuing.

Trustee Petrucci - No report

Clerk Ciofu - No report.

Treasurer Horning - Read the following statement:

To the Board, Manager Luce, Fellow Co-Workers and Residents of Hartland Township

It is with a heart full of gratitude, fond memories, and a bit of bittersweet sorrow that I've made my decision to retire from my position as Treasurer, effective December 31, 2026 at 6:00 p.m.

Serving as your Treasurer since 2002 has been one of the greatest honors and privileges of my life. When I first stepped into this role, I could not have imagined the journey that lay ahead. Over nearly a quarter-century, we have navigated changes, celebrated milestones, and grown together in ways I will cherish forever.

While my job was to steward the Township investments, finances and tax collection, the true joy of these 24 years has been the residents. I am deeply thankful for the trust you placed in me year after year through 7 elections. Working alongside such dedicated board members, colleagues, and community has created lifelong friendships and shared achievements that mean far more to me than any spreadsheet or financial report ever could.

As I prepare to step into this next chapter of life – I do so knowing that our community is strong, vibrant, and in wonderful hands. I am fully committed to ensuring a smooth, seamless transition over the coming year and support whoever steps into this role next.

Thank you, from the bottom of my heart, for 24 unforgettable years of trust, partnership, and affection. I may be stepping down as your Treasurer, but I still plan to be involved with the Township, Community and County for the foreseeable future.

With all my gratitude,
Kathleen Horning
Hartland Township Treasurer

Move to accept the resignation of Kathie Horning as Treasurer effective December 31, 2026 at 6:00 p.m.

A brief discussion was held on the process for appointing a new Treasurer.

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

Trustee O'Connell - No report.

Trustee Lubeski - No report.

Supervisor Fountain - Congratulated Treasurer Horning on her retirement, thanked her for her time here, and wished the best of luck in her retirement.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief update of the two residents' requests for information on the water tower site in Heritage Park. They are asking for data, figures, and schematics of the water tower and alternate sites. He stated we have not spent time or money to evaluate sites that we know would cost more to recondition for the installation of a water tower and gave an example of land elevations that would need to be built up versus solid ground at various locations. Once our engineers determined a site was not as good as another, they stopped spending time and resources evaluating that site. To have them go back and prepare analysis of various sites would be very expensive. Supervisor Fountain stated we, as a Board, have never take residents data to do analysis on projects and that we hire reputable engineers to do this for the Township. Trustee McMullen stated that we should explain that this is Township property that is to be used for the benefit of the entire community. Trustee Petrucci does want to let this appear to the residents that we don't care and cited the park grant that we returned to the State because of their condition that Heritage Park had to have access to Bullard Lake and we did not want residents on Bullard Lake to have to deal with that. Manager Luce gave a brief overview of the rules and regulations for essential services authorized by the State. Manager Luce stated we will probably continue to hear from these residents, and we will continue to meet with them as needed. He stated the M-59 Water Main project is going very well. Manager Luce stated Art Walk will be coming up at the end of the month, and he gave a brief overview of an idea for the Township to be more involved in Art Walk. He stated he would like to have three to four categories of artwork that are placed at various businesses and stores throughout the Township for Art Walk be voted on by the Township staff to be made into canvases, with small plaques of the artist, that we would hang in the Township Hall for a year. After a year, the canvas would be given back to the artist, and the Township would vote on new artwork selected from the next Art Walk for display. It was the consensus of the Board to pursue this. Trustee McMullen inquired as to the easements for Pleasant Valley Road and Manager Luce stated we are down to three remaining parcels, of which one is asking for a large dollar amount for the easement. Trustee McMullen stated that at the last Partners in Progress meeting they discussed the Volunteer of the Year and she noticed it is typically someone from the Schools and she proposed breaking this out in categories such as School Volunteer of the Year, a Community Volunteer of the Year, and a Veteran of the Year for next year. Supervisor Fountain stated the Teen Center is hosting over 70 teens a night. Manager Luce stated the Teen Center Board may have a buyer for the hoop house as there is not much interest in it from the teens. A brief discussion was held on the process and timing of reviewing the legal opinion and holding a work session of the appointment of a new Treasurer.

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10. Adjournment

Move to adjourn the meeting at 8:55 p.m.

Motion made by Trustee Lubeski, 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

Submitted by:

Larry N. Ciofu, Clerk