

HARTLAND TOWNSHIP BOARD REGULAR MEETING FINAL MINUTES
September 17, 2019 – 7:00 PM

Call to Order – THE MEETING WAS CALLED TO ORDER BY SUPERVISOR WILLIAM FOUNTAIN AT 7:00 PM

Roll Call

PRESENT: Larry N. Ciofu, William Fountain, Kathie Horning, Joe Colaianne, Matt Germane, Glenn Harper, Joe Petrucci
ABSENT:

Approval of Meeting Agenda

Move to approve the agenda for the September 17, 2019 Hartland Township Board Meeting as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Joe Colaianne, Trustee
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

Call to the Public

No one came forward.

Approval of the Consent Agenda

Move to approve the consent agenda for the September 17, 2019 Hartland Township Board Meeting as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Petrucci, Treasurer
SECONDER:	Matt Germane, Trustee
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

1. Approve Payment of Bills
2. Approve Post Audit of Disbursements Between Board Meetings
3. Approve 09/3/2019 Regular Board Meeting Minutes

Presentation

4. Fiscal Year 2018-19 Audit Presentation

John Pfeffer of Pfeffer, Hanniford & Palka, CPA gave an overview of the recently completed audit for the Fiscal Year 2018-2019. He thanked Manager Wickman, Finance Director Dryden-Hogan, Treasurer Horning, Clerk Ciofu and the township staff for their hard work and cooperation in completing the audit on a timely basis and within budget.

Pfeffer, Hanniford & Palka, CPA issued an unmodified opinion for Hartland Township, which is the highest level of opinion that can be issued by an independent auditor. The importance of this opinion is that the State of Michigan looks at this in its determination to continue state shared revenues and it allows the township to go out for bonding at favorable rates. He commended the township on the great internal controls that have been implemented to ensure that processes are in place to make sure transactions are done properly and that there are

proper checks and balances. He stated that the township does a very good job in following these internal controls.

Mr. Pfeffer stated that township overall has stayed within budget and by managing funds very well has been able to increase its fund balance by around 5% while making improvements of over \$400,000 for various projects in the community, such as parks, sidewalks, the Hero Teen Center, and the Senior Center, in addition to other areas of the township. He stated that general fund revenues were around \$2.6 million, of which only 28% comes from property taxes, with 50% coming from state shared revenue. Another important factor looked at in the financial position is that the townships overall cash balance of all funds have increased from \$16 million to \$19 million and these funds are being managed and invested in diversified, low risk alternatives that get the maximum return on these investments. The General Fund balance of about \$2.8 million is in excess of annual year expenses of around \$2.0 million, which would allow for the township to be able to better react to an unexpected reduction in state shared revenue. He also mentioned that the Fire Fund broke even, which is what is to be expected when you have a fire millage, in that the money being collected through the millage is being used for fire authority expenses. Mr. Pfeffer stated that the audit had very few adjustments, so that when the Board gets their financial statements they should know that the information reflected in the statements is accurate. Trustee Colaianne asked Mr. Pfeffer for a brief overview of how the township has improved with regards to our financial stability in the fifteen years that they have been our auditors. Mr. Pfeffer stated there have definitely been improvements, citing the implementation of internal control mapping process and Board/Manager planning for expenses which has allowed the township to add to, and maintain, a healthy fund balance. Trustee Colaianne commended the staff, and Finance Director Dryden-Hogan in particular, for their hard work on the audit. Supervisor Fountain stated we had set a goal of 22% for Capital Improvements and Manager Wickman stated that we slightly exceeded this and that the Capital Improvement Fund goes towards community assets, such as parks, sidewalks, and roads.

Move to approve the Audit Report from Pfeffer, Hanniford & Palka, CPA for the Fiscal Year 2018-2019.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Joe Colaianne, Trustee
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

Applicant

5. Hartland Towne Square PD Agreement Amendment

Supervisor Fountain gave a brief overview of the eighth amendment to the Hartland Towne Square Planned Development (PD) Agreement for additional signage, tree removal, additional drive through opportunities, lighting, and other elements of the agreement as requested by Ramco. Trustee Colaianne stated that the Planning Commission looked at this PD and that this amendment addresses some of the limitations that it had to improve on the ability of this development to move forward in today's environment.

Move to approve the 8th Amendment to the Planned Development Agreement and Pattern Book, as outlined in the staff memorandum.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Colaianne, Trustee
SECONDER:	Joe Petrucci, Trustee
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

Pending & New Business

6. Resolution – Millpointe Revised Assessment Roll

Supervisor Fountain stated that the Millpointe Road project came in under budget and that the assessment role would be revised to reflect this fact. Treasurer Horning stated that the adjustment is \$1,175 per household which takes the principal payment annually from \$550 to \$404 and that the Millpointe residents would also save about \$223 per household over the life of the loan in interest. Trustee Colaianne inquired as to how those residents that pre-paid their SAD up front would be handled. Treasurer Horning stated they would be issued a check in the amount of \$1,175 and that we have two of these residents.

Move to adopt the Resolution revising the Millpointe Special Assessment Roll. Roll call vote taken. Motion passed. 7-0-0

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Horning, Treasurer
SECONDER:	Larry Ciofu, Clerk
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

Board Reports

Trustee Petrucci – No report.

Clerk Ciofu – No report

Treasurer Horning – No report.

Trustee Colaianne – No report.

Trustee Germane – Stated he would like to attend the MTA Fall Workshop on October 17th for the full day training session for Trustees. Manager Wickman stated that this should be possible within this year's budget.

Trustee Harper – No report.

Supervisor Fountain – No report.

Information / Discussion

7. 2019 Strategic Plan Status

Manager Wickman gave a brief summary of the status of Strategic Plan and Staff Action Plan stating that many of the significantly off track items are either current or will be current by next Thursday's Joint Meeting with the Planning Commission. He gave brief status reports on Community Identity, Future Land Use Map revisions, Fire Protection strategies, and Pathways. Manager Wickman also provided brief updates on Staff Action Items relating to volunteerism, lobby management plan and codification of ordinances. Trustee Germane inquired as to whether this update will be provided to our residents at the State of the Township. Manager Wickman stated this would be incorporated into the presentation with the new Strategic Plan that will be discussed at the Board Retreat.

8. Managers Report

Manager Wickman reviewed the schedule for the Board for the next few weeks: 9/26 Joint Meeting with the Planning Commission, 9/30 Joint Meeting with the Partners in Progress, 10/1 Regular Board Meeting, 10/4 Board Retreat, 10/7 State of the Township, and 10/15 Regular Board Meeting. Manager Wickman reported that one application for the available liquor license applied on time, a second entity has inquired as to whether they may submit a late application, and that we have received a letter from a local developer to request a hold on issuing the liquor license for the future. After discussion, it was the consensus of the Board that we would not issue the liquor license at this time and that we should refund the application fee to the initial applicant. Manager Wickman stated the survey company is recommending that we issue the Citizens Survey in October to avoid the holiday seasons and the Board had no objections to this. Manager Wickman led a brief discussion on various awards that are considering Hartland Township. He also gave an update on the recent FCC order

regarding in kind contributions as they relate to the franchise fees and PEG funds and the status of legal activity on this issue to date. He also cited the FCC's potential limiting of fees for cell towers on public land. Manager Wickman has had further discussions regarding the water main extension with the Hartland Glen and Mayberry developments and discussed potential strategies for resolving all of the issues with Hartland Glen. Supervisor Fountain stated that a response is forthcoming from the Livingston County Board of Public Works regarding the septage receiving station and it will be sent to Manager Wickman. Trustee Germane inquired as to the Hartland sidewalk easement situation and Manager Wickman stated that they have refused our latest offer and we will go ahead with the appraisal and proceed as if we are going to trial.

Move to retain the current liquor license at this time and to refund the full application fee to the first applicant.

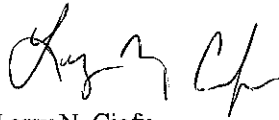
RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Colaianne, Trustee
SECONDER:	Kathie Horning, Treasurer
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

Adjournment

Move to adjourn the meeting at 8:15 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glenn Harper, Trustee
SECONDER:	Joe Petrucci, Trustee
AYES:	Ciofu, Fountain, Horning, Colaianne, Germane, Harper, Petrucci

Submitted by,



Larry N. Ciofu
Clerk