HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
July 07, 2026 – 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 Petrucci
ABSENT:	Trustee O'Connell

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

4. Approval of the Agenda

<u>Move to approve the agenda for the July 7, 2026 Hartland Township Board meting as presented.</u>
Motion made by Trustee Petrucci, Seconded by Trustee McMullen.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci.
Voting Nay:	None
Absent:	Trustee O'Connell

5. Call to the Public

Tom Waypa came forward and stated they are moving forward with the paving project for the Dunham Lakes Estates Association internal roads. He stated at this point they have 70% of the signatures and the Clerk's Department has gone through the signatures and they have around nine signatures to get corrected and stated they should have them corrected this week. He thanked the Clerk's Department for the outstanding work they have done for them. He also thanked Manager Mike Luce and Public Works Director Scott Hable for their outstanding work throughout this process, and he hopes they can move forward at 70% or more. He did inquire of the Clerk in a situation of a new homeowner that just bought a home in the subdivision and still has residence in another township, regarding verification of their signature. Clerk Ciofu stated if they are listed as the owner of the property in Hartland and they are registered voters that he would be able to verify their signatures. Supervisor Fountain gave a brief overview of the Special Assessment (SAD) process and Manager Luce gave a brief overview of the timeline for the required four SAD meetings that would take place and the interaction that would be required from the Livingston County Road Commission (LCRC) that would be doing the paving project.

6. Approval of the Consent Agenda

<u>Move to approve the consent agenda for the July 7, 2026 Hartland Township Board meeting as presented.</u>
Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, 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. 06-16-26 Hartland Township Board Regular Meeting Minutes
d. 2026 Public Works Mower Purchase

7. Pending & New Business

a. Job Description - Accountant (new)

Finance Director Susan Dryden stated that the Finance Clerk has recently retired. She stated the Finance Clerk had been with the Township for fifteen years and during that time her job responsibilities have been evolved to include utility billing, the budget process, spreadsheet and year-end audit work. She stated that she and Manager Luce have been discussing what the Finance Department, and this position, would entail with the growth in the community and additional bonding projects. The discussion led to moving the processing of the utility billing to the Public Works department while maintaining the responsibly for monitoring and overseeing the accuracy of the billing with the Finance Director. With this change there was the need to update the Finance Clerk position from a clerical role to more of an Accountant's role. Finance Dryden is requesting the Board consider the new Accountant job description as presented for approval and to approve a higher level individual with some governmental accounting experience. Trustee Lubeski inquire as to the upgrade in the position from a Grade 5 to a Grade 6. Manager Luce gave a brief overview of staff pay grades and Director Dryden stated there is a higher level of expectations for this new position.

Move to approve the attached job description for the position, Accountant, and change the pay grade from 5 to 6, as presented.
Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci
Voting Nay:	None
Absent:	Trustee O'Connell

b. 2026 Water Reliability Study

Public Works Director Scott Hable stated that what is before the Board tonight is the proposal from Spalding DeDecker to collect data and perform the Water Reliability Study required by EGLE every five years for all water system operators. He stated the last reliability study done in 2021 pointed out many of the projects that we have included in our recent water bond project, including the upgrades at the water treatment plant and the new water main and water tower projects. He stated the study would look at estimated population growth and the upgrades to the water system that would be needed to accommodate this growth, such as pressure and flow requirements. Director Hable stated this would be a bond project and would be funded out of the water bond proceeds. Supervisor Fountain inquired as to all of the planning that we have already done for our water bond projects and where we are at with these projects, what would be the benefit of another study for EGLA at this time. A brief discussion was held on the 2021 Water Reliability Study and the EGLE requirements for projecting out five years and twenty years and water rate classification based on these studies. Clerk Ciofu inquired as to the timeline listed in the proposal and Director Hable stated they are behind on this, but as long as we stay in contact with EGLE and are moving forward with the water Reliability Study, EGLE will grant extensions for completion.

<u>Move to approve Spalding DeDecker to perform the 2026 Water Reliability Study as presented, for a cost not to exceed $25,500.</u>

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci
Voting Nay:	None
Absent:	Trustee O'Connell

c. SDA Traffic Data Collection

Manager Luce gave a brief overview of the M-59 / US-23 Intersection situation stating the for every new development in this area it is MDOT's approach is that if it does not make the intersection worse in their model, they are agreeable to it. He stated with the new developments coming into this area, each has been somewhat stalled due to MDOT requirements. He stated we have been working with MDOT over the last year in addressing the critical area of Old US-23 and M-59 traffic flow. He stated there is still significant development happening in this area and any new development that comes in has to submit a traffic mitigation study to MDOT. What we are looking at tonight is to have our engineering firm, Spalding DeDecker (SDA), perform a traffic study from east of US-23 at Hartland Rd. down to Cullen Rd. and a conceptual design of different mitigation avenues for MDOT to review for this corridor. Manager Luce stated we have applied for a TIP grant that if we have a traffic study, and mitigation plan, along with 20% of the project cost in hand, that the TIP Grant would cover the remaining 80% of the project cost through state and federal funding. Discussion was held on the merits of the traffic study and mitigation plans and the effects it would have with MDOT, the timing of the traffic study data gathering, the use of recent traffic studies in this area, any potential delays with current developments in process, and coordinating with the developers to use their road improvement funds for the 20% requirement of the TIP Grant.

<u>Move to approve Spalding DeDecker to perform traffic data collection and conceptual mitigation options for the M59-Old US-23 interchange as outlined in the agreement at a cost not to exceed $47,000.</u>

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci
Voting Nay;	None
Absent:	Trustee O'Connell

d. Acquisition/Installation of New Cubicles for Staff Areas

Manager Luce stated with the previously discussed purchase of used cubicles being rescinded by the seller, we have gone back to working with the two previous furniture designer/contractors to refit the existing spaces for growth and better functionality for existing staff. He stated we originally budgeted $130,000 in our Capital Improvement Plan (CIP) for improvements to the cubicle areas and upgrading the lighting system to LED lights in the Township Hall, and new Board Room seating area chairs. Manager Luce stated he is asking for the full $130,000 plus a $10,000 contingency to complete all of these projects. A brief discussion was held on the layout of various areas as it relates to customer service issues and use of some of the existing stand up desks. Manager Luce commended the work of Assessor Amanda Carrigan for all of her efforts in working with the furniture companies, individual staff members, and Directors in getting this project completed.

Move to approve the purchase of cubicles/workstations, including installation and required electrical & IT improvements for an amount not to exceed $140,000 and allow the Township Manager to act of behalf of the Township concerning decisions related to this project.
Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci
Voting Nay: None
Absent: Trustee O'Connell

8. Board Reports

Clerk Ciofu - Stated that we are now getting Absentee Ballots returned and the process is going very well right at this point. He also stated Early Voting will start on Saturday, July 25th, here at the Township Hall, from 8:00 a.m. to 4:00 p.m. He also stated he will be out of the office all of next week.
Treasurer Horning - Stated the tax bills went out on June 30th and that everyone should have them by now and that they are on pink colored paper this year to stand out from other bills and paperwork residents may receive. She also stated if anyone is on autopay or they have a mortgage company escrow, that this is noted in the top right-hand section of the tax bill. She also stated that there have been inquiries as to whether we sent tax bills to mortgage companies and she stated that we do not, as mortgage companies do not actually want a bill, they just request a list of parcel numbers and how much they owe.
Trustee Lubeski - No report.
Trustee McMullen - Stated the PC will be having a work session on backyard chickens on Thursday, July 9th. She also stated the the MSU Extension is going to hold a one-hour class on backyard chickens at the Brighton District Library from 2:00 p.m. to 3:00 p.m. on July 8th that she will be attending.
Trustee Petrucci - No report.
Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated we had a water main leak at the back entrance to the Shops at Waldenwoods. He stated this was a slow trickle over the curb that never shut off. When they had Exclusive Excavating come in they found a galvanized pipe with a cap on it that had a hole in it He stated they removed the galvanized pipe and installed a plug, and it is all good. Manager Luce stated we received notification that the Michigan Tax Tribunal case with Weiss Co, formerly Ramco, has been moved back to October which gives us more time for the appraisal we are having done. Manager Luce stated at the July 21st Board meeting we will have Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll here for a work session on the fire millage, and it will be open to the public for questions. Manager Luce stated he will not be at this meeting and Trustee Petrucci also stated he will not be at this meeting. Manager Luce stated the Partners in Progress all Board meeting will be on August 12th at 6:30 p.m. at the Board Room in the Hartland Educational Support Services Center. Supervisor Fountain inquired as to whether we were still doing the Community Connection meetings with the Hartland Chamber of Commerce and Manager Luce responded we are still doing them quarterly.

Manager Luce stated the HDFA Fire Station Committee's first meeting will be on July 15th at the HDFA Fire Hall and HDFA Chief Carroll has scheduled subsequent meetings for every two weeks. He stated at the initial meeting they will schedule any further meetings. Clerk Ciofu stated he will not be at this first meeting. Manager Luce stated at the last Board meeting he and Planning Director Troy Langer were to discuss and bring back a plan to the Board for Code Enforcement in the Township. He stated that the Code Enforcement officer is busy every day he is here. He is here from 9:00 a.m. to 5:00 p.m. Monday through Wednesday which equates to 24 hours a week. He stated their recommendation is a soft start going into either ramping up commercial code enforcement or reinforcing "thank yous" for doing a good job in keeping things nice at your establishments. They are recommending having the Code Enforcement Officer come in on Thursdays for a shorter period of time to go from 24 hours to 31 hours a week for issues related to the commercial district. Manager Luce stated the Code Enforcement Office was fine with the additional hours. Manager Luce stated we will monitor this to see if we need further additional hours in the future. A brief discussion was held on future commercial development in the area including a brief discussion of a potential coffee establishment at the Burger King site. Clerk Ciofu inquired as to the status of Stefanie Furge and Manager Luce stated she is leaving for a position in Ohio but will be involved with the Partners in Progress through a period of time until a replacement is found.

10. Adjournment

<u>Move to adjourn the meeting at 8:40 p.m.</u>

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee Petrucci.
Voting Nay:	None
Absent:	Trustee O'Connell

Submitted by:

Larry N. Ciofu, Clerk