

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
September 07, 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, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Robert West, Finance Director Susan Dryden-Hogan, and Public Works Director Mike Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the September 7, 2021, Hartland Township Board meeting as presented.**

Motion made by Trustee O'Connell, Seconded by Treasurer Horning.

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

Voting Nay: None

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the September 7, 2021, Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

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

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 08-17-2021 Hartland Township Board Regular Meeting Minutes
- d. 08-17-2021 Hartland Township Board Closed Session Meeting Minutes
- e. Ratify Hiring of Dan Loftus as Code Enforcement Officer (\$20.00/hour), 09/09/2021 or After

**7. Pending & New Business**

- a. Fiscal Year 2020 - 2021 Audit Presentation

John Pfeffer from Pfeffer, Hanniford & Palka, CPA gave an audit presentation for the fiscal year ending on March 31, 2021. He commended the Hartland Township staff for the hard work in the audit this year, given the past two years COVID-19 situation, allowing them to finish the

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audit timely and on budget. He made specific mention of the great job of new Township Manager Bob West in facilitating the seamless transition into the Manager's role. He further commended Finance Director Susan Dryden-Hogan in that there were very few adjustments, which indicates that the information provided to the auditors was very accurate. He highlighted the excellent job performance of Kathie Horning and the Treasurer's Department. He commended their ability to collect taxes, ensure the safety of the funds while earning the best possible interest rates, and timely disbursing funds to other authorities within 15 days. He noted that there is over \$20MM that the Treasurer's Department is responsible for investing and making sure these funds are available when expenditures of the Township come due. He stated they issued Hartland Township an Unmodified Opinion which is the highest level of opinion that an independent auditor can issue and that the financial statements are presented fairly. This is important for continued State Shared Revenue and for Bonding. He provided a brief overview of revenues including State Shared Revenue of \$1.351MM, which is subject to fluctuations due to overall state incomes taxes and sales tax revenues. He stated that the Township's fund balance was very healthy and performance this year allowed the Township to increase the fund balance by 11% after transfers. He stated that there were significant accomplishments during the year that benefited the Township's residents, including the purchase of additional land for Settler's Park, improvements to Spranger Field, additional playground projects, and the recently completed M-59 Safety Path. As auditors they looked at both the financial position of the Township and what the Township was able to accomplish for the residents during the year. Mr. Pfeffer reviewed the general fund balance, which is in a very good position right now, that allowed the Township to accomplish the things that the Township did last year, which is always important to the residents. Trustee Germane inquired as to Mr. Pfeffer's opinion of the future of State Shared Revenue given the economic environment. Mr. Pfeffer stated they were concerned about this as they are involved with many governmental agencies, but they also have a significant small business practice. Small businesses have suffered through COVID and some have closed including some manufacturing businesses. He stated that current projections indicate that there will be no changes to State Shared revenue, but he is concerned with decreased tax revenue from small businesses and it's potential effect on long term State Shared Revenue. He stated that we need to keep this in mind with regards to developing future budgets and not to overestimate State Shared Revenues. He stated that he has not heard anything that will dramatically change State Shared Revenue as projections regarding closed businesses have somewhat been offset by those businesses that have been successful during the past year. Supervisor Fountain also mentioned the difficulties with the availability of supplies and the effect this may have on sales taxes. Trustee Germane inquired as to the evaluation of the other Funds outside of the General Fund. Mr. Pfeffer stated they do audit all of the other funds and specifically mentioned the paydown and refunding of bonds have had a very positive effects on the water and sewer funds and interest expenses.

**Move to accept the Audit Report from Pfeffer, Hanniford & Palka, CPA for the Fiscal Year 2020 - 2021.**

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

b. 2021 WWTP Annual Sampling and Reporting

Township Manager Robert West reported that this is a three-year renewal for the former wastewater treatment plant site. He stated we have a groundwater monitoring plan that the State has required since the plant was closed in 2012. Manager West gave a brief overview of the

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history of Hartland Township's former wastewater treatment plant. He stated that the plant was impacted when the DEQ set a mandate that lowered the limit for sodium and chloride discharge that is a byproduct of wastewater treatment plants. At that point we became in violation of it. It was at that time the Township worked collectively with Tyrone Township and the Livingston County Drain Commission (LCDC) and formed the Livingston Regional Sewer System (LRSS). Options were to upgrade the wastewater treatment plant or connect to LRSS and send it to Genesee County. He stated we chose the Genesee County path and in turn abandoned the former wastewater treatment plant. What is currently Settlers Park was the property in which the groundwater discharge flowed to and because of this exceedance of sodium and chloride levels in 2012, the State immediately said we had to drill approximately 32 monitoring wells and to monitor them on a quarterly basis. Manager West stated we are required to do this until the salt dissipates. Today, we are down to 8 monitoring wells. Wood is the current name of the company that has administered this on our behalf since its initiation in 2012. He stated that in 2015 some of the samples started to elevate near Dunham Road and Hartland Road. The State came back and required a subsequent "residential monitoring plan" where we were required to go in and test 15 residential wells in the area along Dunham Road and Hartland Road. This change order in the amount of \$51,480 is all inclusive for three years and it covers both the groundwater and residential monitoring plans. He did state that this is an increase of approximately \$2,600 annually over what we were paying for the last six years, primarily due to increases in lab testing services. Trustee Germane inquired as to whether we could view the residential area affected on a map and Manager West provided this on the overhead screen. Supervisor Fountain inquired as to whether the last test samples showed stabilization in the area. Manager West stated that there has been relatively no change since we went down to eight wells, which includes one surface sample site.

**Move to approve Change Order No. 15 with WOOD for a three-year groundwater monitoring extension for a total of \$51,480 as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

c. Water System Supply Well Engineering

Manager Robert West reported that as part of the water CIP and the expansion in the water system as things grow, we have always known that we would have water system issues, as far as capacity. There are no water quality issues, but just that eventually we would run out of water to deliver to residents. He stated that this is a proactive effort, as we have included the addition of a new well in our water CIP for the last six or seven years. We have just been revising the estimated costs and keep saying that someday we are going to need this additional well. Right now we are starting to move forward with this because the water main extension will trigger the need for additional water and, contrary to what you may have read, it actually is a very lengthy process to put a new well online. For example, if the Board gave the green light this evening to go ahead and put this well online, we would not be able to turn it on to the customers for at least one year. He stated there are significant requirements for testing, sampling, and hydraulic analysis that need to be done. Manager West stated that we have basically broken down the process into four tasks. The Board has already approved the first task for approximately \$8500, that was for the geological analysis to prove to the State of Michigan that we believe this is a good site to put the well. We are now at task two which is a little more invasive where we are going to drill a pilot, or a test, well. They want to do an analysis of what is actually there and see if it mirrors what was in the hydraulic review. We are

also going to come up with a full work plan for the State of Michigan based on the results of the test well. Every task is basically a foundation for the next task depending on the results of the previous task. He stated that what was before the Board tonight is a request for our task two, of the four tasks, (listed in the proposal as task 1 of 3 due to re-numbering by Wood after completion of the first task) in the amount of \$32,500. Overall, this total project is expected to cost approximately \$225,000 which will be offset by the REU revenue from these new connections. We do have to have this well in place to be able to offer water for these connections and we have this amount in our water fund balance, and we will be able to recoup the costs going forward. Trustee Germane inquired as to what tasks three and four would entail. Manager West stated that task three will entail pump draw down tests into the aquifer. We have done aquifer and hydraulic analysis and we are required to verify this with actual field pumping tests. Task four will entail completion to get the well online with the control panel, the bacteria testing, and to pipe it to the water plant. Trustee Germane inquired as to the drilling costs in the agreement and would this come before the Board for approval in the future. Manager West stated that we only allow one contractor to work on our water system due to security reasons, but we will competitively shop it to ensure his price aligns well for this service and he stated this will come back to the Board for budgetary and transparency reasons. Trustee Germane wanted to make sure the Board understood that the \$32,500 was for professional services and laboratory expenses and that this does include the cost to install the six-inch diameter observation well. Manager West also confirmed Supervisor Fountain inquiry that the test well, if successful, will be used as the permanent well.

**Move to approve the Change Order No. 16 with WOOD for an amount not to exceed \$32,500 as presented for task 2 of 4 total tasks required to install new water distribution well.**

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, Trustee Petrucci

Voting Nay: None

## 8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning – Stated that his is National Senior Center Month and the Senior Center now is having a grand reopening because of COVID since so many things were shut down either on Zoom or not existent at all such as card games and things. The Senior Center is pretty much back up and running. The music programs are back. They are having a grand reopening next week and a celebration so that is kind of a nice thing. Treasurer Horning reported she will be gone the second meeting of September for the Treasurers Conference. Lastly, she stated that John Pfeffer had a lot of good remarks about the Treasurer's Department and she would like to recognize the Deputy Treasurer Donna Shollack who does an excellent job. She is always looking for new banks to help diversify the funds. Donna is very detailed and accurate and has a great reputation in Livingston County. Donna has also been on the Board for the County Treasurers and she has been asked to run for Treasurer where she lives. Whenever there is an election she receives phone calls for jobs. Hartland Township is very fortunate to have Donna and she has been in Treasury work for 18 years and before that she did mortgage work and she does a fantastic job.

Trustee Germane - One of the Directors at the Hartland Teen Center has written another grant to install a basketball hoop at the Teen Center. The Teen Center is working with DPW and is in the process of coming up with some plans. If it will be installed this year it has to happen by around October 15.

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Trustee O'Connell - No report.  
Supervisor Fountain - No report.

[BRIEF RECESS]

**9. Information / Discussion**

a. Manager's Report

Manager West stated that the water agreement with Hartland Glen is being worked on by the Township's attorney and that the sewer settlement agreement is being negotiated and getting close to completion. He also stated the Township attorney has prepared an agreement for the extension of the sewer payment with Mayberry Homes and we will be waiting a response from Mayberry Homes before proceeding with further action. Manager West stated that parks maintenance is getting over budget due to the extensive patron usage. He stated we may need to keep a part-time seasonal DPW staff member on longer than anticipated and he asked the Board to consider handling part-time employees administratively rather than coming to the Board. Trustee Petrucci inquired as to the ongoing noise complaint and Manager West stated a response was sent to the complainants. He stated that a subsequent FOIA request was sent in requesting documents and it was being addressed through the normal FOIA response process by the Clerk's Office. Trustee Petrucci also inquired as to the runoff of water from his subdivision to an adjacent property and Manager West stated that our engineering firm, HRC is looking into this matter, and it may be a developer issue in which they will have to do some remediation work to correct the problem. Trustee Germane inquired as to the status of the M-59 and Fenton Rd/Pleasant Valley intersection traffic study. Manager West stated that the State will be doing a new traffic study of this intersection at no cost to the Township, and he reiterated to them the importance of all the potential development that is in the works around this intersection.

b. ARPA Discussion

Manager West gave a brief overview of Hartland Township's options with regards to the American Rescue Plan Act (ARPA) funds. He stated there is still a lot of uncertainty regarding the acceptable uses for these funds at this time. Finance Director Susan Dryden-Hogan stated that we will receive \$1.587 MM in 2 equal payments in 2021 and 2022. Our application for ARPA funds is still under review as are all non-entitlement groups at this time. She then gave a summary of the ARPA 2021 timeline, eligible expenditures, important dates, restrictions, and where we are at right now regarding the ARPA program. She then led a discussion of the evaluation of four major options for Hartland Township's use of ARPA funds, being Category A – COVID-19 impact, Category B – Premium Pay, Category C – Revenue Loss Potential Impact and Category D – Infrastructure Positive Impact. Discussion was also held on requirements for a single audit and John Pfeffer stated that they use an outside firm for these single audits. He also confirmed that there is still much uncertainty as to the requirements for the potential use of the ARPA funds. The Board then held a brief discussion regarding any final thoughts regarding the use of ARPA funds.

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**10. Adjournment**

**Move to adjourn the meeting at 8:45 p.m.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Submitted by



Larry N. Ciofu  
Clerk