

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 16, 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 attending remotely from Hartland Township, MI, Clerk Ciofu attending remotely from Hartland Township, MI, Treasurer Horning attending remotely from Hartland Township, MI, Trustee Germane attending remotely from Hartland Township, MI, Trustee McMullen attending remotely from Hartland, MI, Trustee O'Connell attending remotely from Hartland, MI, Trustee Petrucci attending remotely from Hartland, MI.

ABSENT: None

Also present was Township Manager Robert West.

4. Approval of the Agenda

Move to approve the agenda for the February 16, 2021, Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, 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

Livingston County Commissioner Wes Nakagiri addressed the Hartland Township Board remotely regarding how the State of Michigan is allocating vaccines to the various 83 counties. A lot of this information can be found on Mr. Nakagiri's County Commissioner Website which is www.commissionerwes.com Mr. Nakagiri stated his concerns with the methodology in which the State of Michigan has chosen to allocate the vaccine. They are using an algorithm that prioritizes the 83 counties and the way it is set up right now, Livingston County is number 83 out of 83 counties, or dead last in terms of priority. If the Michigan Department of Health and Human Resources used the priority of 65 and older, the more vulnerable population, to receive the vaccine, Livingston County would be ranked number 11 in priority. The current algorithm takes into account 15 social factors, including getting points if you don't own an automobile, if you live in a mobile home, and if you are a single parent household. None of these conditions have to do with medical factors that should be considered. There is a factor in the algorithm that does take into account the population that is 65 and older but is only weighted at 6.5 %. He stated that the priorities and the weighting factors are not what they need to be and that they should be based on medical factors, not social factors. He also spoke briefly on the current vaccine allocation to Livingston County. He requested that the Board look at the data on his website and that he would be available for discussion on this matter. He also stated there will be a special meeting of the Livingston County Board of Commissioners this Thursday on proposing a Resolution to be sent to the Governor on this issue.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 16, 2021, Hartland Township Board meeting 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.

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. Approve 2/2/21 Regular Meeting Minutes
- d. Approve Fund Closures and Surplus Transfers
- e. General Fund transfer to Capital Projects per FY21 Budget (\$513,148)

7. Pending & New Business

- a. Resolution - Hartland Emergency Support Operations Plan

Hartland Township Manager Robert West stated that this resolution is to renew and adopt a 4-year Emergency Operations Plan for Hartland Township. The original plan was completed in 2017 and is set to expire in late February 2021. The intent of the Support Emergency Operations Plan, which is requested by all municipalities within Livingston County, is to coordinate emergency response efforts in the event of an emergency in Livingston County. The Township's Support Emergency Operations Plan is supplemental to the Livingston County Emergency Operations Plan (EOP). The County requires each municipality to complete this document and return it to them to be included in the EOP. The EOP is required in order for the County to be eligible for funding in the event of a declared disaster. Supervisor Fountain stated that he, Manager West and Clerk Ciofu will meet with Hartland Deerfield Fire Authority Chief Adam Carroll to get more clarification of the process if the Township Supervisor must declare a disaster.

Move to approve the resolution to adopt the 2021 Hartland Township Emergency Support Operations Plan.

Motion made by Clerk Ciofu, seconded by Trustee O'Connell Roll call vote taken.

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

Voting Nay: None Motion passes 7-0-0

- b. Resolution – Fire Millage Resolution

Supervisor Fountain gave a brief overview on the need to vacate the old fire millage. Manager West stated that the Hartland Township Board of Trustees passed a resolution to put a fire millage request on the November 2020 ballot a year prior to the existing millage expiration date. Residents approved the 2.06-mills for 5-years millage proposal, resulting in the subsequent need for the Township Board to vacate the existing 1.81 millage.

Move to adopt the Fire Millage Resolution rescinding the 2012 fire millage and to implement the fire millage approved in November 2020.

Motion made by Trustee Germane, Seconded by Treasurer Horning. Roll call vote taken.

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Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passes 7-0-0

c. Resolution - 2020 Water and Sewer Surcharge Fee Waiver

Manager West stated that the Township water and sewer surcharge program states that when a business exceeds their capacity based on their REU's there is a nominal fee charged for every day that they exceed their capacity. These fees are computed once a year and the user is invoiced for the fee. The Township then takes these fees and immediately purchases additional water and sewer capacity for these businesses. Business that are deficit in capacity usually take several years of surcharge and additional capacity purchases to become whole. We are proposing to waive the surcharge fees for the 2020 calendar year data collection. This would basically deferred the amount of time that these businesses would need to become whole by another year. During this time of the COVID-19 this would provide some relief to our business community at no cost to the Township.

Move to adopt the Resolution No. 21-R004 outlining the waiving of the 2020 water and sewer surcharge fees based upon data collected during the 2020 calendar year.

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passes 7-0-0

8. Board Reports

Trustee Germane - No report.

Trustee McMullen - No report.

Trustee O'Connell - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - The Treasurer's Office is in the process of losing the Cashier after 11 years. Cori is moving on to get a full-time job with benefits which was not in our available position. We posted the position and received 14 resumes for the part-time position, and we have two good candidates. She stated that herself, Manager West and Deputy Treasurer Donna Shollack are in the process of interviewing the candidates.

Supervisor Fountain – Stated that at the Hartland Chamber of Commerce meeting this morning it was discussed that on behalf of the Township, he and Manager West will be meeting with the Hartland Chamber of Commerce every quarter with different business members and developers to informally talk about how we can improve and be more efficient. This was being led by Katie Chuba and the Chamber Board. The first meeting will be held in May.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West reported that the water system expansion has been sent out for bid and we are getting a lot of feedback and interest, so bids should be very competitive. Bids are due by

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February 25th and there will be a public bid opening at 10:00 a.m. on February 25th. He stated that we will be evaluating our water and sewer rates this year and we will be gathering data and conducting analyses and working with the Livingston County Drain Commission. Manager West reminded the Board of the remote training opportunities we have with the Michigan Township Association and if any Board member is interested in this to let him know and he will get them set up for training. The Board retreat with Lew Bender has been postponed again due to restrictions on in-person meetings. He also gave a brief overview of the remaining budget process in that tonight we will be taking a more detailed review of the General Fund budget and the Capital Improvement Plan (CIP). At the next Board meeting, we will review the Hartland Deerfield Fire Authority budget with Fire Chief Adam Carroll, and the recommendations for the merit pool.

b. Budget Discussion: General Fund

Supervisor Fountain stated that we will be reviewing the general fund budget tonight but, we will not be taking any official action on this tonight. Manager West presented the General Fund budget and stated that the second year of the budget is for reference only and will not be approved this year. He then reviewed the revenues by line item highlighting state shared revenue, property tax administration, cable franchise fees, zoning fees and professional review costs, columbarium sales, cell tower leases, cable studio rent, special events and reimbursements from the water and sewer funds. Overall, total revenues are slightly higher than the current fiscal year projected activity, and lower than the previous years budget primarily due to the decrease in state shared revenue.

Manager West reviewed the expenses by departments highlighting the recent staff changes and the effects on benefit expenses due to these changes in opting in/opting out of benefit programs. He then gave a brief overview of the various departmental budgets, highlighting the Township Hall and Grounds, Roads and M59 Median, where mowing went from in-house to contract service as in-house took over the mowing of the cemeteries at an overall cost savings, Cemeteries, which was moved into the General Fund per state mandated accounting changes, Communications, Parks & Recreation and Appropriations-Transfer Out, which relates to the Capital Improvement Plan to be discussed. Manager West stated the Township goal is to have one year's expense in our Fund Balance and this is being exceeded with this budget. Trustee Petrucci inquired as to the high amounts in the Roads and M59 Median budget and Manager West explained that this is not just the M59 Median but also includes our cost for road chloride for the Township. Supervisor Fountain inquired as to the amount in Appropriations-Transfer out of \$44,000 and Manager West explained these are the yearly transfers to the Hero Teen Center and the Senior Center. Manager West then responded to further minor questions from the Board.

Manager West presented the Capital Improvement Plan (CIP) stating that this is a living document and even if approved, each project would have to come back to the Board for approval. He then gave a brief overview of the General Fund CIP draft, highlighting projects related to Pathways, Township Hall and Grounds, and Parks. Overall, the General Fund Capital Project Fund continues to grow. Director West recommended going out for bid on the sidewalk project to determine a better cost estimate and to be able to get this project complete during this construction season if we so desire. It was the unanimous opinion of the Board to go out for bids on this project. Clerk Ciofu inquired as to the Annual Capital Fund Transfer Projection in the General Fund CIP being lower than the budgeted General Fund transfer amount. Manager West stated that the number in the CIP plan is a placeholder and it will be updated with the budget number once approved. Manager West gave a brief overview of the Fire Fund

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CIP, the Road Fund CIP and the Water Fund CIP. A brief discussion was held on the Road Fund projected fund balance and the potential uses for this fund including a discussion of reconvening the road task force and potential citizens surveys to discuss future options for roads. Clerk Ciofu stated that based on the General Fund CIP projections, it was his opinion that we take another look at the parks projects that we have not addressed for the last couple of years and look to add another facility to the parks.

10. Adjournment

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

Motion made by Clerk Ciofu, Seconded by Trustee Germane.

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