

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
May 17, 2022 – 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 was Township Manager Robert West.

**4. Approval of the Agenda**

**Move to approve the agenda for the May 17, 2022, Hartland Township Board meeting as presented.**

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

Voted Nay: None

Absent: None

**5. Call to the Public**

Trevor Peitz, a Hartland Township resident came forward and stated his support for the gravel road improvements and that he has worked with Township Manager Robert West on this for a few months.

Terry Lyons came forward and stated that he is also in support of the Brophy Road, Cullen Road and Hacker Road improvements.

Chris Conrad and his wife Annie from Oceola Township stated they live on Brophy Road. Mr. Conrad voiced his enthusiastic support of the road improvement program. He stated that this past spring he was going down Hacker and his mirror hit another truck's mirror because of the narrow section where the banks are so tall and there was no room to get away from each other, so this will be a very welcome improvement.

Mark Blaney came forward and stated he lives on Brophy Road and that he is also in support of the road improvements. He also suggested that some capital improvements to Hacker Road could lower the maintenance of the road.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the May 17, 2022, Hartland Township Board Meeting as presented.**

Motion made by Trustee Petrucci, 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

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
May 17, 2022 – 7:00 PM

- c. 05-03-2022 Hartland Township Board Regular Meeting Minutes
- d. Long Lake Fireworks Display Permit – 7-9-22

**7. Pending & New Business**

- a. Special Event Permit #22-010 Hartland Polo Classic

Township Manager Robert West gave a brief overview of the special event permit for the 2022 Hartland Polo Classic. He stated that this was on the prior Board meeting but there were some administrative anomalies that have since been resolved. There has been an amendment to the parking layout which is very minor. The approval conditions are all listed, which basically gives the administrative personnel authorization to approve it contingent on all these things.

**Move to Approve Special Event Permit #22-010, as outlined in the Staff Memorandum, dated April 27, 2022.**

Motion made by Trustee O'Connell, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

- b. Fire Station Analysis Study

Manager West presented the Fire Station Assessment Study proposal to the Board. This study is geared toward specifically reviewing and determining the past, current, and future needs of the Hartland Deerfield Fire Authority (HDFA) which includes both Deerfield Township and Hartland Township. The study will look at many different metrics and aspects of our fire operations to determine where the proposed growth will be in the future and what the future fire protection capacity is as far as storage, building space, and equipment needs. This project has been endorsed by the HDFA. Manager West stated that this is a cost sharing project with Deerfield Township, and that their Board has already approved their portion of the costs. Hartland Township's portion of this project cost would be \$22,900 as presented.

**Move to approve the Fire Station Assessment Study in a cost sharing initiative with Deerfield Township in the proportional amount not to exceed \$22,900 as presented.**

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

Absent: None

- c. 2022 Gravel Road Improvements

Manager West presented a proposal for some gravel road improvements. The catalyst for this proposal is current traffic impacts, as well as future impacts, that are a result of MDOT projects. MDOT is currently impacting M-59, both the north and south side from Lakena Street east to the township border. In addition, they are going to rehabilitate approximately seven miles of US 23 this summer. That project is projected to begin within the next 30 days. Manager West stated that the Hartland Woods Road SAD and the Hartland Township M-59 East Watermain Extension project will also be impacting traffic along M-59. All of these projects will impact

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
May 17, 2022 – 7:00 PM

traffic flows throughout the community, specifically on M-59, and Old US 23, that will be the designated detour route for the US 23 rehabilitation project.

Manager West stated we have looked to devise a plan in which residents could take alternate routes to get around the community. Historically the road millage improvement funds went towards the gravel roads on the east end of the township. This proposal would be for Hacker Road, Cullen Road, Crouse Road, Bullard Road, and Brophy Road. This will provide for a limestone cap, drainage improvements, and tree removals as needed to these roads. Hartland Township was able to secure a deal for Hacker Road that will be a 3-way split between the Livingston County Road Commission (LCRC), Hartland Township, and Oceola Township. Manager West stated that this proposal is also requesting a \$40,000 contingent fund for an “as needed” touchup along Bullard Road, because we believe there will be additional traffic impacts on this road. He is also seeking authorization for the Public Works Director to use the contingency funds as needed without revisiting the Township Board for items such as spot filling in limestone as needed, additional grading, and additional chloride as needed. Manager West stated that in this proposal we only pay for the material, as the LCRC will do the engineering and take care of the labor, and that we were able to negotiate our project expense down to \$450,000 from the original amount of \$495,000. Manager West reviewed the map of the road improvement projects and stated that this project will be for the 2022 construction season. Manager West also stated that the funding for these projects will come from the 2014 voter approved road millage which has a fund balance that will cover this project and we will not have to use general funds for this project.

**Move to approve the contracts with Livingston County Road Commission for the proposed 2022 gravel road improvements in an amount not to exceed \$450,000. Furthermore, authorize the Public Works Director to act as the Township agent for additional improvements along Bullard Road in an amount not to exceed \$40,000 throughout the 2022 construction season.**

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

Absent: None

d. Road Improvement Special Assessment District Policy

Manager West stated that Hartland Township's Road Special Assessment District Policy is different from the Ordinance because the policy does need to be updated from time to time. He stated that Township residents that want their roads resurfaced or rehabilitated always have the option to do a resident-initiated petition where they can come to the Township, and we will provide them with signature petitions for their project. If they collect enough signatures, then we may move forward and assess the property owners within the district for the road improvements. They would basically pay for the road improvement on their own by request via petition. Historically costs have been somewhat static, so we have been able to lengthen the time it takes to turn in the petitions. Obviously, industry standards are changing, and pricing is so volatile, that we have amended the language in the policy to state that the petitions will only be valid from 90 days of issuance. Meaning, if it took you six months to collect signatures it would no longer be valid because the project price would no longer be valid and that is the first step in the policy. The second step is the question as to what level, or percentage of signatures, do we need for the Township Board to move forward with the project. Legally, the Township Board can move forward at 51% however, the Township Board is not required by any standard

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
May 17, 2022 – 7:00 PM

law or ordinance to move forward with any of these projects. This is a courtesy that is provided to our residents and with costs escalating at rates that we have not seen before, we are proposing an increased signature collection percentage before the project even comes to the Township Board for consideration. As an example, if a project is being considered and it is determined that each parcel within the district would be assessed between \$0 and \$10,000 for the road improvements, we are recommending 75% of homeowner's signatures must be collected prior to even coming to the Board for consideration. From \$10,000 to \$15,000 it would be 90% and anything over \$15,000 would require 100% of the signatures. Our goal is to minimize the risk and when you start getting up to \$15,000 to \$20,000 assessments you are now at a higher risk for a tax tribunal challenges because you would be approaching what the current property taxes would be for that home. The intent to this is to still give residents an avenue to get their roads completed or improved while minimizing or limiting liability on the Township for a tax tribunal case. The two changes that are being proposed to the policy are the required percentage of signatures for consideration, as well as a validation timeline for the petition submissions.

Trustee Germane stated that he is in support of these changes but would like to know when this policy was originally authored and approved by the Board. Manager West stated that it was originally adopted on 5/21/2013.

**Move to approve the revised Road Improvement Special Assessment Policy as presented.**

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

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

Voting Nay: None

Absent: None

e. Winegarner Field Maintenance Agreement

Manager West gave a brief overview of the unique agreement before the Board as to Winegarner Field maintenance. On January 8, 1951, Hartland Township and Hartland Consolidated Schools (HCS) were collectively deeded a parcel of land which is currently known as Winegarner Field. There is no maintenance agreement on how to move forward in a cooperative effort to maintain this parcel. Our recreation partners, HAYAA currently use this land as their baseball fields, and they have an agreement to maintain the parcel. The HCS and Hartland Township have collectively come together to determine what would happen in the event that HAYAA no longer wanted to utilize the field, or if HAYAA would dissolve. Before the Board is an agreement that states we would maintain the property for public health and safety purposes and the Township will equally share the cost with the HCS. Both parties will meet to discuss the maintenance requirements. The intent is to keep the parcel maintained in the event that no one else does maintain it, so that it abides by our current ordinances.

**Move to approve the proposed cooperative management agreement with Hartland Consolidated Schools with regards to the co-owned Winegarner Field parcel as presented.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
May 17, 2022 – 7:00 PM

f. FY23 Benefit Renewals

Manager West gave a brief overview of the annual employee benefits package renewals. He stated we were aware benefit costs would be increasing and we budgeted for an increase on medical, dental, and vision in the approved budget. He stated we were able to negotiate a medical increase of 7.5% which is lower than we projected. Dental went up 9.6%, on a very low amount to begin with, and is also under our budget projection. There was no increase in vision even though we did budget for a slight increase. There is a budget amendment required for benefits due to staffing changes. We have new staff members that are participating in our benefit plans versus previous staff members who did not participate in our plans. We are not changing any plans, services or coverage amounts and if we would have had no staffing changes we would have been under budget for overall benefits. Manager West also recommended that the employee HSA, previously paid out quarterly, be paid out up front in one lump sum payment.

**Motion to approve the employee benefit renewals as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.

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

Voted Nay: None

Absent: None

**8. Board Reports**

Trustee O'Connell – Stated it was nice to go through the Fire Department again today and visit with several of the people there about their concerns.

Trustee McMullen - No report, but stated it was good to tour the Fire Department today.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning – Stated she attended the Area Agency on Aging forum last Friday. All of the Livingston County Senior Centers were there, along with County Commissioners, States Reps, and other agencies like the Catholic Social Services, all things that would be integrated into helping seniors. There was a lot of discussions and statistics presented to determine the needs of the seniors, trying to keep more seniors in their own homes. It really came down to seniors needing minor maintenance things for example, someone called United Way of Caring to ask if someone could come and do their lightbulbs to avoid having to pay a handyman to do this. There was also a great discussion about how all these senior centers are funded, as some are funded by their schools and some by their Parks & Rec programs. Fowlerville has their own building and is run entirely by volunteers. On Monday, the Novi Township Manager, the Novi Parks and Recs Director, and the Senior Center Director came over to the Hartland Senior Center as they wanted to learn about our operations because they had heard our Senior Center has one of the best reputations in the state. She commended the job of Senior Center Director Kim Konarski on the fantastic job she is doing at the Senior Center.

Trustee Germane – Stated that there is a sub-committee of the non-profit HERO Board members that met with the DPW staff this past week. As previously approved, the Board has allocated funds for some capital improvements in the old Township Hall building where the Teen Center operates. There was a very good discussion on trying to prioritize the necessary improvements. The Township will be doing a needs analysis of the building itself to make sure that the things the HERO Board would like to see to allow for continued use of the building by the afternoon teens, matches with the building maintenance requirements. More details will be coming forth in the near future.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES

May 17, 2022 – 7:00 PM

Supervisor Fountain – Stated that the Large Item Cleanup Day is Saturday May 21, from 9:00 a.m. until 1:00 p.m. at the Hartland High School parking lot. This is open to all Hartland Township residents. He gave a brief update on the tree cutting being done in Settler’ Park. Manager West provided an overview of the Plantwise project to eliminate invasive species in Settler’s Park to allow more native plants to regrow in the park. This is a year-long project and though it may not be aesthetically pleasing to look at now, it will benefit the park in the long term. He stated the plan is on our website should anyone want to look at it.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West stated that we are still working on the response to the Livingston County Board of Public Works (LCBPW) correspondence regarding the septage receiving station and this may come before the Board in a future closed session. The water main extension project has now started as we now have our water main, valves and pipe on site. He stated we are moving forward with our discussions with Hartland Consolidated Schools and the Charyl Stockwell School with regards to the shared police protection contract and things are going very favorable at this time. We will hold the contract with the Livingston County Sheriff’s Department and will invoice our partners for their share of the cost. This is shaping up to be a three-year contract with a potential start date in late summer. Manager West stated that we are making very good progress on the Strategic Plan. He stated we are looking at the Parks Master Plan as an update to the existing Plan rather than a full new Master Plan due to cost considerations. He stated we will be incorporating our sidewalk and pathways plan into this document.

### b. Fire Station 61 site visit follow up

Supervisor Fountain gave a brief overview of the site visit the Board took to the Hartland Deerfield Fire Station 61 earlier today and commended our tour guides Jake Thompson and Todd Murray of the HDFA for their excellent presentation on the walk through of the facility. Manager West introduced Deputy Chief Mike Eckert who was filling in for Fire Chief Adam Carrol. Supervisor Fountain then led a discussion on the observations of the Board. Issues discussed were whether Deerfield Township would contribute to the cost of improvements and the methodology to determine their contribution to building improvements and apparatus costs associated with an expansion, conditions of the station, whether this is the optimum location for the main fire station, traffic conditions for exiting the station, other locations for the main station and/or sub-stations. Other items discussed were locations of neighboring township’s fire stations with regards to mutual aid, potential growth in the township and where this growth will be within the township, layout and organization of the existing station, potential costs of a new main station, sub-stations, and an expansion of the existing station. It was the consensus of the Board that the results of the Fire Station Analysis Study that was approved tonight should provide significant insight to these discussion items. Deputy Chief Eckert confirmed that the study would take from 90 to 120 days to complete.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
May 17, 2022 – 7:00 PM

**10. Adjournment**

**Move to adjourn the meeting at 7:55 p.m.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.

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

Voted Nay: None

Absent: None

Submitted by



Larry N. Ciofu, Clerk