

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 04, 2020 – 7:00 PM

1. Call to Order

The meeting was called to order by Supervisor William Fountain at 7:00 PM.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper

ABSENT: Trustee Petrucci

Also present were Township Manager James Wickman and Public Works Director Bob West.

4. Approval of the Agenda

Move to approve the agenda for the February 4, 2020, Hartland Township Board meeting as presented.

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper

Voting Nay: None Absent: Trustee Petrucci Motion passes: 6-0-1

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 4, 2020, Hartland Township Board meeting as presented.

Motion made by Trustee Harper, Seconded by Trustee Germane.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper

Voting Nay: None Absent: Trustee Petrucci Motion passes: 6-0-1

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 01/21/2020 Regular Board Meeting Minutes
- d. Approve 01/21/2020 Closed Session Meeting Minutes
- e. Ratify Hiring C. Louis as Receptionist (\$13.78/hour), as of 2/3/2020

7. Pending & New Business

- a. Resolution – 2020 Poverty Exemption Guidelines and Policy

Move to approve the Resolution adopting the 2020 Poverty Exemption Guidelines and policy.

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Roll call vote taken.

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Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper

Voting Nay: None Absent: Trustee Petrucci Motion passes: 6-0-1

8. Board Reports

Trustee Colaianne – Reminded everyone that Winterfest is Saturday, February 8, 2020, from noon until 6 pm with fireworks following. All families are welcome to join us at Heritage Park.

Trustee Germane - No report.

Trustee Harper - No report.

Clerk Ciofu - No report.

Treasurer Horning - Our tax banker was in today from First National Bank and reported that they were bought out by Ann Arbor Bank so our tax bank will become Ann Arbor Bank. We are hoping there will not be many changes.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Budget Work Session

Finance Director Susan Dryden Hogan joined the meeting. Supervisor Fountain gave a brief overview of the process we will go through in reviewing the General Fund budget tonight. Clerk Ciofu inquired as to whether the step pay increases were included in the budget numbers being presented and Manager Wickman confirmed that they were included. Manager Wickman gave a brief summary of the overall General Fund Budget starting with revenues which were discussed in the January meeting. He then went through a brief review of each departments projected expenses. The Election Department budget increased significantly for the three elections to be held in 2020. Clerk Ciofu indicated that \$20,000 of the \$72,000 election expenses would be reimbursable expenses. Manager Wickman stated we are anticipating Tax Tribunal issues for next year that are reflected in increases in the Assessors budget for contracted services and legal fees. The Clerk's Department has requested additional hours for the Deputy Clerk for next year's budget. Clerk Ciofu explained this is due to the additional workload being put on the Clerk's Department for No Reason Absentee Voting and to reorganize the record retention operations. Township Hall & Grounds, Parks and Recreation, and Roads & M59 Median budgets will be affected by our decision to do mowing in house. A chart was provided showing the yearly savings for lawn/snow maintenance and the return on investment in equipment by doing this with in-house staff of around three years. This will result in a decrease in lawn/snow maintenance expenses, partially offset by increase in contracted services for labor from field staff in the water fund, for each of these departments. There will also be an increase in telephone costs due to our phone provider being bought out by Verizon who is doing away with this service. We are getting new quotes for this service, but we are expecting an increase in cost for a new system. A brief discussion was held on tying into the HDFFA or the County telephone systems and other options. The COLA adjustment for wages is included in the Unallocated Department which reflects a 2.5% adjustment. In addition, the merit increase request for those outside the step guidelines is also included in this department. Overall, the total compensation increase is on track with previous years. The Streetlight budget is decreasing due to the conversion to LED lights this past year. Manager Wickman mentioned the Roads & M59 Median budget for chloride applications, and Director West gave a brief overview of the history of road chloride applications. Manager Wickman

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also stated the Communications budget is down due to the large website project completed this fiscal year. Clerk Ciofu inquired as to the footnote for additional hours in Communications and Manager Wickman stated that he was recommending 50 additional hours. It was noted the budget incorrectly had the 160 requested hours included in the wages. Manager Wickman also discussed the transfers out to Capital Improvements which is expected to be consistent with this year's overall percentage. A brief discussion was held on the Capital Improvement Fund cash flows. Supervisor Fountain inquired as to our General Fund Reserve and Manager Wickman stated we were back at a 1:1 ratio. The Board had no further questions regarding the General Fund at this time

Due to time constraints of the attorneys, it was the consensus of the Board to move the Information / Discussion on Gateway Sign Design Concepts and the Manager Report to the conclusion of the Closed Session.

10. Closed Session

- a. To consult with the Township Attorney regarding trial or settlement strategy.

Move to go into closed session to consult with the Township Attorney regarding trial or settlement strategy.

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper

Voting Nay: None Absent: Trustee Petrucci Motion passes: 6-0-1

The Board is in Closed session at 7:43 p.m.

The Board came out of closed session at 8:45 p.m.

Trustee Germane was excused at 8:45 p.m.

9. Information / Discussion (continued)

- b. Gateway Sign Design Concepts

Manager Wickman presented the concept plans for the Gateway Signs, that were approved by the Partners in Progress and the Admin Committee, to the Board to keep this process moving forward as MDOT permits are there. This does not need to go to the Planning Commission. The Gateway Signs are for community branding, not Township branding, and would not need to look like the existing signs at the township hall, fire station and the parks. After some discussion the Board agreed on a single design that combined features of several signs.

- c. Manager's Report

The Partners in Progress would like to schedule a joint meeting at Settler's Park on June 24th or 25th. Manager Wickman briefly mentioned the server migration issues and the difficulties that were worked through. The new receptionist started yesterday, and he invited the Board to introduce themselves when in the Township Hall. There was an issue at the Miller's Knoll project regarding resident complaints on hauling of sand and the conditions of the road due to

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the trucks. They have stopped this work now and the developer is working with the Township to make everything right. Supervisor Fountain stated that several Board members attended the HDFA Awards presentation and they did a very nice job in recognizing the young girl involved in a recent accident with a Courage Award.

11. Adjournment

Move to adjourn the meeting at 8:55 p.m.

Motion made by Trustee Colaianne, Seconded by Clerk Ciofu.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Harper

Voting Nay: None Absent: Trustee Germane, Trustee Petrucci Motion passes: 5-0-2

Submitted by



Larry N. Ciofu
Clerk