

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 21, 2023 – 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 (remote from Florida)

ABSENT: None

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

4. Approval of the Agenda

Move to approve the agenda for the February 21, 2023, Hartland Township Board meeting 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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 21, 2023, Hartland Township Board meeting 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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-07-2023 Hartland Township Board Regular Meeting Minutes
- d. 2023 Purchasing Policy Revisions

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7. Pending & New Business

- a. Pending: Special Land Use Permit #22-015, a request to construct an automobile wash.

Supervisor Fountain gave a brief overview of the status of the project stating that this is a request to construct an automobile wash and the applicant was at the last Board meeting. The Board requested some additional information, so the project was tabled to this meeting. The information still has not been received so the Board would like to entertain a motion to untable and postpone the Special Land Use Permit #22-015 until the information is received.

Move to un-table and postpone the Special Land Use Permit #22-015 until the appropriate data related to the utility REUs is received by the Township.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

- b. Fiscal Year 2023-2024 Hartland Township Budget Review

Supervisor Fountain stated that this process started in late October and there was a tremendous amount of work and research done by Manager West and his staff. The Board is actively involved in this process, and we have reviewed this document as a whole at our last meeting and it has been thoroughly vetted by the Board.

Manager West gave an overview of the draft Fiscal Year 2023-2024 Budget referencing the brief summary highlighting our mission statement and values and a brief summary of the changes in this year's budget. He stated that due to the State mandated changes to the Chart of Accounts standards the Unallocated Department is no longer permitted by the State, and these expenses were absorbed by the Administration and Assessing Departments. In addition, in order to promote transparency, we have developed a Community Investment Department to itemize the Township's annual investments in the community. He also stated we have added a Capital Improvement Plan highlighting the American Rescue Plan Act (ARPA) funded projects.

Manager West then reviewed the Revenue budget highlighting the State Shared Revenues that will be revised slightly upward with the new State projection reports. He gave a brief update on the Police Protection revenues received from our community partners, professional review fees received to offset expenses, and administration fees from water and sewer funds based on staff time allocated to water and sewer work.

Manager West then reviewed the Appropriations by each Department, highlighting previously approved compensation of the Boards & Commissions, the increase in the Administration budget due to absorbing a portion of the Unallocated budget slightly offset by the transfer of a part-time staff member to another department, the two elections to be held next year and the potential for a sixth precinct, and potential revisions to the Assessors budget due to the retirement of our current Assessor and the hiring of a new Assessor. Other significant items discussed were the Treasurer's need for addition hours to cover for a planned short term leave of a staff member, the new three-year contract for IT services, repairs and maintenance of the

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Township Hall, Police Protection increase due to this being a full year of the police contract, increases to the DPW department for a change in a staff member benefits options, contracted services for work done by water and sewer staff, and an increase in Communications budget for a Citizens Survey. Manager West reviewed the new Community Investment Department where expenses for items that were previously budgeted in other areas were re-allocated to this department. Items now in this department are our annual contributions to the Hartland Senior Center, HERO Teen Center, and our HAYAA Partners and potential new investments in the LETS Transportation services and the Hartland Dearing Historical Museum. A brief discussion was held on the projected transfer to the Capital Improvement Fund.

Manager West gave a brief overview of the General Fund Balance, the Township Fund Balance Policy, the Target Fund Balance, and the current positive Fund Balance.

Manager West gave a brief overview of the various Other Funds, highlighting projections for the Municipal Street Fund (the Road Millage Fund) with the potential for a renewal of the Road Millage, the Fire Operating Fund, the Liquor Law Enforcement Fund which will provide for inspections and training for liquor establishments, the ARPA Fund, various Road and Sewer SAD Funds, the Capital Improvement Fund, and Cable TV Fund. Manager West then gave an overview of the Water System Funds and the Sewer Funds. Manager West and Finance Director Susan Dryden Hogan then took questions from the Board.

Clerk Ciofu stated that the Election budget was significantly offset by revenues, as the two elections in next year's budget are reimbursable by various election entities. Trustee Germane inquired as to the reason for the Farmers Market actuals being higher than the budget and Treasurer Horning replied that this was a successful year for the Farmer's Market with many new vendors and that these are expenses that are offset by Farmer's Market revenues. Trustee Germane inquired as to whether the fourth chloride application would be required long term as the road millage is ending in a few years. Manager West stated that it was needed, but if the road millage was not renewed, we would go back to three applications with longer intervals between applications. Trustee Germane inquired as to the Storm Water Permit for the HERO Center. Manager West stated that he managed to work with the State of Michigan to approve a \$500 annual permit fee. Trustee Germane inquired as to whether there is any revenue that can be generated from new police presence with regards to tickets that would offset some of the expenses. Manager West responded that the Board would have to pass an annual resolution to do so, and that in communities that do this the majority of this revenue would come from local residents. The Township has taken the initial approach of foregoing revenue generation for the goal of a sense of security and a police presence in the community. The police presence goals relate to school visits, business interaction, public health and safety, and faster response times. Initial feedback has been very positive with this approach from the community. Treasurer Horning also cited traffic calming as a benefit of the police presence.

Manager West then led a discussion on the Capital Improvement Plan (CIP) stating that we are approving the CIP, not the projects listed. Each of the projects in the CIP would come back to the Board for approval. Items discussed were the HVAC replacements at the Township Hall, the Township Hall parking lot rehabilitation, Township Hall improvements, Spranger Field pavilion, new DPW truck, ordered but not yet received, M-59 Median improvements and Contingencies. He then gave a brief overview of the new ARPA CIP suggested by Director Dryden-Hogan and the Fire Authority CIP.

Manager West went into more detail on the Road Millage CIP highlighting the road chloride application, the Cundy Road/Maxfield road project, which would come in under budget thanks

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to the Livingston County Road Commission (LCRC) cost sharing program, the Old US-23 Paving project which we are paying one-third of the cost due to federal and LCRC allocations to this project, and the Bergin Road and Pleasant Valley limestone cap if a potential road millage is not approved. Manager West stated that the majority of the road projects in Hartland have come in under budget and he wanted to acknowledge the partnership with the LCRC, and he appreciated that they continue to work with Hartland Township within our current road millage. Trustee McMullen inquired where the shortages in the road millage fund would be absorbed, and Manager West stated that if we did every scheduled project at the budgeted cost we would still have \$465,000 left in the fund and any project overages would come out of this balance.

He also provided a more detailed overview of the Water System CIP, stating that the third water treatment vessel is no longer needed with future expansion projections and scheduled improvements to the water filter media, which would be a significant cost savings. He also reviewed the GIS upgrades and integration, and the need for a new pressure reducing valve.

Supervisor Fountain led a brief discussion on the overall fund balance and the amount being projected for investing back into the community. He then thanked Manager West for the thorough and detailed budget presentation, the easier to read budget format, the ARPA Fund breakdown, and Finance Manager Dryden-Hogan and Township staff for all of their hard work on preparing the budget. Clerk Ciofu inquired of the Board whether it would be appropriate for the Manager's Committee to meet to review the Manager's compensation and to potentially make a recommendation for the Board to review and no Board member objected.

8. Board Reports

Trustee O'Connell - No report

Trustee McMullen - No report

Trustee Petrucci - No report

Clerk Ciofu – Stated that even though we had no snow for Winterfest, we went through all 500 s'mores, had only a few cookie decorating kits left, and the HERO Teen Center went through all of the food they prepared. Overall, the event was successful without any snow. The feedback has been very positive.

Treasurer Horning – Stated tax collection ends February 28, 2023, at 6:00 p.m.

Trustee Germane – Stated he attended the Partners in Progress meeting last night and commended Manager West for doing a great job representing the Township.

Supervisor Fountain – Stated the Board of Review is going to be on Monday March 13, 2023, and Wednesday March 15, 2023. If you need a time to present, please call the Assessor's Office for an appointment.

[BRIEF RECESS]

9. Information / Discussion

a) Manager's Report

Manager West stated his budget presentation covered the various issues he would normally have reported on here and that he had nothing new to add at this point.

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b) Livingston County Septage Receiving Station Update

Manager West gave a brief update on the Septage Receiving Station discussions. Manager West stated that he and DPW Director Luce were working with a Livingston County Drain Commission (LCDC) staff member on a solution to the issues and he felt they had come up with a potential solution that would benefit the residents. A special meeting of the Board of Public Works (LCBPW) was held and a third option was added to the agenda that was not mutually agreed upon. Manager West responded with a memo indicating why this new option was not feasible and asked that his memo be entered into the meeting records. The memo was shared by all LCBPW members and entered into the record. At the meeting they added language that reserved the right to basically challenge provisions of the Master Operating Agreement. Manager West stated that this was not acceptable and with confirmation of the Admin Committee notified the LCBPW that this would not be agreeable to the Board. He did state that the County sent their sewer bill that included the 865 RTS and unfortunately, we could not accept it because we have now set a flow limit on it and accepting it would allow them to flow at a higher limit. We will be responding with a letter that due to the current flow limitations, we cannot accept this bill without the other three issues being resolved.

10. Adjournment

Move to adjourn the meeting at 8:36 p.m.

Motion made by Trustee Germane, Seconded by Treasurer Horning.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

Submitted by



Larry N. Ciofu, Clerk