

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES  
September 17, 2024 – 7:00 PM

**DRAFT**

**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 Mike Luce and Finance Director Susan Dryden.

**4. Approval of the Agenda**

**Move to approve the agenda for the September 17, 2024 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

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the September 17, 2024 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

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 08-21-24 Hartland Township Board Regular Meeting Minutes
- d. 09-03-24 Hartland Township Board Regular Meeting Minutes

**7. Pending & New Business**

- a. Fiscal Year 2023 - 2024 Audit Review

John Pfeffer of Pfeffer, Hanniford & Palka came forward and summarized the Financial Statement Audit for the Fiscal Year 2023-2024. Mr. Pfeffer thanked the Hartland Township staff for all of

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their work and commended Manager Luce and Finance Director Susan Dryden for all of their work on the audit. Mr. Pfeffer stated that they were issuing an unmodified opinion, which is the highest level of opinion that an independent auditor can issue. He stated this is important for the continuation of the State Shared Revenue and for bond ratings should the Township go out for any additional bonding. He stated that with tight budgeting and cost controls the Township managed to increase the General Fund by 6% while completing several Capital Improvements, including the M-59 Sidewalk project and the Spranger Field pavilion. Mr. Pfeffer also stated that between the Governmental Activity Bonds and the General Obligation Bonds the Township was able to retire over two million dollars of that debt. He then reviewed the General Fund graphs for Revenues, Expenses, and the Fund Balance. He stated that General Fund revenues were about \$3.9 million and that the portion of the taxes paid that is kept by the Township, and not passed on to the schools or other entities, is only about 25% of the total revenues. He stated the largest part of revenues comes from the State Share Revenues and accounts for 45% of total revenues. He also commended the work of Treasurer Horning in investing various fund balances in insured, well collateralized, and strong institutions earning almost \$300,000 of interest for the Township. He and Finance Director Dryden then responded to questions from the Board.

## **Move to accept the Audit Report for Fiscal Year 2023-2024 from Pfeffer, Hanniford and Palka, CPAs 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

Voting Nay: None

Absent: None

### b. 2024 EGLE Water Service Identification Project

Manager Luce stated that this project is being managed by Director Hable who unfortunately was not able to make tonight's meeting. Manager Luce stated this project, or mandate, was originally stated as any municipality that has a water system must verify 20% of their system by a certain time to determine if there are lead lines in their system. He stated in general that the Township is responsible for the lines from the main to the curb stop and the homeowner is responsible for the line from the curb stop to the home. What started out as an identification of lead line project has been updated so that if lead lines are found the Township has to bear the cost of replacing the line from the curb stop up to 14 inches within the home. He stated that this is not much of an issue for Hartland Township as lead lines were discontinued in 1988 and the inception of our water system was in 2000-2001. He stated Hartland Township has no lead lines in our system, however EGLE has now amended this mandate from lead line identification to water line identification. We have been in discussions with EGLE on providing documentation proving we do not have lead lines, but EGLE is insisting we verify the water line material, so we will have to verify 20% of our system households, about 140 homes. He stated we will have to hire a contractor to do this and we have budgeted \$60,000 this year for this project and the quotes we have received have been \$60,000 and up. He is recommending we stay within the budgeted amount for this project and work with EGLE and Livingston County to minimize the number of lines that EGLE is requiring for verification. The process would be to dig down to the curb stop to be able to see both sides of the curb stop, document the line material, fill the hole with pea stone as a base, then sand and topsoil and then reseed the area all at one time. EGLE will be randomly selecting homes for verification, and they are requiring that we take a picture of the water meter inside these homes. We will reach out to homeowners to take a picture of the water meter and the line coming into the home by offering a slight discount on their water bill for providing us this documentation. A brief discussion was held on the communication with residents that will be affected by this project.

**Move to approve the Public Works Director and Township Manager to act on behalf of the Township to facilitate the coordination of the EGLE Water Service Identification Project, for a cost not to exceed \$60,000.**

Motion made by Trustee Petrucci, 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

**8. Board Reports**

Trustee Petrucci - Stated we had a tragedy in the Township in the last couple of days and on behalf of the Township and the Hartland Deerfield Fire Department he would like to extend our sympathy and to let the family know that if there is something we can do we will be there for them.

Clerk Ciofu - Stated that the State is working through legal issues with the ballots and we should have the Absentee Ballots some time next week. He stated that it will take about a week to complete the testing of the ballots and equipment, and the Absentee Ballots should go out in the first week of October. He also stated Early Voting will be held at the Township Hall from 8:00 a.m. to 4:00 p.m. for nine days starting on the second Saturday before the Election through the Sunday prior to the Election on November 5, 2024.

Treasurer Horning - Stated tax collection officially ended on Monday and on that day we took in over \$1.5 million and 700 payments primarily from homeowners paying in person. She also stated that the Farmer's Market has only four more weeks and that pumpkins are in and it was very busy last Saturday with the nice fall weather.

Trustee Germane - At the HERO Board meeting last night they reviewed their finances again and as he mentioned at the last meeting they are running short of funds. The Township contributions to the HERO Center budget amounts to just over 34% of the revenues for the Teen Center. He stated they are securing the majority of their funds from other means, but with the increase in attendance and expenses the HERO Board will be putting forward a request for additional funding from the Township that they will submit to the Township Manager within the next month. He inquired of Manager Luce to provide an update on the HERO Center camera issue in his Manager's report.

Trustee O'Connell - No report

Trustee McMullen - No report

Supervisor Fountain - No report

[BRIEF RECESS]

**9. Information / Discussion**

a. Manager's Report

Manager Luce stated there are five open seats on the Livingston County Board of Public Works (LCBPW), four expiring terms, and Bob West's seat that was never filled upon his resignation. He stated applications for a seat on the LCBPW are due by Friday evening. A brief discussion was held on the short time frame for applications, the application, and whether any of the Board, Manager, or Directors would, or should, apply to be a potential representative on the LCBPW for Hartland Township. Manager Luce stated that the Hartland Art Walk kickoff is this weekend at Settler's Park. Artwork is now being presented in various locations throughout the Township. Supervisor Fountain stated at the Chamber meeting they indicated the mural unveiling

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will be this Friday in the Village. Manager Luce gave a brief overview of the recent vandalism at the Settler's Park parking lot stating that automobile burnouts in the lot actually melted the asphalt in some areas. He stated we have identified several of the vehicles and will be pursuing the matter with the Livingston County Sheriff's Department.

Manager Luce stated the Veterans Memorial Committee finalized the verbiage for the monument and he reviewed the updated monument rendering with the Board. He stated that we developed a form for brick purchases and are working on setting up a process to collect funds. A brief discussion was held on donor contributions regarding the donor levels to be included on a bronze plaque, cut-off date for sponsorships to be on the plaque, donor plaque location, and timing of purchasing a plaque. Trustee Petrucci stated we have the brick purchase form and are developing a donor plaque form that we would take to businesses in the community. He stated we have some general information on our website, and we are working on a more detailed video presentation, which may include a scrolling sponsorship ribbon.

Manager Luce stated he and Supervisor Fountain had an informational meeting with the Michigan Transportation Association (MTA) from Flint regarding the process of how a potential bus stop location in Hartland would work. There were no commitments made as the meeting was just informational only. A brief discussion was held on the uses, benefits, and drawbacks to a potential bus stop and it was felt that the initiative for this type of project should come from the Chamber as to potential job applicants. Manager Luce will contact the Chamber Director to discuss this matter. The Board then discussed the proposed salary increases from the Clerk and Treasurer. Clerk Ciofu was excused from the meeting for the discussions of the requests and Treasurer Horning was excused for the discussion on the Treasurer's request. Clerk Ciofu and Treasurer Horning returned to the meeting and were informed of the Board's recommendation and that resolutions would be proposed at the next Board meeting.

## 10. Adjournment

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

Motion made by Trustee Petrucci, 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