

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 15, 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 were Township Manager Robert West and Public Works Director Michael Luce.

4. Approval of the Agenda

Move to approve the agenda for the February 15, 2022, Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 15, 2022, 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, Trustee Petrucci

Voting Nay: None

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. HCS Winter Maintenance Pathway Agreement
- d. FY2022 Transfers
- e. FY2022 Fund Closures
- f. 02-01-2022 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Resolution – Hartland Senior All Night Party Charitable Gaming License

Supervisor Fountain stated that this is a resolution for a Gaming License for a fundraiser for the Hartland Senior All Night Party.

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Move to approve the resolution recognizing the Hartland Senior All Night Party as a charitable nonprofit in the community for the purpose of obtaining a charitable gaming license.

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

8. Board Reports

Trustee O'Connell - No report

Trustee McMullen - No report

Trustee Petrucci - No report

Clerk Ciofu - Thanked all of the Sponsors, Contributors, Volunteers, and residents that came out to Hartland's Winterfest. It was by far the most successful Winterfest we have ever had, even though the temperatures were in the teens most of the day. We received good feedback from across the board regarding every event we had out there. We did receive a few negative comments on fireworks, but that is not uncommon. All in all the event went very well. Thank you to all that participated.

Treasurer Horning – Congratulated the Clerk on a successful Winterfest event. She stated they had a blast out there even though they were freezing.

Trustee Germane - No report

Supervisor Fountain - No report

Manager West – Gave a brief overview of the FY2022-2023 Budget process which will entail a Public Hearing and the notice for the hearing will be posted in the local newspaper.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West reported that the Burger King property has been sold, but we have no details at this time. He stated our Code Enforcement Officer will be on an approved short-term leave of absence for two weeks for personal reasons. Manager West also stated that we are looking to conduct liquor license inspections and are exploring options with the Livingston County Sheriff's (LCS) department. We have also found that a neighboring community uses their fire department for their liquor inspections and Manager West stated he has been discussing this option with Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll. He stated we have closed out the application period for the vacant Planning Commission (PC) position and we have received six applications. Interviews are in the process of being scheduled. Manager West briefly discussed legal issues of getting a legal opinion regarding driveway access on property divisions with a private or shared driveway, and a legal opinion regarding the Septage Receiving Station Master Operating Agreement with regards to the reply from the Livingston County Board of Public Works. This will likely be discussed in a closed session in the near future. Trustee Germane inquired as to the Hartland Schools snow maintenance agreement which expires on April 1st. Manager West stated that the agreement generally covers the winter season, and the school has worked with us on this matter and that the agreement coincides with the school fiscal year. Trustee Germane also inquired as to the status of the Mayberry development on M-59 and Pleasant Valley Rd. Manager West stated that Mayberry has revised their plans again and we are making a good faith effort to walk them through the process. Manager West stated that he and Planning Director Troy Langer have met with Bob Schroeder

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of Mayberry Homes to review his revised plan with regarding to helping him streamline the process.

b. Hartland Township FY2022-2023 Budget Discussion

Finance Director Susan-Dryden Hogan joined the meeting and led a discussion on the Other Governmental Funds, since we covered the General Fund at the last meeting. Director Hogan then started with a more detailed review of the Road Fund, with Manager West giving an update of the remaining balance of the road millage and the potential renewal of the road millage. He gave a brief overview of the federal road funding and that this would be for state roads and will not get down to the Township level. A brief discussion was held on a potential road millage renewal and Manager West gave an overview of the meetings that have been held with the Livingston County Road Commission (LCRC) in that if a millage were to be passed we would do some cost sharing projects with the LCRC that would increase the value of a \$10MM millage to be able to fund around \$20MM of road projects. Manger West stated if we were to go for a road millage renewal it would be on the 2024 ballot. Director Dryden-Hogan then reviewed the details of the Fire Fund, which is the cash flow from the fire millage including our payments to the HDFA, and the Liquor Law Enforcement Fund which we will use for liquor inspections and a proposed proactive educational training contracted through the LCS. She then gave a brief update on the various Road SAD Funds, including the 2009 M-59 Road SAD, the Millpointe SAD, and the Bullard Lake SAD funds. A brief discussion was held on the Capital Improvement Fund regarding revenue items of Right of Way Fees from Comcast and the transfer in from the General Fund. Manager West stated that the Appropriations were projects discussed at the previous Board meeting and that these projects have not been approved and would have to come before the Board for approval. Director Dryden-Hogan gave a brief overview of the CIP Fund Balance position which does not include any of the ARPA funds we have received to date. The Water System Fund was discussed with regards to the water rate study that was completed and the reallocation of water usage from meter size to REU's. Clerk Ciofu inquired as to the overall increase in water rates in FY2022-2023. Manager West and Director Dryden-Hogan explained the effects of the additional staffing, the water expansion and the administration services that have increased expenses, that need to be covered in the Water Readiness to Serve fees. The reallocation to the REU method has decreased the water cost for residential customers. Trustee O'Connell inquired as to the start of the water main extension project and Manager West stated we are behind schedule a bit due to supply chain issues. Director Dryden-Hogan then briefly reviewed the Water Replacement Fund, the Water Debt Service Fund that was eliminated due to paying off the bond and refunding the surplus to users, and the Cable TV Fund where revenue can only be used for specific uses. She gave a brief overview of the Sewer Operations & Maintenance Fund, discussing the reallocation to the REU method, usage fees, surcharge fees, payments to the Livingston County Drain Commission, and the lack of a transfer to the Sewer Bond Fund as this is dependent on the second of three Mayberry sewer payments. Final discussion was held on the several Sewer SAD bond funds. Director Dryden-Hogan stated that overall, there is a deficit spending balance for all of the Other Governmental Funds which will be eliminated once we recognize the revenue from the ARPA funds. We have the first payment, but we can not reflect this as earned until it is spent. Manager West stated the second ARPA fund payment is due this calendar year and the total ARPA funds will be over \$1.5MM. Manager West gave a brief overview of the Capital Improvement Projects for the General, the Fire Authority, the Road Millage and the Water System funds. Trustee O'Connell inquired as to the usage date for the ARPA funds in light of project delays. Manager West stated that the contracts for ARPA projects must be signed by the end of 2024, and the fund to be spent by the end of 2026. He stated these deadlines are still subject to change.

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10. Adjournment

Move to adjourn the meeting at 8:25 p.m.

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

Submitted by



Larry N. Ciofu, Clerk