

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
June 06, 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 (7:10pm), Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Bob West, Planning Director Troy Langer, and Public Works Director Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the June 6, 2023 Hartland Township Board Meeting as presented.

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

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

Voting Nay: None

Absent: Trustee Germane

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the June 6, 2023 Hartland Township Board Meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 04-26-23 Hartland Township Board Special Meeting Minutes
- d. 05-16-23 Hartland Township Board Regular Meeting Minutes
- e. July 1, 2023 Benefit Renewals

7. Pending & New Business

- a. Site Plan Application SP/PD #23-004 – Courtyards of Hartland Planned Development Final Plan, a Single-Family Residential Planned Development

Supervisor Fountain invited the applicant to come forward asked Planning Director Langer give a brief overview of the development and the Planned Development (PD) process. Director Langer stated this was a single family residential PD called the Courtyards of Hartland consisting of 32 units. He stated the PD process has three steps, the first being the conceptual plan, which went to both the Planning Commission and the Board. The second step was the bulk of the site plan which is the preliminary phase which was recommended for approval by the PC and approved by the Board. The final phase is basically the Master Deed, Easements, and PD Agreement legal instruments. These documents went to the Township Attorney who recommended the Master Deed incorporate changes to allow for the Township to take the necessary steps, if road improvements, storm sewers, or detention basins are not being properly maintained, to ensure that they are maintained. These comments were provided to the Applicant who has already provided revised documents which are under review. The PC has recommended approval subject to the approval of the Township Attorney. There is a resolution before the Board as this phase of the PD process entails a rezoning of the property to Planned Development.

Move to approve Site Plan Application #23-004, the Final Planned Development Site Plan for the Courtyards of Hartland Planned Development, as outlined in the attached resolution.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

Roll call vote taken.

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

Voting Nay: None

Absent: Trustee Germane

Motion passes: 6-0-1

- b. Site Plan Application SP/PD #23-005 – Villas of Hartland Planned Development Final Plan, a Single-Family Residential Planned Development (with 57 site condominium units)

Supervisor Fountain invited the Applicant to come forward and asked Director Langer to provide a brief overview of the project and PD process. Director Langer stated that this project is also in the final PD phase and is located east of Hacker Road, north of M-59. This project initially had a connection to Walnut Ridge Estates, but the plan was revised, and that connection was eliminated. It went through the same process of conceptual review to the PC and Board, and preliminary plan review, where the PC recommended approval and was then approved by the Board. They are in the final PD phase which is the Master Deed, Easements and PD Agreement legal documentation. The Township Attorney reviewed the documents and recommended the Master Deed incorporate changes to allow for the Township to take the necessary steps, if road improvements, storm sewers, or detention basins are not being properly maintained, to ensure that they are maintained. The PC recommended approval of this at their last meeting.

Move to approve Site Plan Application #23-005, the Final Planned Development Site Plan for the Villas of Hartland Planned Development, as outlined in the attached resolution.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passes: 7-0-0

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
June 06, 2023 – 7:00 PM

c. 2023 Hartland Area Historical Society Contract

Tom Parshall, President of the Hartland Historical Society came forward. Manager West stated this is part of the Community Investment budget that supports assets in the community that are run by other civic organizations in the community. In this particular case the proposed contract is for the maintenance, operations and upkeep of the Florence B. Dearing Museum, which is a historical landmark within our community. Manager West stated that Mr. Parshall has developed a bullet point operating plan to effectively move forward with the Museum operations. Mr. Parshall gave a brief overview of the history of the Museum stating it is a non-profit that has been in operation for over 40 years and has been basically funded through donations, contributions and fundraisers. He stated they pay no hourly wages, or per diems, and that all monies that are raised go into the operations of the building which is primarily the maintenance of the building with a small portion allocated to preservation materials and supplies. He stated that over the past ten years the Historical Society has not been very strong in fundraising due to the loss of some of the older members and the COVID pandemic. He stated that the Historical Society is not in any jeopardy, but he is thrilled to see that Hartland Township is willing to provide assistance. Mr. Parshall stated they are working on getting back to some normal open to the public hours, and stated that the Museum has always been open to tours by appointment. He stated that it is difficult to get a volunteer to be at the Museum everyday of the week but, he stated they do not have a problem getting volunteer docents to show up and run tours for known events. He stated that the Museum was open on Memorial Day and they had a good turnout. Mr. Parshall stated that ten years ago they remodeled the entire building, and they are now remodeling the organization to focus more on digital archiving and the use of social media platforms to disseminate historical information. He cited an example of posting films from the Crouse family of the Hartland Community Fair on Facebook that had over 10,000 viewers. He stated that they do have a moratorium on accepting new items as they have run out of room to store any new items. Mr. Parshall informed the Board that they will be working with other organizations in Hartland to bring more activities to the Village. He stated that they have made room in the Museum to hold their annual meeting and to host other events to make it more exciting to come into the Village. He envisions the Village becoming a retail, entertainment, business, kind of place. Manager West thanked Mr. Parshall and the Historical Society for all of their hard work and effort in what they are doing at the Museum. Supervisor Fountain also thanked Mr. Parshall on behalf of the Board.

Move to approve the 2023 Hartland Area Historical Society Contract for the maintenance and operations of the Florence B. Dearing Museum as presented.

Motion made by Clerk Ciofu, 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

d. Station 61 Driveway Replacement

Public Works Director Mike Luce gave a brief overview of the need for replacement of the Hartland Deerfield Fire Authority (HDFA) Station 61 concrete driveway. Director Luce presented an aerial photograph of the driveway showing the condition of the driveway and stated that a portion of the driveway was replaced about 20 years ago with the front half being older than that. He highlighted the poor condition of sections of the drive that are cracked and dilapidated, where water gets underneath the concrete and the slabs actually move, or teeter, when the firetrucks roll over them. There is concern with damage to the trucks from driving over this concrete. He stated they

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
June 06, 2023 – 7:00 PM

were looking to get this done as soon as possible with the understanding that this is a fire station, and they need to be able to utilize the new driveway as quickly as possible. Director Luce stated that they contacted three different contractors for this job and two of them submitted bids. He provided some specifics of the driveway requirements, including 10" thick concrete, the type of concrete, and some drainage improvements. He also cited the concern with water runoff from the HERO center. Director Luce is recommending replacement of the driveway at Station 61 at an amount not to exceed \$139,800. Trustee Petrucci inquired as to whether any base maintenance will be included, if required, once the concrete is removed and Director Luce stated this would be included. Trustee Germane inquired as to whether any funds are set aside for construction testing during installation and Director Luce responded that we have not and Trustee Germane stated it would be wise to do so. Trustee Germane also inquired why there was nothing in the quote regarding rebar in the concrete. Director Luce stated that in talks with the concrete providers there is a fiberglass meshing that is mixed in with the concrete that adheres and holds it better than rebar. This is something he will be looking at and it will be part of the contingency if needed. Trustee Germane stated that he feels we should have researched these things before we got the quotes because it could change them quite a bit. Trustee Germane also stated that in his experience with airport runways, he thinks the rebar would be appropriate especially in the areas where the trucks are turning quite a bit. Trustee Germane is not opposed to approving the contract, but he feels we should increase the contingency amount to \$20,000 if we are not confirming the foundation that we are working from is appropriate. Supervisor Fountain inquired of Trustee Germane what the life expectancy of the replacement concrete would be and Trustee Germane stated around 25 years. It was the consensus of the Board to increase the contingency amount to cover costs of construction testing including concrete testing. A member of the HDFA Board is a concrete professional and will be consulted on these issues.

Move to approve the replacement of the driveway at Station 61 in the amount not to exceed \$149,800

Motion made by Trustee Germane, 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

8. Board Reports

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - Stated every booth at the Farmer's Market has been sold out this year since we have opened. It has been a fantastic year, produce is coming out every week, plants and flowers are available, and she invited everyone to come out to the Farmer's market on Saturdays at Rural King from 9:00 am to 2:00 p.m.

Trustee Germane - No report.

Trustee O'Connell - No report

Supervisor Fountain - No report

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West gave a brief update on the Septage Receiving Station stating Livingston County was served with the formal complaint and summons last week. The attorneys are talking, and the County requested an extension, which we did deny. There has been no further progress but, Manager West stated that at the last Board of Public Works meeting, he did extend publicly, an open invitation for anybody that would like to continue a discussion to avoid litigation that he is willing to meet. He wanted to make sure we keep an open door for discussion. Manager West reported that the Civic Partners have been working on their ARPA Projects and we are getting some pictures of projects and he wanted to thank the Board for investing in the community. The Partners in Progress met today and they have scheduled Wednesday, October 25th for the 2023 State of the Community address at the Hartland Music Hall at a time to be determined. On Wednesday, August 23rd they have scheduled an All-Partners breakfast meeting at 7:30 a.m. at the Hartland Community Education board room. Manager West stated that this summer he will be taking a little more vacation as he will be traveling more with the family, so there is potential for missing some Board meetings. Manager West also stated that a part time employee has given two week notice to accept a full time position elsewhere. This is in a department that we have had a difficult time finding anyone to even apply for a position. Because of the growth in the community we have budgeted for this position to go full time next year. Manager West is concerned with the effect this may have on the department and he is inquiring of the Board as to the feasibility of bringing this employee to full time hours immediately. Supervisor Fountain inquired as to the overall cost if we were to do this and Manager West stated around \$15,000. Clerk Ciofu stated he would be in support of this as he knows this employee and she is very personable and fits the culture of the Township very well and he would hate to lose a quality individual due to basically a timing issue as we are taking this position to full time in the near future. He stated the circumstances, in this particular instance, warrants us to do whatever we can to keep this individual. Treasurer Horning agreed. Trustee O'Connell stated that if this is a good employee and we are worried about meeting state mandated benchmarks, which could cause some major problems, she believes we should try and keep this individual. Trustee Germane commented that with the difficulty we have in hiring quality people, we could go several months before we could hire a replacement. It was the consensus of the Board to take the position to full time immediately to try and keep this individual.

b. Citizen Survey Draft

Manager West presented the draft Citizen's Survey highlighting specific additional questions. He stated the consultant recommends not changing too much because you want to measure the same questions year after year. Items discussed were the survey questions related to a fire millage for an additional fire station in the Township, the renewal of the Safer Roads millage, assessment of the current police contract and preferences for potential changes to police coverage, parks and recreation and sidewalk millages, the look of the community in relation to ordinance items, and future options for development in the Township. Comments from the Board will be incorporated into updating the questionnaire and it will be brought back to the Board for further evaluation.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
June 06, 2023 – 7:00 PM

10. Adjournment

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

Motion made by Trustee O'Connell, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: None

Submitted by



Larry N. Ciofu, Clerk