HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES January 03, 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 (7:06 p.m.)

Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present was Township Manager Bob West.

4. Approval of the Agenda

Move to approve the agenda for the January 3, 2023, 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 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 January 3, 2023, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, 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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 12-13-22 Hartland Township Board Regular Meeting Minutes
- d. 12-13-22 Hartland Township Board Closed Session Meeting Minutes

7. Pending & New Business

a. Lexipol First Responder Training Program Proposal - Hartland Deerfield Fire Authority

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll gave a brief overview of the Lexipol Training Proposal. Lexipol is a nationwide organization that assembles model policies for both fire and police agencies. Their focus is on creating policies and procedures, and

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES January 03, 2023 – 7:00 PM

keeping them up to date with law changes, case law influences, and other relevant data. It is wrapped around a platform that gives access to all of the HDFA staff and to some degree engages them to ensure that they have gone over a policy and signed off on it. In some of the low frequency-high risk policies there is a training aspect to the system which is a significant feature of the system. Chief Carroll stated there were quite a few fire agencies around the state that currently use this system, including several local agencies. The concept is that they take their model policies and the HFDA current policies and mesh them together so that the policies are customized for the HDFA. We would then review policies that they have, that we do not have, and adjust them to fit our needs if relevant. Lexipol would manage the system from that point. There would be an annual subscription fee to utilize this platform going forward. He stated that Hartland Township would fund the front end of the cost with Deerfield Township agreeing to fund the first three years annual subscription fee and the HDFA taking on subsequent annual fees. Manager West indicated that Hartland Township will fund the upfront capital cost using our American Rescue Plan Act (ARPA) funds. Clerk Ciofu inquired as to whether the HDFA has the current manpower to maintain the system or will additional staffing be needed. Chief Carroll stated that most of the maintenance is being done by Lexipol and the current staff that has been monitoring department policy will actually be spending less time than they currently are now.

Move to authorize the Township Manager to facilitate Hartland Township ARPA funding contribution in an amount not to exceed \$20,936.74 towards the Lexipol Training proposal as presented.

Motion made by Treasurer Horning, 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

Clerk Ciofu – Stated we wrapped up the year completing over 20 passports in the last few days of December 2022 and finished the year processing 416 passports. This is highest amount we have ever processed in one year, topping the previous high of 399.

Treasurer Horning - We are collecting taxes but if anyone looks online and sees that their mortgage company has not paid their tax, the largest mortgage service company in the United States is having a huge problem getting any payments to Michigan and a few other states. Treasurer Horning contacted the mortgage company because that packet has not come yet, and they explained this problem to her.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Supervisor Fountain – Had no report but requested Clerk Ciofu to give an update on Winterfest. Clerk Ciofu stated that Winterfest will be held on Saturday February 11, 2023 from 1:00 p.m. until dusk and it will end with Fireworks. We are in the process of getting everything set up now. He stated we are a little behind on sponsorships at this point, but we should be fine.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West stated that we are close to finalizing the budget for review and we should be able to review the entire budget at the first meeting in February. Draft budgets will be sent to the Board in advance of the meeting. He stated we have added a Utility/Finance section to the 2023 Strategic Plan for water and sewer. Historically we have looked at the Boyle Model which was developed to determine how we would be able to pay off the bonds. As it stands now, we will not have any issues with paying off our bonds but, we may have an issue with running out of capacity for water and sewer and we will be incorporating this into the Boyle Model as a strategic goal. Manager West gave a brief review of the December 22, 2022 Police Protection Partners meeting stating it was a healthy discussion on expectations and who would do what and when. He sent out a follow up memo regarding what was determined to be worked on by which of the police partners. The ARPA Community Funding Application will be sent out to various local charitable civic organizations in the next few days and we will have a ninety day application window. It will also be on our website and publicized in social media. We would like to get all applications in to see the extent of funding being requested before deciding on projects. The Assessor's position will be posted this week for thirty days to see what kind of response we will get. Assessor Heaslip will be working on the posting. This will be a difficult position to fill, but a neighboring community just hired a new Assessor and Manager West stated he will reach out to them to discuss the interest their position generated. If no valid candidates apply, we will look at other alternatives, including contracting out the Assessing function. Another neighboring community has contracted out their Assessing function and has been very happy with it thus far. Manager West will also be meeting with them on the contracting process. Supervisor Fountain inquired as to whether it would be much easier for a contractor to step in given our assessing procedures and systems rather that starting with poor or no systems in place and Manager West confirmed this would be the case. Manager West stated he would still prefer to hire an Assessor rather than contracting out the function. Manager West stated that there will be a full Partners in Progress meeting on February 20, 2023 at 5:30 p.m. at the old High School. The time of the meeting is still subject to change.

b. Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)

Move to go into closed session to review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15,268 (e)

Motion made by Trustee Germane, 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

Board is in closed session at 7:30 p.m.

Board came out of closed session at 8:55 p.m.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES January 03, 2023 – 7:00 PM

Move to authorize the Township Manager to facilitate the Township Attorney recommendations as discussed in closed session.

Motion made by Clerk Ciofu, 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

10. Adjournment

Move to adjourn the meeting at 8:58 p.m.

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 Absent: None

Submitted by

Larry N. Ciofu, Clerk

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