

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
March 11, 2025 – 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 Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, and Planning Director Troy Langer.

**4. Approval of the Agenda**

Treasurer Horning requested an amendment to 7e. to state Resolution - FY2025 General Appropriations Act and Public Hearing.

**Move to approve the agenda for the March 11, 2025 Hartland Township Board meeting as amended.**

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

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, 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 March 11, 2025 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, 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. 02-25-25 Hartland Township Board Regular Meeting Minutes
- d. Closing Farmer's Market Bank Fund
- e. School Summer Tax Collection Agreements

**7. Pending & New Business**

- a. Resolution of Determination of Wages and Benefits of the Township Supervisor

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Supervisor for the 2025-2026 fiscal year.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 – 0.

- b. Resolution of Determination of Wages and Benefits of the Township Clerk

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Clerk for the 2025-2026 fiscal year.**

Motion made by Treasurer Horning, Seconded by Trustee Lubeski. Roll call vote taken.

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 - 0.

- c. Resolution of Determination of Wages and Benefits of the Township Treasurer

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Treasurer for the 2025-2026 fiscal year.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci. Roll call vote taken.

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

Voting Nay: None

Absent: None Motion passes: 7 - 0 – 0.

- d. Resolution of Determination of Wages and Benefits of the Township Trustees

**Move to adopt the Resolution of Determination of Wages and Benefits of the Township Trustees for the 2025-2026 fiscal year.**

Motion made by Clerk Ciofu, Seconded by Treasurer Horning. Roll call vote taken.

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

Voting Nay: None

Absent: None Motion passes 7 - 0 – 0.

- e. Resolution - FY2025 General Appropriations Act and Public Hearing.

**Move to open the Public Hearing for the Fiscal Year 2025-2026 General Appropriations Act at 7:06 p.m.**

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

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

Voting Nay: None

Absent: None

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Manager Luce presented the Truth in Taxation information regarding the best estimates of the millage rates for Hartland Township (0.7533 mils); Fire (2.0159 mils), and Roads (1.4122 mils). Finance Director Susan Dryden provided a brief explanation of the Headlee Amendment that equalizes the property tax values, considers inflation, and sets a maximum increase cap. She stated over time the Hartland Township millage of 1.00 mils back in 2000 has rolled back to the current 0.7533 mils. This results in the same amount of property taxes, except for new property that has come on, and effectively equalizes the value of property taxes for the residents. The Headlee Amendment also applies to the Fire and Road millages. Manager Luce then reviewed the General Fund Estimated Revenues highlighting the State Shared Revenue as the majority of our revenues and the Property Taxes, and briefly went through each of the revenue segments. Manager Luce then reviewed the General Fund Estimated Expenses highlighting the Transfers Out segment which is our transfer to the Capital Improvement Fund. He then briefly went through each of the expense segments. Supervisor Fountain stated that there is a great deal of parks maintenance being done by our HAYAA recreation partners and he thanked them. He stated that when we have made improvements to our parks over the years, we made sure that we have funds in the General Fund to further maintain our parks. Supervisor Fountain also stated that our goal each year is have around twenty percent of our revenues transferred to our Capital Improvement Fund for amenities in the community. He also gave a brief history of the Police Protection and that we wanted to make sure we had funds in our General Fund for this. Manager Luce stated we partner with Hartland Consolidated Schools and Charyl Stockwell Academy in a shared cost arrangement for our Police Protection contract and we will be working on a three-year renewal of the contract this year. Clerk Ciofu inquired as to whether the Planning and Zoning revenues offset Planning & Zoning expenses and Director Dryden stated, in general, government accounting requires developer escrow deposits to be recorded as revenue and when they are utilized, they are then recorded as expenses of the Planning & Zoning department. Manager Luce stated this is a good indicator of the increased development within the Township. Manager Luce then reviewed the General Fund Estimated Expenditures by major governmental services. Supervisor Fountain stated that all of the detail information from these summaries are on our website. He stated we start our budget session at the beginning of each calendar year, and we look at each department's line item budget in meetings throughout the process and that the process does take a considerable amount of time.

**Move to close the Public Hearing at 7:20 p.m.**

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

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

Voting Nay: None

Absent: None

**Move to approve the Resolution to Establish a General Appropriations Act for the 2025-2026 Fiscal Year.**

Motion made by Trustee O'Connell, Seconded by Clerk Ciofu

Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0.

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- f. Zoning Amendment #25-001 – Amendment to permit in-ground swimming pools in front yard of waterfront lots

Planning Director Troy Langer gave a brief overview of the Amendment to permit in-ground swimming pools in the front yards of waterfront lots explaining that our current Ordinance treats the lakeside of the house as the front of the house, and it does not allow for swimming pools in the front yard. He stated that a resident inquiry to install a swimming pool in the front yard of a waterfront lot prompted discussions by the Ordinance Review Committee, the Planning Commission (PC), and the Admin Committee. Further discussions were held at a PC work session, and the PC initiated a zoning amendment that allowed swimming pools and fencing in the front yard of waterfront lots. The PC held a public hearing in January and recommended approval of the amendment, and it went to the Livingston County Planning Commission, which also recommended approval, and it is now before the Board for approval. Treasurer Horning inquired as to whether other townships allow this, and Director Langer stated he is not aware of any specific township, but in his experience, this is very common. He did state we are not allowing above ground pools in the front yards to protect the peripheral vision of the lake for neighboring residents.

**Move to approve Zoning Ordinance Text Amendment Text #25-001, as outlined in the Resolution.**

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.

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

Voting Nay: None

Absent: None

Motion passes: 7 – 0 – 0.

- g. Site Plan/PD Application #25-003 – Highland Reserve Planned Development (PD) Amendment to the approved Preliminary PD Site Plan (SP/PD #23-008) and Amendment to the Highland Reserve Planned Development Agreement Final PD (SP/PD #24-006)

Mike West of Green Development Ventures/Allen Edwards Homes came forward. Director Langer gave a brief overview of the Amendment for the Highland Reserve Planned Development, a single family residential development that went through the Planned Development (PD) process. He stated they went through the conceptual, preliminary, and final plan processes in 2023 and 2024, and they started to proceed into the construction plan process when they ran into issues with the storm water detention basins, that were in all of the previous plans, would not be satisfactory for the Livingston County Drain Commission (LCDC). In order to correct this, they needed to revise the site plan, eliminating the cul-de-sac and re-orienting some of the lots. In addition, MDOT provided late changes to the access drive to Hartland Glen Drive stating that the intersection of M-59 and Cundy Rd., which Hartland Glen Drive ties into, needs improvements before they will allow the Applicant the access drive to Hartland Glen Drive. MDOT stated they could block off the entrance to Hartland Glen Drive as a temporary solution until the intersection improvements were made and access would then be granted. Director Langer stated the site plan amendment increases the total number of units from 101 to 102 but decreases the number of rental homes from 35 to 31. He stated the plan also has a gate and a temporary cul-de-sac at the Hartland Glen Drive access point with the understanding that when the M-59/Cundy intersection improvements are made the gate could be removed. Director Langer stated the Applicant, Hartland Glen, and Redwood Homes are working on a shared cost agreement to make the improvements at M-59/Cundy intersection. The PC has approved the site plan amendment and is recommending the approval of the PD Amendment, as this is a Board decision. Mr. West thanked the Board and Director Langer for

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their assistance on this project and gave a brief explanation as to the timing and discussions regarding the storm water detention and road access issues. Trustee O'Connell commented on the extra spacing between the rental units in the amended design and inquired if they would still be using fire breaks between them. Mr. West stated the building code requires fire breaks if it is ten feet or less between structures, and now that they are at fifteen feet the standard no longer applies. Trustee Petrucci inquired as to what improvements MDOT is requiring for the M-59/Cundy intersection, and Director Langer stated it was basically to add a deceleration and an acceleration lane on M-59 for Cundy Road. Trustee McMullen stated she likes the new site plan and is pleased with the reduction in rental units and inquired as to how long it would take to build the lanes on M-59 to remove the gates. Mr. West stated the gate would be removed when the improvements are completed and he does not know when that would be but, he assumes this would be sooner rather than later in the process. Mr. West stated as a response to questions from the PC on the rental units, they are planning to put windows all along the garages, as well as the entry doors.

**Move to approve the proposed amendment to the Hartland Reserve Planned Development Agreement as outlined in the staff memorandum.**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci,  
Voting Nay: None  
Absent: None

h. Hartland Township Emergency Operations Support Plan

Manager Luce gave a brief overview of the renewal of the Hartland Township Emergency Operations Support Plan as part of the larger Livingston County Emergency Management Plan. He stated this is a four year renewal of the Plan that lays out the responsibilities of Hartland Township personnel in the event of a disaster situation as to issues such as communication and damage assessment, among others. These contacts for Hartland Township will be on file at the County along with other townships in the County in the event of a disaster. He stated we have started round table discussions with the HDFA Fire Chief, our Assessor, Supervisor Fountain and himself on putting this plan in place

**Move to approve the Resolution to adopt the 2025 Hartland Township Emergency Support Operations Plan.**

Motion made by Trustee O'Connell, Seconded by Trustee Lubeski. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci.  
Voting Nay: None  
Absent: None Motion passes: 7 – 0 – 0.

**8. Board Reports**

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report

Treasurer Horning - Stated the collection of taxes ended on February 28th and they were open from 9:00 a.m. to 5:00 p.m. and had 76 people come in to pay taxes. She stated with the addition of the on-line payments they collected over \$800,000 on that day. They are now settling with the County and are

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in transition with the County having their information and they will balance with us and residents will then start paying at the County, probably next week. She stated Business taxes are still collected here at the Township.

Trustee O'Connell - No report

Trustee Lubeski - No report

Supervisor Fountain - Stated that the Board of Review was held yesterday and today, and we had 35 petitions, but only had 15 in-person petitions. He stated there were some good discussions and he thanked our Assessing Department for the very good job they did and stated that we are fortunate to have these people at the Township.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager Luce stated he and staff members are reviewing our safety plan for the Township Hall. He stated we did active shooter training last year and we are looking at ways to improve our safety plans. Manager Luce stated he attended an MMRMA risk management conference last week and there was significant discussion on the perception of local government. He stated that there is a lot more trust in local government than there is in federal government, but stated that it was pointed out that 66% of the public think both local and federal government is incompetent. This is a direct reflection of communication with the general public, and he is excited about the things we have in the future to push out more information to our general public. Manager Luce addressed former Trustee Germane's last request to increase funding to the HERO Center and Senior Center and the contracts we have now expire in 2026, but the last payment is in June of 2025. In discussions with the Admin Committee, we will bring back the HERO and Senior Center contracts to the Board with a \$1000 increase per year for the next four years, so the contracts coincide with the Board elections. He also stated that the contract with the Historical Society will include a 5% increase each year for the term of the contract. Manager Luce stated we are looking at a Township Event tent at Epley Park on Memorial Day to highlight the events that are offered in Hartland Township. Clerk Ciofu gave a brief overview of the potential entities that would be involved. Trustee McMullen inquired as to also using this venue to promote community communication and involvement with regards to volunteer opportunities. Manager Luce stated we may have the new App program up and running that we could also promote. Manager Luce stated there is an Eagle Scout that is interested in improving the Hoop House at the HERO center with flooring and raised flower beds as his Eagle Scout Project. He also stated the HERO Board is looking at hiring an Executive Director and they are seeking qualified candidates to interview for the position. Manager Luce stated the majority of the security cameras have been installed at the Township Hall, Settler's Park, Heritage Park and Spranger Field. Manager Luce stated the carpet has been replaced in the Board Room, Large Conference room, and Small Conference room.

### b. Veterans Memorial Workshop

Manager Luce led a discussion on the Veteran's Memorial in Settler's Park stating all of the construction contracts have been secured. He stated our concrete contractor is looking at an early April start if the weather holds. DPW staff will be scheduling an all contractors meeting to review the project timelines. He stated we will be working with the excavating contractor next week on determining the center point of the memorial, topography, ADA compliance issues, and grading schedule. Manager Luce then led a discussion regarding a donation letter developed by Trustee

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Petrucci and stated the Township will provide address labels and letterhead, but inserting into envelopes, postage, and mailing will not be done by the Township. Trustee Petrucci stated he met with the Veteran's group and they were excited about the picture idea for the website and purchasing bricks and making donations. He also stated he met with Fenton Memorial and was informed that the monument stone was in Ohio for engraving, but there was no timetable for delivery to Fenton Memorial. Fenton Memorial also stated they can do seven bricks a day, so Trustee Petrucci recommended changing our due date on our brick forms and that we should send over brick orders forms as we receive them in batches of twenty. Trustee Petrucci stated he also met with the County Veterans group and that our Communications Director Melynda Bernardi sent over our website information and they have it on their website now. Trustee Petrucci will be working with the County regarding the scheduled ribbon cutting ceremony for the Memorial. Further discussion was held on donation levels, war animal donations, contributor plaques donors, timing of plaque construction, family bricks, perpetual care funding, a potential donor wall, landscaping timing, electrical capacity for future maintenance technology, and informational mailers.

**10. Adjournment**

**Move to adjourn the meeting at 8:48 p.m.**

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

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

Voting Nay: None

Absent: None

Submitted by,

Larry N. Ciofu, Clerk