

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
January 02, 2024 – 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 Mike Luce, Finance Director Susan Dryden, and Public Works Director Scott Habel.

4. Approval of the Agenda

Move to approve the agenda for the January 2, 2024 Hartland Township Board meeting as presented.

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

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 January 2, 2024 Hartland Township Board meeting 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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 12-12-23 Hartland Township Board Regular Meeting Minutes
- d. 12-12-23 Hartland Township Board Closed Session Meeting Minutes
- e. Confirm Supervisor's Appointments - Bruce Douglass and Dennis Pate to the Zoning Board of Appeals (01/01/24 - 12/31/26)

7. Pending & New Business

- a. Ratify The Hiring of S.Hable as Director of Public Works

Manager Luce stated we are ratifying the hiring of Scott Habel as the Director of Public Works. He stated Mr. Habel has over seventeen years of municipal experience with another municipality and introduced Mr. Habel to the Board.

Move to ratify the hiring of Scott Habel as Director of Public Works beginning on January 1, 2024 at an annual salary of \$83,000.

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

- b. Hartland Township FY24-25 CIP Discussion Review

Supervisor Fountain gave a brief overview of the Capital Improvement Plan (CIP) review process and turned the meeting over to Manager Luce. Manager Luce stated that we will not be taking any formal action on the CIP tonight. He stated we will be reviewing the CIP plan that the staff has developed for moving into the next fiscal year. He then led a discussion on the General Fund CIP highlighting projects such as sidewalk gaps on the south side of M-59, Township Hall HVAC contingency and parking lot rehabilitation, phragmites education and maintenance, and the Spranger Field facility upgrades. He gave a brief overview of a potential Veteran's Memorial, Children's picnic tables at the parks, parking lot maintenance at the parks, and the potential for a second pavillion at Settler's park and /or a portable mobile stage to be used for community events. Supervisor Fountain stated that the recent Citizens Survey indicated the community wanted to see more events in the Township. Manager Luce also gave a brief overview of the discussions on the M-59 Median improvements that are in the CIP plan. Clerk Ciofu stated he would like to see an annual amount allocated to improving the picnic area amenities. Finance Director Susan Dryden gave a brief overview of the overall General Fund CIP, overall revenues and expenses, and the projected end of year General Fund balance. Trustee Petrucci stated that we have been able to improve our overall fund balance in part from the efficient use of the American Rescue Plan Act (ARPA) funds that were received. Trustee Germane inquired as to the use of CIP funds with regard to the potential for a new fire station. Manager Luce stated that the Fire Authority CIP is separate from the General Fund CIP and the General Fund CIP would not be used for an additional fire station. Trustee Germane inquired as to the cost of asphalt and whether Manager Luce thought it would come down so we could complete the parking lot repairs. Manager Luce stated that there is an increase in all construction materials due to the ARPA funds that have been distributed. Manager Luce gave a brief overview of the ARPA funds that were allocated by the federal government for infrastructure improvements. It evolved into many other uses for the ARPA funds and stated Hartland was able to distribute these funds to benefit many areas of the community. Trustee Petrucci stated that Hartland Township has been fiscally responsible for many years and that allowed us to be in a position to efficiently utilize the ARPA funds.

Manager Luce then led a discussion on the Road Fund, stating the current road millage expires in 2024 and we will be looking to go out in November of 2024 for a renewal of that millage. The road millage included a fourth chloride application and the paving of Maxfield and Cundy roads this year. He stated we are planning for a joint project to repave Old US 23 from M-59 to the Brighton Township line next year. Funding for this project will come from Federal funds, the

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Livingston County Road Commission, and Hartland Township. We are also planning for a limestone cap for Maxfield, Clyde and Cullen roads and Crouse Road repaving and drainage issues improvements. Bergin Road and Pleasant Valley will get a limestone cap if the road millage is not approved. If the millage is approved, these roads are in our CIP plan to be paved. A brief discussion was held on the specifics of the potential new millage. Manager Luce stated that if the road millage is approved and generates around \$10 million dollars, with our cost sharing programs for roads with the LCRC, this will allow us to get around \$18 million dollars of road projects completed with the renewed millage.

Manager Luce then led a discussion on the Fire Authority CIP, stating several items were moved from this year to next year's CIP due to the evaluation of the fire department location study. He mentioned the driveway apron at Station 61 as being completed this year and the radiant heater that may need replacement next year. Any projects on this year's CIP that the fire department did not think that they could complete this year were moved to next year. The 2024 CIP plan includes a placeholder for Station 61 renovations and/or a new Station 64 depending on the outcome of the fire location study and potential fire millage.

Manager Luce then led a discussion of the Water/Sewer CIP. Items discussed were replacement of vehicles, mowers, and equipment, the water filter media replacement, the pressure reducing valve (PRV) on the south side on M-59, an additional PRV in the future, and a new supply well for water. Manager Luce gave a brief overview of the purpose and need for a PRV and the relationship between water volume and water pressure. He stated the two components to completing our water system would be the two PRVs and the connection of the water main on the north side of M-59, which will be a few years out. He then gave a brief overview of the fund balance stating as new development comes online, they will need to purchase water REUs which will replenish the water fund. Trustee Petrucci inquired as to whether our current water tower will handle all of the new development and Manager Luce stated it would be sufficient, but we may need another supply well. Treasurer Horning inquired as to whether the cleaning of the water tower is in the CIP, and Manager Luce stated cleaning of the tower is included in the normal water maintenance budget and it is cleaned every two years.

Discussion was then held on the ARPA Fund. Manager Luce stated we spread these funds out to a multitude of township and community projects citing the water main extension, the Dunham Road pathway, the Heritage Park irrigation repair, the new AED machines at the parks, the Lexipol fire training software, new security cameras for the parks, improvements to the Settler's Park picnic area, the new roof at the Township Hall, the purchase of an additional mower and dump trailer for park maintenance, and the grant initiative for civic organizations. Finance Director Dryden gave a brief overview of the ARPA Funding allocation process and timing, and stated that she thought that all of the Township staff work and the decisions of the Board regarding the ARPA fund projects led to a much better distribution of funds than many other municipalities based on conversations she has had at various meetings, and that she is proud of the work we did with the ARPA funding.

8. Board Reports

Clerk Ciofu - Gave a brief update on the February 27, 2024 Presidential Primary stating that notices were sent out, party selection forms were distributed to the Permanent Absent Voter Ballot list voters, and that the Absentee Voter Ballot Applications will be sent out to those on the Permanent Absent Voter Application List in the next few weeks. He also stated there will be nine days of Early Voting prior to the Presidential Primary Election starting on the second Saturday before the Election through the Sunday before the Election here at the Township Hall Board Room from 8:00 Am to 4:00 pm. He

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then gave a brief update on the progress of the Winterfest Event on February 10, 2024 at Heritage Park.

Treasurer Horning - Stated she came in during the Holiday break last week to process tax payments so that when they came back today it was not so hectic. She did state the Tax Department counter was still quite busy today, but overall it went very well.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - Stated that back in November at the Veteran's Breakfast the idea was proposed to him to start up a new Veteran's Memorial Committee, and Trustee O'Connell has volunteered, Clerk Ciofu was asked to be on the Committee, and he agreed, and Manager Luce also agreed to assist the Committee. He stated he will be visiting the community organizations to get ideas for a Memorial, and that he has designed his own concept for a Memorial for discussion with the Board at a later date.

Supervisor Fountain - Stated that the Hartland Community Council's new Holidays lights in the Village looked very nice. Clerk Ciofu thanked the DPW staff for installing the lights and stated the Community Council donated the old light fixtures to a local resident that puts up an extensive Holiday display. Supervisor Fountain introduced Dennis Pate from the audience as the newly appointed member of the Zoning Board of Appeals.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated that if any of the Board members have any questions regarding the CIP to reach out to him. He stated the general Board meeting budget discussions will include the Merit Pool on January 16th, the General Fund budget and any other Fund budgets we can get to on the first meeting in February, the remaining other Fund budgets on the second meeting in February, the Fiscal Year 2024-2025 Budget Approval at the first meeting in March, and Fiscal Year 2023-2024 Budget Amendments on the second meeting in March. He stated again that they used the remaining ARPA Fund on the purchase of a replacement mower and trailer for Public Works. Manager Luce gave a brief overview of LPR cameras to be purchased for placement on M-59. He stated that these cameras tie into the Livingston County Sheriff's Department (LCSD) and the Michigan State Police (MSP) and other law enforcement agencies and can be used for Amber Alerts, Silver Alerts, and tracking vehicles in accidents or criminal activity. He gave a brief overview of the camera's capabilities, how the camera system works, and costs. He stated the Township would lease two cameras and the LCSD would cover the cost of yearly maintenance. A brief discussion was held on the location of the cameras, but Manager Luce stated it was basically up to the LCSD and MSP. Trustee Germane stated that traffic at Bullard and Dunham is getting very busy and he is concerned with potential accidents occurring there. Manager Luce stated the Capital Conference is in Lansing on January 23rd and he inquired as to who is planning to attend so he can get them registered. Trustee O'Connell, Trustee Germane, Trustee McMullen, and Clerk Ciofu indicated they will attend. Manager Luce gave a brief update on the Septage Receiving Station issue stating that a response is due on January 5th to our counter claim and neither he nor our Attorney has seen anything to date. He also gave an update on the legal fees on this issue.

10. Adjournment

Move to adjourn the meeting at 8:30 p.m.

Motion made by Trustee Germane, 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