

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 19, 2023 – 7:00 PM

1. Call to Order

Supervisor Fountain called the meeting to order 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 was Interim Manager Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the September 19, 2023 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

Absent: None

5. Call to the Public

Larry Shaheen came forward and read the introduction to the recently sent out Citizen's Survey and inquired as to how non-tax paying residents opinions are meeting the needs of taxpayer households and stated wouldn't this dilute the results of the survey. He further inquired as to how many surveys were sent to non-tax paying residents. Interim Director Luce responded that the survey was sent out on a random basis from the Township voter rolls and that the Township has no knowledge of who would receive the survey. He also stated this was the first set of surveys that were sent out and that there would be a second set sent out in October. Interim Director Luce will follow up with the survey company and get back to Mr. Shaheen. Mr. Shaheen also inquired as to the return on investments for the Township. Supervisor Fountain stated the Township has invested in the quality of life with our park improvements and our road infrastructure improvements with the voter passed Road millage as two examples of returns to the Township.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the September 19, 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 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. 09-05-23 Hartland Township Board Regular Meeting Minutes
- d. Land Use Permit #23-003 – Release of Performance Bond for Hartland Shores Estates

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- e. Public Works Employee Increase
- f. Election Worker Wage Increases

7. Pending & New Business

- a. Fiscal Year 2022-2023 Audit Overview

John Pfeffer and Kristen Polonowski of Pfeffer, Hanniford & Palka gave an audit presentation for the Fiscal Year 2022-2023. Mr. Pfeffer thanked the Township Board for having them as their independent auditors and stated it has been a real privilege to work for Hartland Township and that it is a pleasure to come out and work with the Township staff, who have been great and he stated everything is in great shape. He also commended the work of Finance Director Susan Dryden-Hogan who does a great job and he stated they have very few proposed adjustments. This is important so that the Board knows they are getting very accurate information during the year.

He stated they will be issuing a unmodified opinion which is the highest level of opinion that an independent auditor can issue. Hartland Township has always received this opinion which is good. He stated that this year there is a secondary report due to the Township receiving American Rescue Plan Act (ARPA) funds during this period. The report has to do with the additional work required to make sure the ARPA funds were spent correctly, which the Township has done.

Mr. Pfeffer then went on to highlight some financial information stating that the Township was able to increase the General Fund balance by 12% while making several park and Township Hall improvements. The Township completed the Dunham Road sidewalk expansion, the Hartland Deerfield Fire Authority (HDFFA) training upgrades, and, with ARPA funding, the completion of the M-59 water main project which is very important to the community. He also stated the sewer system is doing very well overcoming some of the lost business during the COVID period with new connection fees. He stated the overall management of the system over the past few years has the system in good financial condition.

Mr. Pfeffer then presented slides of the breakdown of the General Fund Revenues and Expenses and the General Fund Balance. He stated it was important for residents to know that of the \$3.5 million of General Fund Revenues only a small portion comes from taxes and administration fees. Only 26% of the General Fund Revenues come from taxes. Most of the General Fund Revenues come from State Shared Revenues derived primarily from State income and sales taxes. State Shared Revenues should remain stable but are subject to the Michigan economy going forward and should be watched closely.

He stated two important factors for auditors is, one, that the Treasurer's Department is making timely disbursements of taxes. Taxes are collected, and within 15 days the Treasurer must disburse the funds so that each entity receives their tax monies. Treasurer Horning was able to do this, as she has done in the past, which is very good. The second factor is that the Township has over \$23 million invested in various institutions from all of the various Fund Balance Accounts. Treasurer Horning was able to keep the money invested securely and with good returns for the Township during this audit period.

He stated the overall the General Fund Balance is in good shape and that there is not too much held in the fund. He restated that we were able to add to the General Fund this period while accomplishing many things for the Township which is always good for the residents to hear.

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He then led a brief question, answer, comments session. Supervisor Fountain commented on the new police contract for Hartland Township that was funded out of the General Fund in conjunction with the schools contributions and stated this was a win-win situation for all of the parties involved. Supervisor Fountain stated we have always had a goal of about 20% of revenues that comes into the Township are reinvested back into the Township community.

Move to accept the Fiscal Year 2022-2023 Audit Report as presented.

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

Absent: None

b. Hartland Community Events

Interim Manager Luce gave a brief overview of upcoming community events:

Hartland Art Walk - to be held at Settler's Park

This is a three weekend community event featuring local artist's works that will be on display at various businesses throughout Hartland. Each business that has art on display will have a sign at their business that displays the Hartland Artwalk logo. A list of art locations will also be on the Township website. Banners will be placed throughout Settler's Park with a QR Code that can be scanned that will tell residents which businesses are displaying the artists works. There will be two permanent art pieces, one at Settler's Park and the second on a building wall at the new Hartland High School Auxiliary Field on Hartland Road.

Kickoff Event - Saturday, September 23, 2023 from 10:00 am to 4:00 pm

- with food trucks, vendors, live music

Saturday, September 30, 2023 from Noon to 3:00 pm

Concludes - Saturday, October 7, 2023 from Noon to 2:00 pm

Hartland High School Homecoming Parade

Friday, September 29, 2023 starting at Village Elementary School at 5:00 pm

- followed by the Hartland High School Homecoming Football game

State of the Community Event - Historic Hartland Music Hall in the Village

Wednesday, October 25, 2023 at 5:00 pm

- updates from Community Partners will be live in person.

8. Board Reports

Trustee Petrucci – Stated we will be discussing the HDFA Station Location Study tonight and on September 28th after the HDFA meeting at 8:00 p.m. the Fire Station Location Study Committee will hold their second meeting on the topic at HDFA Station 61 and all are invited to attend.

Clerk Ciofu - No report.

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Treasurer Horning - No report.
Trustee Germane - No report.
Trustee O'Connell - No report.
Trustee McMullen - No report.
Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Interim Manager Luce stated that they are still soliciting quotes for the Township Hall roof repair. He stated we had two quotes so far with a wide spectrum of costs and to do our due diligence we are seeking additional quotes and doing background checks of companies and reviewing warranty provisions and requirements. Interim Manager Luce stated we solicited three quotes for the Township Hall landscaping and only two could meet the time frames for the project and these will be discussed at the next Admin Committee meeting. He also informed the Board of a tanker truck that tipped over at Runyan Lake Road today. The tanker truck contained corrosive material and was uprighted with no leakage. US-23 was down to one lane and Runyan Lake Rd was closed for a period of time. He commended the work of the first responders regarding this situation. He informed the Board that the first set of the Citizen's Surveys went out on September 15th and a second set would go out in the second week of October. He expects final results to be delivered in late November or early December. Interim Manager Luce stated we would be reinstituting some of the COVID safety measures in the Township Hall for flu season. He also provided an update on the San Marino sidewalk stating the retaining wall is complete. It went up one row of blocks higher than planned due to the concerns with the DTE poles and he expects the project to be completed by the end of next week. He also mentioned that Glen Wilkenson inquired about the striping in the turnaround lanes and that this is on the Livingston County Road Commissions (LCRC) agenda within the next two weeks. Trustee Germane asked Interim Manager Luce to see if the LCRC can restripe the M-59/US-23 underpass. Interim Manager Luce also stated that the Volunteer of the Year voting was live on the Township's website.

b. HDFA Fire Station Location Study

Interim Manager Luce led a discussion on the Hartland Deerfield Fire Authority (HDFA) Fire Location Study. He passed out the agenda from the first Fire Station Study Committee meeting and stated the discussions at the first meeting were productive. He referenced the Fire Station Study and stated major issues from the Committee discussions were what a renovation of the main station would entail and, if we went with a new station, where the location would be and the cost of land acquisition. Interim Manager Luce stated that discussion needs to be had on how we are going to move forward with this and what is the pulse of the Board with regards to support or non support of the options. We need to have a benchmark of where we are going before we get too far into the details. Trustee Petrucci stated the Committee was leaning to a new station at a better location due to current station traffic issues and improving response times with a better site. Discussion was then held on estimated cost of renovation, the critical nature of response times, long term outlook for fire coverage, and a phased in approach to developing a main station. Further discussion was held on the study results, potential new locations and property availability and cost, water and sewer availability, and traffic considerations at these locations. In addition there was discussion on mutual aid agreements with nearby fire stations located outside of the Township and financing options. Further discussion led to the need to determine which way we want to go starting

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from renovation of existing main station to building a new substation to building a new main station.

Trustee Germane was excused at 8:30 p.m.

The need to identify what we would need in a renovation scenario and cost, the cost of a new substation including new equipment and land acquisition, and the cost of a new main station including land acquisition. Interim Manager Luce will reach out to the Survey company to see if we can update the study with regards to response times when including out of township mutual aid locations.

10. Adjournment

Move to adjourn the meeting at 8:45 p.m.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

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