

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 06, 2022 – 7:00 PM

DRAFT

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 Bob West (via video conference), Public Works Director Mike Luce, and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the September 6, 2022, 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 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 September 6, 2022, 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. 08-16-22 Hartland Township Board Special Meeting Minutes
- d. 08-16-22 Hartland Township Board Regular Meeting Minutes
- e. Gen-X – Hartland High School Fireworks Permit Application
- f. Waldenwoods Fireworks Permit Application
- g. Confirm Supervisor's Appointment - Matthew Eckman to Planning Commission (08.06.2022-12.31.2022)
- h. Assessing Budget Amendment
- i. Fiscal Year 2022 General Fund Surplus Transfer

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- j. ARPA Funding of Water Extension

7. Pending & New Business

- a. Site Plan with Special Land Use Application #22-008 (Morning Star Child Care Center)

Supervisor Fountain invited the applicant, Carrie Anderson to come forward. Planning Director Troy Langer gave a brief overview of the applicant's proposal to acquire an existing building at 11750 Highland Road which is on the south side of M-59. This is an existing office building where there are a couple of tenants currently in there, so they intend to take the rest of the building and use it as a childcare center. The exterior work that they are proposing is a fenced play area for the children. There are some sidewalks that would be installed, and they would relocate a dumpster enclosure, so it is not next to the play area. As part of the compliance with the state codes and the fire codes the classroom themselves would have to have an individual means of access, so they would have concrete step areas where they will have an exterior door. The exterior changes are fairly minimal. The process for this request is that it is a special land use permit that requires a recommendation from the Planning Commission (PC) with a final determination by the Township Board. At the PC meeting on August 25, 2022, a public hearing was held and there really was not a lot of discussion on this request. There was a question on the chain link fence regarding if it could be black fencing and that information was passed onto the applicant. The applicant also wanted to make it known that as for the current tenants, when their lease expires, they will want to occupy those spaces for their day care as well. In the future they plan to occupy 100% of the building referred to as phase 2. Phase 1 will be to occupy the building as it currently is and Phase 2 would be to occupy 100% of the building. All of the calculations of parking have been incorporated and it would comply with 100% of the building being used as a childcare center. The PC recommended approval and is recommending to move forward with the project. The applicant Carrie Anderson stated that they are excited to be in the Hartland area. Carrie stated she currently runs a couple of Child Centers out in Dexter. She stated she and her brother were Hartland graduates and another member of their team that was present lives in Hartland, so they all have connections and ties here in Hartland and were excited to be back in the community.

Move to Approve Special Land Use Application #22-008, as outlined in the staff memorandum, dated August 31, 2022.

Motion made by Treasurer Horning, 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

- b. PHP Auditing Services Contract Renewal

Manager West presented the 3-year contract extension with Pfeffer, Hanniford & Palka for audit services for the fiscal years 2024, 2025, and 2026. This contract does include an additional \$4500 contingency fee for any additional auditing methods related to the American Rescue Plan Act (ARPA) funds expenditures. Manager West recommends approval of this extension.

Move to approve the three-year contract extension for Pfeffer, Hanniford & Palka CPAs for the fiscal years 2024, 2025, and 2026 for \$19,000 per year, as presented, including

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\$4,500 additional fees to cover any necessary auditing methods to review ARPA funds expenditures for fiscal year 2023 through 2026.

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

c. Heritage Park Irrigation Well Reimbursement

Manager West stated that due to anomalies from the DTE service provider our recreation partners at Heritage Park had to install a new irrigation well into the irrigation system out at Heritage Park. The recreation partners also had to replace a substantial transformer. As part of the ARPA package, Manager West is recommending reimbursement of this expense of these repairs. He stated that the recreation partners have put so much into the park. They funded the irrigation system at Heritage Park and did the maintenance on it and that the Township did not contribute toward the irrigation system. He provided a slide of what the park looked like before and after the irrigation system went out, showing the difference their irrigation system makes to the park. Manager West stated he is trying to allocate the ARPA funds to as much of the community as possible. Trustee O'Connell inquired as to whether there was any recourse to DTE, and Manager West responded that they were continuing to follow up on this but, at this time, DTE is waiving liability stating the transformer that caused the problem was not theirs. We will continue to pursue this, but in talking with other communities it is difficult to get any recourse from DTE on these types of issues.

Move to authorize the Township to reimburse the recreation partners of Heritage Park for the replacement irrigation well in the amount of \$18,102 as presented.

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

8. Board Reports

Trustee McMullen – No report.

Trustee Petrucci – No report.

Clerk Ciofu – Stated that the Absentee Voter Ballot Applications will be mailed out tomorrow so voters should receive them by early next week.

Treasurer Horning – Stated she will be at the State Treasurer's Recertification Institute and will not be at the next Board meeting.

Trustee Germane – On behalf of the HERO Board he stated the annual fundraising Golf Outing will be held on Sunday, September 18th at the Majestic Golf Course. He stated there are still openings for golf.

Trustee O'Connell – No report.

Supervisor Fountain – No report.

[BRIEF RECESS]

9. Information / Discussion

a) Manager's Report

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Manager West gave a brief overview of the progress of discussions regarding the Septage Receiving Station and stated we will go into closed session to discuss the legal opinion of corporate counsel. Manager West stated the Polo Club came in with a Special Event Permit that included liquor, which requires approval by the Township Board. In order to get this approved prior to the event date we would have to hold a Special Meeting which we have tentatively scheduled for September 13, 2022. This meeting is contingent of the Polo Club getting their full application to Planning Director Langer by the end of this week. DPW Director Luce is working on some minor changes and sound improvements in the Board Room. DPW will also be posting the new DPW staff position as part of the water main extension project. He stated we are hoping to have the position filled by the end of October. Manager West updated the Board to a non-work-related injury to a staff member and that we are working on a plan for an extended leave of absence in this position. Manager West also asked the Board to keep this individual and her family in their thoughts and prayers.

- 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) and to include Public Works Director Mike Luce.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci 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 7:20 p.m.

Board came out of closed session at 7:33 p.m.

Move to proceed as discussed in closed session and as directed by Township Attorney.

Motion made by Clerk Ciofu, 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

10. Adjournment

Move to adjourn the meeting at 7:35 p.m.

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