

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
January 17, 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, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Bob West (via video conference) and Public Works Director Mike Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the January 17, 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

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the January 17, 2023, Hartland Township Board meeting as presented.**

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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-03-23 Hartland Township Board Regular Meeting Minutes
- d. 01-03-23 Hartland Township Board Closed Session Meeting Minutes
- e. 2023 Hartland Township Strategic Plan

**7. Pending & New Business**

- a. Resolution - 2023 Poverty Income Guidelines

Supervisor Fountain stated that this Resolution is a requirement of the State of Michigan to establish Income Poverty Guidelines for the Board of Review. He stated there is a State

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standard but each community has the ability to adjust these standards based on various factors. Manager West stated that the resolution authorizes Hartland Township to adjust each family unit size poverty guideline by an additional 25%. This is very common in the Livingston County municipalities and needs to be adopted on an annual basis.

**Move to approve the resolution adopting the 2023 Hartland Township Poverty Income Guidelines as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Germane. 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.

b. Hartland Deerfield Fire Authority Budget Presentation FY2023-24

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll presented the proposed HDFA Operational Budget for the fiscal year 2023-2024 for Township Board approval. Chief Carroll presented a brief overview of expenses regarding staffing, health care, and utilities. Chief Carroll then briefly reviewed the three year rolling average allocation schedule for Hartland Township and Deerfield Township. Treasurer Horning inquired as to the increase in the 2022-2023 Amended Budget for training and the subsequent decrease for the 2023-2024 budget. Chief Carroll stated that a new training project, Rescue Task Force for active assailant events, was conducted in conjunction with the Livingston County Sheriff's Department and other local law enforcement agencies which required additional training and equipment for this year. This training will not be conducted next year.

**Move to approve the proposed Hartland Deerfield Fire Authority FY2023-24 Budget 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

Chief Carroll stated that the ESCI fire study document is going to the printer, and it will be distributed as soon as it is available for the January 26, 2023 meeting at the Hartland Fire Station at 7:00 p.m. and that the meeting will be captured on video.

**8. Board Reports**

Treasurer Horning – Stated the Corelogic checks finally did arrive at the Township on January 11th, and were 2600 payments out of the tax roll. She stated the utility billing is out, taxes have a few more weeks, and the Treasurer's Report and Septage Receiving Report were emailed to the Board today.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Winterfest is proceeding on schedule. The tent order is being finalized and the ice-skating rink will go up January 18, 2023. Hopefully, this will freeze before Winterfest. Winterfest takes place Saturday February 11, starting at 1:00 p.m. until dusk, closing with Fireworks in the evening.

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Supervisor Fountain - A Chamber meeting was held this morning and on February 23, at 9:00 a.m. there will be a community collaborative event with Manager West, Supervisor Fountain, and Chamber members. It will be an open forum for anyone in the community that has any questions, ideas or feedback. He stated a Partners in Progress meeting will take place on February 20, 2023 at 5:30 p.m. at the Old Hartland High School.

[BRIEF RECESS]

**9. Information / Discussion**

a) Manager's Report

Manager West stated that there will be a meeting at the Hartland Fire Station 61 to discuss the ESCI Fire Study on January 26, 2023 at 7:00 p.m. He also confirmed the February 20, 2023, Partner's in Progress meeting at 5:30 p.m. Manager West informed the Board that the Township's main computer server is now outdated and is no longer supported by IT Right. It is still functional, but he may be coming to the Board for approval to purchase a replacement server. Generally, servers last for 10-12 years and a replacement server would cost around \$12,000 which would be paid for with PEG funds. He will also be bringing forward a proposal for Board room upgrades for a second projector and for lowering the monitors. A brief discussion was held on the monitors and the need for, and potential solutions, to be able to individually scroll through the Board package. Manager West stated that the draft FY2023-2024 Budget is almost complete, and he feels we will be able to review the entire budget at the February 7, 2023 Board Meeting. Manager West stated that he is working on some preliminary discussions with the Planning Commission and legal counsel regarding solar panels. He stated the Planning Commission is meeting this Thursday to discuss a proposed project at M-59 and Old US-23 and the revised Mister Cash Wash project. Supervisor Fountain inquired as to whether a response was received from the County on the Septage Receiving station issue and Manager West stated he has not received any response at this time. Public Works Director Mike Luce stated there is a Livingston Regional meeting tomorrow and that he thought that this may be brought up. Trustee Germane inquired as to the recent e-mail sent to the Board regarding the quarterly financial statements and whether there were any issues for the Board that needed further discussion at this time. Manager West responded that there are no issues at this time as we are usually at around 85% to 89% usage of the budget at this time and we are on target.

**10. Adjournment**

**Move to adjourn the meeting at 7:40 p.m.**

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

Submitted by



Larry N. Ciofu, Clerk