

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
March 05, 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 (7:02 pm)  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, Public Works Director Scott Hable, and Planning Director Troy Langer

**4. Approval of the Agenda**

**Move to approve the agenda for the March 5, 2024 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Germane

**5. Call to the Public**

Ella Nikitin came forward stating she has been a Hartland resident since 2005 and she wanted to talk about sidewalks in the Township. She stated that she was concerned with walking on the side of the road with cars going past at high speeds and that the sidewalks on M-59 are very fragmented in that they stop at various areas and restart further down the road and she would like to see us work on improving sidewalks. She cited the only sidewalk on Clark Road is in front of the Township Hall and that it only goes for a short distance. She stated we need to work on this as MTA Flint is working on bringing a bus stop to Hartland and it would be nice if you could walk to places from there without putting yourself in the path of speeding vehicles.

Larry Shaheen came forward stating that he put a roof on his home and there was 500 sq. ft. added to his home and an additional acre added to his property and this was not right. Supervisor Fountain stated that he will take this information to our Assessor for review and explained the process for resolving assessing situations at the Board of Review that will take place on March 11th and 12<sup>th</sup>. He stated that if you are not satisfied with the Board of Review's decision you have the right to appeal to the State of Michigan.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the March 5, 2024 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

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Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 02-20-24 Hartland Township Board Regular Meeting Minutes
- d. 02-20-24 Hartland Township Closed Session Meeting Minutes

**7. Pending & New Business**

- a. Zoning Amendment #24-001 – Amendment to permit Pharmacies as a Principal Permitted Use in Commercial Zoning Districts

Planning Director Troy Langer gave a brief overview of the Zoning Amendment to allow Pharmacies to be a Permitted Use in the Commercial Zoning Districts. He stated that we were approached by a business that wished to establish a pharmacy in an existing building in the Township that is zoned General Commercial (GC) and in reviewing the Zoning Ordinance we found that pharmacies are not permitted in GC. He stated we did have a number of pharmacies that are located in commercial developments, but they were all in Planned Developments (PD) where pharmacies are permitted. He stated that pharmacies are only permitted in PD and Office Service (OS) Zoning District, and they are capped at 2000 square feet in OS. The building the applicant was looking at is approximately 1300 square feet. The Planning Commission (PC) did initiate a Zoning Ordinance Amendment in December of 2023 and a Public Hearing was held in January of this year and it was decided to expand the Amendment to include the Limited Commercial (LC) District and the Neighborhood Service Commercial (NSC) District, along with the GC District. He stated in the LC and NSC districts we limited the size of pharmacies to 2000 sq. ft. The PC recommended approval of the Amendment at the Public Hearing and it was sent to the Livingston County Planning Commission who have also recommended approval in February of this year. Trustee Petrucci inquired as to any potential issues this may have on future stand-alone pharmacies located in these districts and Director Langer stated that limiting the size in the OS and NSC districts would preserve the intent of only allowing small businesses in these areas. Trustee Germane inquired as to the effective date of the amendment and the effect this would have on the potential applicant. Director Langer stated that he was unsure of the actual effective date pending publication but from discussions with the agent working with the applicant, they have an approval process they would have to go through. We could do some reviews of the project but not formally approve anything until the amendment became effective.

**Move to approve Zoning Text Amendment #24-001 as outlined in the Resolution.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen. 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. Resolution - FY2025 General Appropriations Act

**Move to open the public hearing at 7:20 p.m.**

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

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Voting Nay: None  
Absent: None

Manager Luce presented the Truth in Taxation chart showing the millage rate estimates for Hartland Township, the Fire Millage, and the Road Millage. He stated that the Road Millage will be up for renewal on the November 2024 General Election ballot. He then presented the General Fund Estimated Revenues graph for Fiscal Year 2024-2025, highlighting the fact that the State Shared Revenue makes up about 50% of our revenues with the next largest portion being the Property Tax revenue, and together they make up about two-thirds of our entire Fiscal Year revenue projection. He followed this with a graph of the General Fund Estimated Expenditures by department, highlighting the Transfers Out which is the Board's goal for transferring an amount to the Capital Improvement Fund for the Township. He then presented the condensed General Fund Estimated Expenditures for the coming Fiscal Year by various Township functions, again highlighting the funds utilized for Community Projects. Supervisor Fountain gave a brief overview of the Millage Rates and the Headlee Amendment that has rolled them back over time stating that the original Hartland Township millage rate was 1.3 mils and now stands at 0.7587 mils. He also stated that the Police Protection and Parks and Recreation expenses are funded from the Township General Fund and are not an additional tax on the residents as is typical in many communities for these services.

**Move to come out of the Public Hearing at 7:30 p.m.**

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

**Move to approve the Resolution to Establish a General Appropriations Act for the 2024-2025 Fiscal Year.**

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

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.

**8. Board Reports**

Trustee McMullen - No report.

Trustee Petrucci: No report.

Clerk Ciofu - Gave a brief overview of the February 27th election stating that Early Voting accounted for 208 voters which was around 2% of our registered voters. Countywide Early Voting was around 3% which is about normal for first-time Early Voting experienced by other states. Everything went very well with Early Voting and in general at the Precincts and he thanked Deputy Clerk Heather Cosgrove and Election Assistant Casey Louis for all of their efforts during this election along with all of the Chair people at the Precincts and Absent Voter Counting Boards.

Treasurer Horning - Stated that WHMI and the Livingston Press reported that we had cancelled the Farmer's Market for this year because we had no manager and upon doing that, we had several inquiries from businesses regarding how they could help. We now have two coordinating managers that will work together to cover all of the weeks and the Market is now in full swing. She stated applications

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have been sent out and we have had people come in today to pay. The Farmer's Market will open on the Saturday before Mother's Day.

Trustee Germane - No report.

Trustee O'Connell - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager Luce gave a brief overview of the Septage Receiving Station issue stating the two parties Representatives to the Dispute Resolution Panel have agreed upon a third Representative and that there is a discussion meeting scheduled for tomorrow. Supervisor Fountain stated we may schedule a Special Meeting of the Board once the results of the meeting are finalized. Manager Luce stated he should have more information for the Board tomorrow. Manager Luce stated that he and Director Hable have met with Mr. Car Wash and asked for one year's water and sewer data for a like size Mr. Car Wash in Michigan and that we have received the data to calculate REU requirements and it came in around where we initially thought. He stated that we had a vibration in Well Pump #1, which we just replaced last August, and we replaced a propeller on the fan motor. We had the first bacteria test done and it came out okay and the second bacteria test is scheduled for tomorrow. Once the second test is satisfactory, we will begin pumping water back to the plant and we should see if this has taken care of the vibration. Brown Well Drilling has been working with us and so far, all expenses have been covered by the warranty. Manager Luce stated there will be a bid opening for the installation of the Pressure Reducing Valve (PRV) on Monday, March 11 at 2:00 p.m. Cemetery Clean-Up Day will be held on Friday, April 12 at 9:00 a.m. and instructions for residents will be published on social media. He stated that next Thursday, March 14th the Township Hall will be closed from 8:30 a.m until noon for staff training. Manager Luce gave a brief overview of the purchase of an REUs for the Township Hall stating we would need 5.32 REU's at a cost of \$50,216. If we install a pipe to the Township Hall, no one in that stretch would be close enough to the pipe to be required to hook up, but they would have the option to do so. Manager Luce stated he and Director Hable met with several contractors regarding the sidewalk gaps on the south side on M-59 and he provided a brief summary of the discussions stating topography would be an issue in several areas and it may delay the implementation schedule. He also stated one of the LPR cameras on M-59 has been installed, and we are still looking for the best location for the second camera. Trustee Petrucci inquired as to whether we should get this information out to the businesses in the area and Manager Luce stated he would look into this. Trustee Germane inquired as to the potential of extending water to Spranger Field and whether this would require a budget amendment. Manager Luce stated at the time we implement this, there may be a need for a budget amendment. Trustee Germane inquired as to whether the Hartland Chamber has secured a field for the Polo Event. Manager Luce stated he and Director Hable met with Emmalynn Wheaton from the Chamber and she stated she contacted 28 venues for the event with no success in keeping the event in Hartland and is requesting the use of Heritage Park again. A brief discussion was held on potential weather-related issues with the event and decisions that would need to be made at that time. There was also a brief discussion regarding Heritage Park field expansion.

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b. Township Trustee Compensation Analysis Workshop

Manager Luce gave a brief overview of the compensation process for this year stating the goal of the staff wage adjustment was to get staff to 95% of the average salary for the position. He then presented a elected official compensation study from 2023 and then led a discussion regarding the elected officials compensation. Discussion was held on various positions responsibilities from municipality to municipality, meeting schedules, special meeting pay, and the timing for elected official compensation evaluation. Clerk Ciofu proposed that evaluations should be done by the first meeting in January and compensation determined at the second meeting in January for the elected officials as we should do for the Township Manager and staff. For election officials he would agree with the cost-of-living increase, but we should look at extenuating circumstances each year such as this year's statutory changes to elections and the Clerks additional required hours. He gave a brief overview of the additional hours that were required for the February 27, 2024 Presidential Primary Election and a potential method for increasing the Clerk's salary. Supervisor Fountain proposed that we form a committee of three Trustees to evaluate the overall salaries for elected officials. Trustee McMullen, Trustee O'Connell, and Trustee Petrucci will evaluate the compensation for elected officials and bring back a proposal to the Board.

**10. Adjournment**

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

Motion made by Trustee Germane, 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