

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
March 02, 2021 – 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 attending remotely from Hartland Township, MI, Clerk Ciofu attending remotely from Hartland Township, MI, Treasurer Horning attending remotely from Hartland Township, MI, Trustee Germane attending remotely from Hartland Township (7:25 p.m.), Trustee McMullen attending remotely from Hartland Township, MI, Trustee O'Connell attending remotely from Hartland Township, MI, Trustee Petrucci attending remotely from Fort Myers, FL.

ABSENT: None

Also present was Hartland Township Manager Robert West attending remotely from Hartland Township, MI, Hartland Township Planner Troy Langer attending remotely from Hartland Township, Finance Director Susan Dryden-Hogan attending remotely from Hartland Township, MI, and Hartland Deerfield Fire Authority (H DFA) Chief Adam Carroll attending remotely from Hartland Township.

4. Approval of the Agenda

Move to approve the agenda for the March 2, 2021, 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

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the March 2, 2021, Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, 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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. FY21 General Fund Budget Amendments (\$14,611)
- d. LESA Tax Collection Agreement
- e. 02-16-2021 Hartland Township Regular Board Meeting Minutes

9. Pending & New Business

- a. Resolution: 2020-2021 Amendment to Future Land Use Map and Comprehensive Development Plan

Planning Director Troy Langer gave a brief overview of this resolution to amend the future land use map. A Residential Market Analysis was completed in 2014 and a Retail Market Analysis was completed not too long ago. After the Retail Market Analysis was completed the Planning Commission (PC) spent a lot of time looking at the future land use map and changes that could be made to this map. Six areas were identified for potential changes, several being multi-family areas and one commercial area. A Public Hearing was made on the proposed changes and the changes were sent to the Livingston County Planning Commission, who recommended approval of the changes. This step for the Board is to initiate the PC to go ahead with another Public Hearing and this would then be brought back to the Board for approval. Trustee McMullen inquired as to the time frame in going back to the PC. Director Langer stated, if the resolution is approved, the Secretary of the PC will post the notice of the public hearing and we would then have a 42- day notice period. This would not be back to the Planning Commission until after the notice period expires. This Notice also goes to neighboring communities and utilities for their review.

Move to recommend the approval of the Amendments to the Future Land Use Map and Comprehensive Development Plan, as outlined in this Memorandum and Resolution.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning. Roll call vote taken.

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

Voting Nay: None

Absent: Trustee Germane

Motion Passes 6-0-1

- b. Resolution: Zoning Amendment for Digital Menu Boards

Planning Director Langer gave a brief overview of the resolution regarding the Digital Menu Boards for drive through restaurants. A couple of existing restaurants had contacted the PC to indicate that they have a desire to replace their old back illuminated menu boards with a digital LED styled menu board. The current ordinance does not allow for any LED style signs. The Ordinance Review Committee has spent considerable time on reviewing this matter, and also looked at a number of other communities, to put together an ordinance that addresses any of the concerns with regards to motion, information, flashing, brightness and automatic requirements in the event of a power outage. This will provide restaurants the option to have a digital LED menu board, but will not require any updates to the existing traditional menu boards. Trustee O'Connell inquired as to the brightness of the menu board. Director Langer stated it is limited to 2500 nits during the day which is no brighter than the existing menu boards, they are just clearer and crisper to read.

Move to approve the digital menu boards as outlined in the Memorandum and Resolution.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci. Roll call vote taken.

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

Voting Nay: None

Absent: Trustee Germane

Motion passes: 6-0-1

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
March 02, 2021 – 7:00 PM

c. FY22 Draft Fire Operating & Authority Budgets

Trustee Germane joined the meeting at 7:35 p.m. remotely from Hartland Township.

HDFA Chief Adam Carroll was present to give an overview of the proposed HDFA budget for Fiscal Year 2021-2022. Chief Carroll gave a brief overview of the three-year average usage factor computation for Hartland Township and Deerfield Township. He then reviewed the revenues highlighting the change in the usage factor on revenues and the slight increase in the Tyrone Township contract. He then reviewed the expenses highlighting and explaining increases in insurance and benefits and training and education. Chief Carroll then gave an overview of the Transfers to the Capital Replacement Fund and the purpose and calculations behind this Fund that sets life expectancy and estimated cost for replacement of equipment. Supervisor Fountain inquired as to the effect that the COVID pandemic had on the HDFA. Chief Carroll stated that the number of calls basically remained the same, but the type of calls changed quite a bit. There were less car accidents and car fires, but an increase in EMS calls and household related calls. Trustee Germane inquired as to whether Deerfield Township had reviewed this budget and if so what was their opinion. Chief Carroll stated that Deerfield Township took this up at their February meeting and they approved it. Finance Director Susan Dryden Hogan stated the HDFA budget is normally approved after the approval of General Appropriations Act which will take place at the March 16, 2021 Board meeting.

10. Board Reports

Trustee O'Connell - The Fire Authority is planning on purchasing another truck and they are in the process of getting quotes. The first meeting was on February 17 and she will keep us informed.

Trustee Petrucci - The truck that Trustee O'Connell was referring to is a replacement, not a new truck, for the Fire Authority.

Clerk Ciofu - No report.

Treasurer Horning - The last day of tax collection was Monday March 1, and we took in one million dollars in one day. That was the highest amount that has ever been collected in one day. This was Mary Ann's third day at the Township and she did a fabulous job. We are now balancing out with the County and getting that all wrapped up for summer taxes.

Trustee Germane - Asked Treasurer Horning why the due date of tax collection varies from community to community. Treasurer Horning reported there is a state law that cities are due February 14th and Townships are due the last day of February, but Townships can also go to February 14th and charge a one percent late fee if not paid by the end of February. Hartland Township does not do that, we allow people to pay until the last day in February. The Teen Center is open, with school being opened again, and has been getting around 25-30 students on a daily basis. It has been one of the best years so far in terms of how kids are acting and being responsible. The Teen Center is working on their yearly report for a presentation at a future Hartland Township Board meeting.

Trustee McMullen - The Planning Commission approved outdoor seating venues for Spicer's and Mackle's.

Supervisor Fountain – Stated the organizational meeting was held today to get ready for the Board of Review. The Board of Review will be virtual on Monday and Wednesday next week. There will be between 15-18 people attending, most of them being people that have built new homes. He stated he would be working with the Township Assessor to provide statistical information to present to the Board at a future meeting.

[BRIEF RECESS]

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
March 02, 2021 – 7:00 PM

11. Information / Discussion

a. Manager's Report

Manager West informed the Board that the Michigan Health Department issued revised standards today for COVID, indicating that on March 5, 2021 they were relaxing standards for in person meetings to a maximum of 25 attendees with some restrictions. We will look to hold our future Board Meetings in person. The Water Main Extension bids were received last week and the lowest qualified bidder came in under our budget projections. The agreements will be finalized and will need to be reviewed by the developers, so we are looking to award an actual contract at the second Board meeting in April. He stated that tonight was our final budget work session discussion and the Township Budget and the HDFFA budget will be on the March 16, 2021 Board meeting for approval. The Township Board Workshop with Dr. Lew Bender has been rescheduled for Friday, April 30, 2021 at the Township Hall from 9:00 a.m. to 3:00 p.m.

b. Employee Merit Compensation Recommendation

Manager West presented the Employee Merit Compensation Recommendation to the Board. He gave a brief overview of the process and the change to using the Michigan Consumer Price Index (CPI) from the Detroit regional CPI, as the Michigan CPI is what is used in the State revenue sharing calculations. We calculate the Net Inflationary Adjustment by taking the Michigan CPI and subtracting the net increase in the cost of benefits. The Net Inflationary Factor is applied to all pay grade ranges. The pay grade ranges have step increases built into them until the employee reaches the open range of their pay grade. In addition to this year's step increases and net inflationary adjustment, Manager West is requesting an Additional Incentive Pay/Bonus Pool of \$8,500. The overall wage increase is slightly under 3%. Trustee O'Connell stated that she though this seemed like a lot of money, and even though we do have great employees, given the current COVID conditions that this may not be a good time to do this. Trustee Germane inquired as to how this recommendation compared to previous years. Manager West stated that this was lower than the previous four years. Clerk Ciofu stated he reviewed the numbers with Manager West and Finance Director Dryden Hogan and does not feel that Manager West has overly requested a merit pool of any substantial size and he is very pleased with the outcome of the recommendation. Treasurer Horning agreed. Trustee McMullen inquired as to whether the prior years numbers had the same number of employees as we currently employ. Manager West stated we have had the same number of positions but have new hires in several of the positions. These recommendations will be included in the final budget packet. Trustee Germane inquired as to when the final budget package be distributed to the Board. Manager West stated it should go out by Monday or Tuesday of next week.

12. Adjournment

Move to adjourn the meeting at 8:00 p.m.

Motion made by Trustee Germane, Seconded by Clerk Ciofu.

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

Voting Nay: None

Submitted by:



Larry N. Ciofu
Clerk