

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
March 21, 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 (remote from Florida)

ABSENT: None

Also present were Township Manager Bob West (remote from Canada) and Public Works Director Mike Luce

4. Approval of the Agenda

Move to approve the agenda for the March 21, 2023 Hartland Township Board Meeting as presented.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

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 March 21, 2023 Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Trustee Germane.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 03-07-23 Hartland Township Board Regular Meeting Minutes
- d. Year-End FY2023 Budget Amendments

7. Pending & New Business

- a. Resolution of Determination of wages and benefits of the Township Supervisor

Supervisor Fountain gave a brief overview of the rate study done three years ago that indicated

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slight increases to the Clerk, Treasurer and Supervisor positions were warranted over a three year period. He stated that these increases are required to be approved by Resolution. Manager West clarified that the rate study is up dated every year as the rate study done three years ago indicated we were behind the average for these positions in communities of our size and he is recommending the proposed increases.

Move to adopt the Resolution of Determination of wages and benefits of the Township Supervisor for the 2023-2024 fiscal year.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell
Voting Nay: None
Abstain: Trustee Petrucci (remote)
Absent: None Motion passes: 6-0-1

b. Resolution of Determination of wages and benefits of the Township Clerk

Move to adopt the Resolution of Determination of wages and benefits of the Township Clerk for the 2023-2024 fiscal year.

Motion made by Trustee O'Connell, Seconded by Treasurer Horning. Roll call vote taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell
Voting Nay: None
Abstain: Trustee Petrucci (remote)
Absent: None Motion passes: 6-0-1

c. Resolution of Determination of wages and benefits of the Township Treasurer

Move to adopt the Resolution of Determination of wages and benefits of the Township Treasurer for the 2023-2024 fiscal year.

Motion made by Trustee Germane, Seconded by Clerk Ciofu. Roll Call vote taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee O'Connell
Voting Nay: None
Abstain: Trustee Petrucci (remote)
Absent: None Motion passes: 6-0-1

d. FY2024 General Appropriations Act

Manager West gave an brief overview of the Truth in Taxation, highlighting the best estimate for general millage rates for Hartland Township. Supervisor Fountain gave a brief overview of the Headlee Amendment and stated that the initial General Fund Millage was 1.1 mils has been rolled back due to this to the current 0.7587 mils. He also commented on the lower millage rates for the Fire Millage and the Road millage and even though we could have proposed to go back to the original millage rate, Hartland Township has elected not to do so at this time. Manager West reviewed the General Fund Estimated Revenues for Fiscal Year 2023-2024, highlighting the \$1.7 million received from State Shared Revenue and the \$674,000 received from general Property Taxes. He proceeded to review the General Fund Estimated Expenditures for the Fiscal Year 2023-2024, highlighting increased expenses for Planning &

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Zoning in anticipation of the development projects scheduled for next year. Manager West commended our recreation partners for the exceptional parks and recreation programs we have created in the community without a dedicated parks millage. All of our park improvements are funded through the General Fund. He provided a brief overview of the \$500,000 transfer out expense which is the remaining surplus of estimated revenues collected less estimated expenses which is transferred to the Capital Improvement Fund. This Fund is used for community improvements and capital projects, such as sidewalks, that benefit the entire Hartland community. Manager West stated that if approved the full budget will be available on the Township's website and in hardcopy at the Township Hall.

Move to open the Public Hearing at 7:15 p.m.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

No one came forward.

Move to close the Public Hearing at 7:16 p.m.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

Move to approve the Resolution to establish a General Appropriations Act for the 2023-2024 fiscal year.

Manager West stated that we have modified the Purchase Policy to authorize the Administrative Committee to have additional purchasing authority and this language was incorporated in the Resolution.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

Motion passes: 6-0-1

e. Hartland Enrichment and Recreation Organization (HERO) Agreement 2023-2026

Manager West gave a brief overview of the Township's support of the Hartland Enrichment Recreation Organization (HERO) through a formal agreement. This agreement is expiring and we are looking to renew it for an additional three years. The only change is an increase of \$300 per year to \$2,500 annually for the Township's contribution to the maintenance of the HERO Center.

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Move to approve the Hartland Enrichment and Recreation Organization (HERO) Agreement 2023-2026 as presented.

Motion made by Trustee O'Connell, Seconded by Trustee McMullen.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

f. HAYAA - Spranger Field Agreement 2023-2025

Supervisor Fountain stated that we have an agreement with the Hartland Area Youth Athletic Association (HAYAA) to fund the maintenance of the fields to a standard we would require if maintenance was under our control. Manager West commended HAYAA as a recreation partner of the Township stating this was a very unique model that has worked very well in this community.

Move to approve the HAYAA - Spranger Field Agreement 2023-2025 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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

8. Board Reports

Trustee Petrucci - No report

Clerk Ciofu - Stated that Absentee Voter Ballot Applications were mailed out last week. Ballots should be ready to be mail out early next week. Ballots are due back to the Township by May 2, 2023 at 8:00 p.m.

Treasurer Horning - Stated that with the recent bank closures on the West Coast, our Treasury Department is monitoring this and have found eight new banks to further diversify our funds. She stated we have opened a CDARS account with CIBC in Troy. With the restrictions of Public Act 90, a CDARS account allows a large sum of money to be placed with a secure bank and that bank puts the funds into qualified banks that we do not use, are not local, or that we cannot logistically drive to, thereby ensuring full FDIC coverage for the entire amount. She stated that with the finite vision for the sewer system as far as selling REU's we are looking into establishing an investment portfolio for these funds. The Michigan Municipal Treasurers Association is holding a special meeting next week regarding the banking situation.

Trustee Germane - Stated that a very productive meeting was held with the Township and the HERO board regarding improvements to the HERO Teen Center and that on behalf of the HERO Board, especially in light of the extension of the Agreement approved tonight, he thanked the Township for their support of the HERO Center.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Supervisor Fountain - Stated that they had fourteen in-person applicants and a total of 75 including letter and veteran applications at the Board of Review this past week. He also thanked retiring Assessor Jim Heaslip for all of his excellent work over the past thirteen years. He stated that probably the most highly accomplished accolade for an Assessor would be a perfect score on the Michigan State Assessing

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Audit and Jim not only accomplished this, but did it twice. In both years there were only a handful of Assessors in the entire State of Michigan that received that honor. He also stated that we have hired a new Assessor starting full time on May 1, 2023. Manager West stated that she is Assessor of record at her current community and wanted to bring closure to this before starting at Hartland Township.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West stated that he met with a resident that has some issues with the Township and although he did not necessarily agree with or like the response, he has a better understanding of the issues and was appreciative of the explanations. He stated that the joint meeting of the Board and Planning Commission is scheduled for April 6th, probably at 6:30 p.m. Manager West and Planning Director Troy Langer will facilitate this meeting, providing an update on the sewer REU inventory and the effect it will have on zoning, planning and potential limitations on planned developments in the future. Manager West stated the Cemetery Clean-Up Day. will be held on April 15th. Public Works Director Mike Luce initiated this event last year and it was well received by the community, and we will be doing this again this year. He stated the Large Item Clean-Up Day will be held on Saturday, May 20th from 9:00 a.m. until 1:00 p.m. at the Hartland High School parking lot. Manager West stated he will be bringing the Heritage Park Agreement with the HAYAA partners to the Board in the near future. This was originally a ten year agreement that will be renewed for five years. The discussions are going well and it is a very mutually beneficial agreement for all parties. Manager West gave a brief update on Treasurer Horning comments regarding the sewer bond funds, stating that since we cannot payoff the bonds until a specific date, we would be looking to lock in longer terms interest rates that would mature with the callable dates of the bonds. He commended Treasurer Horning for her research on this matter. Manager West recognized Assessor Jim Heaslip for his work over the years and stated he has been instrumental in selecting and onboarding our new Assessor, Amanda Carrigan. Assessor Carrigan will be in a couple of days a week through April and will officially start on May 1, 2023. She lives locally and has been an Assessor of record for over twenty years. Assessor Heaslip is willing to assist Assessor Carrigan during the transition and we will be developing a short-term consulting contract with Assessor Heaslip for his assistance during this period. Treasurer Horning also congratulated Assessor Heaslip and stated she enjoyed working closely with him for the last 13 years and will miss having him here. Manager West concurred with Trustee Germane that the HERO meeting was very productive. He stated that the building is owned by the Township and that maintenance items to the building should be funded by the Township. The additional funds committed to the HERO Center would be for improvements to the building. Trustee Germane inquired as to any update from the County regarding the Septage Receiving Station. Manager West stated that the Livingston County Board of Public Works (LCBPW) added a meeting to go into closed session on this matter and upon coming out of closed session agreed to move forward with what was discussed in closed session and bring that to the Livingston County Board of Commissioners (LCBC). Manager West received confirmation that this would have to be approved by the LCBPW, then go to the County Infrastructure Committee, and if approved by the Infrastructure Committee it would move on to the LCBC. After this we may see the agreement. Manager West is not confident that the proposed agreement will be agreeable to the Board. He hopes to know more after the April 6th LCBPW meeting. Manager West stated he was asked prior to the last LCBPW meeting how he would feel if the LCBPW took the hosting fee from Hartland and paid it to the Livingston County Regional Sewer System instead. Manager West responded that his would probably not be agreeable on several points. Supervisor Fountain stated if we need a special meeting to discuss this we would do so. Manager West reiterated that he does not see any resolution they may propose that would benefit the resident users of the sewer system. Trustee

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Germane inquired as to whether Tyrone Township is aware of these new developments and Manager West responded that Tyrone Township Supervisor Cunningham was in the closed session of the LCBPW meeting. A brief discussion was held on current septage receiving station flow limits and meter issues.

10. Adjournment

Move to adjourn the meeting at 7:55 p.m.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: None

Submitted by



Larry N. Ciofu, Clerk