

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES  
January 04, 2022 – 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 (attending remotely from Hartland Township at 7:03 p.m.), Trustee McMullen, Trustee O'Connell (attending remotely from Hartland Township), Trustee Petrucci

ABSENT: None

Also present was Hartland Township Manager Robert West.

**4. Approval of the Agenda**

**Move to approve the agenda for the January 4, 2022, Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: Trustee Germane

Abstain due to remote status: Trustee O'Connell

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the January 4, 2022, Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: Trustee Germane

Abstain due to remote status: Trustee O'Connell

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 12-14-2021 Hartland Township Board Regular Meeting Minutes
- d. 12-14-2021 Hartland Township Board Closed Session Meeting Minutes
- e. Confirm Supervisor's Appointment – Jon Litteral to Township Board of Review (01.04.2022-12.31.2022)

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**7. Pending & New Business**

a. Resolution – Hartland Band Boosters Charitable Gaming License

Supervisor Fountain reported that the Hartland Band Boosters is looking to obtain a charitable gaming license and part of the process to get the license is to get approval from the Township. He stated that this is to allow them to have a fundraiser in the future and that they do this every year. They have not picked a date yet for their fundraising event. Manager West reported that this is a requirement for any charitable gaming nonprofit within the community and we generally see anywhere from three to five of these a year from our community organizations.

**Move to approve the resolution recognizing the Hartland Band Boosters, Inc. as a charitable nonprofit in the community for the purpose of obtaining a charitable gaming license.**

Motion made by Treasurer Horning, Seconded by Trustee McMullen. Roll call vote taken.

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

Voting Nay: None

Abstain due to remote status: Trustee Germane, Trustee O'Connell Motion passes: 5-0-2.

**8. Board Reports**

Clerk Ciofu - No report.

Treasurer Horning - No report.

Trustee O'Connell - No report.

Trustee - McMullen - No report.

Trustee Petrucci - No report.

Trustee Germane - No report.

Supervisor Fountain – Stated there is a seminar on Crisis Management on February 15, in Lansing and that he and Manager West will both be attending. The seminar teaches and provides guidance in how to handle a critical community crisis situation.

[BRIEF RECESS]

**9. Information / Discussion**

a. Manager's Report

Manager West stated there will be a price increase from our legal counsel. It is a minimal increase to the billing rate. It is a competitive rate with our neighboring communities and Manager West is recommending moving forward with current legal counsel. There is no formal contact in this matter, just an engagement letter to be signed by the Supervisor. Manager West stated that we will have a request for a new Department of Public Works (DPW) employee on the next meeting agenda. He stated we are currently short staffed with a current DPW staff member on extended sick leave and we had budgeted for a third DPW staff member for the water main extension to begin on April 1, 2022. We are basically expediting the hiring of the third employee to alleviate the current situation. He stated that we will still be within this year's budget with this action, and he also stated that the new water rates that we approved were based upon three full time DPW employees. Manager West then gave a brief overview of the Administrative Committees discussion on the proposed Merit/Incentive pool, providing

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an updated Inflation Factor and current inflation outlook, and the potential for requested bonus pool that would be higher than normal. He also provided a brief update on the market for hiring of qualified staff. This will come before the Board in a future meeting.

- b. Closed Session: To consider the annual evaluation of the Township Manager, at his request.

**Move to go into closed session to consider the annual evaluation of the Township Manager, at his request.**

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

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

Voting Nay:                      None

Abstain due to remote status: Trustee Germane, Trustee O'Connell              Motion passes: 5-0-2.

Board is in closed session at 7:10 p.m.

Board came out of closed session at 8:00 p.m.

**Move to approve the items that were discussed in the closed session regarding the Manager's evaluation and to have Supervisor Fountain deliver the results to the Manager.**

Motion made by Treasurer Horning, Seconded by Trustee Germane                      Roll call vote taken.

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

Voting Nay:                      None

Abstain due to remote status: Trustee Germane, Trustee O'Connell              Motion passes: 5-0-2.

**10. Adjournment**

**Move to adjourn the meeting at 8:05 p.m.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay:                      None

Abstain due to remote status: Trustee Germane; Trustee O'Connell

Submitted by



Larry N. Ciofu, Clerk