

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 01, 2020 – 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 Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

ABSENT: None

Also present were Public Works Director Bob West and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the September 1, 2020, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

5. Call to the Public

Glenn Wilkinson came forward to say that he believes that the Township has been operating well for the last 5 months without a Township Manager and there does not seem like there is really any reason to rush into having a manager or hiring anybody until the Township feels like the workload is too great and needs somebody in that position.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the September 1, 2020, Hartland Township Board meeting as presented.

Motion made by Trustee Colaianne, Seconded by Trustee Harper.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 08/18/20 Regular Meeting Minutes
- d. Approve 08/18/20 Closed Session Meeting Minutes
- e. Approve 08/19/20 Special Meeting Minutes
- f. Approve 08/19/20 Closed Session Meeting Minutes

7. Applicant

- g. Site Plan Application #20-005 Hartland Senior Living PD – Preliminary Site Plan

Planning Director Troy Langer gave a brief overview of the Hartland Senior Living PD location and basic information about the building and the process. Graham from PIRHL Developers

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 01, 2020 – 7:00 PM

was present to discuss the Hartland Senior Living PD and answer any questions from the Hartland Township Board.

Move to Approved as outlined in the Staff Memorandum, dated August 26, 2020.
Approval of Site Plan Application #20-005, the Preliminary Planned Development Site Plan for Hartland Senior Living, subject to the following:

1. Waiver request on the minimum lot size requirement for a planned development, being less than 20 acres, is approved.
2. Waiver request on the building height, being greater than 35 feet, is approved.
3. Waiver request to deviate from the maximum allowable and minimum façade material percentages, is approved
4. The site plan is subject to the current location of the access drive connecting to M-59. In the event the access drive needs to be relocated more than ten (10) feet in either direction, the applicant will need to submit a site plan to the Planning Commission for review to amend the approved site plan.
5. As part of the Final Plan Review, the applicant shall secure an ingress-egress easement agreement for the proposed access drive connection to the adjacent property to the west (Trillium Center/office building, at 12319 Highland Road), which would afford a secondary emergency access for the development.
6. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated August 13, 2020, on the Construction Plan set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.
7. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, and all other government agencies, as applicable.
8. (Any other conditions the Planning Commission deems necessary)

Motion made by Trustee Colaianne, Seconded by Trustee Germane.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

8. Pending & New Business

- h. Staff Stipend for Personal Data Use (\$1,350)

Move to approve a one-time stipend to eligible staff for the usage of personal cellular and internet data, not to exceed a total of \$1,350 and budget amendment as required.

Motion made by Treasurer Horning, Seconded by Trustee Harper.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 01, 2020 – 7:00 PM

i. Township Truck Purchase

Public Works Director Bob West gave a briefing on of the purchasing of a new truck and a briefing on the old truck that was damaged and totaled due to an encounter with a deer.
Motion made by Trustee Germane, Seconded by Trustee Colaianne.

Approve the purchase of new Township truck through the MiDeal procurement agreement in an amount not to exceed \$24,979 as presented, including a budget amendment for that amount and to authorize the Public Works Director Bob West as authorized agent of the Township to complete this transaction.

Motion made by Trustee Germane, Seconded by Trustee Colaianne

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci

Voting Nay: None

9. Board Reports

Trustee Harper - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - The Farmers Market had 10 new vendors this past Saturday.

Trustee Colaianne - The HERO Teen Center Board met for their annual meeting. The officers remain the same. The annual Golf Outing is coming up on September 13, which is the Teen Center's main fundraising event. Hole sponsorships are welcome or donations to the Teen Center. The annual report should be presented next month to the Township Board.

Trustee Germane - Supports everything Trustee Coloainne just mentioned about the Teen Center. It is a great after school program. The attendance last spring was the highest they have ever had. Volunteers for the Teen Center and for the Board are always welcomed.

Supervisor Fountain - Public Works Director Bob West reports that Large Item Cleanup Day is Saturday September 19, from 9:00 a.m. until 1:00 p.m. in the High School student parking lot. The only thing off limits to bring is anything hazardous like batteries and paints, stains, anything oil based. There is a \$25 fee per appliance to remove Freon from any appliance.

[BRIEF RECESS]

10. Information / Discussion

j. Township Update

Supervisor Fountain stated that the Communications Director is working with the Partners-in-Progress on the State of the Community and Volunteer of the Year which will probably be a zoom meeting. The Planning Commission is working on the Future Land Use Map regarding multi-family housing, Biggby's Coffee drive-thru, Hungry Howie's new stand alone building, and an Undercoating business on Bergin Rd. He stated that the DPW is incurring more maintenance cost for the parks due to COVID increasing the use of the parks. DPW is also working with the three developers on the water system expansion. Finance is looking into the Payroll Tax Relief Order signed by the President and the Township is considering our options. Finance is also working with John Axe on the Water Bond surplus and options to provide rebates to users. Supervisor Fountain gave a brief overview of the State Shared Revenue updated projections. Hartland's budget is for \$1.353MM and the May projections lowered this to around \$1.1MM. August's new projections are now at \$1.281MM, a shortfall of around

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
September 01, 2020 – 7:00 PM

\$71K. This would take our budgeted surplus for the year, which goes into our Capital Improvement Fund, from \$513K to around \$442K. He stated that we have \$600K in the Capital Improvement Fund and we have one year's revenue as a reserve in the General Fund. He also provided a brief update on the 11% increase in usage at the Septage Receiving Station. The Parks Site Plan committee will have an updated report on Spranger Field improvement for the next meeting as the concession/restroom building needed additional work.

k. Review of Manager Candidates

Supervisor Fountain gave a brief overview of the Township Manager interview process and stated that one of the four finalists removed himself from consideration for the position. Each Board member provided their top two candidates and there was a consensus for the top two candidates of Matthew Best and Robert West. Discussion was held on the top two candidates. Discussion was held on the current Board-Manager process, past Board history and legal fees that have been reduced by bringing in a Manager, the continuity needed for this process to remain successful, the current situation in employees stepping up to help fill the gap without a Manager, and the requirements and skills the Manager would need to implement Board policy. The Board review the candidate interviews with regards to this discussion and it was the unanimous consensus of the Board to offer the Township Manager position to Robert West. Further discussion was held on the positives and negatives of needing to have a Manager under a contract in these uncertain times.

Move to name Robert West as Township Manager contingent on a comprehensive background check and successful contract negotiations.

Motion made by Trustee Colaianne, Seconded by Trustee Harper Roll Call Voter Taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci
Voting Nay: None Motion passes: 7 – 0 – 0.

Move to have the Manager's Committee discuss contract issues with Walsh Municipal Services regarding contract negotiations.

Motion made by Treasurer Horning, Seconded by Trustee Germane
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci
Voting Nay: None

11. Adjournment

Move to adjourn the meeting at 8:20 p.m.

Motion made by Trustee Harper, Seconded by Trustee Germane
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Colaianne,
Trustee Germane, Trustee Harper, Trustee Petrucci
Voting Nay: None

Submitted by:



Larry N. Ciofu
Clerk