

DRAFT

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 Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Also present were Township Manager Mike Luce and Public Works Director Scott Hable.

4. Approval of the Agenda

Clerk Ciofu requested to move the Treasury Administrative Assistant item from the consent agenda to Item 7.c. under Pending & New Business as we just discussed our pay increase amount at our January 27th meeting and incorporated it into the budget which we approved on March 10th. We are now requesting an amendment to that budget and he would like to get a better understanding of the request and why it was not discussed at either of the previous two meetings. He stated he is not asking to remove the item but is asking to move it to a section where we can discuss it more and vote on it at that point. He stated he did not feel it was a consent agenda item.

Move to approve the agenda for the March 24, 2026 Hartland Township Board meeting as amended.

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

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

Voting Nay: None

5. Call to the Public

Christopher Candela came forward and stated he was running for Circuit Court Judge in Livingston County and gave a brief overview of his background, qualifications, experience, and position on various issues. Mark Gatesman came forward and stated he was running for Circuit Court Judge in Livingston County and gave a brief overview of his background, qualifications, experience, and position on various issues.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the March 24, 2026 Hartland Township Board meeting as amended.

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

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

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings

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- c. 03-10-26 Hartland Township Board Regular Meeting Minutes
- d. FY2025 - 2026 Year End Budget Amendments
- e. Treasury Administrative Assistant
- f. 2026 Clerk Department Job Descriptions

7. Pending & New Business

- a. East Water Tower and Water Main Extension - Professional Services Proposal

Public Works Director Scott Hable stated this proposal is for the engineering services for the project up to bid let out that will be covered by the water bond funds. He stated this project is the new water tower and the extension line that will connect the water tower to our system and that this proposal is to keep the engineering firm on track with our scheduled water bond projects. Manager Luce stated the process of building this water tower and the extension line is lengthy, and takes around a year and a half from design to actual construction so we want to stay ahead of this to stay on schedule. Director Hable stated it takes around a year to manufacture the water tower. Supervisor Fountain inquired whether we would have to dig to install the extension line or whether it could be bored. Director Hable stated this would be an open cut for installation of the line. Trustee O'Connell inquired to the location of the water tower and Manager Luce stated it would be behind the pavilion at Heritage Park.

Move to approve Spalding DeDecker to proceed with the design and bid engineering for the East Water Tower with Water Main Extension for an amount not to exceed \$325,000.

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

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

Voting Nay: None

- b. Proposed Pressure Reducing Valve (PRV No. 3) - Professional Services Proposal

Public Works Director Scott Hable stated this proposal is for the engineering services for the project up to bid let out that will be covered by the water bond funds. Director Hable stated this is the third pressure reducing valve (PRV) which will be located on our property close to the water plant. He stated a third line that comes out of the water plant goes down through the Fox Ridge area and once this PRV is installed it will allow us to open valves that are currently closed to improve flow through the system. He stated this will be covered by water bond funds. Manager Luce stated that the highest spikes we have seen in our water system, pressure-wise, are around the fire department and this PRV will level all of the spikes in pressure on that end of the water system.

Move to approve Spalding DeDecker to proceed with the design and bid engineering for the Proposed Pressure Reducing Valve (PRV No. 3) at a cost not to exceed \$34,800.00

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

- 7.c Treasury Administrative Assistant

Clerk Ciofu was concerned with the process for compensation as we discussed the total compensation for staff and determined the net inflation factor and merit increase pool at our January

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27th Board meeting, incorporated these into the budget that we approved, and we are now requesting a salary increase that would require a budget amendment for the budget we haven't even started. He stated he did not understand why the proposed increase did not come up when we updated the job description to change it from the Cashier to the Treasury Administrative Assistant and it appears to him, from the write-up in the package, that there is a request for an increase for things that may happen and he would like more details on this matter. He stated this request would result in an percentage increase that he did not think we were envisioning for any staff member. Treasurer Horning stated she did not know this item would be moved off the consent agenda and did not have her information regarding wages with her, but stated that due to medical issues of Treasury staff, the Treasury Administration Assistant is doing Deputy Treasurer work. She stated this individual was doing very high-quality work and that she discussed this with the Manager and believed he ran it by the Supervisor, and she was told to put it on the consent agenda. She stated this individual is going to have her Municipal Treasurer's Certificate next month and has earned even the job as Treasurer certification wise. Clerk Ciofu stated he thought this is where the merit increase would have been applied, so if she was covering for other Treasury staff during the period of Treasury Department medical issues and that we budgeted hours to cover that he would have thought that would have been part of the merit increase. He stated that he did not understand why we were asking for more than any other Director received as to the compensation process we go through. Treasurer Horning stated this individual is one of the lowest paid employees, is part-time with no benefits, and the overall percentage increase of merit and the requested increase is not a large amount compared to someone that makes a much larger wage. Clerk Ciofu cited the total dollar amount of the request and Treasurer Horning stated this individual will not be working the whole year in this position and will be promoted upon the retirement of the Deputy Treasurer in August. Clerk Ciofu stated that at time is when we should be addressing an increase, not at this point in time. Trustee O'Connell stated that if this individual is doing the job and is going to be certified as a Treasurer in the spring, and Clerk Ciofu interrupted her stating what if the certification and retirement don't occur. He stated he is not saying they won't happen, but we can wait until it does happen and make the adjustments we need to make at that time. He stated he, as a Director, did not get the opportunity to add to the merit pool and he stated he thought we should postpone the issue until things play out a little more. Trustee Lubeski inquired as to when this individual would complete the training and Treasurer Horning stated the last month of training for certification will be next month and we have paid for the training session and lodging. Trustee Lubeski inquired as to when this increase would be effective and Manager Luce stated it would be effective with the new fiscal year starting on April 1st. Trustee Petrucci inquired as to how long this individual has been doing the work for the Deputy position and Treasurer Horning stated this individual has been training for two years, but has pretty much been able to do all of it as of a whole year ago. Trustee Petrucci inquired as to whether this individual has been actually doing this work and Treasurer Horning responded yes. Trustee Petrucci stated the question was whether we wait a month to do this or do you take into consideration that this individual has been doing the Deputy work without that pay and just do it now. Clerk Ciofu pointed out that this individual did get a merit increase and this is over and above the merit increase pool that we allotted already and that this should have been reflected in the merit increase that all Directors got and that we had to divvy up amongst our staff. Supervisor Fountain inquired as to whether this increase would need a budget amendment and Manager Luce stated it would be a budgeted amendment to the upcoming fiscal year budget. A brief discussion was held on the timing of the budget amendment.

Move to approve the wage increase of \$1.20 per hour effective April 1, 2026 and the required budget amendment.

Motion made by Trustee O'Connell, Seconded by Treasurer Horning. Roll call vote taken.

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

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Voting Nay: Clerk Ciofu, Trustee Lubeski, Trustee McMullen (thought we should wait a month), Trustee Petrucci (thought we should wait a month),
Yeas: 3, Nays: 4 Motion fails.

8. Board Reports

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - Stated the Livingston County Material Management Committee met and they are creating a new management plan for the County that would be submitted to the State, SEMCOG and EGLE. She stated there is a diverse dozen people on the committee and they are going to ask for the input of all the townships at some point, and they will want the townships to vote on the plan when completed. She stated they were sending out notices of the meetings, but she did not know who is being contacted here. She stated SEMCOG has created a great video called Recycle 101 or Materials Management 101 and they will be presenting to local MTA County Chapters, and possibly at the Supervisor's meetings, and inquired if we could add it to our website. Manager Luce stated we could add it to the website, but he has seen no e-mails on this. Treasurer Horning stated they would probably have come from Rob Spaulding.

Trustee O'Connell - No report.

Trustee Lubeski - No report.

Trustee McMullen - No report.

Supervisor Fountain - Stated Trustee O'Connell inquired as to the potential gravel pit and he believed Planning Director Troy Langer was looking at this and he would like to get an update on this for next meeting. Trustee O'Connell also inquired at what was going on at Center Road in Tyrone Township regarding the property north of the golf course behind the gas station as they are cleaning this up. Manager Luce thought this might be a multi-tenant commercial building. Supervisor Fountain stated that his golf club owner's association does a lot of business with the Small Business Association of Michigan (SBAM) and that SBAM is doing a big study on Data Centers and the impact it has on local areas, and he will make sure this gets forwarded to the township when completed. He stated they were hoping to have it done this summer. He stated Large Item Clean Up Day is May 16th at Hartland High School. Director Hable stated that Cemetery Clean Up Day is Friday, April 10th. Supervisor Fountain inquired about the Memorial Day Parade and Clerk Ciofu stated if anyone had questions or was interested in participating or volunteering, they could contact him, or Kevin Brennan of Hartland Community Council.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce stated there is a meeting scheduled tomorrow with Steven Burke of MFCI to discuss the recommendations and findings for what the millage rate will be for the Hartland Deerfield Fire Authority (HDFA) fire millage. This is preliminary discussion and then he, Mr. Burke, and HDFA Fire Chief Adam Carroll will meet next week to review this information. Supervisor Fountain inquired as to the process regarding the HDFA Board to make sure Deerfield understands that their rates should go up if we approve an increase. Trustee Petrucci stated the HDFA Board created a Committee to review this. A brief discussion was held on how we would fund the HDFA operations and necessary capital improvements. Manager Luce stated the millage will be held by the township and we will have a work session on it at the first Board meeting in April. He stated he has discussed

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ballot language with our attorney and that once we finalize a millage rate and term, our attorney would be able to finalize ballot language in a day to meet the May 12th deadline to submit the ballot language to the County. A brief discussion was held regarding the HDFFA Board's role and Deerfield Township's portion of an increase in any recommended millage rate. Manager Luce stated he discussed with Chief Carroll regarding attending a quarterly Board meeting to provide an HDFFA update for the Board. Manager Luce led a brief discussion regarding a new station, and it was recommended to set up a fire station committee to look at pros and cons, and the needs and wants, of a new station. He stated the current millage proposal does not support a new station. He also stated we should be looking at options of renovating the existing fire station, a remodel of the current station combined with a new substation, along with a potential new building. A brief discussion was held on who would own the new station, what we would do with the old station with the given restrictions on the property, and potential committee members.

Manager Luce stated we sent out certified letters to 11 properties on Pleasant Valley regarding the remaining easements for the road paving. Most of these residents have verbally agreed but the Livingston County Road Commission (LCRC) has had some difficulty getting ahold of them. He stated we have received three easements from this group already and a call from a fourth that supported the paving. He did state that given it is already April, the realistic possibility of getting this done this summer is probably not very good. He stated that the LCRC has assured us that the funding will be available, as this is a 50/50 joint project with LCRC, if this project is postponed for another year. Manager Luce stated that LCRC has also assured us that they can do Bergin Road and Pleasant Valley in the same year, but we would have to bond for Bergin Road. With this in mind we may look at Tipsico Lake along with north Old US-23 and the finishing of Blaine Rd. after the County finishes with the culvert replacement. Trustee Lubeski inquired if they will have to shut down Blaine Rd. and Director Hable stated it would be closed for the duration of the project for about two to three weeks, and we will be notifying area residents. Manager Luce stated they had a great meeting with Sheets and Square One and both sides were agreeable to working together, with the LCRC, the Township, and possibly the Livingston County Board of Commissioners, to work with MDOT on the Old US-23 and M-59 intersection. A brief discussion was held on several issues in this area, but it appears things are moving forward. Manager Luce stated we developed a Power Point presentation regarding the water rate increase that we will be putting on our website for the public and that he will send this to the Board. Manager Luce stated the Veterans Memorial Committee met this week and he gave a brief update on the Dedication Day logistics. Items discussed were the donation of water and coffee from Dunkin Donuts, the arrival of the memorial walk bricks and potential installation date, and the donation of a local welder in fabricating brackets for mounting the various War, Donor, and War Animal plaques that Evergreen will install. He stated Treasurer Horning secured the Senior Center bus for the day and that he spoke with Chuck Hughes and they would have a school bus available if needed. We would only have to pay for the driver's time. He stated he and Trustee Petrucci will be meeting with Elijah Ferris of the American Legion to ensure the events are in the proper order. Trustee Petrucci stated we have secured a tent, tables, and chairs and have commitments from the High School Band and Choir. Supervisor Fountain inquired as to flowers and Director Hable stated there would be flowers and trees. Manager Luce reviewed the set-up with the Veterans and dignitaries inside the center circle, and that we have secured audio and video services, and that Sheriff Murphy stated they would provide security.

10. Adjournment

Move to adjourn the meeting at 8:23 p.m.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Submitted by:

Larry N. Ciofu, Clerk