



Board of Trustees

William J. Fountain, Supervisor	Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk	Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer	Denise M. O'Connell, Trustee
	Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, December 13, 2022 7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - [a.](#) Approve Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 11-29-22 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) 2023 Hartland Township Board Meeting Schedule
 - [b.](#) IT Right (VC3) Technical Support Contract
 - [c.](#) Resolution: Sewer and Water Rates
 - [d.](#) Resolution: 2023 REU Surcharge Policy Revisions
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Hartland Township Strategic Plan Update
 - [c.](#) Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: December 6, 2022

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$498,832.32. The bills are available in the Finance office for review.

Notable invoices include:

\$175,218.40 – D.V.M. Utilities, Inc. – (M-59 water main extension)

\$11,000.00 – Hartland Senior Center – (Payment due by 1/1/23 per agreement)

\$98,002.00 – Livingston County Sheriff – (Law enforcement services from 8/1/22 – 12/31/22)

\$167,482.65 – Livingston County Drain Commission – (Livingston County watershed group & November 2022 Sewer System O&M)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Bills for 12.13.2022

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 12/13/2022 - 12/13/2022
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

ADOBE	ADOBE INC	11/05/2022	2303017089	FOA	NOVEMBER 2022	
48422		12/13/2022		N		21.19
11/05/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		21.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	21.19

ADOBE	ADOBE INC	11/25/2022	2318382908	FOA	11/25/22 - 11/24/23	
48448		12/13/2022		N		23.88
11/25/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		23.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	23.88

VENDOR TOTAL: 45.07

ALLSTAR	ALLSTAR ALARM LLC	12/01/2022	353953	FOA	1/1/23 - 3/31/23 HERO TEEN CENTER MO	
48405	8345 MAIN STREET	12/13/2022		N		150.00
12/01/2022	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		12/13/2022		Y		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	150.00

VENDOR TOTAL: 150.00

AMAZON.COM	AMAZON.COM	11/09/2022	111-2366803-3180	FOA	BATTERIES	
48430		12/13/2022		N		8.95
11/09/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		8.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	8.95

AMAZON.COM	AMAZON.COM	12/05/2022	111-3840528-0939	FOA	MAGNETS FOR GLASS WHITEBOARD	
48411		12/13/2022		N		16.95
10/30/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		16.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	16.95

AMAZON.COM	AMAZON.COM	11/15/2022	111-8950367-3901	FOA	PANTS FOR TYLER	
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		Due Date		1099		

48431		12/13/2022		N		91.35
11/15/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		91.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	91.35

AMAZON.COM	AMAZON.COM	11/20/2022	113-1125145-2321	FOA	AUTOMATIC LETTER OPENER	
48433		12/13/2022		N		393.11
11/20/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		393.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	393.11

VENDOR TOTAL: 510.36

APWA	AMERICAN PUBLIC WORKS ASSOCIATION	11/28/2022	753423	FOA	1/1/23 - 12/31/23 RENEWAL FOR R. WES	
48389	P.O. BOX 505612	12/13/2022		N		247.00
10/04/2022	SAINT LOUIS MO, 63150-5612	/ /	0.0000	N		0.00
		12/13/2022		N		247.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-804.000	MEMBERSHIP & DUES	247.00

VENDOR TOTAL: 247.00

ANGELOS	ANGELO'S SUPPLIES	11/16/2022	125290440-001	FOA	RUBBER CUT EDGE FOR GATOR	
48421		12/13/2022		N		219.20
11/16/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		219.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	219.20

VENDOR TOTAL: 219.20

APEX	APEX SOFTWARE	12/06/2022	320944	FOA	SURVEY MODULES	
48452	P.O. BOX 100145	12/13/2022		N		150.00
12/06/2022	SAN ANTONIO TX, 78201-1445	/ /	0.0000	N		0.00
		12/13/2022		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	150.00

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		Due Date		1099		

VENDOR TOTAL: 150.00

APPLIED	APPLIED INNOVATION	11/22/2022	2089090	FOA	10/23/22 - 11/22/22 - RICOH/MP6055SP	
48379	7718 SOLUTION CENTER	12/13/2022		N		51.10
11/22/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		12/13/2022		N		51.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	51.10

VENDOR TOTAL: 51.10

BESTBUY	BEST BUY	11/14/2022	111422	FOA	MICROWAVE & IDEAPAD	
48420	8487 W GRAND RIVER AVE	12/13/2022		N		618.99
11/14/2022	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/13/2022		N		618.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	119.00
101-171-970.000	CAPITAL OUTLAY	499.99
		618.99

VENDOR TOTAL: 618.99

CINTAS	CINTAS CORPORATION	11/29/2022	4138796324	FOA	MATS	
48398	P.O. BOX 630910	12/13/2022		N		57.47
11/29/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/13/2022		N		57.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	57.47

VENDOR TOTAL: 57.47

COMCAST	COMCAST	11/03/2022	110322	FOA	NOV 2022 - PHONE/INTERNET AT WTP	
48429	P.O. BOX 70219	12/13/2022		N		212.63
11/03/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/13/2022		N		212.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	74.78
536-000-805.000	INTERNET	137.85
		212.63

COMCAST	COMCAST	11/06/2022	110622	FOA	NOVEMBER 2022 - CABLE/INTERNET AT TW	
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		Due Date		1099		

48412	P.O. BOX 70219	12/13/2022		N		338.38
11/06/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/13/2022		N		338.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	219.90
577-000-806.000	CABLE TV FEES	118.48
		<u>338.38</u>

COMCAST	COMCAST	11/21/2022	112122	FOA	NOVEMBER 2022	
48434	P.O. BOX 70219	12/13/2022		N		673.80
11/21/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/13/2022		N		673.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	673.80

COMCAST	COMCAST	11/25/2022	112522	FOA	NOVEMBER 2022 - INTERNET AT WTP	
48436	P.O. BOX 70219	12/13/2022		N		168.45
11/25/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/13/2022		N		168.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	168.45

VENDOR TOTAL: 1,393.26

CONSUMER	CONSUMERS ENERGY	12/01/2022	203321451811	FOA	DECEMBER 2022 - PARSHALLVILLE SIRENS	
48458	PO BOX 740309	12/13/2022		N		45.33
12/01/2022	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/13/2022		N		45.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	45.33

CONSUMER	CONSUMERS ENERGY	11/30/2022	206524805060	FOA	NOVEMBER 2022 - STREET LIGHTS	
48442	PO BOX 740309	12/13/2022		N		107.13
11/30/2022	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/13/2022		N		107.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	107.13

CONSUMER	CONSUMERS ENERGY	11/30/2022	206613806372	FOA	NOVEMBER 2022 - LED LIGHT	
48441	PO BOX 740309	12/13/2022		N		96.66

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11/30/2022	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/13/2022		N		96.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	96.66

VENDOR TOTAL: 249.12

DVM	D.V.M UTILITIES, INC.	11/27/2022	EST 5	FOA	M-59 WATER MAIN EXTENSION	
48451	6045 SIMS DRIVE, SUITE 2	12/13/2022		N		175,218.40
11/27/2022	STERLING HEIGHTS MI, 48313	/ /	0.0000	N		0.00
		12/13/2022		N		175,218.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	175,218.40

VENDOR TOTAL: 175,218.40

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	12/01/2022	123060	FOA	DECEMBER 2022 - PARKS TRASH PICKUP	
48400	PO BOX 241	12/13/2022		N		300.00
12/01/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/13/2022		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00

VENDOR TOTAL: 300.00

0070	DTE ENERGY	11/30/2022	200373875470	FOA	NOV 2022 - MILLPOINTE, FIDDLERS GROV	
48445	P.O BOX 740786	12/13/2022		N		1,468.09
	CINCINNATI					
11/30/2022	OH, 45274-0786	/ /	0.0000	N		0.00
		12/13/2022		N		1,468.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	265.42
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.43
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	24.12
101-448-921.000	STREET LIGHTS	1,156.12
		1,468.09

VENDOR TOTAL: 1,468.09

1115	ECONO PRINT	11/30/2022	68997	FOA	2022 WINTER TAX BILLS	
48401	10312 DEXTER PINCKNEY RD	12/13/2022		N		2,461.43

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11/30/2022	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/13/2022		N		2,461.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-811.000	TAX PREPARATION	2,461.43

1115	ECONO PRINT	11/30/2022	69003	FOA	2022 WINTER TAX NEWSLETTER INSERTION	
48402	10312 DEXTER PINCKNEY RD	12/13/2022		N		118.54
11/30/2022	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		12/13/2022		N		118.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	118.54

VENDOR TOTAL: 2,579.97

ESRI	ENVIRONMENTAL SYSTEMS RESEARCH INST	11/07/2022	94362760	FOA	12/1/22 - 11/30/23 - ARC GIS	
48423	P.O. BOX 741076	12/13/2022		N		1,600.00
11/07/2022	LOS ANGELES CA, 90074-1076	/ /	0.0000	N		0.00
		12/13/2022		N		1,600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-930.000	REPAIRS & MAINTENANCE	272.00
101-209-930.000	REPAIRS & MAINTENANCE	528.00
101-441-930.000	SOFTWARE MAINTENANCE	528.00
101-172-804.000	MEMBERSHIP & DUES	272.00
		1,600.00

VENDOR TOTAL: 1,600.00

EXXON	EXXON MOBIL	11/21/2022	112122	FOA	KEROSENE FOR BARN HEATER	
48438		12/13/2022		N		34.33
11/21/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		34.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	34.33

VENDOR TOTAL: 34.33

5888	FOSTER, SWIFT, COLLINS & SMITH	10/20/2022	843796	FOA	SEPTEMBER 2022	
48397	313 S. WASHINGTON SQUARE	12/13/2022		N		3,149.00
10/20/2022	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/13/2022		Y		3,149.00

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GL NUMBER	DESCRIPTION	AMOUNT
590-000-826.000	LEGAL FEES	1,833.00
101-209-826.000	LEGAL FEES	1,269.00
101-101-826.000	LEGAL FEES	47.00
		<hr/>
		3,149.00

5888	FOSTER, SWIFT, COLLINS & SMITH	11/30/2022	848003	FOA	NOVEMBER 2022	
48409	313 S. WASHINGTON SQUARE	12/13/2022		N		869.50
12/02/2022	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/13/2022		Y		869.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-826.000	LEGAL FEES	752.00
101-101-826.000	LEGAL FEES	117.50
		<hr/>
		869.50

VENDOR TOTAL: 4,018.50

GODADDY	GO DADDY	11/11/2022	2373875818	FOA	NOVEMBER 2022	
48447		12/13/2022		N		26.99
11/11/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		26.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	26.99

VENDOR TOTAL: 26.99

GUS	GUS'S CARRYOUT	11/07/2022	110722	FOA	FOOD FOR ELECTION	
48418	10051 HIGHLAND RD STE 5	12/13/2022		N		314.14
11/07/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		314.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	314.14

VENDOR TOTAL: 314.14

0150	HARTLAND CONSOLIDATED SCHOOLS	11/30/2022	173597	FOA	NOVEMBER 2022 FUEL	
48449	9525 E HIGHLAND ROAD	12/13/2022		N		467.76
12/06/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		467.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	121.00

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536-000-860.000	GASOLINE				346.76	
					467.76	

VENDOR TOTAL: 467.76

SENIORCENT	HARTLAND SENIOR CENTER	01/01/2023	120122	FOA	PAYMENT DUE BY 1/1/23 PER AGREEMENT	
48233	9525 HIGHLAND RD	12/13/2022		N		11,000.00
12/01/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		11,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	11,000.00

VENDOR TOTAL: 11,000.00

0001	HARTLAND TOWNSHIP GENERAL FUND	12/01/2022	120122	FOA	NOVEMBER 2022 DOG LICENSE PMTS	
48403		12/13/2022		N		21.00
12/01/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		21.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	21.00

VENDOR TOTAL: 21.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	12/07/2022	199616	FOA	RICCARDI SHARED DRIVEWAY	
48456	PO BOX 824	12/13/2022		N		315.00
08/31/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		12/13/2022		Y		315.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	315.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	11/18/2022	201788	FOA	WALNUT RIDGE	
48457	PO BOX 824	12/13/2022		N		525.00
11/18/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		12/13/2022		Y		525.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	525.00

VENDOR TOTAL: 840.00

JCIJONES	JCI JONES CHEMICALS, INC	11/16/2022	900055	FOA	HYPOCHLORITE SOLUTION	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
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48432	MSC#729	12/13/2022		N		3,187.53
	P.O. BOX 830674					
11/16/2022	BIRMINGHAM AL, 35283-0674	/ /	0.0000	N		0.00
		12/13/2022		N		3,187.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	3,187.53

VENDOR TOTAL: 3,187.53

JSG	JUDICIAL SERVICES GROUP, LTD	12/01/2022	8010600	FOA	SMALL CLAIMS - APRIL DEHAAN	
48460	401 S JACKSON ST	12/13/2022		N		56.08
12/01/2022	JACKSON MI, 49201	/ /	0.0000	N		0.00
		12/13/2022		Y		56.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-826.000	LEGAL FEES	56.08

VENDOR TOTAL: 56.08

LCAOR	LIVINGSTON COUNTY ASSOC OF REALTORS	11/07/2022	25010	FOA	2023 ANNUAL DUES	
48413		12/13/2022		N		573.00
11/07/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		573.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	573.00

VENDOR TOTAL: 573.00

LCC	LIVINGSTON COUNTY CLERK, ELECTIONS	11/29/2022	10824	FOA	NOV 8, 2022 GENERAL ELECTION	
48443	200 E GRAND RIVER	12/13/2022		N		2,669.26
11/29/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		2,669.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-801.000	CONTRACTED SERVICES	2,669.26

VENDOR TOTAL: 2,669.26

0015	LIVINGSTON COUNTY SHERIFF	11/28/2022	2022	FOA	LAW ENFORCEMENT SERVICES FROM 8/1/22	
48390	150 S HIGHLANDER WAY	12/13/2022		N		98,002.00
11/28/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		98,002.00

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		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-302-801.000	CONTRACTED SERVICES	98,002.00

VENDOR TOTAL: 98,002.00

0220	LIVINGSTON COUNTY TREASURER	12/01/2022	120122	FOA	NOVEMBER 2022 DOG LICENSE PMTS	
48404	200 E. GRAND RIVER	12/13/2022		N		309.00
12/01/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		309.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	309.00

VENDOR TOTAL: 309.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/10/2022	3558	FOA	LIV CNTY WATERSHED GROUP THRU 9/30/2	
48388	2300 E. GRAND RIVER	12/13/2022		N		671.86
	STE. 105					
11/10/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		671.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	671.86

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/23/2022	3561	FOA	NOVEMBER 2022 SEWER SYSTEM O&M	
48396	2300 E. GRAND RIVER	12/13/2022		N		166,810.79
	STE. 105					
11/23/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		166,810.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	166,810.79

VENDOR TOTAL: 167,482.65

LDPA	LIVINGSTON DAILY PRESS & ARGUS	11/11/2022	111122	FOA	NOVEMBER 2022	
48426		12/13/2022		N		9.99
	3964 SOLUTIONS CENTER					
11/11/2022	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		12/13/2022		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

VENDOR TOTAL: 9.99

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		Due Date		1099		

MEIJER	MEIJER	11/08/2022	110822	FOA	FOOD FOR ELECTION	
48416	2160 HARTLAND RD	12/13/2022		N		622.89
11/08/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/13/2022		N		622.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	622.89

VENDOR TOTAL: 622.89

0284	MICHIGAN ASSESSORS ASSOCIATION	11/23/2022	112322	FOA	2023 MEMBERSHIPS	
48415	P.O. BOX 1126	12/13/2022		N		292.14
11/23/2022	MOUNT PLEASANT MI, 48804	/ /	0.0000	N		0.00
		12/13/2022		Y		292.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	292.14

VENDOR TOTAL: 292.14

MICROSOFT	MICROSOFT	11/22/2022	112222	FOA	WINDOWS 10/11 PRO UPGRADE FOR SUPERV	
48435		12/13/2022		N		104.94
11/22/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		104.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-970.000	CAPITAL OUTLAY	104.94

VENDOR TOTAL: 104.94

NAFCO	NAFCO INC	11/15/2022	45601	FOA	ZIP BAGS FOR CE	
48410		12/13/2022		N		60.00
11/15/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	60.00

VENDOR TOTAL: 60.00

NEARMAP	NEARMAP US INC	11/10/2022	700577	FOA	10/11/22 - 10/10/23	
48424	10897 SOUTH RIVER FRONT PARKWAY	12/13/2022		N		5,000.00
	SUITE 150					
11/10/2022	SOUTH JORDAN UT, 84095	/ /	0.0000	N		0.00
		12/13/2022		N		5,000.00

Open

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GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	5,000.00

VENDOR TOTAL: 5,000.00

PAYPAL	PAYPAL	11/14/2022	111422	FOA	TWP NEWSLETTER	
48427		12/13/2022		N		50.00
11/14/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	50.00

VENDOR TOTAL: 50.00

PERSONALIT	PERSONALITY INSIGHTS	10/28/2022	102822	FOA	PERSONALITY PROFILES	
48425		12/13/2022		N		25.90
10/28/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		25.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	25.90

VENDOR TOTAL: 25.90

1180	PETER'S TRUE VALUE HARDWARE	11/29/2022	K65337	FOA	FOR WINTERFEST ICE RINK	
48395	3455 W. HIGHLAND ROAD	12/13/2022		N		28.77
11/29/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/13/2022		N		28.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	28.77

1180	PETER'S TRUE VALUE HARDWARE	11/30/2022	K65362	FOA	STAPLES	
48399	3455 W. HIGHLAND ROAD	12/13/2022		N		14.99
11/30/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/13/2022		N		14.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	14.99

1180	PETER'S TRUE VALUE HARDWARE	12/05/2022	K65441	FOA	PAINT	
48446	3455 W. HIGHLAND ROAD	12/13/2022		N		17.98
12/05/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/13/2022		N		17.98

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Open

GL NUMBER	DESCRIPTION	AMOUNT				
536-000-740.000	OPERATING SUPPLIES	17.98				
1180	PETER'S TRUE VALUE HARDWARE	12/07/2022	K65473	FOA	BROOMS	
48459	3455 W. HIGHLAND ROAD	12/13/2022		N		36.98
12/07/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/13/2022		N		36.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	36.98
VENDOR TOTAL:		98.72

PBGFS	PITNEY BOWES GLOBAL FINANCIAL SERV.	11/27/2022	3316668556	FOA	10/1/22 - 12/31/22 POSTAGE MACHINE R	
48444	P.O. BOX 981022	12/13/2022		N		440.73
11/27/2022	BOSTON MA, 02298-1022	/ /	0.0000	N		0.00
		12/13/2022		N		440.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	440.73
VENDOR TOTAL:		440.73

RURALKING	RURAL KING	11/07/2022	110722	FOA	VEHICLE MAINT/BREAKROOM SUPPLIES	
48437	4216 DEWITT AVE	12/13/2022		N		38.81
11/07/2022	MATTOON IL, 61938	/ /	0.0000	N		0.00
		12/13/2022		N		38.81

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	27.46
536-000-740.000	OPERATING SUPPLIES	11.35
		38.81

RURALKING	RURAL KING	11/21/2022	112122	FOA	MISC SUPPLIES	
48419	4216 DEWITT AVE	12/13/2022		N		707.44
11/21/2022	MATTOON IL, 61938	/ /	0.0000	N		0.00
		12/13/2022		N		707.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	32.97
101-265-930.000	REPAIRS & MAINTENANCE	27.95
536-000-740.000	OPERATING SUPPLIES	215.56
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	399.99
536-000-740.000	OPERATING SUPPLIES	30.97

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707.44

VENDOR TOTAL: 746.25

SHUTTERSTO	SHUTTERSTOCK.COM	11/19/2022	111922	FOA	NOVEMBER 2022	
48428		12/13/2022		N		29.00
11/19/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00

VENDOR TOTAL: 29.00

SPALDING	SPALDING DEDECKER	12/06/2022	91252	FOA	WTR PLT BOUNDARY SURVEY	
48450	905 SOUTH BLVD EAST	12/13/2022		N		7,200.00
07/22/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/13/2022		N		7,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	7,200.00

SPALDING	SPALDING DEDECKER	12/07/2022	91523	FOA	HARTLAND SENIOR COMMUNITY	
48453	905 SOUTH BLVD EAST	12/13/2022		N		650.00
08/11/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/13/2022		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	650.00

SPALDING	SPALDING DEDECKER	12/07/2022	91524	FOA	CHARYL STOCKWELL ACADEMY	
48454	905 SOUTH BLVD EAST	12/13/2022		N		650.00
08/11/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/13/2022		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	650.00

SPALDING	SPALDING DEDECKER	12/07/2022	91525	FOA	MISTER CAR WASH	
48455	905 SOUTH BLVD EAST	12/13/2022		N		650.00
08/11/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/13/2022		N		650.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	650.00

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VENDOR TOTAL: 9,150.00

STAPLES	STAPLES	11/26/2022	8068401231	FOA	MISC SUPPLIES	
48385	PO BOX 660409	12/13/2022		N		81.35
11/26/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		12/13/2022		N		81.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	81.35

STAPLES	STAPLES	12/03/2022	8068484839	FOA	MISC SUPPLIES	
48439	PO BOX 660409	12/13/2022		N		194.41
12/03/2022	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		12/13/2022		N		194.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	173.93
101-172-727.000	SUPPLIES & POSTAGE	20.48
		194.41

VENDOR TOTAL: 275.76

STATEBAR	STATE BAR OF MICHIGAN	11/01/2022	110122	FOA	LICENSE RENEWAL	
48440	P.O. BOX 1406	12/13/2022		N		425.38
11/01/2022	GRAND RAPIDS MI, 49501-1406	/ /	0.0000	N		0.00
		12/13/2022		N		425.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	425.38

VENDOR TOTAL: 425.38

STC	STATE TAX COMMISSION	11/22/2022	112222	FOA	CERTS SYSTEM - ASSESSOR/ASST ASSESSO	
48414		12/13/2022		N		350.00
11/22/2022	,	/ /	0.0000	N		0.00
		12/13/2022		N		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	350.00

VENDOR TOTAL: 350.00

TIMHORTONS	TIM HORTONS USA INC.	11/07/2022	110722	FOA	FOOD FOR ELECION	
48417	4150 TULLER RD, STE 236	12/13/2022		N		186.65

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11/07/2022	DUBLIN OH, 43017	/ /	0.0000	N		0.00
		12/13/2022		N		186.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	186.65

VENDOR TOTAL: 186.65

TLS	TLS CONSTRUCTION, LLC	10/24/2022	1887	FOA	CATCH BASIN REPAIR	
48386	120 LUCY ROAD	12/13/2022		N		5,113.25
10/24/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		5,113.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	5,113.25

VENDOR TOTAL: 5,113.25

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	11/17/2022	5907896	FOA	10/25/22 - 11/24/22 - ESTUDIO2830C C	
48383	PO BOX 927	12/13/2022		N		3.20
11/17/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		12/13/2022		N		3.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	3.20

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	11/17/2022	5907897	FOA	10/25/22 - 11/24/22 - ESTUDIO2830C B	
48384	PO BOX 927	12/13/2022		N		5.25
11/17/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		12/13/2022		N		5.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	5.25

VENDOR TOTAL: 8.45

WATERTECH	WATER TECH	10/31/2022	55350	FOA	OCTOBER 2022	
48387	718 S MICHIGAN	12/13/2022		N		110.00
10/31/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/13/2022		N		110.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	110.00

VENDOR TOTAL: 110.00

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WSP	WSP USA ENVIRONMENT	11/23/2022	H19220645	FOA	WTR SUPPLY ASSISTANCE THRU 11/11/22	
48381	P.O. BOX 74008618	12/13/2022		N		952.50
11/23/2022	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		12/13/2022		N		952.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	952.50

WSP	WSP USA ENVIRONMENT	11/23/2022	H19220646	FOA	WWTP LTM REPORTING THRU 11/11/22	
48382	P.O. BOX 74008618	12/13/2022		N		919.50
11/23/2022	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		12/13/2022		N		919.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	919.50

VENDOR TOTAL: 1,872.00

TOTAL - ALL VENDORS: 498,832.32

FUND TOTALS:

Fund 101 - GENERAL FUND	129,330.33
Fund 206 - FIRE OPERATING	5,158.58
Fund 536 - WATER SYSTEM FUND	5,234.54
Fund 539 - WATER REPLACEMENT FUND	183,370.90
Fund 577 - CABLE TV FUND	6,012.18
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	169,395.79
Fund 701 - TRUST AND AGENCY	330.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: December 6, 2022

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable – \$943.02

November 28, 2022 Election Payroll - \$11,413.25

December 15, 2022 Payroll – \$70,877.74

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Post Audit Bills List 12.01.2022

Election Payroll for 11.28.2022

Payroll for 12.15.2022

12/06/2022 09:56 AM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 12/01/2022 - 12/01/2022

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/01/2022	FOA	43287	HARTLAND TOWNSHIP WINTER TAX	SEWER FLAT RATE	590-000-601.002	943.02
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		943.02

GL TOTALS ---						
590-000-601.002			USER FEE REFUNDS		943.02	
			TOTAL		943.02	

Check Register Report For Hartland Township
For Check Dates 11/28/2022 to 11/28/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/28/2022	FOA	17266	ALLMAND, DONNA C	232.50	232.50	0.00	Open
11/28/2022	FOA	17267	BHAVSAR, JANICE L	192.00	192.00	0.00	Open
11/28/2022	FOA	17268	BOLSER, BARBARA	211.00	211.00	0.00	Open
11/28/2022	FOA	17269	BRUSS, MARILYNN J	171.00	171.00	0.00	Open
11/28/2022	FOA	17270	BRYANT, ANNALEE P	262.50	262.50	0.00	Open
11/28/2022	FOA	17271	BURRIS, BETTY	192.00	192.00	0.00	Open
11/28/2022	FOA	17272	BURTON, LYNNE A	255.00	255.00	0.00	Open
11/28/2022	FOA	17273	CARIS, JOHN C	192.00	192.00	0.00	Open
11/28/2022	FOA	17274	CASE, SUSAN E	184.00	184.00	0.00	Open
11/28/2022	FOA	17275	COOPER, KIMBERLY T	50.00	50.00	0.00	Open
11/28/2022	FOA	17276	COSGROVE, HEATHER H	281.25	281.25	0.00	Open
11/28/2022	FOA	17277	CURRENT, ASHLEY M	181.00	181.00	0.00	Open
11/28/2022	FOA	17278	CUSHING, ALEXANDRA U	243.75	243.75	0.00	Open
11/28/2022	FOA	17279	DRAKE, KELLY A	162.00	162.00	0.00	Open
11/28/2022	FOA	17280	DUNLOP, BRUCE D	217.00	217.00	0.00	Open
11/28/2022	FOA	17281	DUNVILLE, DAVID	240.00	240.00	0.00	Open
11/28/2022	FOA	17282	DUNVILLE, LISA	75.00	75.00	0.00	Open
11/28/2022	FOA	17283	ECKMAN, JAMI	266.25	266.25	0.00	Open
11/28/2022	FOA	17284	ELIAS, CURTIS S	192.00	192.00	0.00	Open
11/28/2022	FOA	17285	ELLETT, TAMARA L	171.00	171.00	0.00	Open
11/28/2022	FOA	17286	FALARDEAU, NANCY	168.00	168.00	0.00	Open
11/28/2022	FOA	17287	FORTIN, JACQUELINE M	217.00	217.00	0.00	Open
11/28/2022	FOA	17288	FURGE, STEFANIE L	198.00	198.00	0.00	Open
11/28/2022	FOA	17289	HIRTH, HOPE E	171.00	171.00	0.00	Open
11/28/2022	FOA	17290	HUBBARD, TONYA S	96.25	96.25	0.00	Open
11/28/2022	FOA	17291	HYLAND, JOY D	192.00	192.00	0.00	Open
11/28/2022	FOA	17292	JAGNER, WALTER A	187.00	187.00	0.00	Open
11/28/2022	FOA	17293	JOHNSON, DENISE	25.00	25.00	0.00	Open
11/28/2022	FOA	17294	JOHNSON, TERESA	25.00	25.00	0.00	Open
11/28/2022	FOA	17295	JOSEPH, GAYLE	25.00	25.00	0.00	Open
11/28/2022	FOA	17296	JOSEPH, MICHAEL	25.00	25.00	0.00	Open
11/28/2022	FOA	17297	KOLNITYS, DEBORAH A	162.00	162.00	0.00	Open
11/28/2022	FOA	17298	KRUEGER, JR, DONALD F	168.00	168.00	0.00	Open
11/28/2022	FOA	17299	LACHAJEWSKI, DEBRA A	281.25	281.25	0.00	Open

Check Register Report For Hartland Township
For Check Dates 11/28/2022 to 11/28/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/28/2022	FOA	17300	LAMPE, KATHRYN L	180.00	180.00	0.00	Open
11/28/2022	FOA	17301	LANGENBRUCH, DANIELLE M	285.00	285.00	0.00	Open
11/28/2022	FOA	17302	LAROY, SUSAN	186.00	186.00	0.00	Open
11/28/2022	FOA	17303	LESCELIUS, KENNETH D	205.00	205.00	0.00	Open
11/28/2022	FOA	17304	LUBESKI, DAWN	71.25	71.25	0.00	Open
11/28/2022	FOA	17305	LYNCH-CARIS, TERRI M	192.00	192.00	0.00	Open
11/28/2022	FOA	17306	MADDEN, MILDRED	162.00	162.00	0.00	Open
11/28/2022	FOA	17307	MCNUTT, PAULINE	192.00	192.00	0.00	Open
11/28/2022	FOA	17308	MERRITT, JULIA	229.00	229.00	0.00	Open
11/28/2022	FOA	17309	NEU, LINDA C	192.00	192.00	0.00	Open
11/28/2022	FOA	17310	NG, PETER	180.00	180.00	0.00	Open
11/28/2022	FOA	17311	O'CONNELL, DENISE	171.00	171.00	0.00	Open
11/28/2022	FOA	17312	OLDFORD, ERIN R	186.00	186.00	0.00	Open
11/28/2022	FOA	17313	PELLEGATA, EILEEN R	96.00	96.00	0.00	Open
11/28/2022	FOA	17314	PERRY JR, CLARENCE	25.00	25.00	0.00	Open
11/28/2022	FOA	17315	PHILLIPS, JILAYNE L	270.00	270.00	0.00	Open
11/28/2022	FOA	17316	PIETILA, GRETCHEN K	25.00	25.00	0.00	Open
11/28/2022	FOA	17317	ROCHELEAU, KIMBERLY L	303.75	303.75	0.00	Open
11/28/2022	FOA	17318	ROSE, STACEY	186.00	186.00	0.00	Open
11/28/2022	FOA	17319	SCHAIDT, DONNA J	192.00	192.00	0.00	Open
11/28/2022	FOA	17320	SCHEFFLER, MARJORIE A	180.00	180.00	0.00	Open
11/28/2022	FOA	17321	SEGUIN, EDWARD B	180.00	180.00	0.00	Open
11/28/2022	FOA	17322	SEXTON, STEPHEN M	181.00	181.00	0.00	Open
11/28/2022	FOA	17323	SEXTON, TAMMY J	181.00	181.00	0.00	Open
11/28/2022	FOA	17324	STEVIK, MARY	162.00	162.00	0.00	Open
11/28/2022	FOA	17325	THOMPSON, VICTORIA	292.50	292.50	0.00	Open
11/28/2022	FOA	17326	TURNER, CAROL L	25.00	25.00	0.00	Open
11/28/2022	FOA	17327	TUVESON, LISA	225.00	225.00	0.00	Open
11/28/2022	FOA	17328	VICARY, MARY B	192.00	192.00	0.00	Open
11/28/2022	FOA	17329	WELLMAN, KIMBERLY S	192.00	192.00	0.00	Open
11/28/2022	FOA	17330	WILK, EDWARD F	162.00	162.00	0.00	Open

Totals: Number of Checks: 065 11,413.25 11,413.25 0.00

Total Physical Checks: 65

Total Check Stubs:

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/15/2022	FOA	17332	MISSION SQUARE	2,275.89	2,275.89	0.00	Open
12/15/2022	FOA	17333	MISSION SQUARE	3,653.46	3,653.46	0.00	Open
12/15/2022	FOA	17334	MISSION SQUARE	1,903.44	1,903.44	0.00	Open
12/15/2022	FOA	DD8208	BEDUHN, TIMOTHY L.A.	1,767.00	0.00	1,343.90	Cleared
12/15/2022	FOA	DD8209	BERNARDI, MELYNDA A	1,762.16	0.00	1,367.17	Cleared
12/15/2022	FOA	DD8210	BROOKS, TYLER J	2,423.85	0.00	1,710.65	Cleared
12/15/2022	FOA	DD8211	CASE, SUSAN E	1,968.82	0.00	1,279.47	Cleared
12/15/2022	FOA	DD8212	CIOFU, LARRY N	2,746.24	0.00	1,980.75	Cleared
12/15/2022	FOA	DD8213	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,555.77	Cleared
12/15/2022	FOA	DD8214	HAASETH, GWYN M	686.88	0.00	614.00	Cleared
12/15/2022	FOA	DD8215	HEASLIP, JAMES B	3,211.94	0.00	1,811.61	Cleared
12/15/2022	FOA	DD8216	HORNING, KATHLEEN A	2,746.24	0.00	1,990.13	Cleared
12/15/2022	FOA	DD8217	HUBBARD, TONYA S	1,746.88	0.00	1,257.35	Cleared
12/15/2022	FOA	DD8218	JOHNSON, LISA	2,142.00	0.00	1,339.32	Cleared
12/15/2022	FOA	DD8219	KENDALL, ANTHONY S	96.00	0.00	88.65	Cleared
12/15/2022	FOA	DD8220	LANGER, TROY D	3,592.16	0.00	2,519.58	Cleared
12/15/2022	FOA	DD8221	LOFTUS, DANIEL M	687.89	0.00	591.19	Cleared
12/15/2022	FOA	DD8222	LOUIS, CASEY	684.43	0.00	412.74	Cleared
12/15/2022	FOA	DD8223	LUCE, MICHAEL T	3,446.80	0.00	2,523.62	Cleared
12/15/2022	FOA	DD8224	MORGANROTH, CAROL L	1,868.56	0.00	1,442.54	Cleared
12/15/2022	FOA	DD8225	NIXON, MITCHELL A	1,710.00	0.00	1,329.42	Cleared
12/15/2022	FOA	DD8226	RADLEY, JAMES W	864.50	0.00	729.13	Cleared
12/15/2022	FOA	DD8227	SHOLLACK, DONNA M	2,254.93	0.00	1,702.17	Cleared
12/15/2022	FOA	DD8228	SOSNOWSKI, SHERI R	1,713.50	0.00	1,321.16	Cleared
12/15/2022	FOA	DD8229	VERMILLION, KAREN L	1,990.92	0.00	1,437.75	Cleared
12/15/2022	FOA	DD8230	WEST, ROBERT M	4,266.67	0.00	2,561.34	Cleared
12/15/2022	FOA	DD8231	WYATT, MARTHA K	3,070.72	0.00	1,988.55	Cleared
12/05/2022	FOA	EFT658	FEDERAL TAX DEPOSIT	43.02	43.02	0.00	Cleared
12/15/2022	FOA	EFT659	FEDERAL TAX DEPOSIT	11,951.43	11,951.43	0.00	Cleared

Totals:	Number of Checks: 029	70,877.74	19,827.24	35,897.96
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Total Physical Checks: 3

Total Check Stubs: 26

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 11-29-22 Hartland Township Board Regular Meeting Minutes

Date: December 8, 2022

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for November 29, 2022.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

11-29-22 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 29, 2022 – 7:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Clerk Ciofu at 7:00 p.m.

Move to have the Clerk chair the meeting in Supervisor Fountain's absence.

Motion made by Treasurer Horning, Seconded by Trustee Germane

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

Voting Nay: None

Abstained: Trustee Petrucci (remote)

Absent: Supervisor Fountain

2. Pledge of Allegiance

3. Roll Call

PRESENT: Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell.
Trustee Petrucci (attending remotely from Florida)

ABSENT: Supervisor Fountain

Also present were Township Manager Bob West (via video conference), Public Works Director Mike Luce, and Planning Director Troy Langer.

4. Approval of the Agenda

Treasurer Horning would like to add to Pending & New Business 7 c. Hartland Gymnastics Academy Charitable Gaming License.

Move to approve the agenda for the November 29, 2022, Hartland Township Board meeting as amended.

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

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: Supervisor Fountain

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the November 29, 2022, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 29, 2022 – 7:00 PM

Absent: Supervisor Fountain

- a. Approve Payment of Bills.
- b. Approve Post Audit of Disbursements Between Board Meetings.
- c. 10-01-22 Hartland Township Board Regular Meeting Minutes
- d. Confirm the Supervisor's appointments – Jeff Burroughs, David Greig, Jon Litteral, and Cheryl Mara (as alternate) to Board of Review (01/01/23-12/31/24)
- e. Confirm Supervisor's Appointments – Sue Grissim, Tom Murphy, and Matthew Eckman to Planning Commission (01/01/23-12/31/25)
- f. Confirm the Supervisor's appointments – Mike Mitchell, Ed Seguin and Jim Bunn (as alternate) to Zoning Board of Appeals (01/01/23-12/31/24)
- g. RPT REU Transfer Agreement

7. Pending & New Business

- a. Site Plan with Special Land Use Application #22-015 (Mini warehouse establishment with outdoor storage as accessory to a permitted use)

Planning Director Troy Langer gave a brief overview of a special land use permit for a storage facility between Old US-23 and US-23. The project involves a mini warehouse storage facility with an outdoor storage component to it. The mini warehouse storage component is simply just a site plan review typically administered by the Planning Commission (PC). The addition of outdoor storage triggers a special land use permit and the outdoor storage is only permitted if it is accessory to another permitted use in the light industrial which would be the mini storage that is proposed. This went before the PC in November and a Public Hearing was held. No one came and spoke at the public hearing. There are a total of 8 buildings that are the mini storage building, three canopy storage buildings, and centrally located area that will be outdoor storage. The goal is to have the outdoor storage area screened as much as possible from outside of the property. In total there is 130,990 square feet of building area. The site plan portion was approved by the Planning Commission. The special use permit was recommended for approval. The applicant was present to answer any questions.

Move to Approve Special Land Use Permit #22-015, as outlined in the Staff Memorandum, dated November 22, 2022.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: Supervisor Fountain

- b. ARPA Community Project Funding Program

Township Manager Bob West gave a brief overview of the ARPA Community Project Funding Program. He stated we have allocated \$75,000 of the ARPA funding for community civic organizations to have an opportunity to apply for ARPA funding for community projects. The Township Administrative Committee will review and determine the most beneficial projects for Township Board presentation and subsequent approval of funding. Manager West presented the ARPA Project Funding Application for discussion. The applications will be received by the Township Manager, reviewed by the Administration Committee and each qualified project

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 29, 2022 – 7:00 PM

would come to the Township Board for approval. The application period will be open for 60 days. The projects will have to be completed by the end of 2023. Clerk Ciofu inquired as to how this funding project will be rolled out to the community. Manager West stated that he will reach out to our local civic organizations, and it will be made public on the Township's website. Projects will be evaluated based on the merits and benefits to the public

Move to approve the ARPA Community Project Funding program as presented.

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

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: Supervisor Fountain

c. Hartland Gymnastics Academy Charitable Gaming License

Treasurer Horning stated that we received this request for the Charitable Gaming License after the agenda was published. This event takes place in early December, so we asked to have it added to tonight's agenda and stated that this is a Resolution.

Move to approve the Resolution for a Charitable Gaming License for Hartland Gymnastics Academy for their December 10, 2022 Fundraiser.

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

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

Voting Nay: None

Abstained: Trustee Petrucci (remote)

Absent: Supervisor Fountain

Motion passed: 5-0-2

8. Board Reports

Trustee Germane - No report

Trustee O'Connell - No report

Trustee McMullen - No report

Trustee Petrucci - No report

Clerk Ciofu – Stated there was a tie for the last position on the Hartland School Board at the November 8, 2022 election. The process for breaking the tie was a drawing between the candidates. The individual that lost that drawing filed for a recount. The Board of Canvassers met to discuss the objection to the recount and denied it. There will be a recount of the Hartland School Board of Education on Friday December 2, 2022. The recount will be held at the EMS building in Howell. All of the Hartland School Districts ballots will be recounted.

Treasurer Horning - The tax bills are in the mail. The bills are neon orange so they should stand out.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 29, 2022 – 7:00 PM

Manager West gave a brief overview of the Site Plan reviews including the revised plan for Mister Car Wash, a mixed use project for the southwest corner of M-59 and Old US-23, and the Charyl Stockwell Academy expansion. He also stated that in the Parks CIP Survey the HAYAA Storage Facility at Spranger was rated high as a priority project. This project as originally designed by HAYAA would not qualify for a permit from the Livingston County Building Department. We are considering a new storage building and upgrades to the concession stand exterior. As this project scored extremely high in the Survey, we will be looking at gathering data on an engineering proposal to come before the Board to have this ready for spring construction if we were to go forward with the project. Manager West stated that there has been very slow progress with regards to the Dispute Resolution Panel on the Septage Receiving Station issues, but Director Luce facilitated a meeting with Livingston County DPW staff where we appear to be making some progress. He stated that MDOT put a piling through the sewer line in front of Arby's, causing some traffic congestion in that area, but repairs have now been completed. Manager West also stated that they have reviewed the Livingston County Water and Sewer Rates and that there will be no changes in the rates for the coming periods in Hartland. Manager West stated he will have a draft Strategic Plan for 2023 to present to the Board shortly. He will also be setting up a meeting with the Sheriff's Department to discuss observations and issues since the Police Contract's inception. He and Director Luce will also be meeting with the Livingston County Road Commission with regards to a potential road millage renewal plan. Manager West also informed the Board that Assessor Jim Heaslip is retiring from Hartland Township at the end of the Fiscal Year. Manager West commended Assessor Heaslip for his outstanding work during his fifteen years with the Township highlighting his consistent perfect AMAR scores. Assessor Heaslip has volunteered to assist us in onboarding a new assessor.

10. Adjournment

Move to adjourn the meeting at 7:25 p.m.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

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

Voting Nay: None

Abstain: Trustee Petrucci (remote)

Absent: Supervisor Fountain

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 2023 Hartland Township Board Meeting Schedule

Date: December 5, 2022

Recommended Action

Move to approve the Resolution to set the 2023 Hartland Township Board Meeting Schedule

Discussion

Resolution and 2023 Hartland Township Board Meeting Schedule are attached for review.

Financial Impact

None

Attachments

2023 Annual Meeting Notice Resolution

2023 Board Meeting Schedule (for window)

**HARTLAND TOWNSHIP
BOARD OF TRUSTEES**

2655 Clark Road
Hartland, MI 48353
(810) 632-7498
FAX (810) 632-6950



William Fountain
Supervisor

Larry N. Ciofu
Clerk

Kathleen Horning
Treasurer

Matthew J. Germane
Trustee

Summer McMullen
Trustee

Denise O'Connell
Trustee

Joe Petrucci
Trustee

2023

HARTLAND TOWNSHIP BOARD MEETING SCHEDULE

Hartland Township Hall 7:00 PM

The regular meetings of The Hartland Township Board for the year 2023 will be held on the following dates. All meetings are open to the public.

Tuesday, January 3, 2023

Tuesday, February 7, 2023

Tuesday, March 7, 2023

Tuesday, April 4, 2023

Tuesday, May 2, 2023

Tuesday, June 6, 2023

Wednesday, July 5, 2023

Tuesday, August 1, 2023

Tuesday, September 5, 2023

Tuesday, October 3, 2023

Tuesday, November 7, 2023

Tuesday, December 12, 2023

Tuesday, January 17, 2023

Tuesday, February 21, 2023

Tuesday, March 21, 2023

Tuesday, April 18, 2023

Tuesday, May 16, 2023

Tuesday, June 20, 2023

Tuesday, July 18, 2023

Tuesday, August 15, 2023

Tuesday, September 19, 2023

Tuesday, October 17, 2023

Tuesday, November 21, 2023

Individuals with disabilities requiring auxiliary aids or services should contact Hartland Township Board 72 hours in advance of the meeting by writing or calling Larry N. Ciofu, Clerk, 2655 Clark Rd., Hartland, MI 48353. (810) 632-7498

Larry N. Ciofu, Clerk
Hartland Township

**RESOLUTION SETTING BOARD OF TRUSTEE
MEETING DATES FOR 2023**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on December 13, 2022 at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____
and seconded by _____.

BE IT RESOLVED that the Hartland Township Board of Trustees does hereby establish that there will be two regular meetings per month, with the exception of December in which there will only be one meeting, held by the Township Board of Trustees in 2023, as follows:

1. All regular meetings will be held at the Township Hall, 2655 Clark Road, Hartland, Michigan 48353.
2. Meetings will commence promptly at 7:00 p.m., except when such a schedule would conflict with holidays, elections or other Township functions, as noted in paragraph three below.
3. Dates of the meetings mentioned in paragraph two above will be as follows:

Tuesday, January 3, 2023	Tuesday, January 17, 2023
Tuesday, February 7, 2023	Tuesday, February 21, 2023
Tuesday, March 7, 2023	Tuesday, March 21, 2023
Tuesday, April 4, 2023	Tuesday, April 18, 2023
Tuesday, May 2, 2023	Tuesday, May 16, 2023
Tuesday, June 6, 2023	Tuesday, June 20, 2023
Wednesday, July 5, 2023	Tuesday, July 18, 2023
Tuesday, August 1, 2023	Tuesday, August 15, 2023
Tuesday, September 5, 2023	Tuesday, September 19, 2023
Tuesday, October 3, 2023	Tuesday, October 17, 2023
Tuesday, November 7, 2023	Tuesday, November 21, 2023
Tuesday, December 12, 2023	

4. Special meetings and work sessions will be called and held at the discretion of the Hartland Township Board of Trustees, with due and proper notice of such meetings to Board members and posted at the Township Hall at least eighteen (18) hours prior to meetings.

A vote on the foregoing resolution was taken and was as follows:

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: IT Right (VC3) Technical Support Contract

Date: December 5, 2022

Recommended Action

Approve the proposed three-year contract with IT Right as presented and subsequently authorize the Township Manager to digitally sign the contract on behalf of the Township Board.

Discussion

Hartland Township contracts information technology and support services for the Township operations due to cost advantages. The resources available through a third party are greater than the opportunity costs of in-house services.

IT Right, which is in the process of partnering with VC3, has historically provided satisfactory services at fiscally responsible costs. The current contract has concluded, and a subsequent three-year renewal has been provided for Township review. The proposed costs continue to be competitive as the costs align with other contracted services while providing resources beyond the competitors.

Staff is recommending approval of the proposed three-year renewal at the following costs:

Year	Amount	Term/Option
2022	\$26,676	Regular Term
2023	\$30,410	Regular Term
2024	\$34,560	Regular Term
	4% or CPI Index thereafter	

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

Three Year Contract

This Agreement is made effective as of _____ by and between _____, and I.T. Right, of 5815 East Clark Road, Bath Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The Client", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in Computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES.

Beginning on 12/01/2022 I.T. RIGHT will provide the following services (collectively, the "Services"): Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within the client's office(s).

2. SERVICES NOT COVERED. I.T. Right reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment or technologies. The client will be notified ahead of time of any extra charges involved before the work is started. Projects expected to exceed Eight (8) hours of labor including but not limited to the replacement of servers are considered new technology, are not covered under this contract and will be billed separately.

3. Services Not Provided. I.T. Right will not provide structured cabling services. I.T. Right will not climb into ceilings, attics or crawlspaces. I.T. Right will not climb upon roofs, trees or polls; or use equipment like tall ladders or bucket trucks to service or replace equipment.

4. Third Party Support Agreements. To the extent that I.T. Right is asked to support third party software or hardware; The Client agrees to maintain appropriate support agreements with the manufacturers or resellers of those products such as software support contracts and/or onsite extended warranties for applicable hardware.

5. PAYMENT. The Client will pay an annual fee to I.T. RIGHT for the Services in the amount listed in the payment schedule (Appendix A). This fee shall be payable in full within 30 days unless otherwise notated in this document.

6. PERFORMANCE OF SERVICES. I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The Client will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.

7. LIABILITY LIMITATIONS. The client agrees that in no event shall IT Right, Its Officers or Directors, be liable for any damages of any kind, including but not limited to any direct, indirect, incidental, special or punitive damages. The exclusive remedy for any breach of this agreement is limited to an amount equivalent to three monthly payments. In the event of extreme error or negligence, damages will be limited to the limits of the liability insurance referred to in section eight. Further, IT Right also agrees that damages from the client may in no circumstances exceed an amount equivalent to three monthly payments of the contract. Thus, under no circumstances will either party be liable to the other for damages that exceed the value of three-monthly payments.

8. INSURANCE. During the Term, I.T. Right shall procure and maintain the following insurance coverage: (a) workers' compensation and employer's liability insurance as required by the laws of the State in which the Services are being performed, (b) comprehensive general liability insurance in the amount that is commercially reasonable with respect to the Services, and (c) cyber-liability insurance in the amount that is commercially reasonable with respect to the Services. The Client shall not rely exclusively on I.T. Right for insurance or as an insurance provider; but shall procure and maintain its own insurance coverage (or agree to accept risk itself) as follows: cyber-liability insurance in the amount that is commercially reasonable with respect to The Client's servers, hardware, software, data and/or computer networks.

9. THIS SECTION INTENTIONALLY LEFT BLANK.

10. CLIENT NEW PROJECT

APPROVAL. I.T. RIGHT and The Client recognize that I.T. RIGHT's Services will include working on various projects for The Client. I.T. RIGHT shall obtain the approval of the Client prior to the commencement of a new project.

11. Site Liaison/Primary Contact. The Client agrees to assign one employee or elected official to be the primary contact person to I.T. Right. The roll of the Primary Contact shall be to, (i) Meet and discuss with I.T. Right status of projects and initiatives (ii) Communicate to I.T. Right the decisions of The Client including but not limited to technology policies and their enforcement, (iii) Approve quotes or communicate the same to I.T. Right. Should the client fail to appoint a Primary Contact, The Client agrees that I.T. Right may work with any elected official in these capacities.

12. Other Client Appointed Contacts. I.T. Right recognizes The Client may for compliance, legal, or other reasons appoint individuals other than the primary contact to positions of responsibility concerning line of business technology concerns. These positions include but are not limited to "CJIS Officer" and "FOIA Officer." I.T. Right will work with these individuals as it pertains to their reasonably assigned duties. The Client represents that I.T. Right can depend on these individuals for guidance pertaining to their respective areas of responsibility.

13. TERM/TERMINATION. This Agreement shall be effective for THREE year(s). Continuation of and payment for services beyond this agreement stated term will constitute a renewal 1 year under the existing terms. Either party reserves the right to terminate this contract at any time provided 90 days' notice is given. The remaining time will be prorated and paid to the client within 120 days of receipt of the termination notice.

14. EMPLOYEES. I.T. RIGHT's employees, if any, who perform services for The Client under this Agreement shall also be bound by the provisions of this Agreement.

15. Employment Restrictions. The Client shall not solicit to hire, hire or engage any of IT RIGHT'S employees (or anyone employed by IT RIGHT in the prior twelve calendar months) while this Agreement is in effect and for the twelve-calendar month period immediately after termination or completion of this Agreement for any reason. If Client does solicit to hire, hire or engage any of the IT RIGHT'S employees, The Client shall immediately pay Company an amount equal to 100% of the then-current or most recent annual salary or wages paid by Company to such employee.

16. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for The Client:

IF for I.T. RIGHT:

I.T. Right
Dan Eggleston
Director of Information Technology
5815 East Clark Road Suite G
Bath Michigan 48808

Either party may change such address from time to time, by providing written notice to the other in the manner set forth above.

17. CPI-Index At the expiration of this contract period and each year thereafter, the rates described in "Appendix A" will be adjusted by 4% or by a CPI factor, whichever is greater. For the purposes of this document the CPI shall be defined by and will not exceed the US BLS Unadjusted annual rate for the most recently reported 12-month period.

18. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

19. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

20. APPLICABLE LAW. The laws of the State of Michigan shall govern this Agreement.

Party receiving services:

Accepted By: _____

Title: _____

Party providing services: I.T. Right

Proposed By _____
Dan Eggleston, Founder

Appendix A: Price Sheet:

RA

Year	Amount	Term/Option
2022	\$26,676	Regular Term
2023	\$30,410	Regular Term
2024	\$34,560	Regular Term
	4% or CPI Index thereafter	

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Resolution – Sewer and Water Rates

Date: December 7, 2022

Recommended Action

To approve the resolution setting rates for Sewer and Water Systems for 2023.

Discussion

Rates remain unchanged from 2022. The County is holding their sewer rates for 2023, and the Township's water rates are sufficient to cover budget expenses for Fiscal Year 2023-2024.

Water rates will be reviewed next autumn to determine if new customers allow for reductions in fixed costs.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

Resolution for Sewer-Water Rates 2023

**RESOLUTION SETTING FORTH
SEWER AND WATER FEES, RATES AND CHARGES**

WHEREAS, the Township has lawfully adopted a Water and Sewer Ordinance (Ordinance No. 81);
and

WHEREAS, Section 11 of the Township's Water and Sewer Ordinance (Ordinance No. 81) authorizes the Township to establish by resolution, rates and fees necessary to recover the costs of administration, construction, reconstruction, maintenance of said system(s) as necessary to preserve the same in good working order, operation and replacement of the System, and to provide for the payment of any debt service obligations of the Township as the same becomes due; and

WHEREAS, the Township Board intends to adjust certain Sewer and Water Fees, Rates and Charges to accomplish the above goals.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Sanitary Sewer System:

Connection Charges - Effective January 1, 2023

Sewer Assessment Equity Charge \$9,439.20 per REU

Sewer Fee Schedule - Effective January 1, 2023

Readiness to Serve (LCDC)	\$77.36	per REU
Readiness to Serve (Township)	\$8.26	per REU
Capital Charge	\$16.59	per REU per quarter
Grinder Pump Surcharge (LCDC)	\$60.00	per quarter
Metered (LCDC)	\$4.16	per 1,000 gallons
Non-Metered	\$74.88	flat rate per quarter

Section 2. Water System:

Connection Charges - Effective January 1, 2023

Water Benefit Connection Fee (District 1)	\$5,816.01	per REU
Water Benefit Connection Fee (District 2)	\$6,829.67	per REU

Usage Charges - Effective April 1, 2023

Commodity Charge \$1.40 per 1,000 gallons

Water Service Charge - Effective April 1, 2023

Water Service Charge \$86.08 per REU

Meter Replacement Charge - Effective April 1, 2023

$\frac{5}{8}$ " meter	\$7.75	per quarter
$\frac{3}{4}$ " meter	\$7.75	per quarter
1" meter	\$10.08	per quarter
1 $\frac{1}{2}$ " meter	\$21.17	per quarter
2" meter	\$23.92	per quarter
3" meter	\$28.33	per quarter
4" meter	\$49.25	per quarter
6" meter	\$83.75	per quarter

Cost Recovery - Effective January 1, 2023

Non-Automated Meter Read (AMR) customers\$50.00 per quarter

Section 3. Other Sewer and Water Services:

All services provided outside of the above mentioned fee schedule and permitted by the Sewer and/or Water Ordinance(s) will be charged on a time and materials basis, plus a 10% administrative fee.

A vote on the foregoing resolution was taken and was as follows:

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Resolution: 2023 REU Surcharge Policy Revisions

Date: December 5, 2022

Recommended Action

Resolution: 2023 REU Surcharge Policy Revisions

Discussion

Hartland Township had previously amended the REU Surcharge Policy due to the anomalies associated with the pandemic as well as changes to the Livingston County billing methodology.

Township administration is recommending the restoration of the surcharge calculations based upon pre-pandemic methods with a new opportunity for interest free financing for the duration of calendar year in which the surcharge invoice is issued.

The intent is to sustain fair and equitable capacity treatment of all utility users connected to the water and/or sewer systems. The proposed revisions, if approved, would be enacted beginning January 1, 2023.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

Resolution: 2023 REU Surcharge Policy Revisions

BOARD OF TRUSTEES

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

Trustees
Matthew J. Germane
Summer McMullen
Denise O'Connell
Joseph M. Petrucci

RESOLUTION NO. XX-RXXX

RESOLUTION TO AMEND THE WATER AND SEWER SURCHARGE POLICY

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on **December 13, 2022**, at **7:00 P.M.**

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____

WHEREAS, the Township Board is authorized to establish and adjust fees for water and sewer service under adopted Resolution No. 16-R011; and

WHEREAS, the Township's Water and Sewer Ordinance, No. 81, expressly permit the Township Board to establish Residential Equivalent Units (REUs) measured in gallons per day and to establish the Excess Flow Surcharge from time to time by resolution of the Township Board; and

WHEREAS, the Township Board has aimed to support local businesses in response to the COVID-19 pandemic by waiving the 2020 sewer and water surcharge fees as outlined in Resolution No. 21-R012, "Resolution Adopting Standards for Residential Equivalent Units and Setting an Excess Flow Surcharge"; and

WHEREAS, the Township Board provided additional relief to local businesses in response to the COVID-19 pandemic by limiting the sewer and water surcharge fees as outlined in Resolution No. 22-R015, "Resolution to Amend the Water and Sewer Utility Surcharge Policy to include Limits on Annual Surcharge Fees"; and

WHEREAS, it is in the interest of the Township to provide support for local businesses through the ongoing novel coronavirus (COVID-19) pandemic,

THEREFORE, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Township Board amends the Township's ordinance pertaining to "excess flow surcharge" to redact the prior concessions and restore the policy to pre-pandemic conditions without surcharge limitations as outlined in prior resolutions to ensure fair and equitable excess flow surcharges for all local businesses.

2. The Township will, upon request, offer interest free payment schedules of the annual surcharge fees to reduce the potential impact to all local businesses.

3. The Township will invoice Readiness to Serve (RTS) and Capital Charges related to sanitary sewer fees based upon sanitary sewer REUs owned for utility billing purposes.

4. The Township will invoice Readiness to Serve (RTS) water fees based upon the greater REU allocation between surcharge REUs and REUs in use contingent upon a maximum rating not exceeding actual REUs owned.

5. The Township will rate all non-residential facilities at a minimum of one (1) REU for both water and sewer service

This resolution shall take effect immediately upon its passage and shall only apply to the 2022 and future calendar year surcharge calculations. Any resolution that conflicts with this Resolution is repealed upon the effective date of the Ordinance.

A vote on the foregoing resolution was taken and was as follows:

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 13 day of December, 2022.

Larry N. Ciofu Hartland Township Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Hartland Township Strategic Plan Update

Date: December 6, 2022

Recommended Action

No formal action required by the Township Board at this time. Manager West will provide an overview of the 2022 projects and present the proposed 2023 Strategic Plan for review.



2023 Hartland Township Strategic Action Plan

Department / Objective / Task		Started	Quarter of 2023				Status
Connecting the Community			1	2	3	4	
Comm	Identify Hartland Living promotion opportunities	<input type="radio"/>					
Comm	Facilitate citizen survey if supported by Board	<input type="radio"/>					
Manager	Develop ARPA report for public by end of 2023	<input type="radio"/>					
DPW	Complete Parks Master Plan update	<input type="radio"/>					
Comm	Explore additional resources for public feedback regarding Township	<input type="radio"/>					
Manager	Monitor the SRS financials for users equitability	<input type="radio"/>					
Planning	Develop spreadsheet for Planning Commission projects	<input type="radio"/>					
Comm	Explore youth recreation opportunities in Settlers Park	<input type="radio"/>					
Comm	Promote Township History	<input type="radio"/>					
Community Attractiveness and Livability							
Planning	Identify joint meeting objectives for Board and Planning Commission	<input type="radio"/>					
Manager	Facilitate Chamber participation in Citizen Survey	<input type="radio"/>					
DPW	Explore Township internet within parks	<input type="radio"/>					
Planning	Identify Ordinance Amendments shifting authority to Planning Director	<input type="radio"/>					
Manager	Develop Township Hall Lobby enhancements plan	<input type="radio"/>					
Manager	Develop proposed "action plan" from Board/PC joint meet	<input type="radio"/>					
DPW	Develop M-59 streetscape plan for Township Board review	<input type="radio"/>					
Infrastructure & Internal Advancement							
Manager	Facilitate ARPA Community Grant projects to completion	<input type="radio"/>					
Manager	Prepare proposed road millage renewal publications for review	<input type="radio"/>					
Manager	Explore solutions for additional sewer capacity	<input type="radio"/>					
Manager	Maintain accurate police protection option models	<input type="radio"/>					
DPW	Install new water system filter	<input type="radio"/>					
DPW	Secure easements for Bergin Road paving feasibility	<input type="radio"/>					
DPW	Explore new water system well options	<input type="radio"/>					
DPW	Complete pathway connector to San Marino	<input type="radio"/>					
DPW	Update parks maintenance plan with legacy costs	<input type="radio"/>					
DPW	Develop revised Park CIP based upon Parks Master Plan Update	<input type="radio"/>					
Finance	Develop FY2023-24 Budget Book	<input type="radio"/>					
Manager	Onboard new Township Assessor	<input type="radio"/>					
Clerk	Codification of ordinances (excluding clear zoning)	<input type="radio"/>					
Finance	Explore a cross training employee program	<input type="radio"/>					
Manager	Create efficient storage of Township document retention	<input type="radio"/>					

Key

- ☐ Task has not started
- ☐ Task is progressing forward
- ☒ Task completed
- ☐ Task anomaly and/or canceled

Detailed task updates will be incorporated in the Operational Report narrative by each Department. As a reminder, tasks are progressive and related schedule and feasibility for each task may change during the calendar year.



2022 Hartland Township Strategic Action Plan

Department / Objective / Task		Started	Quarter of 2022				Status
Connecting the Community			1	2	3	4	
Comm	Identify Hartland Living promotion opportunities	✓					Working collectively with HL to develop interactive map
Comm	Research options to host school video content on Township channel	✓					School content on cable channel
Comm	Facilitate citizen survey if project is supported by Board	!					Project postponed due to police protection solutions
Finance	Develop user friendly budget book for public	✓					Completed, delivered and available
Comm	Explore developing a Community Resource Guide	✓					Out for print and distribution
Comm	Research additional print media options for Township news	✓					Combining community resource guide goal (above) with this one
Comm	Explore probable entertainment options for Settlers Park	✓					Exploring options related to forthcoming picnic area development
Manager	Explore the feasibility of developing a Township gathering spot	✓					Current options have proven non-feasible
Manager	Update Parks Master Plan	●					On hold until after construction season (Fall of '22)
Manager	Develop non-motorized Master Plan	●					Being incorporated into parks plan as single document
Community Attractiveness and Livability							
DPW	Install gateway signs upon Board approval	!					Project abandoned due to new MDOT restrictions
Planning	Identify joint meeting objectives for Board and Planning Commission	✓					Legal obligations and statutory roles of members review
Planning	Explore if chamber would like to conduct business survey cooperatively	✓					Chamber will participate in Township's citizen survey instead
Manager	Explore Township broadband improvement opportunities	✓					Cost prohibitive for Township; Waiting for future County offerings
Planning	Identify Ordinance Amendments shifting authority to Planning Director	✓					Ponds and drive up windows have been changed
Planning	Review most recent housing study with possible joint meeting	!					Moved to 2023 due to PC Training in fall of 2022
Planning	Develop proposed "master plan" updates from joint meet	!					Moved to 2023 due to PC Training in fall of 2023
Manager	Schedule facilitated joint meeting with Board and Planning Commission	!					Joint meet will be scheduled soon
DPW	Facilitate M-59 streetscape committee if desired by Township Board	!					Project may be abandoned due to MDOT
Infrastructure & Internal Advancement							
Finance	Identify ARPA funding opportunities and manage expenditures	✓					Projects identified and included in Board approved budget
Finance	Model proposed road millage renewal financials	✓					Financials and plan renewal ready for 5/3/22 work session
Manager	Consider Livingston County ARPA cost sharing opportunities	✓					Potential Broadband cooperative in 2023; Nothing for 2022
Manager	Maintain accurate police protection option models	✓					Pending 4/5/22 police discussion
DPW	Install new water system filter	!					Project delayed until next fiscal year due to need
Manager	Submit proposed road millage renewal plan for Board discussion	✓					Ready for Board work session - targeting 5/3/22 meeting
DPW	Install new water system well	!					Project will shift into 2023 as the first location did not deliver
DPW	Complete pathway improvement connecting Settlers to High School	✓					Project Complete!
Finance	Submit new Chart of Accounts to BS&A for implementation	✓					Project Completed
DPW	Update parks maintenance plan with legacy costs	●					Currently being updated to reflect pathways as well
DPW	Manage M-59 east water extension project	●					Continues to progress on schedule - about 85% complete
DPW	Develop revised Park CIP based upon Parks Master Plan Update	●					Waiting for survey results
Clerk	Codification of ordinances (excluding clear zoning)	●					

Key

- Task has not started
- Task is progressing forward
- ✓ Task completed
- ! Task anomaly and/or canceled

Detailed task updates will be incorporated in the Operational Report narrative by each Department. As a reminder, tasks are progressive and related schedule and feasibility for each task may change during the calendar year.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Closed Session: to consider a periodic personnel evaluation of the Township Manager,
at his request under MCL 15.268(a)

Date: December 6, 2022