



Board of Trustees

William J. Fountain, Supervisor	Joseph W. Colaianne, Trustee
Larry N. Ciofu, Clerk	Matthew J. Germane, Trustee
Kathleen A. Horning, Treasurer	Glenn E. Harper, Trustee
	Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, August 18, 2020 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.](#) Approve 07/07/20 Regular Meeting Minutes
 - [d.](#) Approve 07/07/20 Closed Session Meeting Minutes
 - [e.](#) Approve 08/05/20 Closed Session Meeting Minutes
 - [f.](#) Approve 08/05/20 Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Hartland Township Graffiti Mitigation Policy
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Township Update
 10. Closed Session
 - [a.](#) To consider the purchase or lease of real property
 11. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: August 11, 2020

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$265,461.85. The bills are available in the Finance office for review.

Notable invoices include:

\$13,233.50 – Hubbell, Roth & Clark, Inc. – (Various engineering invoices)

\$182,262.96 – Livingston County Drain Commission – (July 2020 Sewer O&M)

\$36,821.00 – Michigan Municipal Risk Management Authority – (General/Retention Fund Contributions)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Bills for 08.18.2020

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/18/2020 - 08/18/2020
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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		

59EAST	59 EAST \$5 CAR WASH	07/31/2020	1077	FOA	CAR WASHES THRU 7/16/20	
43899	P.O. BOX 356	08/18/2020		N		10.00
07/31/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/18/2020		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	10.00

VENDOR TOTAL: 10.00

ACROBAT	ADOBE ACROBAT PRO SUBS	07/23/2020	072320	FOA	JULY 2020	
43860		08/18/2020		N		9.99
07/23/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		9.99

Open

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

VENDOR TOTAL: 9.99

ADOBE	ADOBE INC	07/23/2020	072320	FOA	JULY 2020	
43859		08/18/2020		N		9.99
07/23/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		9.99

Open

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

VENDOR TOTAL: 9.99

AMAZON.COM	AMAZON.COM	07/03/2020	112-9962164-2369	FOA	WEBCAMS	
43866		08/18/2020		N		799.84
07/03/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		799.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	799.84

AMAZON.COM	AMAZON.COM	07/14/2020	114-0088071-0079	FOA	FACE MASKS	
43884		08/18/2020		N		78.92
07/14/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		78.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	78.92

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		OPEN				
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		

AMAZON.COM	AMAZON.COM	07/08/2020	114-4049999-8878	FOA	FACE MASKS	
43873		08/18/2020		N		78.92
07/08/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		78.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	78.92

AMAZON.COM	AMAZON.COM	07/15/2020	114-8456534-7449	FOA	DEWALT BRUSHLESS IMPACT DRIVER/HAMME	
43871		08/18/2020		N		269.00
07/15/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		269.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	269.00

AMAZON.COM	AMAZON.COM	07/14/2020	114-9492911-8550	FOA	IPHONE HOLSTER CASE	
43870		08/18/2020		N		23.74
07/14/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		23.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	23.74

VENDOR TOTAL: 1,250.42

0300	AT&T	06/22/2020	810632750306/202	FOA	JUNE 2020	
43707	PO BOX 5080	08/18/2020		N		251.78
06/22/2020	CAROL STREAM IL, 60197	/ /	0.0000	N		0.00
		08/18/2020		N		251.78

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	251.78

VENDOR TOTAL: 251.78

BELLE TIRE	BELLE TIRE	07/21/2020	35374774	FOA	BRAKES ON 2009 CHEVY SILVERADO	
43874	P.O. BOX 641612	08/18/2020		N		2,131.66
07/21/2020	DETROIT MI, 48264-1612	/ /	0.0000	N		0.00
		08/18/2020		N		2,131.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	2,131.66

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

VENDOR TOTAL: 2,131.66

BESTBUY	BEST BUY	07/22/2020	072220	FOA	POWER SUPPLY FOR COMPUTER	
43861	8487 W GRAND RIVER AVE	08/18/2020		N		59.99
07/22/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		08/18/2020		N		59.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	59.99

VENDOR TOTAL: 59.99

1400	BS&A SOFTWARE	08/01/2020	130480	FOA	8/1/20 - 8/1/21 ANNUAL SERVICE/SUPPO	
43851	14965 ABBEY LANE	08/18/2020		N		6,631.00
08/01/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		08/18/2020		N		6,631.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	237.00
101-192-930.000	REPAIRS & MAINTENANCE	2,755.70
101-209-930.000	REPAIRS & MAINTENANCE	1,669.00
206-000-930.000	SOFTWARE MAINTENANCE	103.05
536-000-930.000	SOFTWARE MAINTENANCE	810.50
590-000-930.000	SOFTWARE MAINTENANCE	1,055.75
		6,631.00

VENDOR TOTAL: 6,631.00

CLASSIC	CLASSIC TENT AND EVENT	08/04/2020	19772	FOA	TABLE RENTAL FOR 8/4/20 ELECTION	
43852	800 RICKETT RD	08/18/2020		N		600.00
08/04/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		08/18/2020		N		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	600.00

VENDOR TOTAL: 600.00

COMCAST	COMCAST CABLE	07/03/2020	070320	FOA	JULY 2020 - PHONE/INTERNET AT WTP	
43856	P.O. BOX 7500	08/18/2020		N		181.38
07/03/2020	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		08/18/2020		N		181.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	65.67
536-000-805.000	INTERNET	115.71

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
		Due Date		1099		Net Amount

181.38

COMCAST	COMCAST CABLE	07/06/2020	070620	FOA	JULY 2020 - CABLE/INTERNET AT TWP HA	
43857	P.O. BOX 7500	08/18/2020		N		270.21
07/06/2020	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N		0.00
		08/18/2020		N		270.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	178.35
577-000-806.000	CABLE TV FEES	91.86
		270.21

VENDOR TOTAL: 451.59

CBS	COMPLETE BATTERY SOURCE - BRIGHTON	07/21/2020	375965BRI	FOA	ENERGY POWER 12 V	
43846	6480 GRAND RIVER	08/18/2020		N		137.26
07/21/2020	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		08/18/2020		Y		137.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	137.26

VENDOR TOTAL: 137.26

CONSUMER	CONSUMERS ENERGY	07/31/2020	201184450272	FOA	JULY 2020 - STREET LIGHTS	
43896	PO BOX 740309	08/18/2020		N		149.79
07/31/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		08/18/2020		N		149.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	149.79

CONSUMER	CONSUMERS ENERGY	08/03/2020	204566079098	FOA	AUGUST 2020 - HERO TEEN CENTER	
43894	PO BOX 740309	08/18/2020		N		16.40
08/03/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		08/18/2020		N		16.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	16.40

CONSUMER	CONSUMERS ENERGY	08/03/2020	204655069042	FOA	AUGUST 2020 - TOWNSHIP HALL	
43897	PO BOX 740309	08/18/2020		N		16.40
08/03/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		08/18/2020		N		16.40

Open

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	16.40
CONSUMER	CONSUMERS ENERGY	08/02/2020
43895	PO BOX 740309	08/18/2020
08/02/2020	CINCINNATI OH, 45274-0309	/ /
		0.0000
		08/18/2020

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	44.18

VENDOR TOTAL: 226.77

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	08/01/2020	70673	FOA	AUGUST 2020 TRASH PICKUP AT PARKS	
43878	PO BOX 241	08/18/2020		N		300.00
08/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/18/2020		Y		300.00

Open

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

VENDOR TOTAL: 300.00

0070	DTE ENERGY	07/31/2020	922090901-07/202	FOA	JULY 2020 - SETTLERS PARK	
43893	P.O BOX 740786	08/18/2020		N		46.09
08/03/2020	CINCINNATI	/ /	0.0000	N		0.00
	OH, 45274-0786	08/18/2020		N		46.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.002	UTILITIES - ELECTRIC	46.09

VENDOR TOTAL: 46.09

EJUSA	EJ USA, INC.	08/04/2020	110200058006	FOA	O-RINGS, NOZZLES, PIPE PLUG	
43898	P.O. BOX 644873	08/18/2020		N		4,469.85
08/04/2020	PITTSBURGH PA, 15264	/ /	0.0000	N		0.00
		08/18/2020		Y		4,469.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	4,469.85

VENDOR TOTAL: 4,469.85

MARKETEER	GEORGE MOSES CO	08/01/2020	080120	FOA	AUGUST 1/2 PAGE AD	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
43886	P.O. BOX 686	08/18/2020		N		165.00
08/01/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		08/18/2020		N		165.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	165.00

VENDOR TOTAL: 165.00

GEOTECH	GEOTECH	07/15/2020	622138	FOA	REMOTE HEAD, CONVERTER	
43875		08/18/2020		N		3,055.37
07/15/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		3,055.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	3,055.37

VENDOR TOTAL: 3,055.37

GODADDY	GO DADDY	07/13/2020	1717035529	FOA	HARTLANDWATER.COM WEBSITE	
43868		08/18/2020		N		25.00
07/13/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	25.00

VENDOR TOTAL: 25.00

GREENOAK	GREEN OAK TWP TREASURER	07/24/2020	TD1765	FOA	2020 SUMMER DEFERMENT AD	
43850	10001 SILVER LAKE RD	08/18/2020		N		21.00
07/24/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		08/18/2020		N		21.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-811.100	TAX COLLECTION	21.00

VENDOR TOTAL: 21.00

0150	HARTLAND CONSOLIDATED SCHOOLS	07/31/2020	172557	FOA	JULY 2020 FUEL	
43900	9525 E HIGHLAND ROAD	08/18/2020		N		218.63
08/03/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/18/2020		N		218.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
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		OPEN					
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		Due Date		1099			

101-239-860.000	GASOLINE				29.72		
536-000-860.000	GASOLINE				188.91		
					<u>218.63</u>		

VENDOR TOTAL: 218.63

0001	HARTLAND TOWNSHIP GENERAL FUND	07/23/2020	072320	FOA	MARCH - JUNE 2020 DOG LICENSE PMTS		
43845		08/18/2020		N		22.50	
07/23/2020	,	/ /	0.0000	N		0.00	
		08/18/2020		N		22.50	

Open

GL NUMBER	DESCRIPTION	AMOUNT	
701-000-290.250	DOG LICENSES ESCROW	22.50	

VENDOR TOTAL: 22.50

HENDERSON	HENDERSON GLASS	07/13/2020	437436	FOA	1/4 CLEAR TEMPERED GLASS		
43872	2891 HAGGERTY RD	08/18/2020		N		174.00	
07/13/2020	COMMERCE TWP MI, 48390	/ /	0.0000	N		0.00	
		08/18/2020		N		174.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-265-970.000	CAPITAL OUTLAY	174.00	

VENDOR TOTAL: 174.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/30/2020	180878	FOA	M59 EAST WATER MAIN EXT TOPO THRU 7/		
43881	PO BOX 824	08/18/2020		N		484.00	
07/30/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00	
		08/18/2020		Y		484.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT	
539-000-150.000	WATER CONSTRUCT IN PROGRESS	484.00	

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/30/2020	180879	FOA	M59 EAST WATER MAIN EXT PLANS/SPECS		
43882	PO BOX 824	08/18/2020		N		9,085.00	
07/30/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00	
		08/18/2020		Y		9,085.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT	
539-000-150.000	WATER CONSTRUCT IN PROGRESS	9,085.00	

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/30/2020	180880	FOA	M59 SAFETY PATH PLANS/SPECS THRU 7/1		
43880	PO BOX 824	08/18/2020		N		3,664.50	
07/30/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00	
		08/18/2020		Y		3,664.50	

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Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	3,664.50

VENDOR TOTAL: 13,233.50

0220	LIVINGSTON COUNTY TREASURER	07/23/2020	072320	FOA	MARCH - JUNE 2020 DOG LICENSE PMTS	
43844	200 E. GRAND RIVER	08/18/2020		N		252.50
07/23/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/18/2020		N		252.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	252.50

VENDOR TOTAL: 252.50

2909	LIVINGSTON CTY.DRAIN COMMISSIO	07/30/2020	3201	FOA	JULY 2020 SEWER SYSTEM O&M	
43883	2300 E. GRAND RIVER	08/18/2020		N		182,262.96
	STE. 105					
07/30/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/18/2020		N		182,262.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	182,262.96

VENDOR TOTAL: 182,262.96

LDPA	LIVINGSTON DAILY PRESS & ARGUS	06/30/2020	3418784	FOA	JUNE 2020	
43864		08/18/2020		N		365.00
	3964 SOLUTIONS CENTER					
06/30/2020	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		08/18/2020		N		365.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-900.000	PRINTING & PUBLICATIONS	95.00
101-400-900.000	PRINTING & PUBLICATIONS	270.00
		365.00

VENDOR TOTAL: 365.00

MEIJER	MEIJER	07/25/2020	072520	FOA	ELECTION SUPPLIES	
43865	2160 HARTLAND RD	08/18/2020		N		62.42
07/25/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/18/2020		N		62.42

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GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	62.42

VENDOR TOTAL: 62.42

MGFOA	MGFOA	07/21/2020	072120	FOA	2020 FALL INSTITUTE REGISTRATION	
43858	4020 COPPER VIEW STE 130	08/18/2020		N		100.00
07/21/2020	TRAVERSE CITY MI, 49684	/ /	0.0000	N		0.00
		08/18/2020		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	100.00

VENDOR TOTAL: 100.00

MMRMA	MI MUNICIPAL RISK MANAGEMENT AUTHOR	08/03/2020	08/03/2020	FOA	7/1/20 - 7/1/21 GENERAL FUND CONTRIB	
43902	DRAWER #64458	08/18/2020		N		24,821.00
08/03/2020	DETROIT MI, 48264--045	/ /	0.0000	N		0.00
		08/18/2020		N		24,821.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-910.000	INSURANCE	12,906.92
536-000-910.000	INSURANCE	4,964.20
590-000-910.000	INSURANCE	6,949.88
		24,821.00

MMRMA	MI MUNICIPAL RISK MANAGEMENT AUTHOR	08/03/2020	080320	FOA	7/1/20 - 7/1/21 RETENTION FUND CONTR	
43901	DRAWER #64458	08/18/2020		N		12,000.00
08/03/2020	DETROIT MI, 48264--045	/ /	0.0000	N		0.00
		08/18/2020		N		12,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-910.000	INSURANCE	6,240.00
536-000-910.000	INSURANCE	2,400.00
590-000-910.000	INSURANCE	3,360.00
		12,000.00

VENDOR TOTAL: 36,821.00

6645	MICHIGAN MUNICIPAL LEAGUE	07/15/2020	21327	FOA	WEBSITE CLASSIFIED AD - TWP MGR	
43843	P.O. BOX 7409	08/18/2020		N		301.44
07/15/2020	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00
		08/18/2020		N		301.44

Open

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
 EXP CHECK RUN DATES 08/18/2020 - 08/18/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

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

GL NUMBER	DESCRIPTION	AMOUNT
101-172-900.000	PRINTING & PUBLICATIONS	301.44

VENDOR TOTAL: 301.44

0400	MICHIGAN TOWNSHIPS ASSOCIATION	08/03/2020	080320	FOA	7/1/20 - 6/30/21 ANNUAL DUES	
43849	P.O. BOX 80078	08/18/2020		N		6,170.02
08/03/2020	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		08/18/2020		N		6,170.02

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	6,170.02

VENDOR TOTAL: 6,170.02

MOOREL	MOORE, LAUREN	08/06/2020	080620	FOA	REFUND OF PARK RESERVATION FEE	
43890	1612 DARTMOOR DR	08/18/2020		N		100.00
08/06/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/18/2020		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-651.000	PARKS & REC USE FEES	100.00

VENDOR TOTAL: 100.00

MUELLER	MUELLER CO	07/30/2020	4238724	FOA	8/18/20 - 8/17/21 MAINTENANCE RENEWA	
43887	23418 NETWORK PLACE	08/18/2020		N		1,008.00
07/30/2020	CHICAGO IL, 60673-1234	/ /	0.0000	N		0.00
		08/18/2020		N		1,008.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.000	SOFTWARE MAINTENANCE	1,008.00

VENDOR TOTAL: 1,008.00

1180	PETER'S TRUE VALUE HARDWARE	07/30/2020	54111	FOA	MISC SUPPLIES	
43877	3455 W. HIGHLAND ROAD	08/18/2020		N		75.42
07/30/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/18/2020		N		75.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	75.42

1180	PETER'S TRUE VALUE HARDWARE	08/03/2020	K54151	FOA	KEYS	
43876	3455 W. HIGHLAND ROAD	08/18/2020		N		9.95
08/03/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/18/2020 - 08/18/2020
BOTH JOURNALIZED AND UNJOURNALIZED

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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		

		08/18/2020		N		9.95
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	9.95

1180	PETER'S TRUE VALUE HARDWARE	08/03/2020	K54155	FOA	TOMMY SCREW/NUT	
43879	3455 W. HIGHLAND ROAD	08/18/2020		N		7.98
08/03/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/18/2020		N		7.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	7.98

1180	PETER'S TRUE VALUE HARDWARE	08/06/2020	K54195	FOA	MARKING FLAG/MARKING PAINT	
43888	3455 W. HIGHLAND ROAD	08/18/2020		N		19.28
08/06/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/18/2020		N		19.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	19.28

1180	PETER'S TRUE VALUE HARDWARE	08/06/2020	K54216	FOA	TRASH BAGS	
43889	3455 W. HIGHLAND ROAD	08/18/2020		N		29.98
08/06/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/18/2020		N		29.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	29.98

VENDOR TOTAL: 142.61

PREISS	PREISS COMPANIES LLC	07/29/2020	12797	FOA	WATER SYSTEM VALVE ADJUSTMENTS	
43848	8211 CLYDE ROAD	08/18/2020		N		2,695.00
07/29/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		08/18/2020		Y		2,695.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	2,695.00

VENDOR TOTAL: 2,695.00

RBL	REALITY-BASED LEADERSHIP	07/01/2020	062820	FOA	JULY 2020	
43855		08/18/2020		N		27.00
06/28/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		27.00

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EXP CHECK RUN DATES 08/18/2020 - 08/18/2020
BOTH JOURNALIZED AND UNJOURNALIZED

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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		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	27.00

VENDOR TOTAL: 27.00

RURALKING	RURAL KING	07/14/2020	071420	FOA	WOLV TREMOR 6" BOOT	
43869		08/18/2020		N		229.98
07/14/2020	,	/ /	0.0000	N		0.00
		08/18/2020		N		229.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	229.98

VENDOR TOTAL: 229.98

SLOANS	SLOAN'S SALES & SERVICE, LLC	07/21/2020	01-43251	FOA	ASSEMBLY, ARBOR, KIT, ROD, LIFT LEVE	
43862	1005 N. BRIDGE ST.	08/18/2020		N		85.80
	P.O. BOX 515					
07/21/2020	LINDEN MI, 48451	/ /	0.0000	N		0.00
		08/18/2020		N		85.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	85.80

SLOANS	SLOAN'S SALES & SERVICE, LLC	07/21/2020	01-43253	FOA	2019 STIHL	
43863	1005 N. BRIDGE ST.	08/18/2020		N		359.95
	P.O. BOX 515					
07/21/2020	LINDEN MI, 48451	/ /	0.0000	N		0.00
		08/18/2020		N		359.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	359.95

VENDOR TOTAL: 445.75

SNEATHS	SNEATH, SANDRA	08/03/2020	080320	FOA	BROOM/DUSTPAN FOR FARMERS MKT	
43854	13897 CLYDE ROAD	08/18/2020		N		29.66
08/03/2020	HOLLY MI, 48442	/ /	0.0000	N		0.00
		08/18/2020		N		29.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-652.000	FARMERS MARKET REVENUE	29.66

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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		

VENDOR TOTAL: 29.66

STAPLES	STAPLES	08/01/2020	8059205997	FOA	MISC SUPPLIES	
43853	PO BOX 660409	08/18/2020		N		421.97
08/01/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/18/2020		N		421.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	14.16
101-191-727.000	SUPPLIES & POSTAGE	23.94
101-191-727.000	SUPPLIES & POSTAGE	177.19
101-209-727.000	SUPPLIES & POSTAGE	99.99
101-400-727.000	SUPPLIES & POSTAGE	26.34
101-172-727.000	SUPPLIES & POSTAGE	32.99
101-265-740.000	OPERATING SUPPLIES	47.36
		421.97

STAPLES	STAPLES	08/08/2020	8059278014	FOA	MISC SUPPLIES	
43903	PO BOX 660409	08/18/2020		N		198.99
08/08/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/18/2020		N		198.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	23.96
101-299-727.000	SUPPLIES & POSTAGE	49.48
101-265-740.000	OPERATING SUPPLIES	17.12
101-265-740.000	OPERATING SUPPLIES	54.44
101-265-740.000	OPERATING SUPPLIES	35.96
101-192-727.000	SUPPLIES & POSTAGE	12.41
101-299-727.000	SUPPLIES & POSTAGE	5.62
		198.99

VENDOR TOTAL: 620.96

USA	USA BLUE BOOK	08/03/2020	315379	FOA	FREE CHLORINE REAGENT SET	
43885	P.O. BOX 9004	08/18/2020		N		310.27
08/03/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		08/18/2020		N		310.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	310.27

VENDOR TOTAL: 310.27

ZOOM	ZOOM VIDEO COMMUNICATIONS INC.	07/06/2020	29843491	FOA	JULY 2020	
43867	55 ALMADEN BLVD, 6TH FLOOR	08/18/2020		N		15.89
07/06/2020	SAN JOSE CA, 95113	/ /	0.0000	N		0.00

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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		

		08/18/2020		N		15.89
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Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	15.89

VENDOR TOTAL:	15.89
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TOTAL - ALL VENDORS:	265,461.85
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FUND TOTALS:

Fund 101 - GENERAL FUND	33,845.81
Fund 206 - FIRE OPERATING	147.23
Fund 401 - CAPITAL PROJECTS FUND	3,664.50
Fund 536 - WATER SYSTEM FUND	23,245.78
Fund 539 - WATER REPLACEMENT FUND	9,569.00
Fund 577 - CABLE TV FUND	1,085.94
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	193,628.59
Fund 701 - TRUST AND AGENCY	275.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: August 11, 2020

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 – \$34.00

August 13, 2020 Payroll - \$62,171.74

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 08.06.2020

Payroll for 08.13.2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/06/2020	FOA	40582	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	101-265-740.000	34.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		34.00

GL TOTALS						
101-265-740.000			OPERATING SUPPLIES		34.00	
			TOTAL		34.00	

Check Register Report For Hartland Township
For Check Dates 08/13/2020 to 08/13/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/13/2020	FOA	16764	BURROUGHS, JEFFREY M	70.00	61.66	0.00	Open
08/13/2020	FOA	16765	GOODWIN, DENNIS R	148.20	111.86	0.00	Open
08/13/2020	FOA	16766	ROTH, JAMES C	70.00	64.64	0.00	Open
08/13/2020	FOA	16767	ICMA VANTAGEPOINT TRANSFER AGENT	1,278.07	1,278.07	0.00	Open
08/13/2020	FOA	16768	ICMA VANTAGEPOINT TRANSFER AGENT	3,600.79	3,600.79	0.00	Open
08/13/2020	FOA	16769	ICMA VANTAGEPOINT TRANSFER AGENT	1,139.86	1,139.86	0.00	Open
08/13/2020	FOA	DD6660	BAGDON, KELLY M	1,722.83	0.00	1,206.68	Cleared
08/13/2020	FOA	DD6661	BEAUDOIN, DIANA K	1,593.77	0.00	1,346.97	Cleared
08/13/2020	FOA	DD6662	BERNARDI, MELYNDA A	1,332.30	0.00	1,026.87	Cleared
08/13/2020	FOA	DD6663	BROOKS, TYLER J	1,706.55	0.00	1,226.54	Cleared
08/13/2020	FOA	DD6664	CASE, SUSAN E	1,768.93	0.00	1,181.38	Cleared
08/13/2020	FOA	DD6665	CIOFU, LARRY N	2,583.33	0.00	1,906.08	Cleared
08/13/2020	FOA	DD6666	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,355.93	Cleared
08/13/2020	FOA	DD6667	GREIG, DAVID F	70.00	0.00	64.64	Cleared
08/13/2020	FOA	DD6668	HEASLIP, JAMES B	2,938.79	0.00	1,757.45	Cleared
08/13/2020	FOA	DD6669	HORNING, KATHLEEN A	2,583.33	0.00	1,793.79	Cleared
08/13/2020	FOA	DD6670	JOHNSON, LISA	2,005.83	0.00	1,404.44	Cleared
08/13/2020	FOA	DD6671	KLINE, CORI L	773.72	0.00	653.85	Cleared
08/13/2020	FOA	DD6672	KUMAR, ANDREW M	1,844.48	0.00	1,340.41	Cleared
08/13/2020	FOA	DD6673	LANGER, TROY D	3,283.12	0.00	2,315.77	Cleared
08/13/2020	FOA	DD6674	LENAGHAN, WILLIAM J	323.03	0.00	298.32	Cleared
08/13/2020	FOA	DD6675	LOUIS, CASEY	830.25	0.00	524.33	Cleared
08/13/2020	FOA	DD6676	MITCHELL, KYLE J	2,456.44	0.00	1,888.58	Cleared
08/13/2020	FOA	DD6677	MORGANROTH, CAROL L	1,818.58	0.00	1,399.03	Cleared
08/13/2020	FOA	DD6678	RUF, ANDREW J	693.00	0.00	592.90	Cleared
08/13/2020	FOA	DD6679	SHOLLACK, DONNA M	1,903.39	0.00	1,398.44	Cleared
08/13/2020	FOA	DD6680	VERMILLION, KAREN L	1,839.24	0.00	1,362.39	Cleared
08/13/2020	FOA	DD6681	VERMILLION, NATHANIAL J	452.20	0.00	369.00	Cleared
08/13/2020	FOA	DD6682	VETTRAINO, ALEXANDER D	1,006.25	0.00	822.90	Cleared
08/13/2020	FOA	DD6683	WEST, ROBERT M	3,332.36	0.00	2,165.23	Cleared
08/13/2020	FOA	DD6684	WYATT, MARTHA K	2,846.60	0.00	2,050.18	Cleared
08/13/2020	FOA	EFT553	FEDERAL TAX DEPOSIT	10,864.93	10,864.93	0.00	Cleared
Totals:				62,171.74	17,121.81	32,452.10	

Number of Checks: 032

62,171.74

17,121.81

32,452.10

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
Total Physical Checks:			6				
Total Check Stubs:			26				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 07-07-2020 Hartland Township Board Regular Meeting Minutes

Date: July 16, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for July 7, 2020.

Discussion

Draft minutes are attached for review

Financial Impact

None

Attachments

7-7-2020 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

July 07, 2020 – 7:00 PM

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 Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

ABSENT: None

4. Approval of the Agenda

Move to approve the agenda for the July 7, 2020, Hartland Township Board meeting as presented.

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

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the July 7, 2020, Hartland Township Board meeting as presented.

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

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. Approve 06/16/20 Regular Meeting Minutes
- d. Approve 06/16/20 Closed Session Meeting Minutes
- e. Township Hall Counter Screen Budget Amendment (\$10,465)
- f. Hartland Enrichment and Recreation Organization (HERO) Agreement 2021-2023 (\$20,000/yr)
- g. Three-Year Agreement Renewal with Hartland Senior Center (\$22,000/yr)

7. Pending & New Business

- a. Fire Millage Resolution

Trustee Petrucci gave an overview of the legal issues involved in getting the fire millage on the November ballot. Township Attorney Michael Homier put together resolution language under

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

July 07, 2020 – 7:00 PM

several millage options for discussion and recommendation. The Committee reviewed the options and decided to go with the recommendation to ask for 2.06 mills as a new millage for five years beginning in 2021. Trustee Petrucci stated that the fire millage has not been increased since 2002 and was renewed in 2007. In 2002 the millage was at 1.97 mills and with the Headlee Rollback it now stands at 1.8106 mills. The request would be for a .2494 mill increase to bring us up to 2.06 mills. He estimates the cost for the average homeowner to be 35-50 dollars per year. Discussion was held on the pros and cons of all four proposals including the financial impact on the Hartland-Deerfield Fire Authority (HDFA). HDFA Fire Chief Adam Carrol presented a brief financial impact of the four recommendations for the HDFA. Further discussion was held on future renewals of the fire millage, ballot language of the recommended option, and the presentation of the information to the residents as to vacating the last year of the previous millage if the new millage passes,

Move to approve the Fire Millage Resolution to ask the voters to authorize new additional millage in the amount of not to exceed 2.06 mils for a period of 5 years from 2021 through 2025 inclusive to provide funds for operating equipment, constructing and purchasing for Hartland Deerfield Fire Authority or for any other purposes authorizing by law for Fire Service purposes.

Motion made by Trustee Harper, Seconded by Trustee Petrucci. Roll call vote 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

8. Board Reports

Clerk Ciofu - We have sent out almost 3000 absentee ballots right now. We have received around 1600 back. We are still receiving applications for ballots daily. We are starting to have an issue with election workers at the precincts. There have been certain people that are backing out for legitimate reasons a little bit later than we anticipated. If anyone out there is interested in being an election worker on August 4, please contact us at the Township Hall so we can get you set up with some training.

Treasurer Horning - Tax bills went out and we had a note on the back of the bills. People have been great about putting them in the drop-box and putting it in an envelope for us and we are mailing out the receipts as we put them in the register. We are getting 50-60 payments a day. We are making appointments if people need to pay in cash. They can also make payments at First National Bank in Hartland.

Trustee Colaianne - No report.

Trustee Germane - No report.

Trustee Harper - No report.

Trustee Petrucci - No report.

Supervisor Fountain - Reports that he is having one-on-one meetings with the staff and everything is going very well right now.

[BRIEF RECESS]

9. Information / Discussion

- a. Township Update – Supervisor Fountain brought up a local group that is scheduling a Lacrosse Tournament at Heritage Park and discussion was held on the legal responsibilities of the County Health Department and the Township regarding the event complying with the State's Executive Orders. Discussion was held on Executive Order 110 provisions related to this issue. It was discussed that any enforcement issues should or would come from the County Health

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

July 07, 2020 – 7:00 PM

Department. A discussion was also held on the discharge of firearms in the township and the limited enforcement issues the township has unless the individuals are engaged in some form of business enterprise. Discussion was held on alternatives to address the excessive shooting issues in the township. Supervisor Fountain gave a brief update on the recent water system issue and that a claim is being made to the developer's insurance company by Public Works Director Bob West. Discussions continue with the PIHRL and Mayberry developments with regards to the water system extension. The township hall reopening plan will be discussed at the Directors meeting tomorrow. Supervisor Fountain stated he is very pleased with the way things are going in the township hall during this manger transition period.

10. Closed Session

- a. To review the written legal opinion of the Township Attorney, subject to attorney-client privilege

Move to go into closed session to review the written legal opinion of the Township Attorney, subject to attorney-client privilege

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

Board is in closed session at 7:20 p.m.

Board came out of closed session at 8:02 p.m.

Supervisor Fountain provided the Township Update detailed in Section 9.

11. Adjournment

Move to adjourn the meeting at 8:30 p.m.

Motion made by Trustee Germane, Seconded by Trustee Harper

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

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 07-07-2020 Hartland Township Board Closed Session Meeting Minutes

Date: July 16, 2020

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes from July 7, 2020.

Discussion

Draft minutes are available in the Clerk's Office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 08-05-2020 Hartland Township Board Closed Session Meeting Minutes

Date: August 12, 2020

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for August 5, 2020.

Discussion

Draft minutes are available in Clerk's Office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 08-05-2020 Hartland Township Board Regular Meeting Minutes

Date: August 12, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for August 5, 2020.

Discussion

Draft minutes are attached for review

Financial Impact

None

Attachments

8-5-2020 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 05, 2020 – 7:00 PM

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 Colaianne, Trustee Germane, Trustee Harper, Trustee Petrucci

ABSENT: None

Also present were Public Works Director Robert West and Finance Director Susan Dryden-Hogan.

4. Approval of the Agenda

Move to approve the agenda for the August 5, 2020, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Colaianne.

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

Voting Nay: None.

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the August 5, 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. Water Tower Vent Improvements (\$7,800)

7. Pending & New Business

No pending and new business tonight.

8. Board Reports

Trustee Colaianne – Stated that it has been a pleasure serving on the Hartland Township Board for the last 16 years, and serving the public and being part of this Board has been a real joy for him. He stated that he worked with a lot of municipal bodies, and that this group here, with all of our experience, professionalism, and what we bring to the table is second to none. He commended and thanked the Board on their work and their further involvement in community organizations.

Trustee Germane - No report.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 05, 2020 – 7:00 PM

Trustee Harper – Stated he agreed with everything Trustee Colaianne just said and that he did want to thank everyone for bringing him onto this Board. He truly believes that everyone on this Board thinks a lot about the community and that we always put the community first. We think about the businesses and how decisions impact all of the businesses. He commended the Board on their work and wished everyone good luck and stated that he will miss it. He hoped that everyone keeps working together to keep this a great Township.

Trustee Petrucci – Stated that though Trustee Colaianne and Trustee Harper may have lost the primary election, this Township still needs you. There all kinds of Boards and Committees and things that you can be very helpful for in this community. He stated that being on this Board is not just coming to two meetings a month, there is a lot more involved with it and there is a place in this community for you. There could still be three new trustees because we have a General Election coming up. He hopes that whomever the new trustees are come November understand that it is just not one or two hours a month coming to a Board meeting. It's all the Committees that you participate on, all of the other Boards in the community you are involved with, the hours and hours and late night meetings and investigations that are needed to come here and make decisions for the benefit of the community.

Clerk Ciofu – Stated that this Board still has several months of work that we have to do, so he is going to save his thanks to Trustee Harper and Trustee Colaianne for their wonderful work for a later point in time. He then provided a brief update on the August election. The Livingston County overall voter turnout was 38%, with Hartland Township turnout at 43%. We had around 3100 absentee voters and 1900 voters at the polls. We had 532 absentee ballots that did not come back in time or at all. We have a permanent absentee voter list that was initially at 1600 people when we started, that is now at 3600 due to the forms that were sent out by the State. We will be sending out AV apps to 3600 people for any election going forward from now on. He thanked all of the Chairpersons and all the Election Workers for the fine job they all did given the circumstances. He also stated he would really, really, like to thank the voters that showed up at the polls. He estimated that 99% of voters wore their masks and did a good job at trying to maintain social distancing. He thanked and commended the voters for taking such great safety precautions.

Supervisor Fountain - The Large Item Clean up day is still scheduled for September 19, from 9:00 am until 2:00 pm. Public Works Director Robert West confirmed that PPE will be provided to all workers and we will encourage people that they do not even need to get out of their cars. We are going to minimize contact and maximize social distancing at this event.

Treasurer Horning -stated she will also save her thanks for Trustee Colaianne and Trustee Harper for a later date. She reported that the Farmers Market has been fantastic this year. The Market has more vendors and people this year. It is held every Saturday from 9 am until 2 pm in the Rural King Parking Lot and will go through mid-October.

[BRIEF RECESS]

9. Information / Discussion

d. Township Update

Supervisor Fountain reported that the State of the Township may be a State of the Community in conjunction with the Partners in Progress and he will be reaching out to E-Magine to see if we can work something out within the current executive orders. DTE is interested in using the Clyde Rd/US-23 site to store trucks while they are working on a local project. He also gave a brief update on potential paving projects in the future including Clyde Rd., Pleasant Valley, and Bergin. He stated that he thought the LCRC received federal funds to pave old US-23 from the Brighton Township line to Bergin road. He also gave an update on the Car-Rite easement. Director West gave a brief overview of the graffiti policy being developed. Supervisor Fountain gave a brief update on the Manager search and stated that Finance Director Dryden-Hogan should have the final Township audit report soon. Trustee Germane inquired as to the condition of one of the Township

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

August 05, 2020 – 7:00 PM

trucks and Director West stated that the bed of the truck needed repair, but the truck is still running well and is serving its purpose well. Trustee Germane was also concerned with the use of the parks and maintaining the Metropark guidelines.

10. Closed Session

- e. To review the written legal opinion of the Township Attorney, subject to attorney client privilege

Move to go into closed session pursuant to section 8(h) of the Open Meetings Act to discuss a confidential written legal opinion with the Township Attorney, the Township Finance Director, and the Township Director of Public Works.

Motion made by Trustee Harper, Seconded by Trustee Colaianne. Roll call vote 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

Board is in closed session at 7:20 p.m.

Board came out of closed session at 8:20 p.m.

Supervisor Fountain provided the Township update summarized in Section 9.d.

11. Adjournment

Move to adjourn the meeting at 8:45 p.m.

Motion made by Trustee Harper, Seconded by Trustee Colaianne.

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

Voting Nay: None.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works
Subject: Hartland Township Graffiti Mitigation Policy
Date: August 12, 2020

Recommended Action

Move to adopt the proposed Township Graffiti Policy as presented

Discussion

Recent occurrences of graffiti within the Township limits have resulted in the proposed graffiti policy. The intention of the policy is to provide guidance and standards for managing graffiti within the Township. The policy outlines consistent standards for working with property owners, other government agencies and utility providers towards proper notification and corrective measures intended to identify, prevent, and remove graffiti within public and private properties within the Township.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

Draft Hartland Township Graffiti Mitigation Policy



Hartland Township Graffiti Mitigation Policy

July, 2020

General:

For use of this policy, graffiti is recognized as malicious, intentional, unauthorized markings, visible from premises open to the public, that have been placed upon any property through the use of paint, ink, chalk, dye or any other substance capable of marking property.

The Township will make best efforts to remove all graffiti on Township property. The Township will use discernment in making a determination regarding highly visible graffiti on private property after contacting the property owner. Each instance of graffiti will be analyzed on an individual basis as the intent of this policy is to mitigate graffiti. The Township reserves the right to work collectively with property owners towards mitigation upon private property.

Public Easements:

When graffiti is observed on any surface within a public easement within the Township which is visible from the street or from other public or private property, the Township shall cause a notice to be issued to the utility easement parent company to abate such nuisance. The Township reserves the right to work collectively with utility companies towards mitigation upon private property.

Private Property:

When graffiti is observed on any surface within the Township which is visible from the street or from other public property, the Township shall cause a notice to be issued to the property owner and occupant(s) to abate such nuisance. The property owner and occupant(s) shall be allowed 10 working days after the date of the notice to remove the graffiti. The Township reserves the right to work collectively with property owners towards mitigation upon private property.

Upon failure of any property owner to comply with a notice to abate by the designated date, or such continued date thereafter as the Township approves, the Township shall be authorized to abate graffiti with Township resources including but not limited to Township staff, volunteers, community service worker(s), or private contractors. Property owners shall reimburse the Township for the total costs of abatement, including labor, material, preparation of specifications, contracts administration, inspection and monitoring, court costs, law enforcement costs, and attorneys' fees.

Other Instances:

The Township reserves the right to explore creative measures towards graffiti mitigation within the Township. Each instance will be analyzed on the individual merits of upholding the intent of this policy and mitigate graffiti within the Township.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: To consider the purchase or lease of real property

Date: August 12, 2020

Recommended Action

Move to adjourn into closed session to consider the purchase or lease of real property, pursuant to Section 8(d) of the Open Meetings Act.

Discussion

Any related materials or information will be send to the Board under separate cover.

Attachments

None