



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, November 17, 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 10/6/20 Regular Meeting Minutes
 - d. Approve 10/20/20 Regular Meeting Minutes
 - e. Approve 11/4/20 Regular Meeting Minutes
 - f. Approve 11/4/20 Closed Session Minutes
 - g. Ratify Hiring of V. Mocerri as Code Enforcement Officer (\$20.00/hour), 11/18/2020 or After
 - h. Approve LESA Summer Tax Collection Agreement for 2021
 7. Pending & New Business
 - a. Representative Vaupel Presentation of Appreciation to Outgoing Board Members
 - b. Resolution of Appreciation for Distinguished Service by Trustee Colaianne and Trustee Harper
 - c. Ratify Hiring of M. Luce as Director of Public Works (\$78,000/Annually)
 8. Board Reports
- [BRIEF RECESS]
10. Information / Discussion
 - a. Manager's Report
 11. Adjournment

The elected Township Officers and Trustees will be sworn into their respected roles immediately following the regularly scheduled Board meeting

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: November 10, 2020

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$228,420.75. The bills are available in the Finance office for review.

Notable invoices include:

\$17,500.00 – I.T. Right – (Annual unlimited service contract 12/1/20 – 11/30/21)

\$183,112.97 – Livingston County Drain Commission – (October 2020 Sewer System O&M & Phase II Livingston County Watershed Group)

\$7,800.00 – Utility Service Co., Inc. – (Vent/gasket installed on water tower)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY21 budget.

Attachments

Bills for 11.17.2020

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
AIR1	AIR 1 MECHANICAL SERVICE LLC	11/10/2020	3075	FOA	HEATING REPAIR/MAINT AT FIREHALL	
44318	7111 DIXIE HWY. #263	11/17/2020		N		1,679.75
11/10/2020	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		11/17/2020		Y		1,679.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	1,679.75

VENDOR TOTAL: 1,679.75

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
AMAZON.COM	AMAZON.COM	10/02/2020	100220	FOA	RETURN GARAGE DOOR REMOTES	
44297		11/17/2020		N		(64.85)
10/02/2020		/ /	0.0000	N		0.00
		11/17/2020		N		(64.85)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	(64.85)

VENDOR TOTAL: (64.85)

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
ANYNETWORK	ANYNETWORK.COM, LLC	11/03/2020	1970	FOA	PROVIDE SERVICE TO CCTV SECURITY SYS	
44311	2484 HUNTER RD	11/17/2020		N		75.00
11/03/2020	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		11/17/2020		Y		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	75.00

VENDOR TOTAL: 75.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
AVI	AUDIO VISUAL INNOVATIONS INC	10/30/2020	1463976	FOA	50% OF TOTAL EQUIP COSTS	
44321	P.O. BOX 844612	11/17/2020		N		5,538.86
10/30/2020	BOSTON MA, 02284-4612	/ /	0.0000	N		0.00
		11/17/2020		N		5,538.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	5,538.86

VENDOR TOTAL: 5,538.86

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
BESTBUY	BEST BUY	10/05/2020	100520	FOA	USB FLASH DRIVES	
44292	8487 W GRAND RIVER AVE	11/17/2020		N		13.98
10/05/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		11/17/2020		N		13.98

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	13.98
BESTBUY	BEST BUY	10/21/2020 102120 FOA HP INK CARTRIDGE
44293	8487 W GRAND RIVER AVE	11/17/2020 N 115.98
10/21/2020	BRIGHTON MI, 48116	/ / 0.0000 N 0.00
		11/17/2020 N 115.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	115.98

VENDOR TOTAL: 129.96

GL NUMBER	DESCRIPTION	AMOUNT
CINTAS	CINTAS CORPORATION	11/02/2020 4066006023 FOA MATS
44301	P.O. BOX 630910	11/17/2020 N 50.84
11/02/2020	CINCINNATI OH, 45263	/ / 0.0000 N 0.00
		11/17/2020 N 50.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	50.84

VENDOR TOTAL: 50.84

GL NUMBER	DESCRIPTION	AMOUNT
COMCAST	COMCAST CABLE	10/03/2020 100320 FOA OCTOBER 2020 - PHONE/INTERNET @ WTP
44289	P.O. BOX 7500	11/17/2020 N 182.46
10/03/2020	SOUTHEASTERN PA, 19398-7500	/ / 0.0000 N 0.00
		11/17/2020 N 182.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	66.24
536-000-805.000	INTERNET	116.22
		182.46

GL NUMBER	DESCRIPTION	AMOUNT
COMCAST	COMCAST CABLE	10/06/2020 100620 FOA OCTOBER 2020 - CABLE/INTERNET @ TWP
44290	P.O. BOX 7500	11/17/2020 N 261.96
10/06/2020	SOUTHEASTERN PA, 19398-7500	/ / 0.0000 N 0.00
		11/17/2020 N 261.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	170.31
577-000-806.000	CABLE TV FEES	91.65
		261.96

VENDOR TOTAL: 444.42

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		

CONSUMER	CONSUMERS ENERGY	11/01/2020	205367117657	FOA	NOV 2020 - PARSHALLVILLE SIREN	
44308	PO BOX 740309	11/17/2020		N		43.52
11/01/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		11/17/2020		N		43.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	43.52

CONSUMER	CONSUMERS ENERGY	11/01/2020	206523773892	FOA	NOV 2020 - HERO TEEN CENTER	
44313	PO BOX 740309	11/17/2020		N		32.27
10/30/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		11/17/2020		N		32.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	32.27

CONSUMER	CONSUMERS ENERGY	10/31/2020	207057419156	FOA	OCT 2020 - STREETLIGHTS	
44307	PO BOX 740309	11/17/2020		N		134.65
10/31/2020	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		11/17/2020		N		134.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	134.65

VENDOR TOTAL: 210.44

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	11/01/2020	74884	FOA	NOV 2020 TRASH PICKUP AT PARKS	
44278	PO BOX 241	11/17/2020		N		300.00
11/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/17/2020		Y		300.00

Open

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

VENDOR TOTAL: 300.00

DROPBOX	DROPBOX	09/28/2020	092820	FOA	DROPBOX PLUS 9/21/20 - 9/21/21 - M.	
44299		11/17/2020		N		119.88
09/28/2020		/ /	0.0000	N		0.00
		11/17/2020		N		119.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	119.88

VENDOR TOTAL: 119.88

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

0070	DTE ENERGY	10/02/2020	922090901-10/202	FOA	OCT 2020 - SETTLERS PARK PAVILION	
44314	P.O BOX 740786	11/17/2020		N		49.46
	CINCINNATI					
10/02/2020	OH, 45274-0786	/ /	0.0000	N		0.00
		11/17/2020		N		49.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.002	UTILITIES - ELECTRIC	49.46

VENDOR TOTAL: 49.46

0071	DTE ENERGY-STREET LIGHTS	10/31/2020	200132510676	FOA	OCT 2020 STREETLIGHTS INCL MILLPOINT	
44315		11/17/2020		N		1,141.67
	P.O. BOX 630795					
10/31/2020	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		11/17/2020		N		1,141.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	865.47
701-000-290.400	MILPOINT STREET LIGHT ESCROW	253.91
701-000-290.410	FIDDLERS GROVE STREETLIGHT	22.29

1,141.67

VENDOR TOTAL: 1,141.67

FIRSTCLASS	FIRST CLASS TIRE SHREDDERS	11/01/2020	83118	FOA	SCRAP TIRES	
44320	7302 W VIENNA RD	11/17/2020		N		1,905.00
11/01/2020	CLIO MI, 48420	/ /	0.0000	N		0.00
		11/17/2020		N		1,905.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	1,905.00

VENDOR TOTAL: 1,905.00

GODADDY	GO DADDY	10/11/2020	101120	FOA	WEBSITES + MARKETING PREMIUM RENEWAL	
44298		11/17/2020		N		24.99
10/11/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		24.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	24.99

VENDOR TOTAL: 24.99

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		
6325	HARTLAND AREA CHAMBER OF COM.	11/01/2020	3196	FOA	MEMBERSHIP DUES	
44281	9525 E HIGHLAND RD	11/17/2020		N		315.00
11/01/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/17/2020		N		315.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	315.00

VENDOR TOTAL: 315.00

0001	HARTLAND TOWNSHIP GENERAL FUND	11/05/2020	110520	FOA	OCT 2020 - MOBILE HOME TAX DISBURSEM	
44310		11/17/2020		N		269.50
11/05/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		269.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	269.50

VENDOR TOTAL: 269.50

ITRIGHT	I.T. RIGHT	11/02/2020	20166210	FOA	12/1/20 - 11/30/21 ANNUAL UNLIMITED	
44283	PO BOX 160	11/17/2020		N		17,500.00
11/02/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		11/17/2020		N		17,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	17,500.00

VENDOR TOTAL: 17,500.00

INDIGO	INDIGO SOFTWARE	10/07/2020	53642	FOA	MS VISIO FOR PROJECT COORDINATOR	
44296		11/17/2020		N		99.99
10/07/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		99.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-740.000	OPERATING SUPPLIES	99.99

VENDOR TOTAL: 99.99

0220	LIVINGSTON COUNTY TREASURER	11/05/2020	110520	FOA	OCT 2020 - MOBILE HOME TAX DISBURSEM	
44309	200 E. GRAND RIVER	11/17/2020		N		1,347.50
11/05/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/17/2020		N		1,347.50

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

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,347.50
VENDOR TOTAL:		1,347.50

2909	LIVINGSTON CTY.DRAIN COMMISSIO	10/29/2020	3243	FOA	OCT 2020 - SEWER SYSTEM O&M	
44276	2300 E. GRAND RIVER	11/17/2020		N		182,809.31
	STE. 105					
10/29/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/17/2020		N		182,809.31

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	182,809.31

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/04/2020	3250	FOA	PHASE 2 - LIV CNTY WATERSHED GROUP	
44319	2300 E. GRAND RIVER	11/17/2020		N		303.66
	STE. 105					
11/04/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/17/2020		N		303.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	303.66

VENDOR TOTAL: 183,112.97

LDPA	LIVINGSTON DAILY PRESS & ARGUS	09/30/2020	3540863	FOA	SEPT 2020 PUBLICATIONS	
44291		11/17/2020		N		175.00
	3964 SOLUTIONS CENTER					
09/30/2020	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		11/17/2020		N		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-900.000	PRINTING & PUBLICATIONS	80.00
101-215-900.000	PRINTING & PUBLICATIONS	95.00
		175.00

VENDOR TOTAL: 175.00

MASTERS	MASTERS TELECOM LLC	10/24/2020	7027	FOA	OCTOBER 2020	
44306		11/17/2020		N		17.95
10/24/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		17.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	17.95

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

VENDOR TOTAL: 17.95

MEIJER	MEIJER	10/20/2020	102020	FOA	LATCH BOX/SHELF LINER	
44294	2160 HARTLAND RD	11/17/2020		N		28.94
10/20/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		11/17/2020		N		28.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	28.94

VENDOR TOTAL: 28.94

MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	10/07/2020	3181	FOA	MMTA 2020 ADVANCED INSTITUTE - D. SH	
44286		11/17/2020		N		325.00
	PO BOX 324	/ /	0.0000	N		0.00
10/07/2020	TAWAS CITY MI, 48764	11/17/2020		N		325.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	325.00

VENDOR TOTAL: 325.00

ORKIN	ORKIN	10/27/2020	203339184	FOA	PEST CONTROL @ TOWNSHIP HALL	
44274	21068 BRIDGE ST.	11/17/2020		N		66.85
10/27/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		11/17/2020		Y		66.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	10/27/2020	203340016	FOA	PEST CONTROL @ HERO TEEN CENTER	
44275	21068 BRIDGE ST.	11/17/2020		N		65.88
10/27/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		11/17/2020		Y		65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

VENDOR TOTAL: 132.73

OVERHEADD	OVERHEAD DOOR WEST COMMERCIAL, INC.	10/29/2020	33304	FOA	DOOR NOT CLOSING - PROGRAM REMOTES	
44285	4680 HATCHERY RD	11/17/2020		N		387.50
10/29/2020	WATERFORD MI, 48329	/ /	0.0000	N		0.00
		11/17/2020		N		387.50

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	387.50

VENDOR TOTAL: 387.50

1180	PETER'S TRUE VALUE HARDWARE	11/02/2020	K55331	FOA	ADAPTER	
44282	3455 W. HIGHLAND ROAD	11/17/2020		N		0.59
11/02/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		11/17/2020		N		0.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	0.59

VENDOR TOTAL: 0.59

PMTECH	PM TECHNOLOGIES	10/29/2020	144511	FOA	BATTERY COM	
44305	28294 BECK ROAD	11/17/2020		N		848.36
10/29/2020	WIXOM MI, 48393	/ /	0.0000	N		0.00
		11/17/2020		N		848.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	848.36

VENDOR TOTAL: 848.36

RBL	REALITY-BASED LEADERSHIP	09/28/2020	092820	FOA	OCTOBER 2020	
44288		11/17/2020		N		27.00
09/28/2020		/ /	0.0000	N		0.00
		11/17/2020		N		27.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	27.00

VENDOR TOTAL: 27.00

REDWING	RED WING BUSINESS ADVANTAGE ACCT	09/30/2020	96510	FOA	BOOTS FOR KYLE MITCHELL	
44303	P.O. BOX 844329	11/17/2020		N		193.49
09/30/2020	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		11/17/2020		N		193.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	193.49

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

VENDOR TOTAL: 193.49

RONALDS	RONALD'S TREE SERVICE LLC	10/30/2020	5079	FOA	TRIM/REMOVE TREES ON HIBNER ST	
44302	9126 BENNETT LAKE RD	11/17/2020		N		1,250.00
10/30/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		11/17/2020		Y		1,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-969.300	OTHER ROAD IMPROVEMENTS	1,250.00

VENDOR TOTAL: 1,250.00

SHUTTERSTO	SHUTTERSTOCK.COM	10/15/2020	101520	FOA	NOVEMBER 2020	
44300		11/17/2020		N		29.00
10/15/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		29.00

Open

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

VENDOR TOTAL: 29.00

STAPLES	STAPLES	10/31/2020	8060189933	FOA	MISC SUPPLIES	
44316	PO BOX 660409	11/17/2020		N		58.43
10/31/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		11/17/2020		N		58.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	25.17
101-191-727.000	SUPPLIES & POSTAGE	7.98
101-265-740.000	OPERATING SUPPLIES	25.28
		58.43

STAPLES	STAPLES	11/07/2020	8060271512	FOA	MISC SUPPLIES	
44317	PO BOX 660409	11/17/2020		N		58.48
11/07/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		11/17/2020		N		58.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	8.38
101-400-727.000	SUPPLIES & POSTAGE	20.28
101-253-727.000	SUPPLIES & POSTAGE	14.53
101-209-727.000	SUPPLIES & POSTAGE	15.29
		58.48

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

VENDOR TOTAL: 116.91

STRAFFORD	STRAFFORD PUBLICATIONS	09/30/2020	LANG-200930-1328	FOA	2 WEBINARS - T. LANGER	
44287		11/17/2020		N		544.00
09/30/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		544.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.000	EDUCATION/TRAINING/CONVENTION	544.00

VENDOR TOTAL: 544.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	10/22/2020	5380053	FOA	OCT 2020 - ESTUDIO2830C - COLOR COPI	
44280	PO BOX 927	11/17/2020		N		16.56
10/22/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		11/17/2020		N		16.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	16.56

VENDOR TOTAL: 16.56

USPS	UNITED STATES POSTAL SERVICE	10/22/2020	102220	FOA	POSTAGE	
44295		11/17/2020		N		26.35
10/22/2020	,	/ /	0.0000	N		0.00
		11/17/2020		N		26.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	26.35

VENDOR TOTAL: 26.35

USC	UTILITY SERVICE CO., INC.	10/23/2020	519971	FOA	VENT/GASKET INSTALLED ON WATER TOWER	
44312	P.O. BOX 207362	11/17/2020		N		7,800.00
10/23/2020	DALLAS TX, 75320-7362	/ /	0.0000	N		0.00
		11/17/2020		N		7,800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	7,800.00

VENDOR TOTAL: 7,800.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	11/02/2020	H06102727	FOA	WWTP MONITORING THRU 10/16/20	
44304	P.O. BOX 74008618	11/17/2020		N		2,250.99
11/02/2020	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		11/17/2020		N		2,250.99

11/11/2020 09:14 AM
 User: SUSANC
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
 EXP CHECK RUN DATES 11/17/2020 - 11/17/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

Page: 11/11

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	2,250.99
VENDOR TOTAL:		2,250.99
TOTAL - ALL VENDORS:		228,420.75

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: November 10, 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 – \$435.01

November 12, 2020 Payroll - \$57,791.02

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 11.05.2020

Payroll for 11.12.2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/05/2020	FOA	40793	AT&T	TELEPHONE	101-265-851.000	260.37
11/05/2020	FOA	40794	NORTHWEST PIPE AND SUPPLY INC	REPAIRS & MAINTENANCE BLD&GRDS	206-000-930.003	174.64
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		435.01

--- GL TOTALS ---

101-265-851.000	TELEPHONE	260.37
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	174.64
	TOTAL	435.01

Check Register Report For Hartland Township
 For Check Dates 11/12/2020 to 11/12/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/12/2020	FOA	16849	GOODWIN, DENNIS R	192.66	149.49	0.00	Open
11/12/2020	FOA	16850	ICMA VANTAGEPOINT TRANSFER AGENT	1,256.51	1,256.51	0.00	Open
11/12/2020	FOA	16851	ICMA VANTAGEPOINT TRANSFER AGENT	3,549.96	3,549.96	0.00	Open
11/12/2020	FOA	16852	ICMA VANTAGEPOINT TRANSFER AGENT	1,065.80	1,065.80	0.00	Open
11/12/2020	FOA	DD6822	BAGDON, KELLY M	1,531.40	0.00	1,081.02	Cleared
11/12/2020	FOA	DD6823	BEAUDOIN, DIANA K	1,256.15	0.00	1,083.30	Cleared
11/12/2020	FOA	DD6824	BERNARDI, MELYNDA A	1,174.34	0.00	903.49	Cleared
11/12/2020	FOA	DD6825	BROOKS, TYLER J	1,523.05	0.00	1,082.68	Cleared
11/12/2020	FOA	DD6826	CASE, SUSAN E	1,554.20	0.00	1,036.33	Cleared
11/12/2020	FOA	DD6827	CIOFU, LARRY N	2,583.33	0.00	1,892.85	Cleared
11/12/2020	FOA	DD6828	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,348.87	Cleared
11/12/2020	FOA	DD6829	HEASLIP, JAMES B	2,938.79	0.00	1,740.00	Cleared
11/12/2020	FOA	DD6830	HORNING, KATHLEEN A	2,583.33	0.00	1,798.66	Cleared
11/12/2020	FOA	DD6831	JOHNSON, LISA	1,782.97	0.00	1,239.53	Cleared
11/12/2020	FOA	DD6832	KENDALL, ANTHONY S	28.66	0.00	26.46	Cleared
11/12/2020	FOA	DD6833	KLINE, CORI L	887.27	0.00	742.55	Cleared
11/12/2020	FOA	DD6834	KUMAR, ANDREW M	1,849.72	0.00	1,336.27	Cleared
11/12/2020	FOA	DD6835	LANGER, TROY D	3,283.12	0.00	2,315.77	Cleared
11/12/2020	FOA	DD6836	LOUIS, CASEY	751.01	0.00	462.45	Cleared
11/12/2020	FOA	DD6837	MITCHELL, KYLE J	2,422.48	0.00	1,863.46	Cleared
11/12/2020	FOA	DD6838	MORGANROTH, CAROL L	1,568.66	0.00	1,214.08	Cleared
11/12/2020	FOA	DD6839	SHOLLACK, DONNA M	1,691.90	0.00	1,224.47	Cleared
11/12/2020	FOA	DD6840	VERMILLION, KAREN L	1,839.24	0.00	1,357.06	Cleared
11/12/2020	FOA	DD6841	VETTRAINO, ALEXANDER D	655.50	0.00	554.10	Cleared
11/12/2020	FOA	DD6842	WEST, ROBERT M	3,958.33	0.00	2,628.48	Cleared
11/12/2020	FOA	DD6843	WYATT, MARTHA K	2,523.88	0.00	1,812.50	Cleared
11/12/2020	FOA	EFT563	FEDERAL TAX DEPOSIT	10,047.19	10,047.19	0.00	Cleared
Totals:				Number of Checks: 027	57,791.02	16,068.95	29,744.38
Total Physical Checks:		4					
Total Check Stubs:		23					

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 10-06-2020 Hartland Township Board Regular Meeting Minutes

Date: November 11, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for October 6, 2020.

Discussion

Draft Minutes are attached for review.

Financial Impact

None

Attachments

10-6-2020 HTB Minutes - DRAFT

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 was Interim Manager Bob West.

4. Approval of the Agenda

Move to approve the agenda for the October 6, 2020 Hartland Township Board as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Trustee Harper requested that Item 6.h be removed from the consent agenda and moved to Pending and New Business as Item 8.d.

Move to approve the consent agenda for the October 6, 2020 Hartland Township Board meeting as amended.

Motion made by Trustee Petrucci, Seconded by Trustee Colaianne.

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 09/15/20 Regular Meeting Minutes
- d. Approve 09/15/20 Special Meeting Minutes
- e. HAYAA 2021-2022 Memorandum of Agreement
- f. HERO Center Amended Agreement 2021-2023
- g. CRLGG Grant Acceptance from State (\$13,438)

7. Applicant

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 06, 2020 – 7:00 PM

a. Site Plan with Special Land Use Application #20-009 (Undercoating business)

Trustee Colaianne gave a brief overview of the Site Plan with a Special Land Use Application at the Hartland Commerce Center off Bergin Road. This is an eco-friendly non-oil based automotive undercoating business using new technology. The Planning Commission (PC) determined that this site plan complied with the intent purpose of our site plan ordinances and complied with the Department of Public Works, the Township's Engineering Consultants, and the Hartland-Deerfield Fire authority requirements. The PC recommended approval of the special land use permit, contingent on the Board's approval. Clerk Ciofu inquired as to the status of Pollution Incident Protection Plan (PIPP) discussed at the PC. The Applicant stated that he is working on this now and that it will be done. Supervisor Fountain allowed the adjacent property owner to comment. Wally Haley of Haley Law firm stated that due to a medical condition of his partner they are more conscious of adverse effects. He stated that he would like to see two things the Applicant represented at the PC meeting be made part of the motion of the Board. He stated that the Applicant has represented that this NH oil is non-toxic and environmentally friendly and that the special use permit be based on using that type of oil and that he could not later change to a more toxic rustproofing environment. He also stated that the Applicant represented that the application will be applied with hand pump sprayers rather than compressed air which would vaporize more spray. He respectfully asked the Board to add these to conditions to their motion. Trustee Colaianne stated the PC did discuss the groundwater protection and the Applicant would have to file a PIPP but the PC did not feel they could specifying how he does his business. Supervisor Fountain inquired of the Applicant if he would be willing to put this language in his PPIP with regards to the hand sprayer and limiting the use to a non-toxic environmentally friendly coating. The applicant has no issues with this request.

Move to approve Site Plan with Special Land Use Application #20-009 as outlined in the Planning Staff Memorandum dated September 29, 2020, a request to establish an undercoating business as a special land use, at 10055 Bergin Road, in Hartland Commerce Center.

The recommendation for approval is based on the following findings:

1. The proposed special land use, undercoating, meets the intent and purposes of the Ordinance as well as the specific Special Use standards outlined in Section 6.6 (Special Uses) and Section 4.59 (Automobile Repair-Major), as undercoating is permitted as a special land use in the LI-Light Industrial zoning district.
2. The proposed use is compatible with the existing and future land uses in the vicinity and is consistent with the plans previously approved by the Township for Hartland Commerce Center.
3. The proposed use is compatible with the Hartland Township Comprehensive Plan, which designates this area as Planned Industrial Research and Development (PIRD). The intent of this designation is to accommodate light industrial land uses which are similar in nature to those currently permitted in LI-Light Industrial zoning.
4. The proposed undercoating business is located in an established development, the Hartland Commerce Center, which is currently served by public sewer and private well. The proposed use will be adequately served by existing essential facilities and public services, and the Fire Department has no objection.
5. The proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, or the public welfare. The undercoating process takes

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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place in a fully enclosed building, and the applicant will provide a Pollution Incident Prevention Plan (PIPP) to the Fire Department.

6. The proposed use will not create additional requirements at public cost for public facilities as the commerce center, where the proposed business is located, is currently served by public sewer and private well.

Approval is subject to the following conditions

1. The proposed Special Land Use, undercoating, is subject to approval by the Township Board.
2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated September 3, 2020. Revised plans if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit.
3. A land use permit is required for the proposed special land use.
4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (HRC), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.

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

- b. Site Plan with Special Land Use Application #20-010 (Drive-through service for Biggby Coffee)

Trustee Colaianne gave a brief overview of Site Plan with Special Land Use Application #20-010 for a drive through service for Biggby Coffee. The location of the drive through will be on the west end of the building which will remove the parking that is currently there, but there will still be sufficient parking on the site for this use. Discussion was held at the PC on the handicapped parking. The PC recommended approval of the Special Land Use Permit. Clerk Ciofu inquired as to the PC discussion of the handicapped parking and if the Applicant will go forward with the location of the new handicapped spaces. Applicant indicated that they are one of multiple tenants of the space and this location is the preferred location of the landlord. The applicant and the landlord are aware that if State has different requirements regarding handicapped parking that they would have to comply with the State guidelines.

Move to approve Site Plan with Special Land Use Application #20-010, a request to establish a drive-through service (for Biggby Coffee), as a special land use, at 11325 Highland Road, in Hartland Pointe Plaza.

The recommendation for approval is based on the following findings:

1. The proposed special land use, restaurant with drive-through service, meets the intent and purposes of the Ordinance as well as the specific Special Use standards outlined in Section 6.6 (Special Uses) and Section 4.28 (Fast Food and Drive-through Restaurants), as a restaurant with drive-in or drive through service is permitted as a special land use in the GC-General Commercial zoning district.
2. The proposed use is compatible with the existing and future land uses in the vicinity and is consistent with the plans previously approved by the Township for Hartland Pointe Plaza.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 06, 2020 – 7:00 PM

3. The proposed use is compatible with the Hartland Township Comprehensive Plan, which designates this area as Commercial. The intent of this designation is to allow for both the sale of convenience goods and personal/business services for the day-to-day needs of the immediate neighborhood and provide for auto-oriented services.

4. The restaurant is located in an established development, the Hartland Pointe Plaza, which is currently served by public sanitary sewer and municipal water. The proposed use will be adequately served by existing essential facilities and public services, and the Fire Department has no objection.

5. The proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, or the public welfare. 6. The proposed use will not create additional requirements at public cost for public facilities as the commercial building, where the proposed business is located, is currently served by public sanitary sewer and municipal water.

Approval is subject to the following conditions:

1. The proposed Special Land Use, restaurant with drive-through service, is subject to approval by the Township Board.

2. The applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum, dated September 17, 2020. Revised plans if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit. 67 SP/SUP #20-010 (Biggby drive-through window) September 29, 2020 Page 2

3. A land use permit is required for the proposed special land use.

4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (HRC), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.

Motion made by Trustee Colaianne, Seconded by Trustee Petrucci.

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

Voting Nay: None

8. Pending & New Business

- a. Transfer 590 to 595 (\$1,560,000)

Treasurer Horning stated we follow the Boyle Model for this every year and it is a transfer of \$1,560,000 to cover the bond payment and the chargeback owed to the County for the eventual purchase of a property at scavenger sale in November.

Move to approve the transfer of funds from 590 Sewer O&M to 595 Sewer Expansion for bond payments per the adopted FY21 budget.

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

- b. Replacement of Digital Signage System (\$11,650)

Interim Manager Bob West reported that the Township's local access cable channel has not

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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worked for some time now, is somewhat archaic, and has been consistently repaired over the years. He stated it is now at the point where it is no longer serviceable and that there is new technology available for this now. He is proposing a more user-friendly system that will allow us to get messages out to the public through our local cable access channel without having to call in the contractor for updates. He stated that this is mid-level option and will be funded from PEG funds. The \$11,650 amount includes a monthly hosting fee of \$29 per month and \$1700 for three years of 24-hour maintenance service.

Move to approve the budget amendment and proposal from AVI-SPL for the replacement of the Township's digital signage system, not to exceed \$11, 650 (5% contingency included in total).

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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

Voting Nay: None

- c. Resolution - Authorizing a Temporary Amendment to the Township's Fee Schedule for Certain Site Plan Applications

Supervisor Fountain gave a brief overview of the Township's previous Resolution allowing local businesses to apply for temporary outdoor use permits for outdoor dining. The Michigan Liquor Control Commission (MLCC) is now allowing certain businesses to apply for permanent outdoor use permits and supervisor Fountain commended the MLCC for being proactive for our restaurants. He stated that there is a \$1200 permit fee to apply for site plan changes. Due to the situation with our area restaurants, the Township is proposing to waive this permit fee for applicants that have a Class C liquor license and have gone through the approval process for the temporary outdoor use permit. Applicants would still have to go through the normal approval process with the Planning Commission and would have to apply with the MLCC by November 30th.

Move to approve the resolution authorizing a temporary amendment to the Township's fee schedule for certain site plan applications.

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 Roll call vote taken. Motion passes 7-0-0.

- d. Resolution – Hartland Robotics Boosters Charitable Gaming License

Supervisor Fountain stated that the Hartland Robotics Club is looking to hold some kind of raffle in the future and the State of Michigan is allowing them 18 months but it requires the approval of the Township in the form of a resolution.

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

Motion made by Trustee Harper, Seconded by Trustee Germane.

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

Voting Nay: None Roll call vote taken. Motion passes 7-0-0.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 06, 2020 – 7:00 PM

9. Board Reports

Clerk Ciofu – reported that we have currently sent out over 5000 Absent Voter Ballots and we have over 1000 already returned.

Treasurer Horning – stated that this Saturday is the last official Farmer’s Market for the season. They may continue on an informal basis on further Saturdays if weather permits.

Trustee Colaianne – no report

Trustee Germane – no report

Trustee Harper – no report

Trustee Petrucci – no report

Supervisor Fountain – no report

[BRIEF RECESS]

10. Information / Discussion

a. Manager's Report

Interim Manager West stated that we have received the proposal for the new water meter reading system. The existing system was discontinued by our previous provider and with our surcharge program there were limited system providers. We have secured a proposal from one of the big three in the meter reading industry and this will come before the Board soon. We have narrowed our search for the Code Enforcement Officer to three candidates and interviews will be continuing next week. We have received five applications to date for the Department of Public Works Director through the second week of the three-week posting. The Michigan State Police (MSP) have decided to do a speed study on Blaine Road independent of the Road Commission and the residents in the area. This is now out of the control of the Township as the MSP will complete the study and set the speed limit. The MSP stated once they know about an incorrect speed sign they have to go out and correct it.

b. Water System Update

Interim Manager West met with the property owner and the real estate agent that currently own the property that PIHRL Developers assisted living facility is under contract with. Their contract is contingent on municipal water to the site and PIHRL has asked for an extension of the contract with the property owner. The property owner wanted to hear from the Township on the situation and Interim Manager West stated he was able to indicate to them that the delay is not the result of any actions taken by PIHRL. There is also a meeting scheduled tomorrow with Mayberry Homes to discuss their contribution to the water extension. The primary concern with the Mayberry property relates to the combined assessment value of the water and sewer exceeding the property value. Both parties are optimistic and will be working on solutions. Contingency plans for water are also being discussed if a solution cannot be worked out.

11. Adjournment

Move to adjourn the meeting at 7:37 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: Larry Ciofu, Clerk

Subject: 10-20-2020 Hartland Township Board Regular Meeting Minutes

Date: November 11, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for October 20, 2020.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

10-20-2020 HTB Minutes - DRAFT

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 Petrucci

ABSENT: Trustee Harper

Also present was Interim Manager Robert West.

4. Approval of the Agenda

Move to approve the agenda for the October 20, 2020 Hartland Township Board meeting as presented.

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Harper

5. Call to the Public

No one came forward

6. Approval of the Consent Agenda

Move to approve the consent agenda for the October 20, 2020, Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: Trustee Harper

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

7. Applicant

- a. SP #20-003 Preliminary and Final Site Condominium Application for Rural King Condominium Request

Supervisor Fountain gave a brief overview of Noble Appliance taking over a portion of the Rural King building and their request to turn it into a site condominium. Being there is no changes to the actual building structure they are requesting both preliminary and final site plan approval tonight. Interim Manager Bob West explained the process and reason for requesting

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 20, 2020 – 7:00 PM

the preliminary and final approvals for this site application. Trustee Colaianne added that there were issues with fire suppression systems that also played into this process.

Move to recommend approval of the Preliminary and Final Site Condominium Application #20-003, a request to permit two (2) commercial units in the existing building currently addressed as 10400 Highland Road, as part of the Hartland Marketplace Planned Development.

Approval is subject to the following conditions:

1. The condominium documents shall comply with the requirements of the Township Attorney.

Motion made by Trustee Colaianne, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: Trustee Harper

8. Pending & New Business

- a. 2020-2022 Winter Maintenance Agreement

Interim Manager West gave a brief overview of the proposed winter maintenance for the Township Hall that will provide for winter maintenance service prior to the opening the Township Hall. This maintenance will be supplemented during the day by internal Township staff. The reduced cost for salt this year make it financially beneficial to contract this service out this year. This is a one-year contract with a second year option and an opt out provision with 30 day notice.

Move to approve the 2020-2022 Winter Maintenance Agreement with Horizon Landscape and subsequent budget amendment as presented

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: Trustee Harper

- b. Township Manager Contract

Clerk Ciofu gave an update on the contract discussions with the Manager Recruitment Committee, the Township Attorney, and Interim Manager West and all contractual issues have been resolved.

Move to approve the manager contract for Robert West, as vetted by the Hartland Township Manager Recruitment Committee with amendment of retroactive pay back to September 15, 2020, and remove the Interim designation and to appoint Mr. West as the Hartland Township Manager.

Motion made by Trustee Petrucci, Seconded by Trustee Colaianne.

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

Voting Nay: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 20, 2020 – 7:00 PM

Absent: Trustee Harper

9. Board Reports

Treasurer Horning - No report.

Trustee Colaianne - No report.

Trustee Germane – Stated that we received another report from the Department of Environment, Great Lakes, and Energy (EGLE) on the Dunleavy Properties where the sulfolane contamination was from the previous gas processing plant at that location. He stated that for the second quarter in a row there was no contamination reported. That report has been forwarded to Hartland Township and will be uploaded to the Township’s website. This means that the site is stable and it is making good progress towards closure. They are only needing to monitor the one well out of about 45 wells right now.

Trustee Petrucci - No report.

Clerk Ciofu – Provided a brief update on the November 3, 2020, General Election. We have distributed approximately 5100 ballots, and we have already received over 3000 back so we are at a 57% returned rate. Hartland Township has approximately 11,500 registered voters so we are still expecting a good turnout at the polls.

Supervisor Fountain - No report.

[BRIEF RECESS]

10. Information / Discussion

a. Manager's Report

Manager West stated we have the final proposal for the new meter reading software which is an independent system that provides real time meter reading without going into the field and will allow us to continue with our surcharge program. We are finalizing the details on the Code Enforcement Officer position and we are down to two candidates for the position. We have several good candidates for the DPW Director, but two very qualified candidates have withdrawn their applications. He stated we are putting out our neutral Fire Millage Proposal language to educated voters on the issue. The Strategic Plan is being worked on for updates due to COVID issue delays and proposed changes to get us on track will be forthcoming. There were some minor HERO Center building repairs with the water heater and there was also a small ceiling furnace repair at Fire Station #61 that needed to be completed before freezing temperatures arrive. Trustee Germane inquired as to whether the Director meetings will be continuing on Wednesdays and Manager West confirmed they would be, and that the Board is welcome to attend. The next Board meeting will be on Wednesday, November 4, 2020 due to the November 3, 2020 Election.

b. Mayberry Homes Development Update

Bob Schroeder and David Straub of Mayberry Homes came forward. Manager West gave a brief overview of the water main extension project and stated we are here to discuss the project. Mr. Schroeder gave a brief overview of the history of the project including the original private water system, moving of the private water system, and changes necessitated by the State that Township approval would be needed for a private water system. He stated that in a meeting with former Manager James Wickman that the Township was developing a workable plan and he stated they discussed an extension of the sewer assessment payment. Since Mr. Wickman left, he stated that he had conversations with Mr. West that we would run the water system to his site and extend the sewer system. He stated that he was suddenly informed that the

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

October 20, 2020 – 7:00 PM

combined water and sewer assessment would be larger than the property value and that he would be required to pay off the sewer assessment per the contract in the fall of 2021. This poses Mayberry a problem as he does not yet have an approved site plan and with the \$1.2MM payment on another property would entail a total of \$3.0MM in the spring of 2021. He requested an extension for equal payments for five years on the sewer assessment. Supervisor Fountain summarized the Mayberry proposal in that Mayberry would purchase 100 REU's in the spring of 2021 for around \$615K as a contribution to the water extension infrastructure and they would pay the \$1.9MM sewer assessment in five equal payments of 20% of the sewer assessment with interest starting in August 2021. Manager West presented a chart on the water and sewer assessment versus the value of the land for each parcel and the computed ratios. He stated our Boyle Model suggests not to exceed 40% on any ratio, as there is a high probability of default at anything over 40%. Manager West would be willing to discuss a slightly higher ratio for this project. He stated that in Mayberry's request for a water assessment, in order for him to bring this as a recommendation to the Board, some of the \$4.6MM total assessment needs to be satisfied. Manager West recommendation was to keep this simple and suggested paying off the \$1.9 sewer assessment in the spring of 2021 to not miss out on the water assessment opportunity if they were able to do so. This was not a mandate but a suggested solution to the situation. Further discussion was held on the timing of site plan approval and groundbreaking by Mayberry Homes, financial contributions from other developers, and various contingency alternatives and effects and risks for Mayberry Homes and the Township. The Board agreed to have the Admin Committee review the details with Manager West and Finance Director Susan Dryden-Hogan and bring back a recommendation to the Board.

11. Adjournment

Move to adjourn the meeting at 8:00 p.m.

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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

Voting Nay: None

Absent: Trustee Harper

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 11-04-2020 Hartland Township Board Regular Meeting Minutes

Date: November 11, 2020

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for November 4, 2020

Discussion

Draft minutes are attached for review

Financial Impact

None

Attachments

11-04-2020 HTB Minutes - DRAFT

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 was Township Manager Robert West.

4. Approval of the Agenda

Manager West requested that Item 7.b. Settler's Park Mountain Bike Kids Loop be removed from the agenda due to a change in the scope of the project that will need to go back to the Parks Site Plan Committee for further review.

Move to approve the agenda for the November 4, 2020, Hartland Township Board meeting as amended.

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

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the November 4, 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

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Hartland Schools Winter Maintenance Agreement

7. Pending & New Business

- a. Meter Reading Software Upgrade

Township Manager Robert West stated that our current meter reading system is outdated and has exceeded its useful lifespan and that our current manufacturer is getting out of the meter

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 04, 2020 – 7:00 PM

reading business and is no longer supporting this product. He is recommending switching over to Sensus Meter Reading Systems, one of the big three companies in the meter reading business, and that has over 50% of the market share. This is an AMI system, a wireless system with a six-foot whip antennae that will be located on the top of the water tower. We will be able to be read meters real time from the Township Hall. This will eliminate the need for meter readers to go out into the field to collect data. This system will allow us to take daily readings required for our surcharge program. This system is \$210,000 which entails \$64,000 for the contractor to come in and change out each individual business and home-owner within a three month period. The goal is to complete this in one billing cycle. This expense would also include a maintenance fee of approximately \$15,000. This will be funded by the meter replacement fees collected and held in the water fund. Trustee Harper expressed his general objection to this type of technology.

Move to approve the proposed meter reading improvement through Sensus Meter Reading Systems and ETNA Supply as presented at a cost not to exceed \$210,000.

Motion made by Trustee Colaianne, Seconded by Trustee Germane.

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

Voting Nay: Trustee Harper

8. Board Reports

Trustee Colaianne - It was a pleasure working with the Hartland Township Board even though he has one more meeting to attend.

Trustee Germane - No report.

Trustee Harper - No report.

Trustee Petrucci - Thanked all of the people that supported the fire millage. This is the first new millage for the fire department in about 18-19 years.

Clerk Ciofu - There was an 80% turnout at the November 3, 2020, General Election which was slightly higher than Livingston County which was about 79%. Two-thirds of the ballots were received by absentee ballots. The election went very smooth. Hartland Township had no issues or problems. Thank you to all of the Chairs and Inspectors and everyone that processed ballots and worked at the polls.

Treasurer Horning - Congratulations to Larry for a smooth election. Was in precinct 2 and the line was very long with an estimated 200 people and the line only took about one hour. That just shows the efficiency of the Clerk's office.

Supervisor Fountain - On behalf of everyone great job Larry for a smooth election.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West has been working on the budget process with the Finance Director and we are ahead of schedule at this time. We have a recommendation to move forward with the Code Enforcement Officer for three day a week until we get caught up on the backlog and this should come before the Board in a future meeting. Final Interviews were held for the Department of Public Works Director today. The Interview Committee will convene tomorrow to wrap up this process. We are working on the Strategic Plan updates and fortunately we were able to get a lot of things done during the COVID shutdown and we are not too far off base. He reminded

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

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the Board that we have scheduled a Board Workshop, with Dr. Lew Bender as facilitator, for December 4, 2020 here at the Township Hall from 10:00 am to 4:00 pm. Manager West also stated that Livingston County is seeking a County Designated Assessor which would step in on behalf of any municipality that is not meeting the assessing guidelines and requirements. This would require an inter-local agreement with all of the communities within Livingston County. On behalf of the sixteen Townships, two Cities and two Villages in the County, they would need buy in from any ten of these municipalities. At this time there is only one individual that has applied for the position and many communities would like this to see this bid out again and are not in support of this. Supervisor Fountain indicated many supervisors are also not in support of this requirement. Trustee Germane inquired as to reason for the removal of the Mountain Bike's Kids Trail and the time frame to get this back on the agenda. Manager West stated that the Kids Loop was included in Phase Three of the Mountain Bike Trail Plan, but the scope has changed from the original plan and there are some concerns with the proximity to the playscape. He stated that if we can get the Parks Site Plan Committee together in the next ten days we could have this on the next Board agenda. Trustee Germane stated he noticed a rather large group of bike riders with their lights on at Settler' Park at night and he thought the parks closed at dusk. Manager West responded that the parks are open from dawn to dusk without a special permit. What Trustee Germane saw was unauthorized that the Township has not granted any permit for this and it will be looked into if it occurs again.

b. Water System Update

Manager West presented the Board with the Admin Committees three options for a solution to the Mayberry Water extension issue. Manager West's and the Admin Committee's recommendation is that the Township holds the water REU price for two years, request a \$500,000 down payment on the sewer assessment in the spring to coincide with the other developers water expansion system contributions, and to require the remaining sewer assessment be paid in the fall of 2021. He also reviewed the out-come for the Township of each option. If this recommendation is accepted and completed, we may have the Board consider the potential for a water assessment in the future.

10. Closed Session

- a. To consult with the Township Attorney regarding trial or settlement strategy

Move to go into closed session to consult with Township Attorney regarding trial or settlement strategy.

Motion made by Trustee Harper, Seconded by Treasurer Horning.

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

Voting Nay: None

The Board is in Closed Session at 7:30 p.m.

The Board came out of closed session at 7:45 p.m.

Move to have the Township attorney proceed as discussed in closed session.

Motion made by Trustee Harper, Seconded by Trustee Petrucci.

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
November 04, 2020 – 7:00 PM

Voting Nay: None

11. Adjournment

Move to adjourn the meeting at 7:50 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: Larry Ciofu, Clerk

Subject: 11-04-2020 Hartland Township Closed Session Meeting Minutes

Date: November 11, 2020

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for November 4, 2020.

Discussion

Draft Minutes are available in the Clerk's Office.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Ratify Hiring of V. Mocerri as Code Enforcement Officer (\$20.00/hour), 11/18/2020 or After

Date: November 11, 2020

Recommended Action

Move to ratify the hiring of Vincent Mocerri as Code Enforcement Officer, starting 11/18/20 or after, at an hourly rate of \$20.00.

Discussion

Hartland Township received seven applications for the position of code enforcement officer. Three candidates were brought in for interviews, and through that process Vincent Mocerri was identified as an exceptional candidate for the position. Mr. Mocerri has worked for many years in law enforcement and security. A background check has already been completed.

Financial Impact

All funds for this fiscal year are covered, as the position has been largely vacant since mid-March 2020.

Attachments

V. Mocerri Resume

Vincent Mocerì
Personal and Professional Resümè

Hartland MI 48353

Employment History: 2009 to present. Henry Ford West Bloomfield Hospital Communications Coordinator. I work as the dispatcher for the hospital police department fielding constant phone calls and personal connections with staff, visitors and patients. I dispatch officers to locations where service or emergency action is needed. I monitor a large bank of cctv cameras, do monthly testing on 200 panic alarms in our system. I also monitor our officers and advise them on proper response to their on their jobs. This is a 24/7 365 emergency system we monitor in this office.

A.D. Transport Express Canton MI. 1999-2008. I worked as a safety coordinator handling some recruiting, driver monitoring and discipline, accident investigation, insurance work and coordination with law enforcement as needed. I also helped develop and maintain the DOT mandated drug testing for drivers. This is a large interstate company with almost 500 trucks and drivers employed.

Ryan Transportation Livonia MI 1997-1999. Assisted the safety director in driver recruiting, training and DOT drug and alcohol testing.

Livonia Public Schools 1996-1997. Safety Supervisor in the alternative high school in charge of internal security with staff guards.

Livonia Police Department 1971-1995. Retired as a Senior Police officer experienced in all phases of police work. Certified breathalyzer officer, accident investigation, 911 emergency dispatch.

Education B.S. Madonna College Livonia MI Criminal Justice degree

Associates degree Schoolcraft College Livonia in Criminal Justice

Numerous OJT classes and continuing education from each previous job

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Kathie Horning, Treasurer

Subject: Approve LESA Summer Tax Collection Agreement

Date: November 11, 2020

Recommended Action

Move to approve the Supervisor signing the Summer Tax Collection Agreement with LESA for 2021, allowing the Treasurer to collect taxes during the summer collection period.

Discussion

Each year for the summer tax collection period we sign an agreement for the Treasurer to collect on the tax roll. The 2021 agreement will allow the Treasurer to collect for \$3.00 per parcel.

Attachments

2021 LESA Summer Tax Collection Agreement

HARTLAND CONSOLIDATED SCHOOLS

Scott Bacon, Assistant Superintendent for Business and Operations

9525 E. Highland Road
Howell, Michigan 48843



Telephone (810) 626-2120
Fax (810) 626-2121

November 12, 2020

Kathie Horning, Treasurer
Hartland Township Hall
2655 Clark Road
Hartland, MI 48353

Dear Mrs. Horning,

As we did in 2020, Hartland Consolidated Schools has determined to impose a summer property tax levy in 2021 of 100% of annual school district **non-homestead property taxes only**. Our debt retirement and Sinking Fund will continue to be collected in December. Enclosed is a copy of a resolution of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan.

The Board of Education requests that Hartland Township collect the district's **summer school non-homestead property taxes**. I am assuming the cost will be \$3.00 per parcel, as it has been since 2006.

I have attached an agreement (same as in previous years) that reflects the proposed per parcel fee. Please have the agreement signed by your township supervisor and clerk and return to me.

I can be reached at (810) 626-2120 if you have any questions.

Sincerely,



Scott Bacon
Assistant Superintendent
for Business and Operations

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 12th day of November 2020 by and between Hartland Consolidated Schools, with offices located at 9525 E. Highland Road, Howell MI 48843 (hereinafter "School District") and Hartland Township, with offices located at 2655 Clark Road, Hartland, MI 48353 (hereinafter "Township"), pursuant to 1976 PA 451, as amended for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2021.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2021, on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel
3. No later than June 15, 2021, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2021.
4. Summer Tax collection shall be paid to the School District within ten (10) business days from the 1st and 15th of each month, except in October, November, December, January, and March.

Signature authorized by Board
of Education Resolution of
November 9, 2020

School District



Scott Bacon, Assistant Superintendent,
Designee

Township

Supervisor

Signature authorized by Board
of Trustees Resolution of
_____, 2020

Clerk

Hartland Consolidated Schools, Livingston County, Michigan (the "District")

A regular meeting of the Board of Education (the "Board") of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 9th day of November 2020, at 6:30 in the evening.

The meeting was called to order by Thom Dumond, President.

Present: T. Dumond, K. Coleman, B. Gatewood, C. Kenrick, M. Hemeyer, C. Costa

Absent: C. Aberasturi

The following preamble and resolution were offered by Member K. Coleman and supported by Member M. Hemeyer:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect all of annual school property taxes, including debt service, upon property located within the school district and continuing from year to year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2021 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2021 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2021.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. The Superintendent or designee is also authorized to enter into agreements for the collection of such taxes so long as the cost per parcel does not exceed \$3.50 per parcel.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: T. Dumond, K. Coleman, B. Gatewood, C. Kenrick, M. Hemeyer, C. Costa

Nays: None

Motion declared adopted.


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 9, 2020, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).


Secretary, Board of Education

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Representative Vaupel Presentation of Appreciation to Outgoing Board Members

Date: November 11, 2020

Recommended Action

Board discussion and questions.

Discussion

Representative Vaupel would like to present appreciation for Trustee Colaianne and Trustee Harper for their many years of service and leadership to Hartland Township.

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Andrew Kumar, Project Coordinator

Subject: Resolution of Appreciation for Distinguished Service by Trustee Colaianne and Trustee Harper

Date: November 11, 2020

Recommended Action

Move to approve the resolution of distinguished service by Trustee Colaianne and Trustee Harper.

Discussion

Trustee Joseph Colaianne and Trustee Glenn Harper have represented the Township faithfully for many years. Through the years many accomplishments have been the result of the Board's ability to communicate with each other to find solutions that were in the best interest of the community. On behalf of the great Hartland community, the Township Board would like to thank Trustee Colaianne and Trustee Harper for their years of service and to wish them the very best for years to come.

Attachments

Draft Resolution of Appreciation for Distinguished Service by Trustee Colaianne and Trustee Harper



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Joseph W. Colaianne, Trustee
Matthew J. Germane, Trustee
Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 20-_____

RESOLUTION OF APPRECIATION FOR DISTINGUISHED SERVICE BY TRUSTEE JOSEPH COLAIANNE AND TRUSTEE GLENN HARPER

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on _____, at 7:00 pm.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Trustee Joseph Colaianne has served faithfully and demonstrated great leadership on the Board of Trustees since 2004, also representing Board vision as a member of the Planning Commission; and

WHEREAS, Trustee Glenn Harper has served faithfully and demonstrated great leadership on the Board of Trustees since 2008, also serving on the Board of the Hartland-Deerfield Fire Authority; and

WHEREAS, that leadership was instrumental in outcomes such as promoting smart growth and development throughout the Township, including growing and expanding the Township's exceptional parks resources; and

WHEREAS, Board discussion and decisions were sometimes difficult, helping to navigate through difficult times such as the financial crisis of the late 2000s to years of financial stability; and

WHEREAS, said leadership has always put the health, safety and well-being of the Hartland community first.

NOW, THEREFORE, BE IT RESOLVED, that the Hartland Township Board of Trustees extends its deep gratitude to Trustee Colaianne and Trustee Harper for their years of service to the community, wishing them all the best in their future endeavors.

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

YEAS: _____

NAYS: _____

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 Board of said Township at a regular meeting held on the ___ day of _____, 2020.

Larry N. Ciofu, Hartland Township Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Ratify Hiring of M. Luce as Director of Public Works (\$78,000/Annually)

Date: November 11, 2020

Recommended Action

Move to ratify the hiring of M. Luce as Director of Public Works, beginning 11/18/20 or after, at an annual salary of \$78,000.

Discussion

Hartland Township received 12 resumes for Public Works Director position. Mr. Luce was identified as an exceptional candidate for the position after conducting numerous phone interviews and three in-person interviews.

Mr. Luce has over 17 years of progressive Public Works experience the City of Howell, and currently serves as DPW Operations Manager. He was the most qualified applicant, holding multiple licenses and certifications that will benefit Hartland Township.

Mr. Luce has preexisting working relationships with the Road Commission and Drain Commission and is fluent in working with the State of Michigan in day to day aspects of Public Works operations.

The Township Manager is recommending the proposed compensation based upon Mr. Luce's experience and education. The proposed wage is slightly beyond the midpoint of the predetermined compensation range as a result.

Financial Impact

Is a Budget Amendment Required? Yes No

As Manager West was previously in this position, all salaried funds for FY 21 have already been budgeted for.

Attachments

M. Luce Resume

M. Luce Cover Letter

M. Luce Letters of Recommendation

Michael T. Luce

Experience

City of Howell	6/2004 – Present
φ DPW Operations Manager	4/2017 – Present
φ Parks and Cemetery Group Leader	6/2013 – 4/2017
φ Department of Public Works	
❖ Skilled Laborer	2006 - 2013
❖ Semi - Skilled Laborer	2005
❖ Beginning Skilled laborer	2005
❖ Laborer	2004
TruFit Fitness Studio • Fitness Coach, Howell, MI	5/2016 - Present
❖ Coach Instructed Functional Based fitness classes and Power Lifting	
❖ Crossfit Level 1 Judges Certification	

Licenses and Certifications

❖ State of Michigan Driver's License with Class "B" CDL Certification	2004 - Present
❖ MDA Pesticide Applicator Certification, Categories 3A, 3B, and 6	2015 - Present
❖ Heartsaver CPR AED Certification	
❖ PACP, LACP, MACP Pipe inspection certified - NASSCO	
❖ Storm Water Management – Industrial Site License	

Community Involvement

❖ Chairman Howell Fantasy of Lights Parade / Committee	2017 – 2020
❖ Board Member Howell BalloonFest, Howell Mellon Fest	2017 – Present
❖ Howell High School Freshman Football Coach	2011 – 2013
❖ Howell Area Junior Football Coach	2008 – 2010

Education

Cleary University, Howell, MI	8/2006 - 5/2007
❖ Business Management Courses	

MIKE LUCE

October 26, 2020

Hartland Township

RE: DPW Director Position

To whom it may concern,

I would like to express my interest in the Director Position with Hartland Township. I am a self-motivated and progress-driven person with an extensive background in this industry. With a long-standing record of initiative and innovation, I have developed and executed strategies that I believe will bring value to Hartland Township.

Throughout the course of my career, I have built my abilities in operations management. I am a problem-solver capable of prioritizing and managing complex projects with proficiency.

In my current role, I exercise skills in communication, critical thinking, strategic planning and consistently contribute to team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in decision-making and collaborative work. I enjoy brainstorming and coordinating efforts to achieve a common goal.

Please take a moment to review my attached resume and accompanying credentials. I would appreciate the opportunity to speak with you regarding my candidacy for the Director role. I am looking forward to your response and thank you for your consideration.

Sincerely,
Mike Luce



HOWELL MICHIGAN

Department of Public Services

150 Marion St · Howell, MI 48843 · (517) 546-7510

10-26-2020

To whom it may concern:

It's my absolute pleasure to recommend Mike Luce for the DPW Director position with Hartland Township.

Mike was hired as a seasonal employee in 2004 and has truly excelled from there. He has advanced through the ranks of our department while gaining valuable experience in the fields of Water, Wastewater, Storm, Streets, Cemetery and Parks. Mike excelled in each of these fields and soon became a very valuable asset to the Department.

I thoroughly enjoy working with Mike, and came to know him as a valuable asset to the Public Service Team. He is honest, dependable, and incredibly hard-working. Beyond that, he is an impressive leader who is always looking out for the best interests of our community.

Mike's knowledge of Public Works operations is a huge advantage to our entire staff. He has excellent public relations skills as well as organizational skills. He consistently works with outside organizations such as the Howell Parks and Recreation Authority, Howell Chamber of Commerce and the Downtown Development Authority. I have had nothing but positive feedback on his relationships from all these organizations and more.

Along with his undeniable talent, Mike has always been a joy to work with. He is a true team player, and always manages to foster positive discussions and bring the best out of others. *He is also punctual, direct and able to handle any task given to him.*

Without a doubt, I confidently recommend Mike to join your team at Hartland Township. As a dedicated and knowledgeable employee and an all-around great person, I know that he will be a beneficial addition to your organization.

Please feel free to contact me at (517) 404-2520 should you like to discuss Mike's qualifications and experience further. I'd be happy to expand on my recommendation.

Sincerely,

Ervin J Suida

Howell Public Service Director



HOWELL
MICHIGAN

SCOTT MANNOR
Chief of Police

POLICE DEPARTMENT

611 E. Grand River • Howell, MI 48843
(517) 546-1330 • Fax: (517) 546-2114

To whom it may concern,

I have known Mike Luce for approximately 17 years. I have worked with him during different events throughout the City of Howell. He is a hard worker and I have witnessed his positive work ethic over the years. I truly believe that Mike is a good person. He is honest and trustworthy and cares about others.

Mike is intelligent, capable, and motivated. He is quick on his feet with sensible reactions in all the circumstances I have witnessed him in. I feel confident in saying that he is capable of handling any situation with experience, skill and thoroughness.

I highly recommend Mike Luce for any position or endeavor that he may pursue. He will be a valuable asset to any organization.

If you have any questions, please do not hesitate to contact me.

Chief of Police
Scott Mannor
Howell Police Department
517-546-1330
smannor@cityofhowell.org