



## Board of Trustees

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

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, December 12, 2023 7:00 PM

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - [a.](#) Approve Payment of Bills
    - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
    - [c.](#) 11-07-23 Hartland Township Board Regular Meeting Minutes
    - [d.](#) 11-07-23 Hartland Township Board Closed Session Meeting Minutes
    - [e.](#) Confirm Supervisors Appointments - Jim Mayer and Mike Mitchell to the Planning Commission (01/01/24 - 12/31/26)
    - [f.](#) Third Fiscal Quarter 2023 Budget Amendments
  7. Pending & New Business
    - [a.](#) Hartland Area Historical Society Museum Update
    - [b.](#) 2023 Citizen Survey Results
    - [c.](#) 2024 Hartland Township Board Meeting Schedule
    - [d.](#) Resolution - Sewer and Water Rates
    - [e.](#) Resolution: 2024 REU Surcharge Policy Revisions
    - [f.](#) Final ARPA Funds Obligated
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
  10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Payment of Bills

**Date:** December 5, 2023

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$369,165.79. The bills are available in the Finance office for review.

Notable invoices include:

\$17,760.00 – ETNA Supply Company – (Meter supplies)

\$14,120.00 – Foster, Swift, Collins & Smith – (November 2023 legal)

\$77,795.10 – Hartland Township General Fund – (4<sup>th</sup> FQ 2023 Salary Allocations)

\$194,403.15 – Livingston County Drain Commission – (November 2023 Sewer System O&M)

\$20,640.00 – Preiss Companies – (M-59 sidewalk gap project, move blocks in village, tree cleanup in Parshallville Cemetery)

\$17,621.00 – Spalding Dedecker – (Various engineering invoices)

## Financial Impact

Is a Budget Amendment Required?     Yes     No

All expenses are covered under the amended FY24 budget, except for the meters. A budget amendment to cover these expenses is on this meeting agenda for ratification.

## Attachments

Bills for 12.12.2023

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ADOBE	ADOBE INC	11/28/2023	111523	FOA	SALES TAX CREDIT	
50046		12/12/2023		N		(14.39)
11/15/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		(14.39)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	(14.39)

ADOBE	ADOBE INC	11/28/2023	2609398216	FOA	NOVEMBER 2023 - ACROBAT PRO	
50047		12/12/2023		N		21.19
11/22/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		21.19

Open

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

ADOBE	ADOBE INC	11/28/2023	2610309496	FOA	REFUND OF SALES TAX	
50048		12/12/2023		N		(1.20)
11/21/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		(1.20)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	(1.20)

ADOBE	ADOBE INC	11/30/2023	2613609368	FOA	11/25/23 - 11/24/24	
50092		12/12/2023		N		23.88
11/30/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		23.88

Open

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

VENDOR TOTAL: 29.48

ALLSTAR	ALLSTAR ALARM LLC	12/04/2023	382094	FOA	1/1/24 - 3/31/24 - HERO TEEN CENTER	
50076	8345 MAIN STREET	12/12/2023		N		150.00
12/01/2023	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		12/12/2023		Y		150.00

Open

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

VENDOR TOTAL: 150.00

AMAZON.COM	AMAZON CAPITAL SERVICES	11/28/2023	112223	FOA	LAMINATING SHEETS, CLEAR LABEL POCKE	
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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		
50049	P.O. BOX 035184	12/12/2023		N		158.08
11/22/2023	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		12/12/2023		N		158.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	9.83
101-400-727.000	SUPPLIES & POSTAGE	5.57
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	143.88
101-215-727.000	SUPPLIES & POSTAGE	(1.20)
		<u>158.08</u>

VENDOR TOTAL: 158.08

APPLIED	APPLIED INNOVATION	11/22/2023	2363824	FOA	10/23/23 - 11/22/23 - RICOH MP6055SP	
50037	7718 SOLUTION CENTER	12/12/2023		N		41.60
11/22/2023	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		12/12/2023		N		41.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	41.60

VENDOR TOTAL: 41.60

BESTBUY	BEST BUY	11/28/2023	103123	FOA	TV FOR SCADA SYSTEM AT WTP	
50051	8487 W GRAND RIVER AVE	12/12/2023		N		159.99
10/31/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		12/12/2023		N		159.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	159.99

VENDOR TOTAL: 159.99

CINTAS	CINTAS CORPORATION	11/27/2023	4175145213	FOA	MATS	
50041	P.O. BOX 630910	12/12/2023		N		61.88
11/27/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/12/2023		N		61.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	61.88

CINTAS	CINTAS CORPORATION	12/01/2023	9249928347	FOA	EYEWASH SERVICE AGREEMENT	
50075	P.O. BOX 630910	12/12/2023		N		100.00
12/01/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		12/12/2023		N		100.00

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	100.00

VENDOR TOTAL: 161.88

CIOFU	CIOFU, LARRY N	12/05/2023	120523	FOA	MAMC REIMBURSEMENT FOR EXPENSES	
50086	1340 WINDMILL LANE	12/12/2023		N		86.02
12/05/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/12/2023		N		86.02

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	86.02

VENDOR TOTAL: 86.02

CIVICPLUS	CIVICPLUS, LLC	12/05/2023	285154	FOA	12/1/23 - 11/30/24 - MUNICODE WEB	
50089	P.O. BOX 737311	12/12/2023		N		4,266.40
12/05/2023	DALLAS TX, 75373-7311	/ /	0.0000	N		0.00
		12/12/2023		N		4,266.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	4,266.40

VENDOR TOTAL: 4,266.40

COMCAST	COMCAST	11/28/2023	NOV 2023	FOA	PHONE, INTERNET, CABLE AT TWP HALL &	
50052	P.O. BOX 70219	12/12/2023		N		1,446.30
11/01/2023	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		12/12/2023		N		1,446.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	81.90
536-000-805.000	INTERNET	136.85
577-000-806.000	CABLE TV FEES	140.40
577-000-805.000	INTERNET	224.90
536-000-805.000	INTERNET	188.45
577-000-805.000	INTERNET	673.80

1,446.30

VENDOR TOTAL: 1,446.30

CONSUMER	CONSUMERS ENERGY	12/01/2023	201809150611	FOA	DEC 2023 - PARSHALLVILLE SIRENS	
50097	PO BOX 740309	12/12/2023		N		44.29
12/01/2023	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		12/12/2023		N		44.29

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
206-000-920.002	UTILITIES - ELECTRIC	44.29
CONSUMER	CONSUMERS ENERGY	11/30/2023
50098	PO BOX 740309	12/12/2023
11/30/2023	CINCINNATI OH, 45274-0309	/ / 0.0000
		12/12/2023
		FOA NOV 2023 - LED LIGHT
		N 160.28
		N 0.00
		N 160.28

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	160.28
CONSUMER	CONSUMERS ENERGY	11/30/2023
50096	PO BOX 740309	12/12/2023
11/30/2023	CINCINNATI OH, 45274-0309	/ / 0.0000
		12/12/2023
		FOA NOVEMBER 2023 - STREETLIGHTS
		N 25.69
		N 0.00
		N 25.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	25.69

VENDOR TOTAL: 230.26

COSTCO	COSTCO	11/28/2023	110223	FOA	DEPOSIT SLIPS	
50053		12/12/2023		N		40.39
11/01/2023		/ /	0.0000	N		0.00
		12/12/2023		N		40.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-727.000	SUPPLIES & POSTAGE	40.39

VENDOR TOTAL: 40.39

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	12/01/2023	148969	FOA	DEC 2023 - PARKS	
50074	PO BOX 241	12/12/2023		N		300.00
12/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/12/2023		Y		300.00

Open

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

VENDOR TOTAL: 300.00

0070	DTE ENERGY	11/30/2023	200134728081	FOA	NOV 2023 - MILLPOINTE, FIDDLERS GROV	
50079	P.O BOX 740786	12/12/2023		N		1,686.92
	CINCINNATI					

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
11/30/2023	OH, 45274-0786	/ /	0.0000	N		0.00
		12/12/2023		N		1,686.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	302.94
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.98
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.16
101-448-921.000	STREET LIGHTS	1,335.84
		<u>1,686.92</u>

VENDOR TOTAL: 1,686.92

CGD	DUNN, CHRISTOPHER	11/17/2023	352	FOA	REPAIRS TO OVERHEAD HEATERS AT WTP	
50072	CGD MECHANICAL LLC	12/12/2023		N		500.00
	1870 NOBLE RD					
11/17/2023	WILLIAMSTON MI, 48895	/ /	0.0000	N		0.00
		12/12/2023		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	500.00

VENDOR TOTAL: 500.00

ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	11/28/2023	NOV 2023	FOA	PEST CONTROL AT TWP HALL, HERO TEEN	
50054	P.O. BOX 92180	12/12/2023		N		297.00
11/01/2023	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		12/12/2023		Y		297.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	198.00
536-000-801.000	CONTRACTED SERVICES	99.00
		<u>297.00</u>

VENDOR TOTAL: 297.00

ELECTROCYC	ELECTROCYCLE, INC.	11/28/2023	46015	FOA	DOCUMENT DESTRUCTION	
50067	23953 RESEARCH DR	12/12/2023		N		42.00
11/28/2023	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		12/12/2023		N		42.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	42.00

VENDOR TOTAL: 42.00

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
ETNA	ETNA SUPPLY COMPANY	11/02/2023	S104347261.009	FOA	SMARTPOINT METER TRANSCEIVER UNITS	
49959	P.O. BOX 772107	12/12/2023		N		7,770.00
11/02/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		12/12/2023		N		7,770.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	7,770.00

ETNA	ETNA SUPPLY COMPANY	11/03/2023	S104681583.008	FOA	SMARTPOINT METER TRANSCEIVER UNIT	
49958	P.O. BOX 772107	12/12/2023		N		9,990.00
11/03/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		12/12/2023		N		9,990.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	9,990.00

VENDOR TOTAL: 17,760.00

5888	FOSTER, SWIFT, COLLINS & SMITH	11/30/2023	872468	FOA	NOVEMBER 2023	
50083	313 S. WASHINGTON SQUARE	12/12/2023		N		14,120.00
11/30/2023	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		12/12/2023		Y		14,120.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	258.50
101-101-826.000	LEGAL FEES	446.50
101-400-826.000	LEGAL FEES	329.00
101-400-801.100-0022	HUNTERS RIDGE	987.00
590-000-826.000	LEGAL FEES	10,101.50
101-101-826.000	LEGAL FEES	305.50
536-000-826.000	LEGAL FEES	1,692.00
		14,120.00

VENDOR TOTAL: 14,120.00

GODADDY	GO DADDY	11/30/2023	2798220920	FOA	NOV 2023	
50091		12/12/2023		N		26.99
11/30/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		26.99

Open

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

VENDOR TOTAL: 26.99

0150	HARTLAND CONSOLIDATED SCHOOLS	11/30/2023	174203	FOA	NOVEMBER 2023 FUEL	
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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		
50090	9525 E HIGHLAND ROAD	12/12/2023		N		438.78
11/30/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/12/2023		N		438.78

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	133.10
536-000-860.000	GASOLINE	305.68
		<u>438.78</u>

VENDOR TOTAL: 438.78

0001	HARTLAND TOWNSHIP GENERAL FUND	12/01/2023	121223	FOA	4TH FQ 23 SALARY ALLOCATIONS	
49361		12/12/2023		N		77,795.10
12/01/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		77,795.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	41,662.22
590-000-720.000	ADMINISTRATIVE FEES	36,132.88
		<u>77,795.10</u>

VENDOR TOTAL: 77,795.10

WATERO&M	HARTLAND TOWNSHIP WATER O & M	11/30/2023	120623	FOA	NOV 2023	
50095	2655 CLARK RD	12/12/2023		N		3,432.40
11/30/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		12/12/2023		N		3,432.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	1,239.14
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,609.84
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	583.42
		<u>3,432.40</u>

VENDOR TOTAL: 3,432.40

LCMCA	L.C.M.C.A.	12/06/2023	120623	FOA	POLL WORKER PINS	
50094	C/O LIZ WHITT	12/12/2023		N		118.30
12/06/2023	P.O. BOX 1157	/ /	0.0000	N		0.00
	FOWLERVILLE MI, 48836	12/12/2023		N		118.30

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	118.30

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: 118.30

2909	LIVINGSTON CTY.DRAIN COMMISSIO	11/30/2023	3754	FOA	NOV 2023 SEWER SYSTEM O&M	
50084	2300 E. GRAND RIVER	12/12/2023		N		194,403.15
	STE. 105					
12/04/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/12/2023		N		194,403.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	194,403.15

VENDOR TOTAL: 194,403.15

LDPA	LIVINGSTON DAILY PRESS & ARGUS	11/11/2023	NOV 2023	FOA	NOV 2023	
50080		12/12/2023		N		11.99
	3964 SOLUTIONS CENTER					
11/11/2023	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		12/12/2023		N		11.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	11.99

VENDOR TOTAL: 11.99

MACEO	MI ASSOC. CODE ENFORCEMENT OFFICERS	11/28/2023	02039	FOA	NOVEMBER 2023 MEETING	
50056	C/O JEANNIE NILAND - CITY OF NOVI	12/12/2023		N		20.00
	45175 TEN MILE ROAD					
11/07/2023	NOVI MI, 48375	/ /	0.0000	N		0.00
		12/12/2023		N		20.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-957.000	EDUCATION/TRAINING/CONVENTION	20.00

VENDOR TOTAL: 20.00

MAMC	MICHIGAN ASS'N OF MUNICIPAL CLERKS	12/05/2023	10373	FOA	2024 ANNUAL MEMBERSHIP	
50085	ATTN: MEMBERSHIP	12/12/2023		N		75.00
	120 N WASHINGTON SQ, SUITE 110A					
12/05/2023	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		12/12/2023		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-804.000	MEMBERSHIP & DUES	75.00

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: 75.00

MSU	MICHIGAN STATE UNIVERSITY	11/28/2023	112023	FOA	EVENT FOR M. WYATT & S. MCMULLEN	
50058	C/O GEORGETTE KENNEDY	12/12/2023		N		50.00
	312 AGRICULTURE HALL					
11/14/2023	EAST LANSING MI, 48824	/ /	0.0000	N		0.00
		12/12/2023		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.000	EDUCATION/TRAINING/CONVENTION	50.00

VENDOR TOTAL: 50.00

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	11/28/2023	264300	FOA	CLASSIFIED AD	
50057	P.O. BOX 80078	12/12/2023		N		75.00
11/14/2023	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		12/12/2023		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-900.000	PRINTING & PUBLICATIONS	75.00

VENDOR TOTAL: 75.00

NEARMAP	NEARMAP US INC	11/28/2023	1061240	FOA	ANNUAL SUBSCRIPTION	
50059	10897 SOUTH RIVER FRONT PARKWAY	12/12/2023		N		6,250.00
	SUITE 150					
10/11/2023	SOUTH JORDAN UT, 84095	/ /	0.0000	N		0.00
		12/12/2023		N		6,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	6,250.00

VENDOR TOTAL: 6,250.00

NTE	NORTHERN TOOL & EQUIPMENT	11/28/2023	52836047	FOA	HIGH TORQUE IMPACT	
50063		12/12/2023		N		641.98
11/03/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		641.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	641.98

VENDOR TOTAL: 641.98

PAYPAL	PAYPAL	11/28/2023	173	FOA	WINTER NEWSLETTER	
50060		12/12/2023		N		50.00

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

11/07/2023	,	/ /	0.0000	N		0.00
		12/12/2023		N		50.00

Open

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

VENDOR TOTAL: 50.00

1180	PETER'S TRUE VALUE HARDWARE	11/21/2023	70158	FOA	TOLIET DRAIN	
50036	3455 W. HIGHLAND ROAD	12/12/2023		N		6.99
11/21/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/12/2023		N		6.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	6.99

1180	PETER'S TRUE VALUE HARDWARE	11/21/2023	K70147	FOA	BACK PACK BLOWER	
50035	3455 W. HIGHLAND ROAD	12/12/2023		N		649.99
11/21/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/12/2023		N		649.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	649.99

1180	PETER'S TRUE VALUE HARDWARE	11/27/2023	K70215	FOA	SNOW PLOW EQUIP REPAIR	
50039	3455 W. HIGHLAND ROAD	12/12/2023		N		34.27
11/27/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/12/2023		N		34.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	34.27

1180	PETER'S TRUE VALUE HARDWARE	11/27/2023	K70219	FOA	SNOW SHOVELS	
50043	3455 W. HIGHLAND ROAD	12/12/2023		N		52.97
11/27/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/12/2023		N		52.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	52.97

1180	PETER'S TRUE VALUE HARDWARE	11/30/2023	K70271	FOA	PAINT FOR TRAILER REPAIR	
50073	3455 W. HIGHLAND ROAD	12/12/2023		N		44.26
11/30/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		12/12/2023		N		44.26

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
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	44.26
1180	PETER'S TRUE VALUE HARDWARE	12/04/2023
50077	3455 W. HIGHLAND ROAD	12/12/2023
12/04/2023	MILFORD MI, 48380	/ /
		0.0000
		12/12/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	19.99

VENDOR TOTAL: 808.47

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	11/30/2023	120423	FOA	REPLENISH POSTAGE IN MACHINE FOR ALL	
50082	P.O. BOX 981023	12/12/2023		N		454.42
11/30/2023	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		12/12/2023		N		454.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	54.81
101-209-727.000	SUPPLIES & POSTAGE	71.13
101-215-727.000	SUPPLIES & POSTAGE	183.98
101-191-727.000	SUPPLIES & POSTAGE	61.05
101-400-727.000	SUPPLIES & POSTAGE	10.08
101-253-811.100	TAX COLLECTION	52.29
536-000-727.000	SUPPLIES/POSTAGE	1.07
590-000-727.000	SUPPLIES & POSTAGE	1.06
101-722-727.000	SUPPLIES & POSTAGE	18.95
		454.42

VENDOR TOTAL: 454.42

PREISS	PREISS COMPANIES LLC	11/28/2023	15127	FOA	TREE CLEAN UP AT PARSHALLVILLE CEMET	
50066	8211 CLYDE ROAD	12/12/2023		N		1,500.00
07/21/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		12/12/2023		N		1,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-930.000	REPAIRS & MAINTENANCE	1,500.00

PREISS	PREISS COMPANIES LLC	11/27/2023	15223	FOA	REMOVE OLD PARKING BLOCKS IN VILLAGE	
50065	8211 CLYDE ROAD	12/12/2023		N		3,750.00
11/27/2023	FENTON MI, 48430	/ /	0.0000	N		0.00
		12/12/2023		N		3,750.00

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
204-000-969.300	OTHER ROAD IMPROVEMENTS	3,750.00
PREISS 50070 11/27/2023	PREISS COMPANIES LLC 8211 CLYDE ROAD FENTON MI, 48430	11/27/2023 15224 12/12/2023 / / 0.0000 12/12/2023
	FOA M-59 SIDEWALK GAP PROJECT	N N N
		15,390.00 0.00 15,390.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	15,390.00
VENDOR TOTAL:		20,640.00

7532 50087 11/27/2023	PRINTING SYSTEMS, INC. 12005 BEECH DALY TAYLOR MI, 48180	11/27/2023 229901 12/12/2023 / / 0.0000 12/12/2023	FOA N N N	ELECTION SUPPLIES	816.41 0.00 816.41
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Open

GL NUMBER	DESCRIPTION	AMOUNT			
101-191-727.000	SUPPLIES & POSTAGE	816.41			
7532 50088 11/27/2023	PRINTING SYSTEMS, INC. 12005 BEECH DALY TAYLOR MI, 48180	11/27/2023 229902 12/12/2023 / / 0.0000 12/12/2023	FOA N N N	ELECTION SUPPLIES	702.98 0.00 702.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	702.98
VENDOR TOTAL:		1,519.39

RURALKING 50061 11/21/2023	RURAL KING 4216 DEWITT AVE MATTOON IL, 61938	11/28/2023 112123 12/12/2023 / / 0.0000 12/12/2023	FOA N N N	ADJ WRENCH, JUMBO WRENCH SET, REFUND	532.91 0.00 532.91
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Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	490.93
101-265-930.000	REPAIRS & MAINTENANCE	41.98
		532.91

VENDOR TOTAL: 532.91

SHUTTERSTO 50081 11/19/2023	SHUTTERSTOCK.COM ,	11/19/2023 NOV 2023 12/12/2023 / / 0.0000	FOA N N	NOV 2023	29.00 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

		12/12/2023		N		29.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	29.00

VENDOR TOTAL: 29.00

SPALDING	SPALDING DEDECKER	10/27/2023	96316	FOA	HARTLAND PLAZA THRU 10/1/23	
49920	905 SOUTH BLVD EAST	12/12/2023		N		1,197.50
10/27/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/12/2023		N		1,197.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0028	HARTLAND PLAZA - DAIRY QUEEN	1,197.50

SPALDING	SPALDING DEDECKER	10/27/2023	96317	FOA	BUFFALO WILD WINGS THRU 10/1/23	
49921	905 SOUTH BLVD EAST	12/12/2023		N		3,882.50
10/27/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/12/2023		N		3,882.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0042	PWRW LLC (BUFFALO WILD WINGS)	3,882.50

SPALDING	SPALDING DEDECKER	10/27/2023	96318	FOA	REDWOOD LIVING THRU 10/1/23	
49922	905 SOUTH BLVD EAST	12/12/2023		N		1,050.00
10/27/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/12/2023		N		1,050.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0026	REDWOOD USA LLC	1,050.00

SPALDING	SPALDING DEDECKER	10/27/2023	96319	FOA	COURTYARDS OF HARTLAND THRU 10/1/23	
49928	905 SOUTH BLVD EAST	12/12/2023		N		600.00
10/27/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/12/2023		N		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100	PROFESSIONAL REVIEW COSTS	600.00

SPALDING	SPALDING DEDECKER	10/27/2023	96320	FOA	HUNTERS RIDGE THRU 10/1/23	
49923	905 SOUTH BLVD EAST	12/12/2023		N		850.00
10/27/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		12/12/2023		N		850.00

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
101-400-801.100-0022	HUNTERS RIDGE	850.00
SPALDING	SPALDING DEDECKER	10/27/2023 96321
49924	905 SOUTH BLVD EAST	12/12/2023
10/27/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		12/12/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0027	PIRHL	846.00
SPALDING	SPALDING DEDECKER	10/27/2023 96323
49926	905 SOUTH BLVD EAST	12/12/2023
10/27/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		12/12/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0045	RONNISCH CONSTR. GRP LLC - PLANET FITNES	550.00
SPALDING	SPALDING DEDECKER	10/27/2023 96324
49927	905 SOUTH BLVD EAST	12/12/2023
10/27/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		12/12/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100	PROFESSIONAL REVIEW COSTS	2,390.00
SPALDING	SPALDING DEDECKER	11/20/2023 96688
50032	905 SOUTH BLVD EAST	12/12/2023
11/20/2023	ROCHESTER HILLS MI, 48307	/ / 0.0000
		12/12/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	6,255.00

VENDOR TOTAL: 17,621.00

GL NUMBER	DESCRIPTION	AMOUNT
STAPLES	STAPLES	11/28/2023 103023
50062	PO BOX 660409	12/12/2023
10/30/2023	DALLAS TX, 75266-0409	/ / 0.0000
		12/12/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	209.99



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

VENDOR TOTAL: 209.99

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	11/20/2023	6161618	FOA	10/25/23 - 11/24/23 - ESTUDIO2830C	
50044	PO BOX 927	12/12/2023		N		0.10
11/20/2023	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		12/12/2023		N		0.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	0.10

VENDOR TOTAL: 0.10

SCADA	UIS SCADA, INC.	11/30/2023	530370457	FOA	SERVICES THROUGH 2/23/23 FOR CHEMICA	
50071	2290 BISHOP CIRCLE EAST	12/12/2023		N		320.00
04/17/2023	DEXTER MI, 48130	/ /	0.0000	N		0.00
		12/12/2023		N		320.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	320.00

VENDOR TOTAL: 320.00

VC3, INC.	VC3, INC.	11/30/2023	131222	FOA	NOV 2023 - MS OFFICE 365	
50069	C/O PNC BANK	12/12/2023		N		562.50
11/30/2023	P.O. BOX 746804	/ /	0.0000	N		0.00
	ATLANTA GA, 30374-6804	12/12/2023		N		562.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	562.50

VENDOR TOTAL: 562.50

WATERTECH	WATER TECH	12/06/2023	58971	FOA	OCTOBER 2023	
50100	718 S MICHIGAN	12/12/2023		N		110.00
10/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/12/2023		N		110.00

Open

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

VENDOR TOTAL: 110.00

WSP	WSP USA ENVIRONMENT	12/04/2023	H19221471	FOA	WWTP/LTM REPORTING THRU 11/17/23	
50093	P.O. BOX 74008618	12/12/2023		N		1,493.00
12/04/2023	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00

12/07/2023 01:35 PM  
 User: SUSANC  
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
 EXP CHECK RUN DATES 12/12/2023 - 12/12/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

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
		12/12/2023		N		1,493.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	1,493.00

VENDOR TOTAL: 1,493.00

TOTAL - ALL VENDORS: 369,165.79

FUND TOTALS:

Fund 101 - GENERAL FUND	25,537.50
Fund 204 - MUNICIPAL STREET FUND	3,750.00
Fund 206 - FIRE OPERATING	44.29
Fund 401 - CAPITAL PROJECTS FUND	21,645.00
Fund 536 - WATER SYSTEM FUND	65,432.41
Fund 577 - CABLE TV FUND	12,118.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	240,638.59

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Post Audit of Disbursements Between Board Meetings

**Date:** December 5, 2023

## 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 - \$580,350.62

November 15, 2023 Payroll - \$74,255.81

November 30, 2023 Payroll - \$89,370.01

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY24 budget.

## Attachments

Post Audit Bills List 11.02.2023

Post Audit Bills List 11.09.2023

Post Audit Bills List 11.21.2023

Post Audit Bills List 11.30.2023

Payroll for 11.15.2023

Payroll for 11.30.2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/02/2023	FOA	44143	PINE BLUFFS CONDO	DUE TO MISCELLANEOUS	590-000-214.000	1,645.92
11/02/2023	FOA	44144	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	45.30
		44144		SUPPLIES & POSTAGE	101-191-727.000	70.92
		44144		SUPPLIES & POSTAGE	101-192-727.000	5.61
		44144		SUPPLIES & POSTAGE	101-209-727.000	39.68
		44144		SUPPLIES & POSTAGE	101-215-727.000	135.10
		44144		SUPPLIES & POSTAGE	101-253-727.000	5.04
		44144		TAX COLLECTION	101-253-811.100	23.31
		44144		SUPPLIES & POSTAGE	101-400-727.000	23.94
		44144		SUPPLIES & POSTAGE	101-567-727.000	9.65
		44144		SUPPLIES & POSTAGE	101-722-727.000	0.63
		44144		SUPPLIES/POSTAGE	536-000-727.000	32.81
		44144		SUPPLIES & POSTAGE	590-000-727.000	32.80
						424.79
11/02/2023	FOA	44145	UNIVAR SOLUTIONS	WATER TREAT. CHEMICALS	536-000-740.001	1,440.44
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		3,511.15

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	45.30
101-191-727.000	SUPPLIES & POSTAGE	70.92
101-192-727.000	SUPPLIES & POSTAGE	5.61
101-209-727.000	SUPPLIES & POSTAGE	39.68
101-215-727.000	SUPPLIES & POSTAGE	135.10
101-253-727.000	SUPPLIES & POSTAGE	5.04
101-253-811.100	TAX COLLECTION	23.31
101-400-727.000	SUPPLIES & POSTAGE	23.94
101-567-727.000	SUPPLIES & POSTAGE	9.65
101-722-727.000	SUPPLIES & POSTAGE	0.63
536-000-727.000	SUPPLIES/POSTAGE	32.81
536-000-740.001	WATER TREAT. CHEMICALS	1,440.44
590-000-214.000	DUE TO MISCELLANEOUS	1,645.92
590-000-727.000	SUPPLIES & POSTAGE	32.80
	TOTAL	3,511.15

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/09/2023	FOA	44180	CHASE BANK	SUPPLIES & POSTAGE	101-172-727.000	44.90
		44180		EDUCATION/TRAINING/CONVENTION	101-192-957.000	289.42
		44180		SUPPLIES & POSTAGE	101-209-727.000	104.32
		44180		MEMBERSHIP & DUES	101-209-804.000	642.14
		44180		SUPPLIES & POSTAGE	101-215-727.000	17.99
		44180		REPAIRS & MAINTENANCE	101-239-930.000	51.48
		44180		SUPPLIES & POSTAGE	101-253-727.000	40.39
		44180		MEMBERSHIP & DUES	101-253-804.000	678.47
		44180		EDUCATION/TRAINING/CONVENTION	101-253-957.000	518.20
		44180		OPERATING SUPPLIES	101-265-740.000	19.99
		44180		CONTRACTED SERVICES	101-265-801.000	198.00
		44180		TELEPHONE	101-265-851.000	19.68
		44180		EDUCATION/TRAINING/CONVENTION	101-400-957.000	15.00
		44180		REPAIRS & MAINTENANCE	101-567-930.000	150.00
		44180		CONTRACTED SERVICES	101-577-801.000	40.99
		44180		SPECIAL EVENTS	101-577-956.000	62.36
		44180		OPERATING SUPPLIES	101-751-740.000	42.45
		44180		OTHER ROAD IMPROVEMENTS	204-000-969.300	480.95
		44180		OPERATING SUPPLIES	536-000-740.000	295.86
		44180		WATER TREAT. CHEMICALS	536-000-740.001	2,853.56
		44180		CONTRACTED SERVICES	536-000-801.000	99.00
		44180		INTERNET	536-000-805.000	324.80
		44180		TELEPHONE	536-000-851.000	81.67
		44180		PRINTING & PUBLICATIONS	536-000-900.000	26.99
		44180		REPAIRS & MAINT VEHICLE/EQUIP	536-000-930.002	216.34
		44180		CONTRACTED SERVICES & RENTALS	577-000-801.000	500.00
		44180		INTERNET	577-000-805.000	898.70
		44180		CABLE TV FEES	577-000-806.000	140.40
						8,854.05
11/09/2023	FOA	44181	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	192.37
		44181		UTILITIES - ELECTRIC	206-000-920.002	43.59
						235.96
11/09/2023	FOA	44182	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	50.66
11/09/2023	FOA	44183	NORTHWEST PIPE AND SUPPLY INC	OPERATING SUPPLIES	536-000-740.000	144.77
				TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS	9,285.44

--- GL TOTALS ---

101-172-727.000	SUPPLIES & POSTAGE	44.90
101-192-957.000	EDUCATION/TRAINING/CONVENTION	289.42
101-209-727.000	SUPPLIES & POSTAGE	104.32
101-209-804.000	MEMBERSHIP & DUES	642.14
101-215-727.000	SUPPLIES & POSTAGE	17.99
101-239-930.000	REPAIRS & MAINTENANCE	51.48
101-253-727.000	SUPPLIES & POSTAGE	40.39
101-253-804.000	MEMBERSHIP & DUES	678.47
101-253-957.000	EDUCATION/TRAINING/CONVENTION	518.20

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-740.000				OPERATING SUPPLIES		19.99
101-265-801.000				CONTRACTED SERVICES		198.00
101-265-851.000				TELEPHONE		19.68
101-400-957.000				EDUCATION/TRAINING/CONVENTION		15.00
101-448-921.000				STREET LIGHTS		192.37
101-567-930.000				REPAIRS & MAINTENANCE		150.00
101-577-801.000				CONTRACTED SERVICES		40.99
101-577-956.000				SPECIAL EVENTS		62.36
101-751-740.000				OPERATING SUPPLIES		42.45
101-751-920.002				UTILITIES - ELECTRIC		50.66
204-000-969.300				OTHER ROAD IMPROVEMENTS		480.95
206-000-920.002				UTILITIES - ELECTRIC		43.59
536-000-740.000				OPERATING SUPPLIES		440.63
536-000-740.001				WATER TREAT. CHEMICALS		2,853.56
536-000-801.000				CONTRACTED SERVICES		99.00
536-000-805.000				INTERNET		324.80
536-000-851.000				TELEPHONE		81.67
536-000-900.000				PRINTING & PUBLICATIONS		26.99
536-000-930.002				REPAIRS & MAINT VEHICLE/EQUIP		216.34
577-000-801.000				CONTRACTED SERVICES & RENTALS		500.00
577-000-805.000				INTERNET		898.70
577-000-806.000				CABLE TV FEES		140.40
				TOTAL		9,285.44

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/21/2023	FOA	44184	ALLSTAR ALARM LLC	REPAIRS & MAINTENANCE	101-265-930.000	34.62
		44184		REPAIRS & MAINT - HERO TEEN CTR	101-265-930.001	219.00
						<u>253.62</u>
11/21/2023	FOA	44185	AVI-SPL LLC	CAPITAL OUTLAY	577-000-970.000	11,640.84
11/21/2023	FOA	44186	CINTAS CORPORATION	CONTRACTED SERVICES	101-265-801.000	49.90
		44186		OPERATING SUPPLIES	536-000-740.000	234.46
						<u>284.36</u>
11/21/2023	FOA	44187	CONSTANT MOTION PRODUCTIONS	CONTRACTED SERVICES & RENTALS	577-000-801.000	4,750.00
11/21/2023	FOA	44188	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	280.56
		44188		UTILITIES - GAS	536-000-920.001	84.42
						<u>364.98</u>
11/21/2023	FOA	44189	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	223.16
		44189		EMPLOYMENT EXPENSE	101-192-716.000	70.64
		44189		EMPLOYMENT EXPENSE	101-215-716.000	66.64
		44189		EMPLOYMENT EXPENSE	101-253-716.000	133.28
		44189		EMPLOYMENT EXPENSE	101-400-716.000	187.83
		44189		EMPLOYMENT EXPENSE	101-441-716.000	242.38
		44189		EMPLOYMENT EXPENSE	536-000-716.000	191.83
						<u>1,115.76</u>
11/21/2023	FOA	44190	DOUGIE'S DISPOSAL & RECYCLING	CONTRACTED SERVICES	101-751-801.000	300.00
11/21/2023	FOA	44191	DTE ENERGY	MILLPOINTE STREETLIGHTS DEPOSIT	101-000-282.001	300.36
		44191		FIDDLAR GROVE STREETLIGHT DEPOSIT	101-000-282.002	22.98
		44191		WALNUT RIDGE STREETLIGHTS DEPOSIT	101-000-282.003	25.16
		44191		UTILITIES - ELECTRIC	101-265-920.002	1,082.00
		44191		STREET LIGHTS	101-448-921.000	1,375.95
		44191		UTILITIES	101-567-920.000	14.87
		44191		UTILITIES - ELECTRIC	101-751-920.002	166.00
		44191		UTILITIES - ELECTRIC	206-000-920.002	23.00
		44191		UTILITIES - ELECTRIC	536-000-920.002	3,085.08
						<u>6,095.40</u>
11/21/2023	FOA	44192	ECONO PRINT	TAX PREPARATION	101-253-811.000	5,822.77
11/21/2023	FOA	44193	ELECTROCYCLE, INC.	CONTRACTED SERVICES	101-172-801.000	42.00
11/21/2023	FOA	44194	FIVE STAR SIGNS, INC.	REPAIRS & MAINTENANCE	101-567-930.000	812.00
		44194		REPAIRS & MAINTENANCE	101-751-930.000	2,100.00
						<u>2,912.00</u>
11/21/2023	FOA	44195	FONSON CONSTRUCTION CO	FONSON CNSTRCTN WATER HYDRANT	536-000-287.000-0032	1,447.78
11/21/2023	FOA	44196	FOSTER, SWIFT, COLLINS & SMITH	LEGAL FEES	101-101-826.000	352.50
		44196		LEGAL FEES	101-209-826.000	493.50

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 11/21/2023 - 11/21/2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		44196		LEGAL FEES	536-000-826.000	376.00
		44196		LEGAL FEES	590-000-826.000	14,417.21
						<u>15,639.21</u>
11/21/2023	FOA	44197	HARTLAND AREA CHAMBER OF	MEMBERSHIP & DUES	101-101-804.000	345.00
11/21/2023	FOA	44198	HARTLAND CONSOLIDATED SCHOOLS	GASOLINE	101-239-860.000	43.89
		44198		GASOLINE	536-000-860.000	665.75
						<u>709.64</u>
11/21/2023	FOA	44199	HARTLAND DEERFIELD FIRE	REPAIRS & MAINTENANCE BLD&GRDS	206-000-930.003	3,975.00
11/21/2023	FOA	44200	HARTLAND TOWNSHIP GENERAL FUND	DOG LICENSES ESCROW	701-000-290.250	21.00
		44200		MOBILE HOME FEES ESCROW	701-000-290.300	285.50
						<u>306.50</u>
11/21/2023	FOA	44201	HARTLAND TOWNSHIP WATER O & M	CONTRACT SERVICES - WATER SYSTEM	101-265-801.009	1,602.49
		44201		CONTRACT SERVICES - WATER SYSTEM	101-567-801.009	1,076.19
		44201		CONTRACT SERVICES - WATER SYSTEM	101-751-801.009	2,517.78
						<u>5,196.46</u>
11/21/2023	FOA	44202	LIVINGSTON COUNTY ASSESSOR'S	EDUCATION/TRAINING/CONVENTION	101-209-957.000	140.00
11/21/2023	FOA	44203	LIVINGSTON COUNTY TREASURER	DOG LICENSES ESCROW	701-000-290.250	244.00
		44203		MOBILE HOME FEES ESCROW	701-000-290.300	1,427.50
						<u>1,671.50</u>
11/21/2023	FOA	44204	LIVINGSTON CTY ROAD COMMISSION	PAVED ROAD IMPROVEMENTS	204-000-969.200	330,000.00
11/21/2023	FOA	44205	LIVINGSTON CTY.DRAIN COMMISSIO	MISCELLANEOUS	101-465-956.000	349.42
11/21/2023	FOA	44206	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	220.00
		44206		PRINTING & PUBLICATIONS	101-410-900.000	80.00
						<u>300.00</u>
11/21/2023	FOA	44207	MICHIGAN MUNICIPAL TREASURERS	MEMBERSHIP & DUES	101-253-804.000	99.00
11/21/2023	FOA	44208	MICHIGAN.COM	MEMBERSHIP & DUES	101-101-804.000	63.00
11/21/2023	FOA	44209	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	191.56
		44209		EMPLOYMENT EXPENSE	101-192-716.000	108.63
		44209		EMPLOYMENT EXPENSE	101-209-716.000	155.25
		44209		EMPLOYMENT EXPENSE	101-215-716.000	65.08
		44209		EMPLOYMENT EXPENSE	101-253-716.000	79.04
		44209		EMPLOYMENT EXPENSE	101-400-716.000	124.66
		44209		EMPLOYMENT EXPENSE	101-441-716.000	95.50
		44209		EMPLOYMENT EXPENSE	536-000-716.000	138.06
						<u>957.78</u>
11/21/2023	FOA	44210	PETER'S TRUE VALUE HARDWARE	UTILITIES - SOFTENER	101-265-920.003	69.90



Check Date	Bank	Check #	Payee	Description	GL #	Amount
		44210		OPERATING SUPPLIES	536-000-740.000	54.97
		44210		REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	207.96
						<u>332.83</u>
11/21/2023	FOA	44211	PM TECHNOLOGIES	REPAIRS & MAINTENANCE BLD&GRDS	536-000-930.003	500.78
11/21/2023	FOA	44212	PRINTING SYSTEMS, INC.	SUPPLIES & POSTAGE	101-191-727.000	359.30
11/21/2023	FOA	44213	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,289.60
		44213		EMPLOYMENT EXPENSE	101-192-716.000	1,267.56
		44213		EMPLOYMENT EXPENSE	101-215-716.000	1,394.34
		44213		EMPLOYMENT EXPENSE	101-253-716.000	633.78
		44213		EMPLOYMENT EXPENSE	101-441-716.000	3,485.88
		44213		EMPLOYMENT EXPENSE	536-000-716.000	2,376.72
						<u>11,447.88</u>
11/21/2023	FOA	44214	SAN MARINO EXCAVATING, INC.	CONTRACTED SERVICES	536-000-801.000	1,060.00
11/21/2023	FOA	44215	SMART SOURCE, LLC MICHIGAN	SUPPLIES & POSTAGE	101-253-727.000	146.54
11/21/2023	FOA	44216	SPALDING DEDECKER	PROFESSIONAL REVIEW COSTS	101-000-628.100	3,400.00
		44216		SIDEWALKS	401-444-969.005	7,737.50
		44216		WATER CONSTRUCT IN PROGRESS	539-000-150.000	1,397.50
						<u>12,535.00</u>
11/21/2023	FOA	44217	STATE OF MICHIGAN	REPAIRS & MAINTENANCE	101-751-930.000	515.76
11/21/2023	FOA	44218	STATE OF MICHIGAN	LEGAL FEES	101-209-826.000	50.00
11/21/2023	FOA	44219	THE SPIRIT OF LIVINGSTON	SUPPLIES & POSTAGE	101-172-727.000	68.00
11/21/2023	FOA	44220	USA BLUE BOOK	OPERATING SUPPLIES	536-000-740.000	66.80
		44220		REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	1,031.17
						<u>1,097.97</u>
11/21/2023	FOA	44221	VSP INSURANCE CO. (CT)	DECEMBER 2022 PREMIUMS	001-000-257.102	38.72
		44221		DECEMBER 2022 PREMIUMS	101-192-716.000	14.20
		44221		DECEMBER 2022 PREMIUMS	101-215-716.000	11.95
		44221		DECEMBER 2022 PREMIUMS	101-253-716.000	23.90
		44221		DECEMBER 2022 PREMIUMS	101-400-716.000	31.62
		44221		DECEMBER 2022 PREMIUMS	101-441-716.000	39.34
		44221		DECEMBER 2022 PREMIUMS	536-000-716.000	33.87
						<u>193.60</u>
11/21/2023	FOA	44222	WSP USA ENVIRONMENT	TREATMENT PLANT SAMPLING	101-441-801.007	2,934.00
			TOTAL - ALL FUNDS	TOTAL OF 39 CHECKS		426,023.68

--- GL TOTALS ---  
 001-000-257.100

ACCRUED MEDICAL BENEFITS

2,289.60

Check Date	Bank	Check #	Payee	Description	GL #	Amount
001-000-257.101				ACCRUED DENTAL BENEFITS		223.16
001-000-257.102				ACCRUED VISION BENEFITS		38.72
001-000-257.103				ACCRUED STD/LTD BENEFITS		191.56
101-000-282.001				MILLPOINTE STREETLIGHTS DEPOSIT		300.36
101-000-282.002				FIDDLAR GROVE STREETLIGHT DEPOSIT		22.98
101-000-282.003				WALNUT RIDGE STREETLIGHTS DEPOSIT		25.16
101-000-628.100				PROFESSIONAL REVIEW COSTS		3,400.00
101-101-804.000				MEMBERSHIP & DUES		408.00
101-101-826.000				LEGAL FEES		352.50
101-172-727.000				SUPPLIES & POSTAGE		68.00
101-172-801.000				CONTRACTED SERVICES		42.00
101-191-727.000				SUPPLIES & POSTAGE		359.30
101-192-716.000				EMPLOYMENT EXPENSE		1,461.03
101-209-716.000				EMPLOYMENT EXPENSE		155.25
101-209-826.000				LEGAL FEES		543.50
101-209-957.000				EDUCATION/TRAINING/CONVENTION		140.00
101-215-716.000				EMPLOYMENT EXPENSE		1,538.01
101-215-900.000				PRINTING & PUBLICATIONS		220.00
101-239-860.000				GASOLINE		43.89
101-253-716.000				EMPLOYMENT EXPENSE		870.00
101-253-727.000				SUPPLIES & POSTAGE		146.54
101-253-804.000				MEMBERSHIP & DUES		99.00
101-253-811.000				TAX PREPARATION		5,822.77
101-265-801.000				CONTRACTED SERVICES		49.90
101-265-801.009				CONTRACT SERVICES - WATER SYSTEM		1,602.49
101-265-920.001				UTILITIES - GAS		280.56
101-265-920.002				UTILITIES - ELECTRIC		1,082.00
101-265-920.003				UTILITIES - SOFTENER		69.90
101-265-930.000				REPAIRS & MAINTENANCE		34.62
101-265-930.001				REPAIRS & MAINT - HERO TEEN CTR		219.00
101-400-716.000				EMPLOYMENT EXPENSE		344.11
101-410-900.000				PRINTING & PUBLICATIONS		80.00
101-441-716.000				EMPLOYMENT EXPENSE		3,863.10
101-441-801.007				TREATMENT PLANT SAMPLING		2,934.00
101-448-921.000				STREET LIGHTS		1,375.95
101-465-956.000				MISCELLANEOUS		349.42
101-567-801.009				CONTRACT SERVICES - WATER SYSTEM		1,076.19
101-567-920.000				UTILITIES		14.87
101-567-930.000				REPAIRS & MAINTENANCE		812.00
101-751-801.000				CONTRACTED SERVICES		300.00
101-751-801.009				CONTRACT SERVICES - WATER SYSTEM		2,517.78
101-751-920.002				UTILITIES - ELECTRIC		166.00
101-751-930.000				REPAIRS & MAINTENANCE		2,615.76
204-000-969.200				PAVED ROAD IMPROVEMENTS		330,000.00
206-000-920.002				UTILITIES - ELECTRIC		23.00
206-000-930.003				REPAIRS & MAINTENANCE BLD&GRDS		3,975.00
401-444-969.005				SIDEWALKS		7,737.50
536-000-287.000-0032				FONSON CNSTRCTN WATER HYDRANT		1,447.78
536-000-716.000				EMPLOYMENT EXPENSE		2,740.48
536-000-740.000				OPERATING SUPPLIES		356.23

Check Date	Bank	Check #	Payee	Description	GL #	Amount
536-000-801.000				CONTRACTED SERVICES		1,060.00
536-000-826.000				LEGAL FEES		376.00
536-000-860.000				GASOLINE		665.75
536-000-920.001				UTILITIES - GAS		84.42
536-000-920.002				UTILITIES - ELECTRIC		3,085.08
536-000-930.001				REPAIRS & MAINTENANCE SYSTEM		1,239.13
536-000-930.003				REPAIRS & MAINTENANCE BLD&GRDS		500.78
539-000-150.000				WATER CONSTRUCT IN PROGRESS		1,397.50
577-000-801.000				CONTRACTED SERVICES & RENTALS		4,750.00
577-000-970.000				CAPITAL OUTLAY		11,640.84
590-000-826.000				LEGAL FEES		14,417.21
701-000-290.250				DOG LICENSES ESCROW		265.00
701-000-290.300				MOBILE HOME FEES ESCROW		1,713.00
				TOTAL		426,023.68

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/30/2023	FOA	44223	COLDSPRING	SUPPLIES & POSTAGE	101-567-727.000	335.00
11/30/2023	FOA	44224	KIANDER, SHILA	EDUCATION/TRAINING/CONVENTION	101-209-957.000	50.00
11/30/2023	FOA	44225	LOWES BUSINESS ACCT/SYNCB	REPAIRS & MAINT - HERO TEEN CTR	101-265-930.001	85.11
11/30/2023	FOA	44226	PREISS COMPANIES LLC	SIDEWALKS	401-444-969.005	139,661.78
11/30/2023	FOA	44227	STAPLES	SUPPLIES & POSTAGE	101-172-727.000	63.04
		44227		SUPPLIES & POSTAGE	101-192-727.000	6.97
		44227		OPERATING SUPPLIES	101-265-740.000	109.78
						<u>179.79</u>
11/30/2023	FOA	44228	VERIZON WIRELESS	DUE TO EMPLOYEES	101-000-232.000	76.00
		44228		REPAIRS & MAINTENANCE	101-209-930.000	80.02
		44228		TELEPHONE	101-265-851.000	774.07
		44228		TELEPHONE	536-000-851.000	248.57
		44228		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						<u>1,218.67</u>
			TOTAL - ALL FUNDS	TOTAL OF 6 CHECKS		141,530.35

--- GL TOTALS ---

101-000-232.000	DUE TO EMPLOYEES	76.00
101-172-727.000	SUPPLIES & POSTAGE	63.04
101-192-727.000	SUPPLIES & POSTAGE	6.97
101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-209-957.000	EDUCATION/TRAINING/CONVENTION	50.00
101-265-740.000	OPERATING SUPPLIES	109.78
101-265-851.000	TELEPHONE	774.07
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	85.11
101-567-727.000	SUPPLIES & POSTAGE	335.00
401-444-969.005	SIDEWALKS	139,661.78
536-000-851.000	TELEPHONE	248.57
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	141,530.35



Check Register Report For Hartland Township  
For Check Dates 11/30/2023 to 11/30/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2023	FOA	17466	BUNN, JAMES W	90.50	83.58	0.00	Open
11/30/2023	FOA	17467	DEDES, AMBER L	570.00	511.73	0.00	Open
11/30/2023	FOA	17468	DOUGLASS, BRUCE H	110.50	97.35	0.00	Open
11/30/2023	FOA	17469	FALTER, ALBERTA M	90.50	83.58	0.00	Open
11/30/2023	FOA	17470	MISSION SQUARE	1,127.01	1,127.01	0.00	Open
11/30/2023	FOA	17471	MISSION SQUARE	3,197.50	3,197.50	0.00	Open
11/30/2023	FOA	17472	MISSION SQUARE	3,086.24	3,086.24	0.00	Open
11/30/2023	FOA	17473	MISSION SQUARE	200.00	200.00	0.00	Open
11/30/2023	FOA	DD8878	LUCE, MICHAEL T	1,944.21	0.00	1,592.17	Cleared
11/30/2023	FOA	DD8879	BARTLEY, MELANIE J	90.50	0.00	79.73	Cleared
11/30/2023	FOA	DD8880	BEDUHN, TIMOTHY L.A.	2,029.50	0.00	1,553.25	Cleared
11/30/2023	FOA	DD8881	BERNARDI, MELYNDA A	1,807.97	0.00	1,410.43	Cleared
11/30/2023	FOA	DD8882	BROOKS, TYLER J	2,808.00	0.00	1,973.31	Cleared
11/30/2023	FOA	DD8883	CARRIGAN, AMANDA K	3,425.00	0.00	2,711.58	Cleared
11/30/2023	FOA	DD8884	CASE, SUSAN E	2,111.47	0.00	1,303.67	Cleared
11/30/2023	FOA	DD8885	CIOFU, LARRY N	2,953.31	0.00	2,132.39	Cleared
11/30/2023	FOA	DD8886	COSGROVE, HEATHER H	1,893.55	0.00	1,555.14	Cleared
11/30/2023	FOA	DD8887	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,684.57	Cleared
11/30/2023	FOA	DD8888	ECKMAN, MATTHEW A	52.50	0.00	46.26	Cleared
11/30/2023	FOA	DD8889	FOUNTAIN, WILLIAM J	2,856.09	0.00	2,399.53	Cleared
11/30/2023	FOA	DD8890	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
11/30/2023	FOA	DD8891	GERMANE, MATTHEW J	546.00	0.00	479.23	Cleared
11/30/2023	FOA	DD8892	GRISSIM, SUSAN L	52.50	0.00	48.49	Cleared
11/30/2023	FOA	DD8893	HAASETH, GWYN M	655.00	0.00	586.61	Cleared
11/30/2023	FOA	DD8894	HORNING, KATHLEEN A	3,106.09	0.00	2,159.01	Cleared
11/30/2023	FOA	DD8895	HUBBARD, TONYA S	1,857.38	0.00	1,211.78	Cleared
11/30/2023	FOA	DD8896	JOHNSON, LISA	2,390.06	0.00	1,538.60	Cleared
11/30/2023	FOA	DD8897	KENDALL, ANTHONY S	50.07	0.00	46.25	Cleared
11/30/2023	FOA	DD8898	LANGER, TROY D	4,017.92	0.00	2,839.59	Cleared
11/30/2023	FOA	DD8899	LOFTUS, DANIEL M	758.77	0.00	650.31	Cleared
11/30/2023	FOA	DD8900	LOUIS, CASEY	1,244.86	0.00	961.52	Cleared
11/30/2023	FOA	DD8901	LUCE, MICHAEL T	5,091.67	0.00	3,736.03	Cleared
11/30/2023	FOA	DD8902	MAYER, JAMES L	52.50	0.00	46.25	Cleared
11/30/2023	FOA	DD8903	MCMULLEN, SUMMER L	546.00	0.00	457.09	Cleared



## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 11-07-23 Hartland Township Board Regular Meeting Minutes

**Date:** December 6, 2023

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for November 7, 2023.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

11-7-23 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 Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present was Township Manager Mike Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the November 7, 2023 Hartland Township Board meeting as presented.**

Motion made by Trustee Germane, Seconded by Treasurer Horning.

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

Voting Nay: None

Absent: 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 7, 2023 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 10-10-23 Hartland Township Board Special Meeting Minutes
- d. 10-10-23 Hartland Township Board Closed Session Meeting Minutes
- e. 10-17-23 Hartland Township Board Regular Meeting Minutes
- f. Land Use Permit #20-225 – Release of Performance Bond for 2830 & 2832 Clark Road
- g. Land Use Permit #22-190 – Release of Performance Bond for 13445 Hibner Road
- h. Mid-Year Budget Amendments

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 07, 2023 – 7:00 PM

## 7. Pending & New Business

### a. Proclamation of Outstanding Service

Supervisor Fountain invited Planning Commissioner Sue Grissim to come forward. Clerk Ciofu then read the Proclamation In Recognition of Outstanding Service to the Hartland Township Planning Department. Trustee Petrucci acknowledged the amount of work that goes into the preparation for Planning Commission meetings and thanked Planning Commissioner Grissim for all that she does for the community.

## 8. Board Reports

Trustee Germane - Stated that there was a HERO Board meeting last night and several other maintenance items were brought to their attention and he will be discussing these with the Township Manager.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - Stated that tomorrow morning at 9:00 a.m. at the Old Hartland High School Board Room, Supervisor Fountain and he will be hosting their annual Breakfast for the Veterans and all are invited to attend, especially any Veterans.

Clerk Ciofu - No report.

Treasurer Horning - Stated that they got the tax roll balanced and submitted to the County and she will be updating the program tomorrow and all of the information will show up on-line for our residents and it will go to the printer next Monday.

Supervisor Fountain - Stated he had no report, but stated that we will be cancelling the November 21, 2023 Board meeting due to lack of agenda items and our next Board meeting will be December 12, 2023.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Township Manager Mike Luce confirmed that the November 21, 2023 Board meeting will be cancelled and the next Board meeting will be on Tuesday, December 12, 2023. He stated that the Parks restrooms have been closed as new bacterial testing would need to be done if we kept them open for a few days in November. He gave a brief overview of the reasons for the requirement for multiple bacterial testing at park sites. He also provided a brief overview of the water treatment plant testing requirements. He stated that the parks restrooms will be winterized in the next week or so. Manager Luce then gave a brief overview of the EGGLE lead/copper testing requirements as the State has mandated that we must verify that 20% of the water system service lines are not lead pipes by October 31, 2024. This would entail around 100 service line tests. We would need to test from the water main to the curb stop and from the curb stop to 18" within a residential home to determine that there are no lead lines. If lead lines are found, we would need to replace them. He stated that we are trying to locate the documentation with the design standards for the water system from around 2001 that would indicate that no lead lines were used in the construction of our water system to prove to the State that we have no lead lines. If the State does not accept this, we would have to do the testing of 20% of the service lines. He estimated the cost of verification would be around \$350 per household tested. He also informed the Board of pending legislation regarding for

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 07, 2023 – 7:00 PM

anyone connected to a water system, the municipality would have to pay \$2 per meter per month to the Low-Income Water Residential Affordability Fund. It has not passed yet, but it is looming out there. We are also watching the solar legislation noting that 50 to 100 megawatts systems would entail an exorbitant amount of property. Per the proposed legislation the Township would still be able to regulate solar power, but once it gets to a specific wattage would be when we would lose local control and the Township would not be able to deny the solar farm. We will also reach out to the resident that inquired as to this issue. Manager Luce provided the Board with a tentative meeting schedule for 2024 Board meetings stating the first meeting in January would be the three year CIP presentation and discussion, the second January meeting would be the Merit Pool discussion, the first meeting in February would be a budget worksession for the General Fund budget, the second February meeting would be the remainder of the budget and the Fire Authority budget, the first meeting in March would be the Public Hearing and Budget approval, and the second March meeting would be the final budget amendments for FY2023.

Manager Luce stated they reviewed the Citizen's Survey results with Cobalt and we received 408 responses from the 2000 surveys that were sent out, which is higher than the national average for responses on surveys. The full report will be condensed for a discussion at the December 12th Board meeting. He pointed out the Road millage was favored by 66% of respondents and the Fire millage was favored by 69% of the respondents. He stated some of the strengths the Township excelled in were parks, police protection, fire coverage, and strength in staffing. Opportunities where we could improve were communication as to how taxes dollars are spent, events, walkability, traffic, and vacant Burger King building. The full report will be distributed to the Board to review. Supervisor Fountain stated that he was invited by Fire Authority Chief Adam Carroll to attend a countywide 911 discussion on communication. He stated there were good discussions held on potential equipment upgrades and the potential construction of several large communication towers throughout the county. He stated they had a brief discussion regarding the use of ARPA funds for this project.

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

**Move to go into closed session to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.269(a).**

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0

Board is in closed session at 7:55 p.m.

Board came out of closed session at 8:10 p.m.

**Move to approve the Manager's contract as discussed in closed session and authorize the Township Supervisor and Clerk sign on behalf of the Township.**

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

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

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0.

**10. Adjournment**

**Move to adjourn the meeting at 8:15 p.m.**

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

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

Voting Nay: None

Absent: None

# PROCLAMATION



In Recognition of Outstanding Service to the Hartland Township Planning Department

WHEREAS, the progress and development of Hartland Township depends greatly upon the expertise and dedication of individuals who commit their time and talents to enhance the beauty, functionality, and sustainability of our community; and

WHEREAS, **Sue Grissim**, a visionary and committed landscape architect, has exemplified the highest standards of service, creativity, and professionalism throughout her many years of dedicated service to the Hartland Township Planning Department; and

WHEREAS, **Sue Grissim** has played an instrumental role in the comprehensive overhaul of the Township Landscape Ordinance, providing expert guidance and innovative solutions to enhance the aesthetics, environment, and overall quality of life in Hartland Township, making it a more vibrant and appealing place for all residents; and

WHEREAS, **Sue Grissim** has devoted considerable personal time outside the scope of her Planning Commission responsibilities to enhance the idyllic landscape of the Hartland Township Hall and the overall community; and

WHEREAS, **Sue Grissim's** extensive knowledge and experience, garnered from working with municipalities throughout the country, have been brought to bear on the specific needs and challenges of Hartland Township, further solidifying her status as an indispensable asset to our community;

NOW, THEREFORE, THAT WE THE HARTLAND TOWNSHIP BOARD OF TRUSTEES, do hereby express our deepest gratitude and admiration for the exceptional contributions of Sue Grissim to the Hartland Township Planning Department and the entire community.

We commend **Sue Grissim** for her unwavering dedication, creativity, and professionalism, which have left an indelible mark on Hartland Township and its residents. Her work will continue to inspire us as we strive to maintain and enhance the beauty, functionality, and sustainability of our beloved community.

**IN WITNESS WHEREOF, WE HAVE SET OUR HANDS HERETO ON THE 25<sup>TH</sup> DAY OF OCTOBER 2023.**

Bill Fountain, Supervisor

Kathie Horning, Treasurer

Summer McMullen, Trustee

Larry N. Ciofu, Clerk

Matt Germane, Trustee

Joseph Petrucci, Trustee

Denise O'Connell, Trustee

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 11-07-23 Hartland Township Board Closed Session Meeting Minutes

**Date:** December 6, 2023

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting Minutes for November 7, 2023.

### **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:** Confirm Supervisor's Appointments – Jim Mayer and Mike Mitchell to the Planning Commission (01/01/24 – 12/31/26)

**Date:** December 6, 2023

### **Recommended Action**

Move to confirm the Supervisor's appointments – Jim Mayer and Mike Mitchell to the Planning Commission (01/01/24 – 12/31/26).

### **Discussion**

After speaking with the incumbents, Supervisor Fountain recommends their appointment to the Hartland Township Planning Commission for this three-year term.

### **Financial Impact**

None

### **Attachments**

None

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director  
**Subject:** Third Fiscal Quarter 2023 Budget Amendments  
**Date:** December 6, 2023

## Recommended Action

Move to ratify the budget amendments as presented.

## Discussion

Attached are two necessary budget amendments to reflect expenditures approved by the Township Manager and Administrative Committee, along with an administrative budget amendment for Employment Expenses for the Township Manager.

### Budget amendment #1 – Water Meters

In 2022 DPW ordered water meters to meet the needs of all new connections that were currently starting construction or scheduled to start construction soon. Due to supply-chain issues, delivery of the meters and necessary parts were delayed into the current fiscal year. The budget amendment is necessary to align with actual meter expenditures as well as provide a slight contingency for additional parts.

### Budget amendment #2 – Employment Expenses for Manager

With the hiring of the new Township Manager, an administrative budget amendment is necessary to cover his employment expenses through the end of FY24.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

The attached budget amendments have already been recorded in the financial statements through 11/30/2023.

## Attachments

BA 89205 – Water Meter Inventory  
BA 89206 – Manager Salary & Benefits



JOURNAL ENTRY  
JE: 89205

Post Date: 11/30/2023

Entered By: SUSAN

Entry Date: 12/07/2023

Journal: BA

Description: COVER PY METER ORDERS THAT CAME IN  
NOVEMBER 2023 + EXTRA FOR EMERGENCIES

GL #	Description	Increase/ (Decrease)
536-000-741.000	METER COSTS	10,000.00
	Revenue Change:	0.00
	Expenditure Change:	10,000.00
	Budgeted Change To Fund Balance:	(10,000.00)

APPROVED BY:

*Susan Dwyer*

89205

JOURNAL ENTRY  
JE: 89206

Post Date: 11/30/2023

Entered By: SUSAN

Entry Date: 12/07/2023

Journal: BA

Description: AMEND 172 FOR NEW MANAGER SALARY/BENE  
ADJUSTED FOR SALARY, BENEFITS, TRAVEL STIPEND AND  
REDUCED BY SALARY IN LIEU OF WAGES REMAINDER

GL #	Description	Increase/(Decrease)
101-172-702.000	MANAGER SALARY	18,500.00
101-172-702.100	SALARY IN LIEU OF BENEFITS	(2,400.00)
101-172-716.000	EMPLOYMENT EXPENSE	9,700.00
101-172-724.200	TRAVEL EXP STIPEND	700.00
	Revenue Change:	0.00
	Expenditure Change:	26,500.00
	Budgeted Change To Fund Balance:	(26,500.00)

APPROVED BY: Susan Dreyler

89206

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** Hartland Area Historical Society Museum Update

**Date:** December 7, 2023

### **Recommended Action**

No formal action is to be taken at this time.

### **Discussion**

Hartland Area Historical Society President Tom Parshall will present an update regarding the Hartland Historical Museum.

### **Financial Impact**

None

### **Attachments**

None

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Director of Public Works

**Subject:** 2023 Citizen Survey Results

**Date:** December 6, 2023

## Recommended Action

No action needed.

## Discussion

Hartland Township has historically commissioned citizen surveys of the Community to measure satisfaction on many subjects, from police protection to parks. The surveys have historically dated back to 2012 and the results continue to serve as a roadmap by which Township officials determined priorities.

We have received the results of the conducted Citizen Survey in 2023, this will be a presentation from Will SaintAmore and Cobalt Community Research. Will, will be covering a variety of sections and questions asked in the survey.

Historically, this survey is used to gain a pulse of our growing community and can be used as information for the Board in strategic planning for our Township in the future.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

## Attachments

Hartland Township Resident Study.

# City of Hartland Township Resident Study

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December 2023 - DRAFT



# Study goals

- Support budget and strategic planning decisions with additional community engagement
- Ensure baseline service measures are monitored to support improvements and transparency
- Identify which aspects of community provide the greatest leverage on residents' overall satisfaction and outcomes such as remaining in the community and recommending the community to others
- Understand results in context by benchmarking performance against statewide, regional and national indices that also measure industries and major organizations across the United States
- Ensure the voices of various demographic groups are heard and appreciated

# Bottom line

ACSI Scores for Comparison	National	National 10-25k	Midwest	Midwest 10-25k	MI	MI 10-25k
Local Governments	63	66	61	64	59	62
Local Schools	63	66	60	67	58	58
County	60	63	57	64	55	54
State	57	59	54	56	52	54
Hartland Township	71					

- The Township outperformed many of the national, regional, and state benchmarks, but scores did soften since 2019
- Areas most strongly linked with community satisfaction and engagement:
  - Township Image
  - Parks and Recreation
  - Economic Health
  - Local Government Management
- 69 percent support new fire station
- 66 percent support road millage renewal
- The greatest support around residential trash and recycling is for large item pickup and keeping household costs the same; most use Dougie’s Disposal and Recycling

# Bottom line

- The majority of respondents are supportive of all public safety ideas with the greatest support for continuing LCSD services at the current level
- The majority also are comfortable with ordinances and standards with the most concern for other planning (parking, lights, traffic, etc.) and properties in disrepair
- Strongest funding priorities are road maintenance, law enforcement, and emergency medical services
- Comment themes: Concerns about traffic and congestion, would like to see removal of vacant buildings, would like to see more food and retail businesses, and more affordable housing.



# Methodology

- Random sample of 2000 residents drawn from the voter registration list
- Utilized [www.random.org](http://www.random.org), a well-respected utility used internationally by many universities and researchers to generate true random numbers
- Conducted using two mailings in September-October 2023. Residents had the option to respond online with unique ID number
- Valid response from approximately 408 residents, providing +/- 4.75 percent margin of error with a confidence level of 95%
  - **Note:** National surveys with a margin of error +/- 5% require a sample of 384 responses to reflect a population of 330,000,000

# Preserving Voice: Looking Into Detail

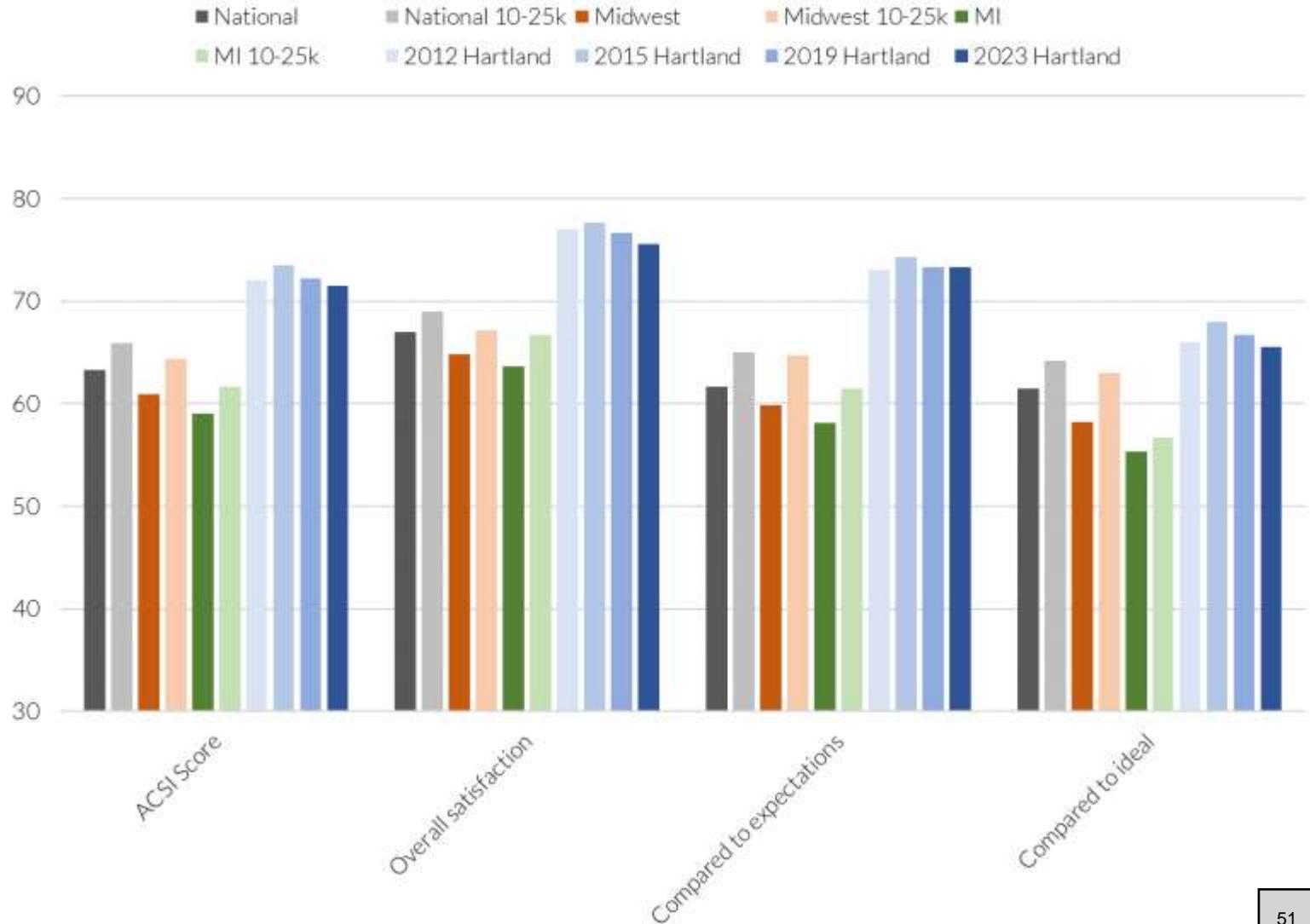
Hartland Township  
2023 Rating Scores  
High score = 100

		Police Department	Respectful treatment of citizens	Fair and equitable enforcement	Response time to police calls for service	Level of safety you feel in the community	Level of police services provided by the Livingston County Sheriff Department (LCSD)	Level of police services by the Michigan State Police	Parks and Recreation	Facilities meet your needs	Facility maintenance	Quality and variety of recreational programs
Residency	Less than 5 years	81	92	89	70	83	77	77	83	84	84	80
	6-10 years	79	82	79	77	81	79	77	80	80	82	77
	11-15 years	83	89	89	78	84	82	73	77	79	79	74
	15 years or more	77	83	80	72	82	73	73	78	79	80	76
Own/Lease	Own	79	86	82	74	82	77	73	79	80	81	77
	Rent/Lease*	66	79	68	44	71	59	72	85	87	88	80
Age	18 to 24*	64	69	68	48	72	60	68	75	73	83	68
	25 to 34*	67	77	70	50	73	72	59	80	82	80	78
	35 to 44	79	84	83	73	81	78	72	84	87	86	81
	45 to 54	76	82	80	72	80	70	72	75	77	77	71
	55 to 64	78	83	80	72	82	74	76	77	78	79	74
	65 or over	84	89	86	82	87	80	78	80	80	82	78

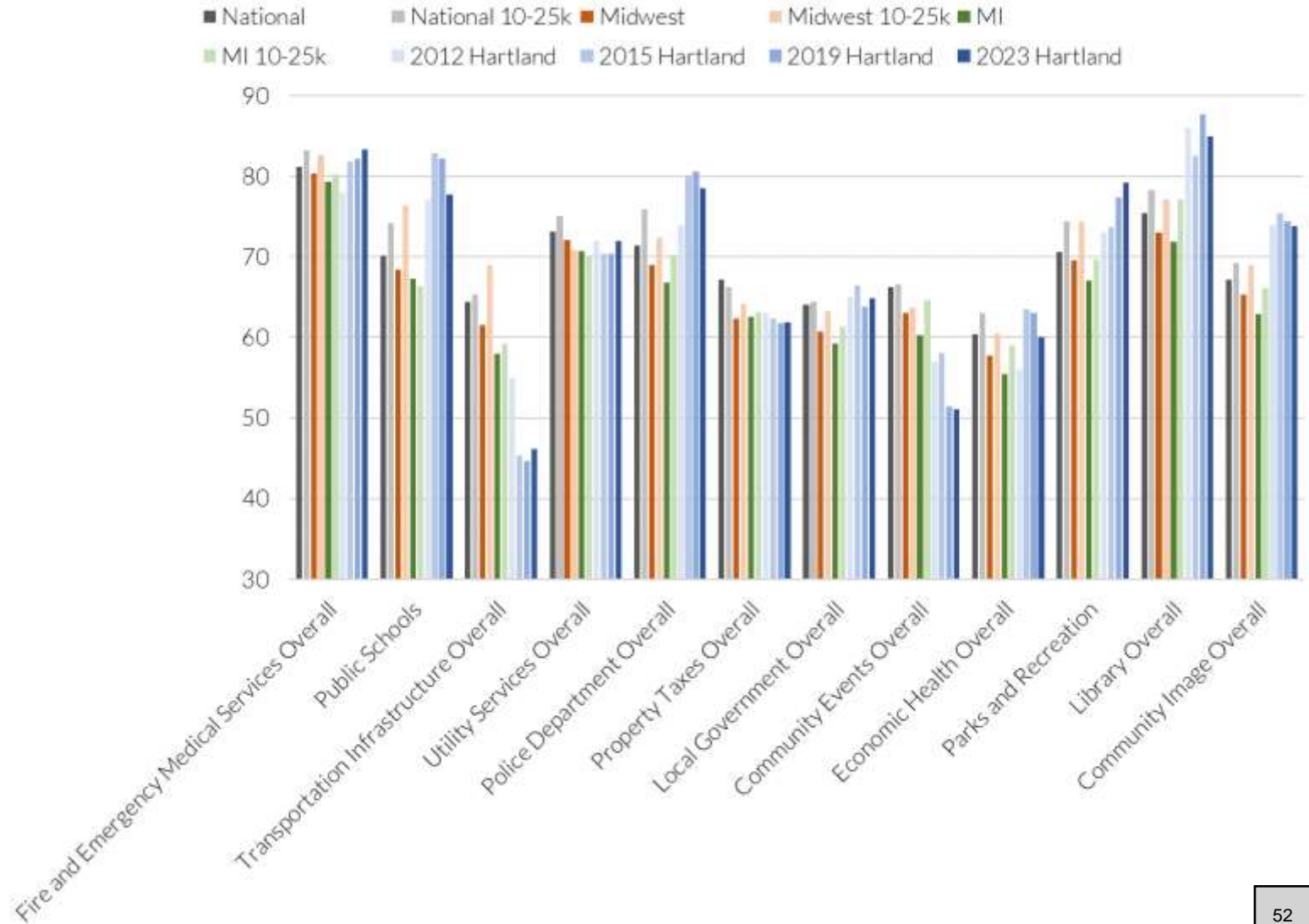
↑  
Checked Scores  
that Vary by  
Demographics

↑  
Consistent Scores  
Regardless of  
Demographics

# Overall ACSI Scores in Context

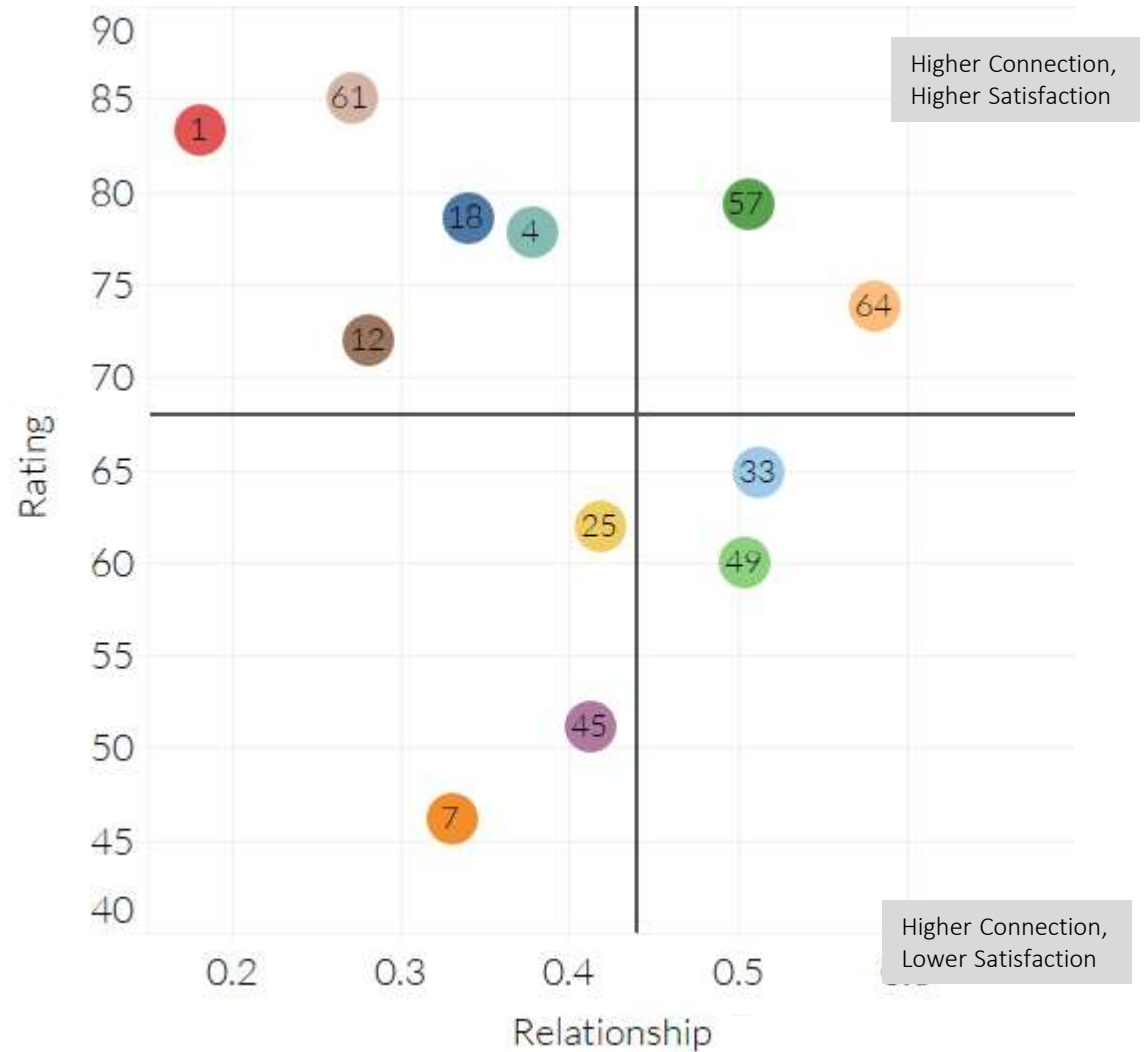


# Overall Experiences in Context

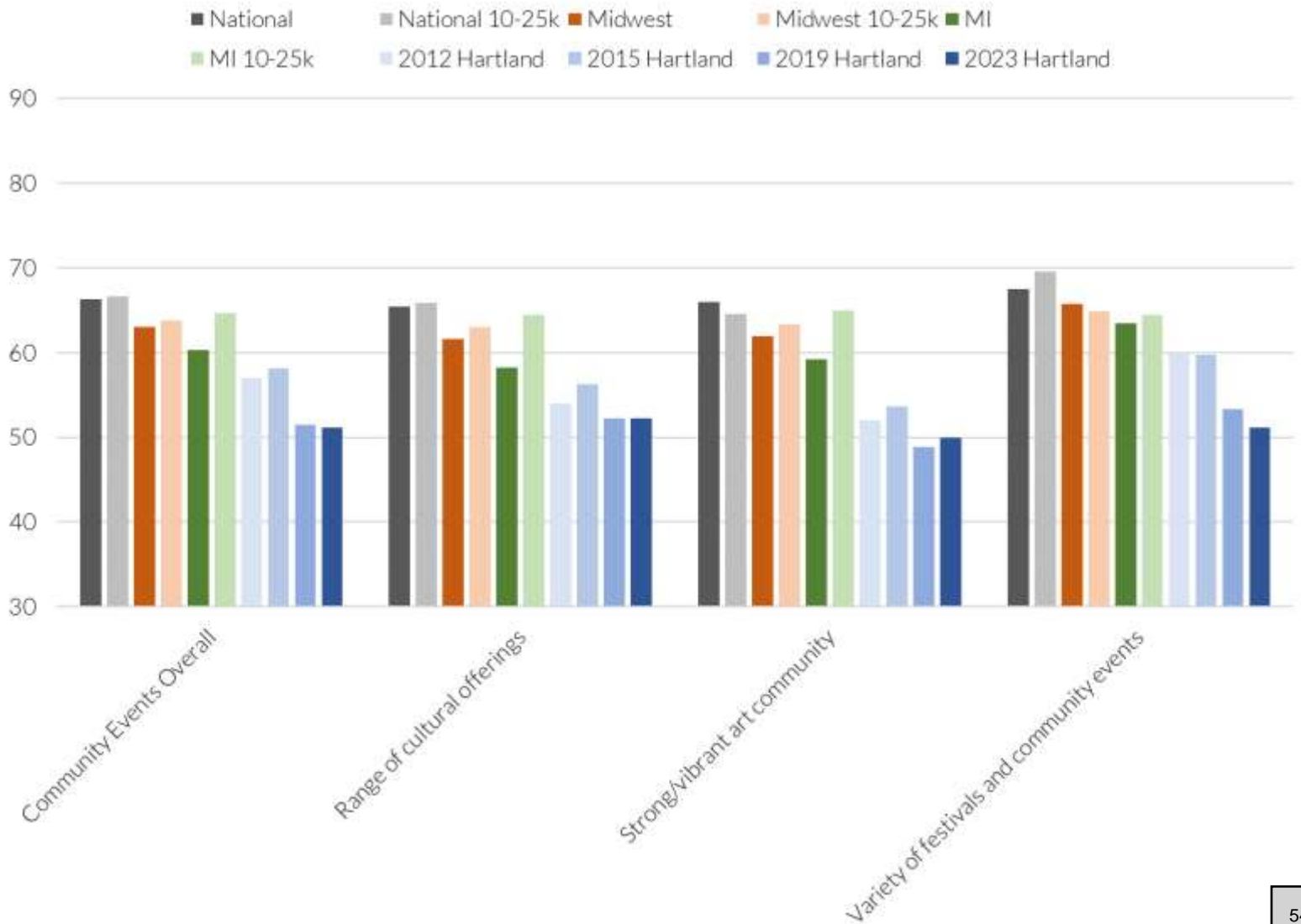


# Drivers of Satisfaction and Behavior: Strategic Priorities

1	Fire and Emergency Medical Services Overall
4	Public Schools
7	Transportation Infrastructure Overall
12	Utility Services Overall
18	Police Department Overall
25	Property Taxes Overall
33	Local Government Overall
45	Community Events Overall
49	Economic Health Overall
57	Parks and Recreation
61	Library Overall
64	Community Image Overall

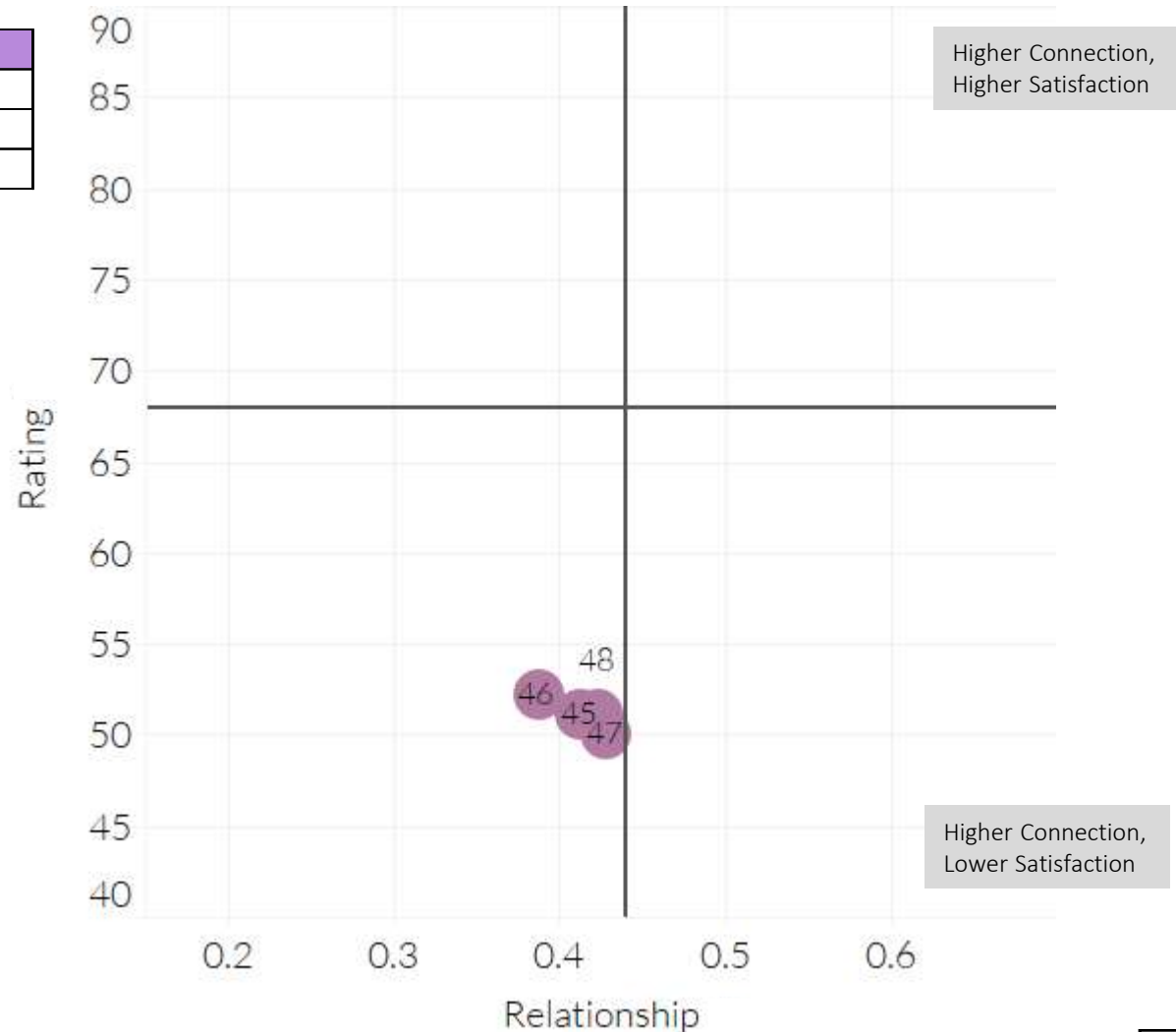


# Community Arts, Culture, and Events

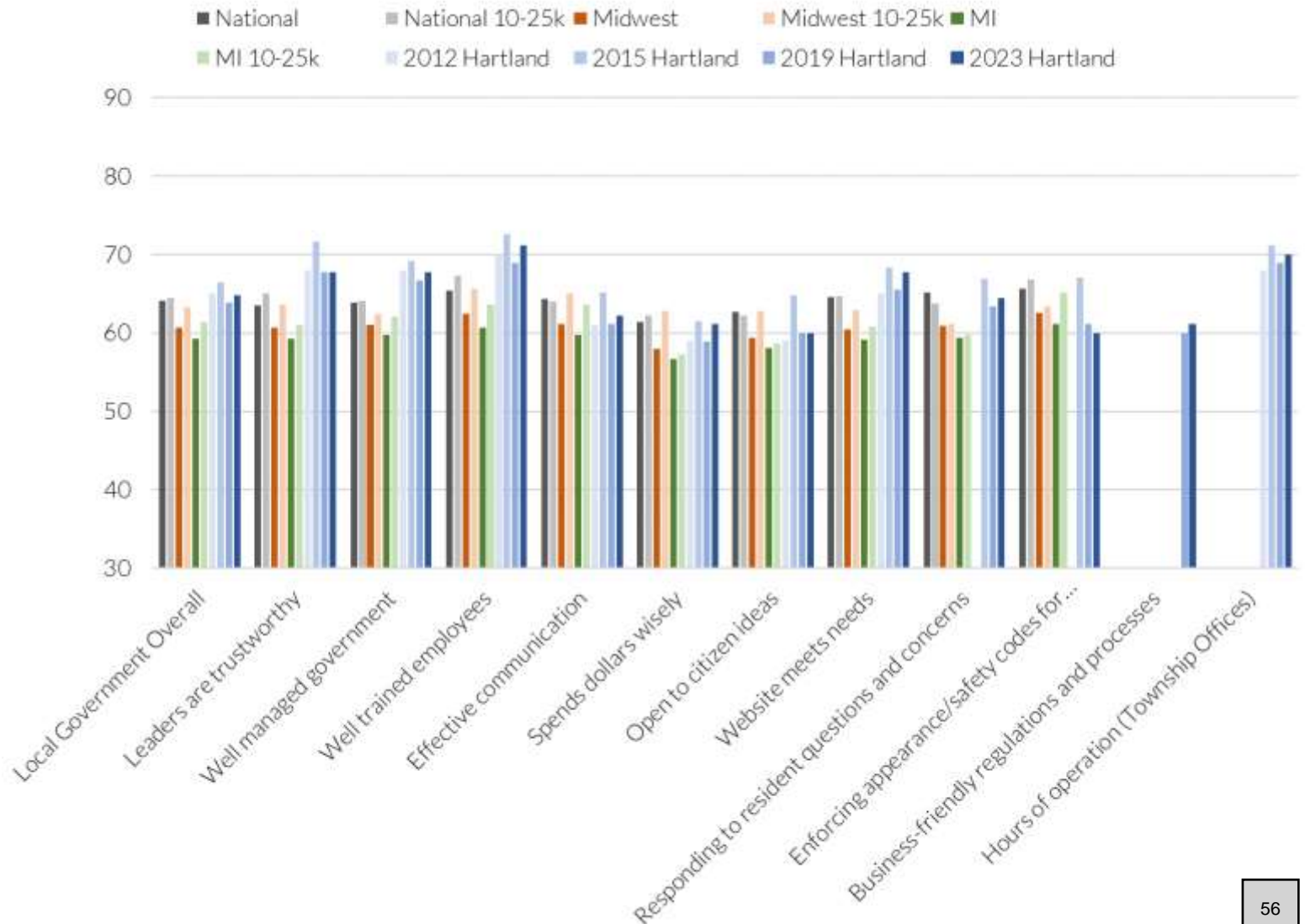


# Drivers of Satisfaction and Behavior: Community Arts, Culture, and Events

45	Community Events Overall
46	Range of cultural offerings
47	Strong/vibrant art community
48	Variety of festivals and community events



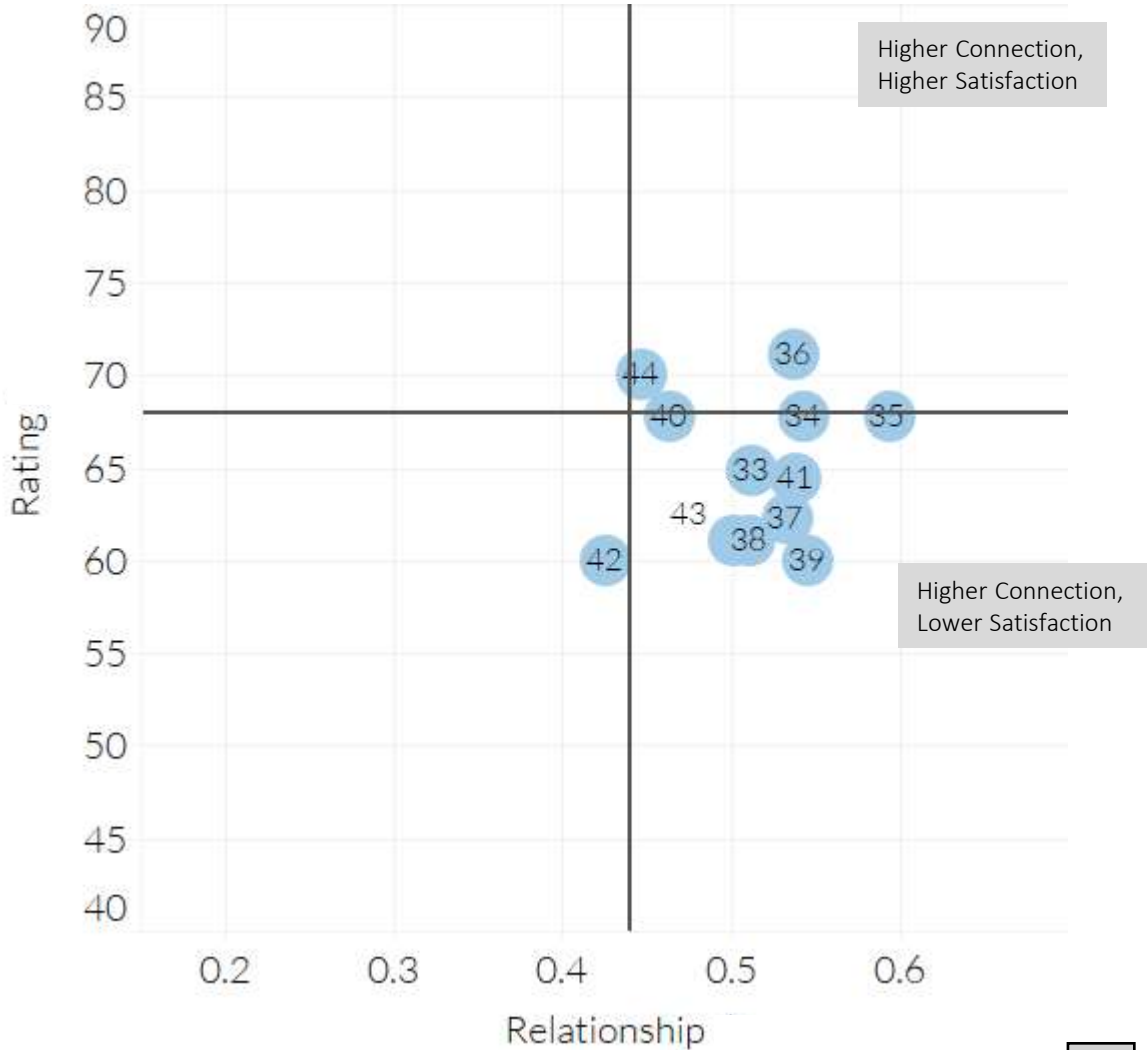
# Hartland Township Government



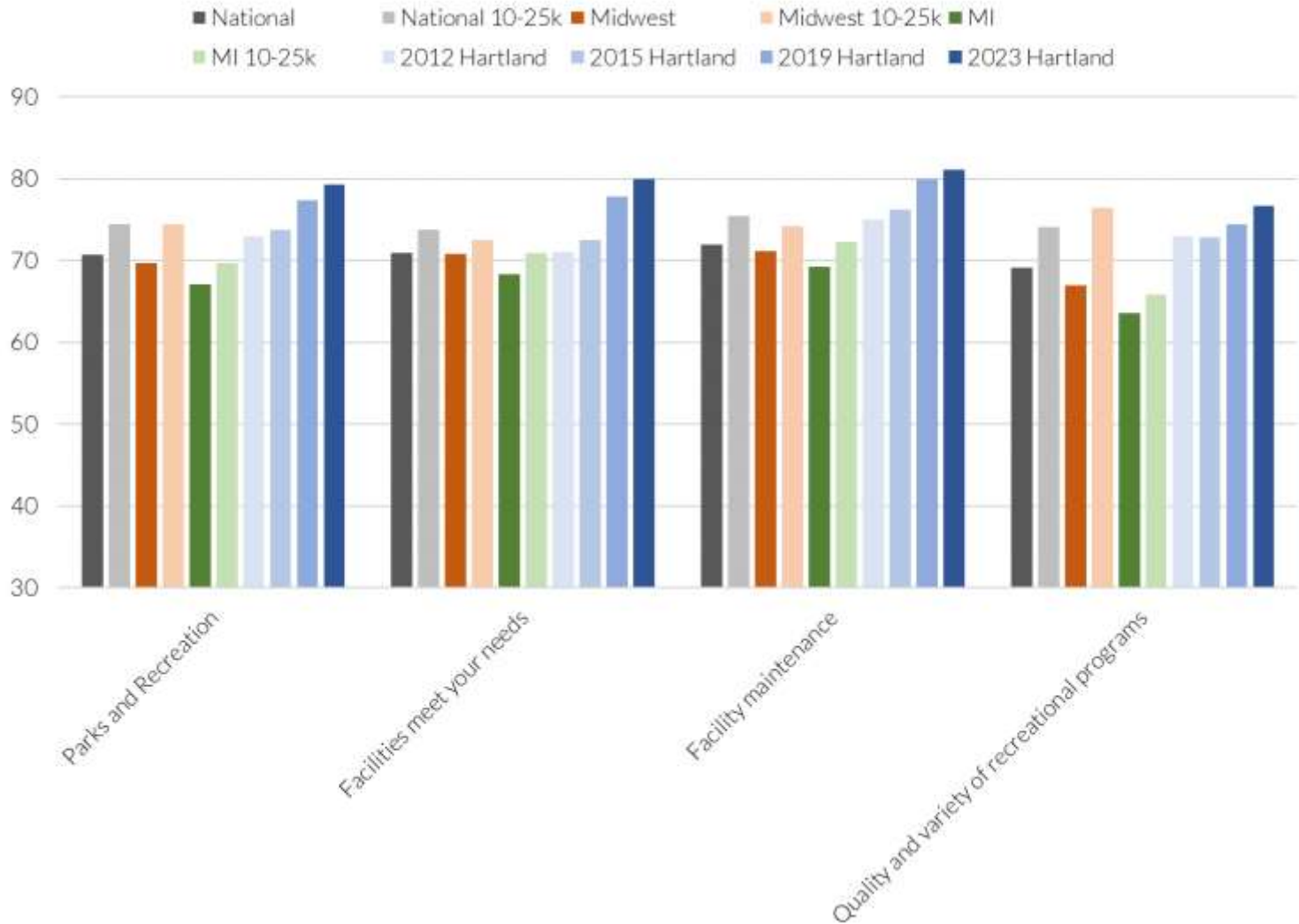


# Drivers of Satisfaction and Behavior: Local Government Overall

33	Local Government Overall
34	Leaders are trustworthy
35	Well managed government
36	Well trained employees
37	Effective communication
38	Spends dollars wisely
39	Open to citizen ideas
40	Website meets needs
41	Responding to resident questions and concerns
42	Enforcing codes
43	Business-friendly regulations and processes
44	Hours of operation (Township Offices)

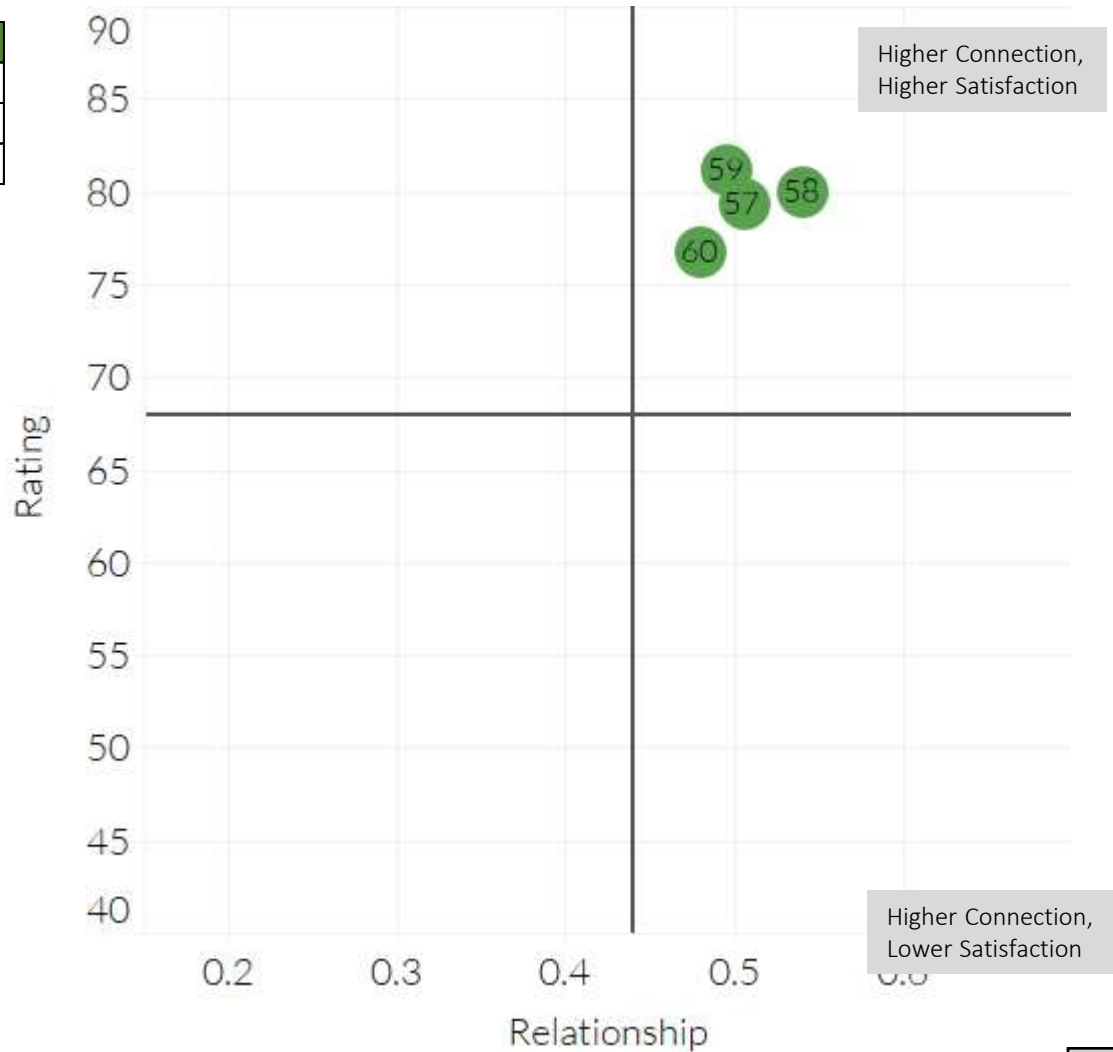


# Local Parks and Recreation

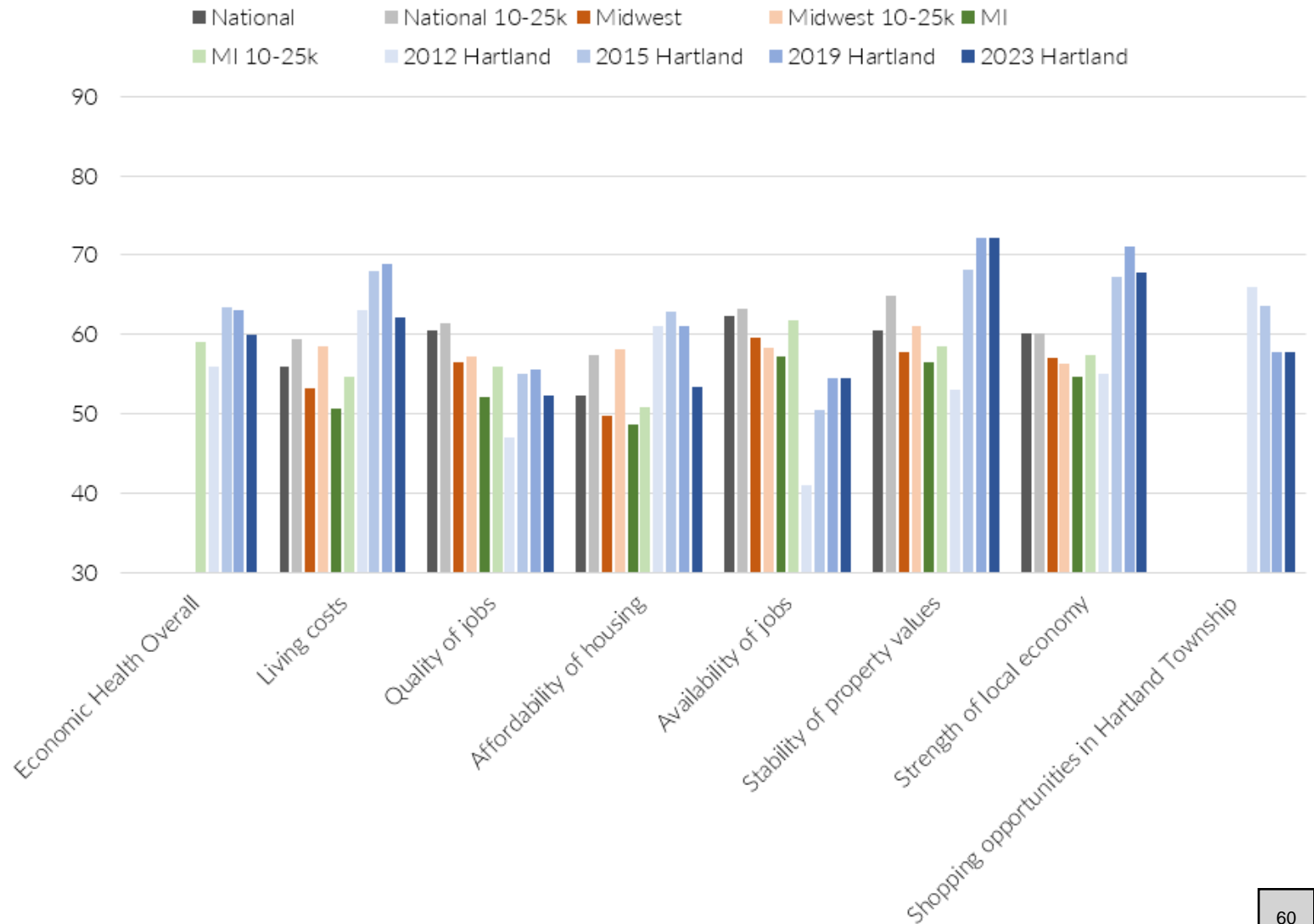


# Drivers of Satisfaction and Behavior: Parks and Recreation

57	Parks and Recreation
58	Facilities meet your needs
59	Facility maintenance
60	Quality and variety of recreational programs

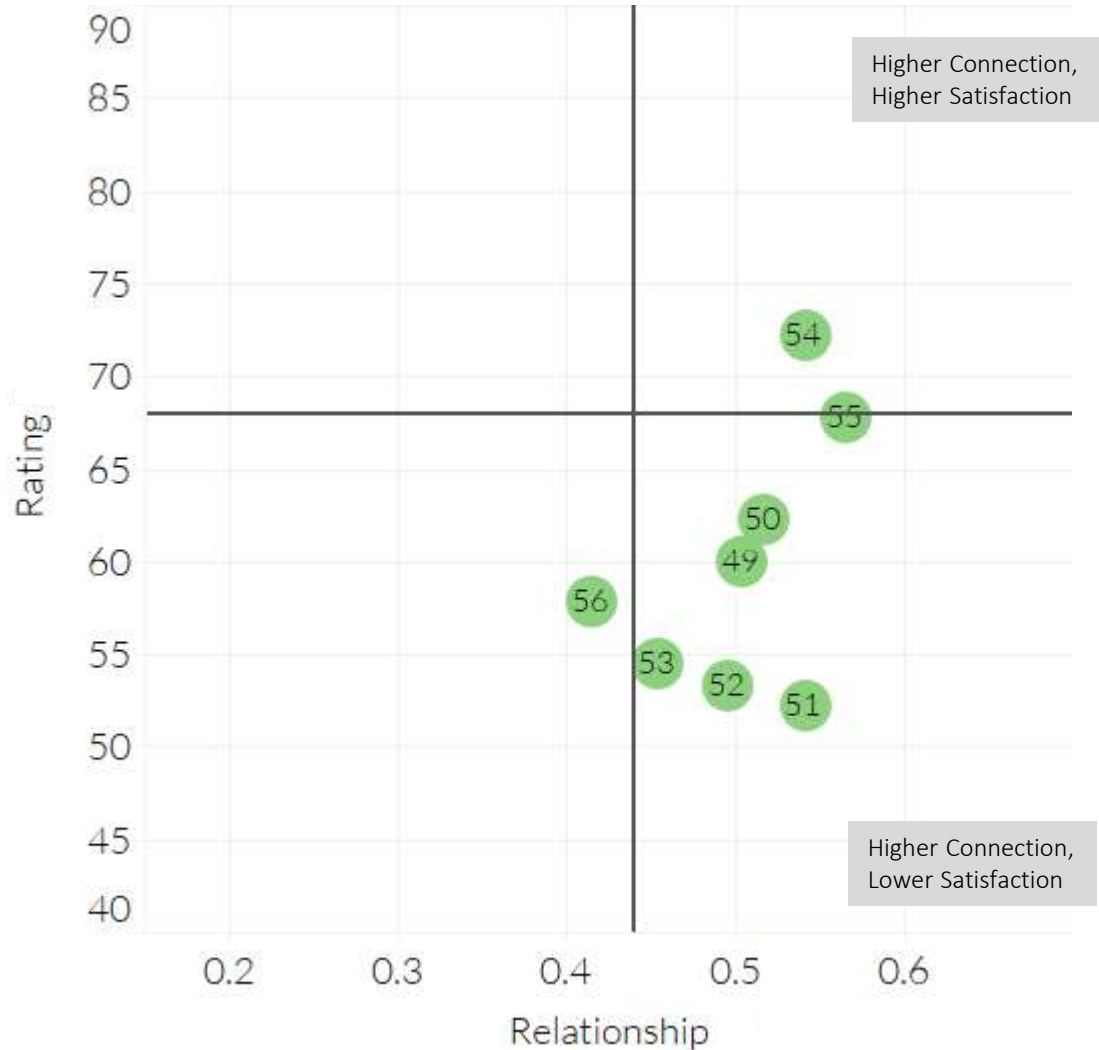


# Economic Health

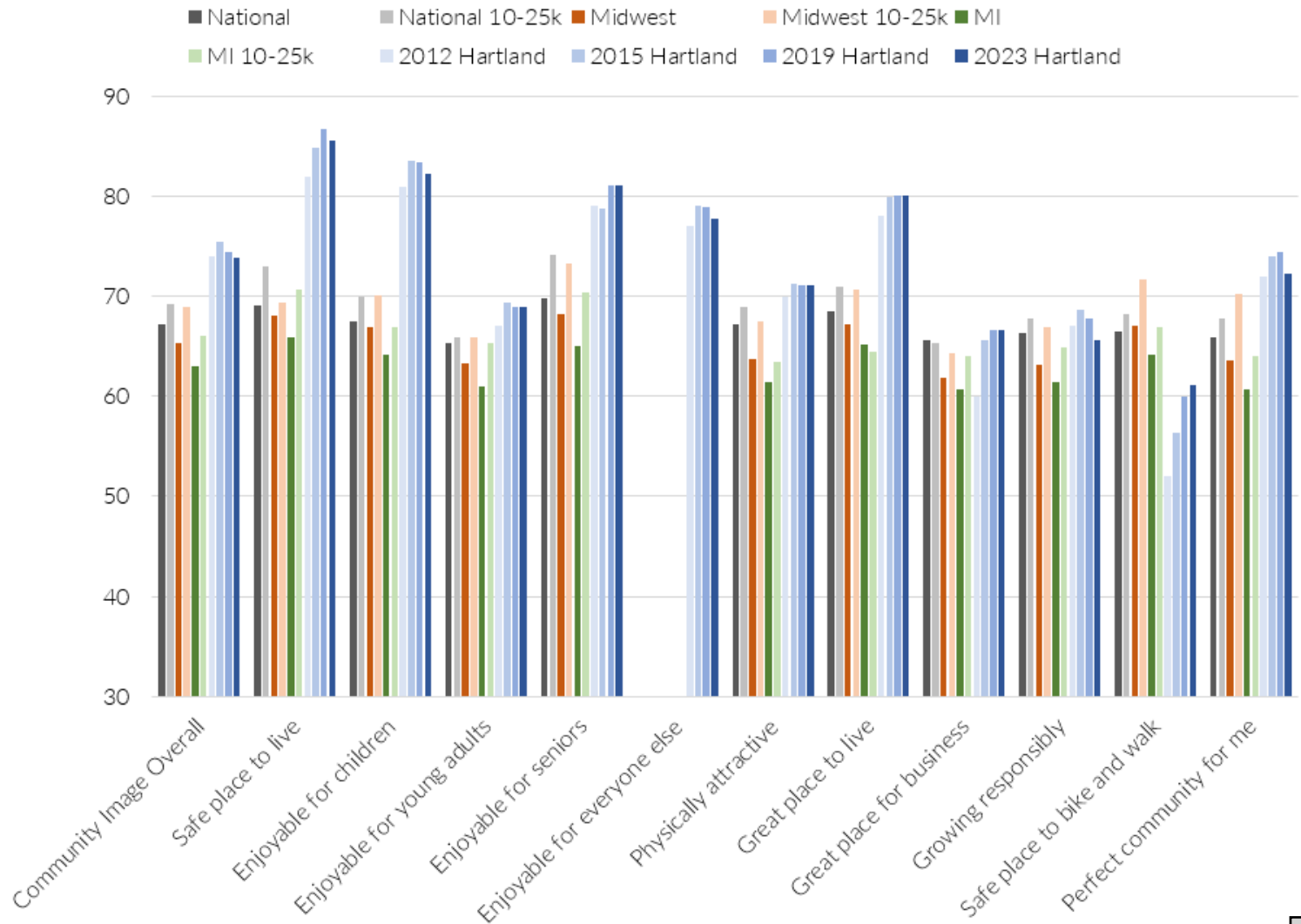


# Drivers of Satisfaction and Behavior: Economic Health

49	Economic Health Overall
50	Living costs
51	Quality of jobs
52	Affordability of housing
53	Availability of jobs
54	Stability of property values
55	Strength of local economy
56	Shopping opportunities in Hartland Township

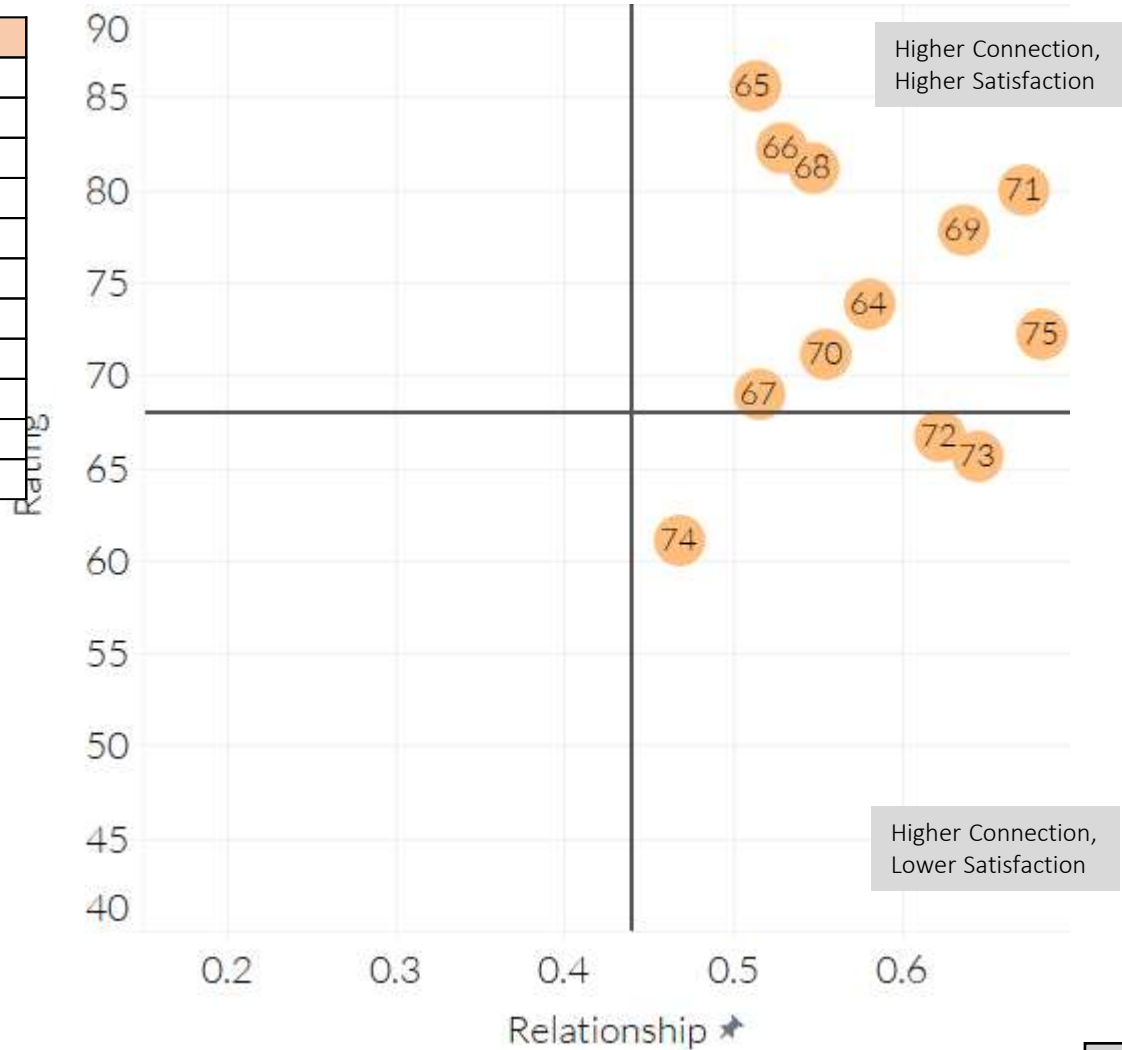


# Community Image



# Drivers of Satisfaction and Behavior: Township Image Overall

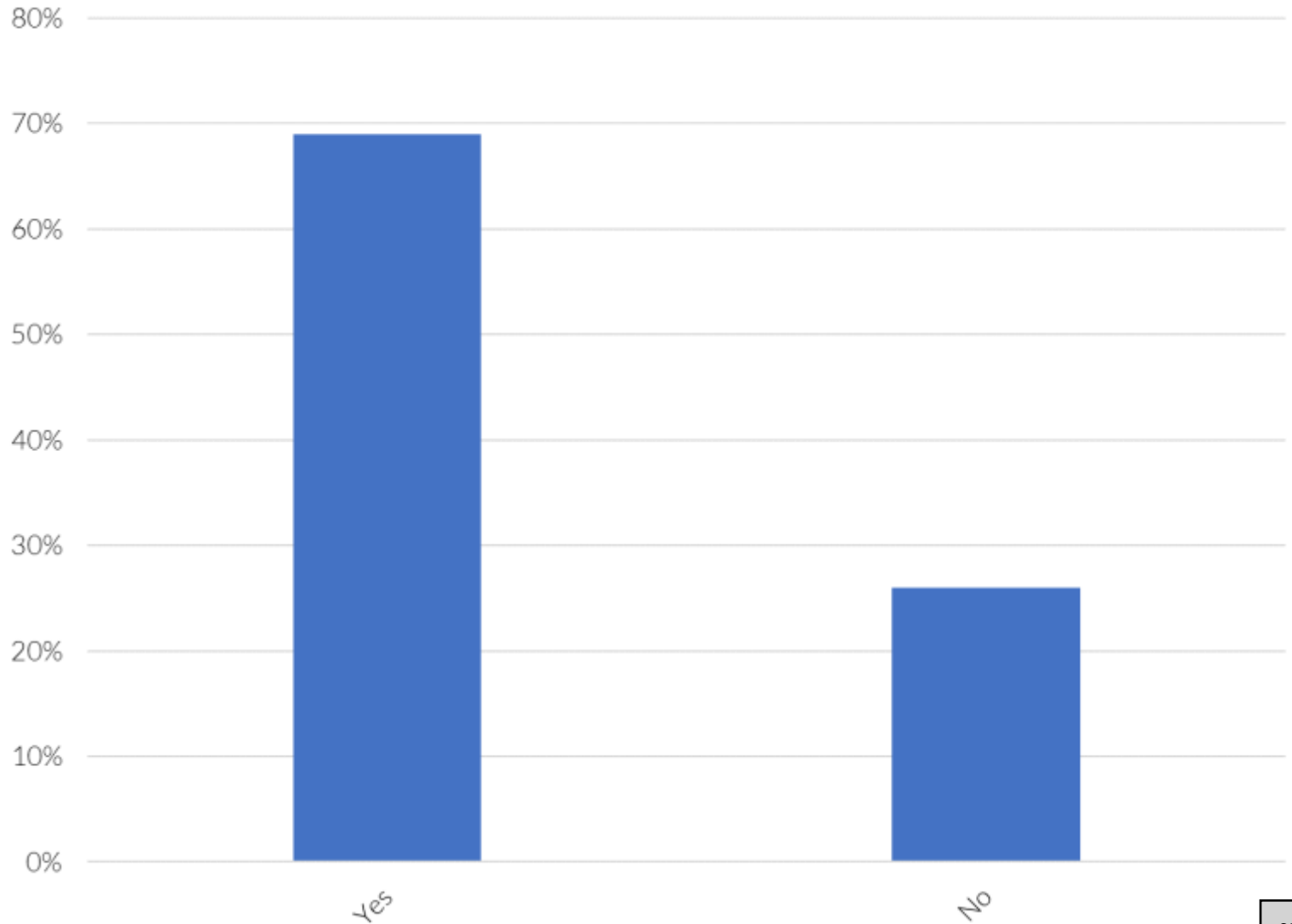
64	Community Image Overall
65	Safe place to live
66	Enjoyable for children
67	Enjoyable for young adults
68	Enjoyable for seniors
69	Enjoyable for everyone else
70	Physically attractive
71	Great place to live
72	Great place for business
73	Growing responsibly
74	Safe place to bike and walk
75	Perfect community for me



# Planning

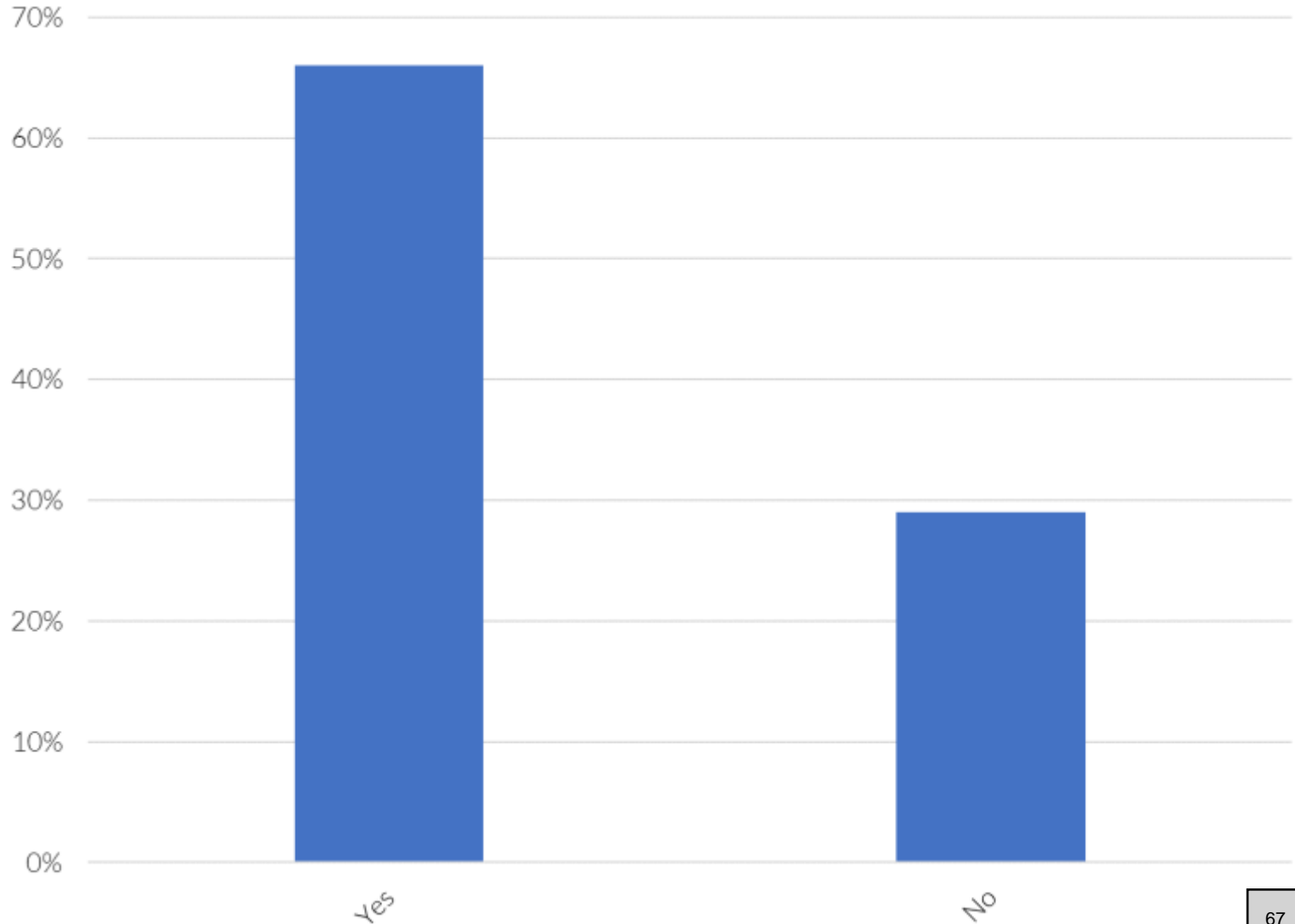


# Question 2: Do you support millage for a new fire station?

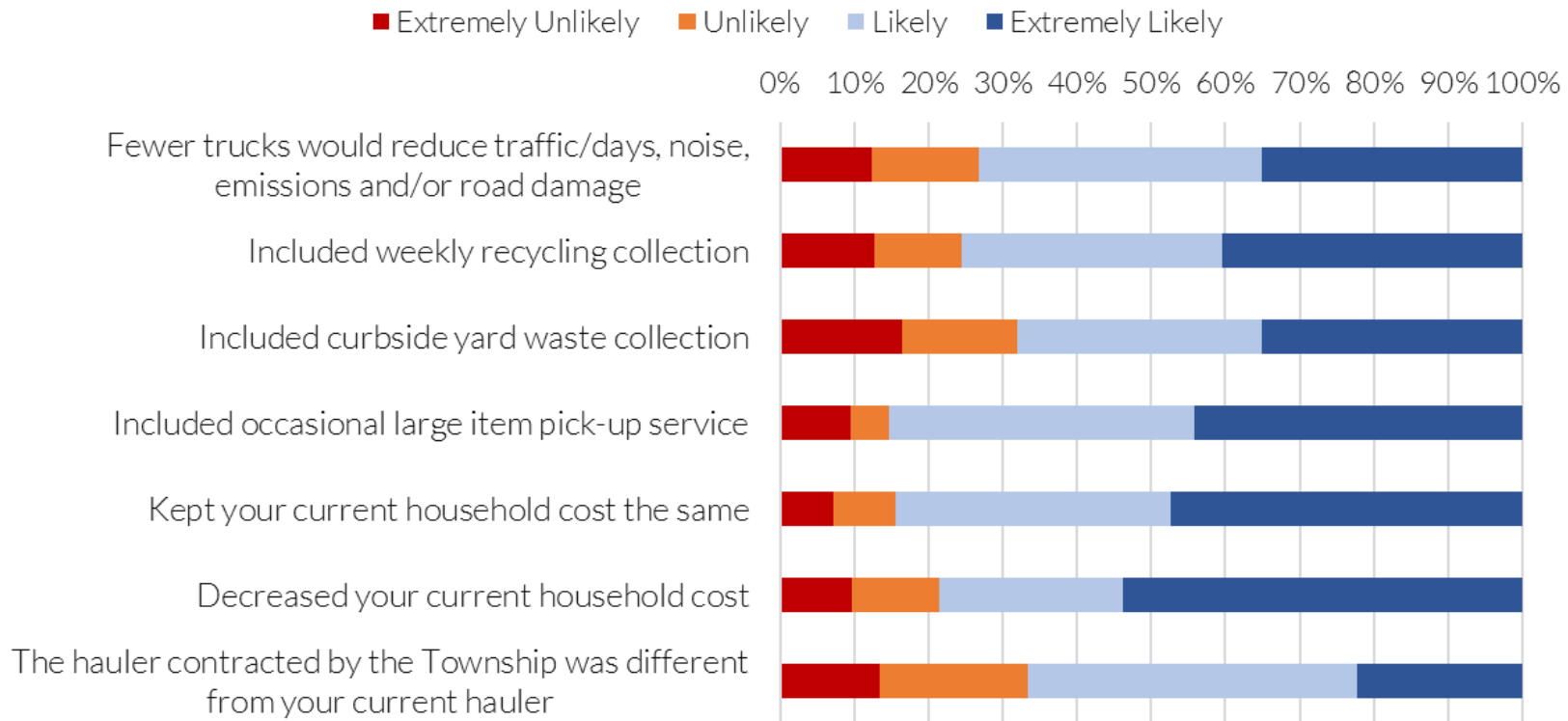




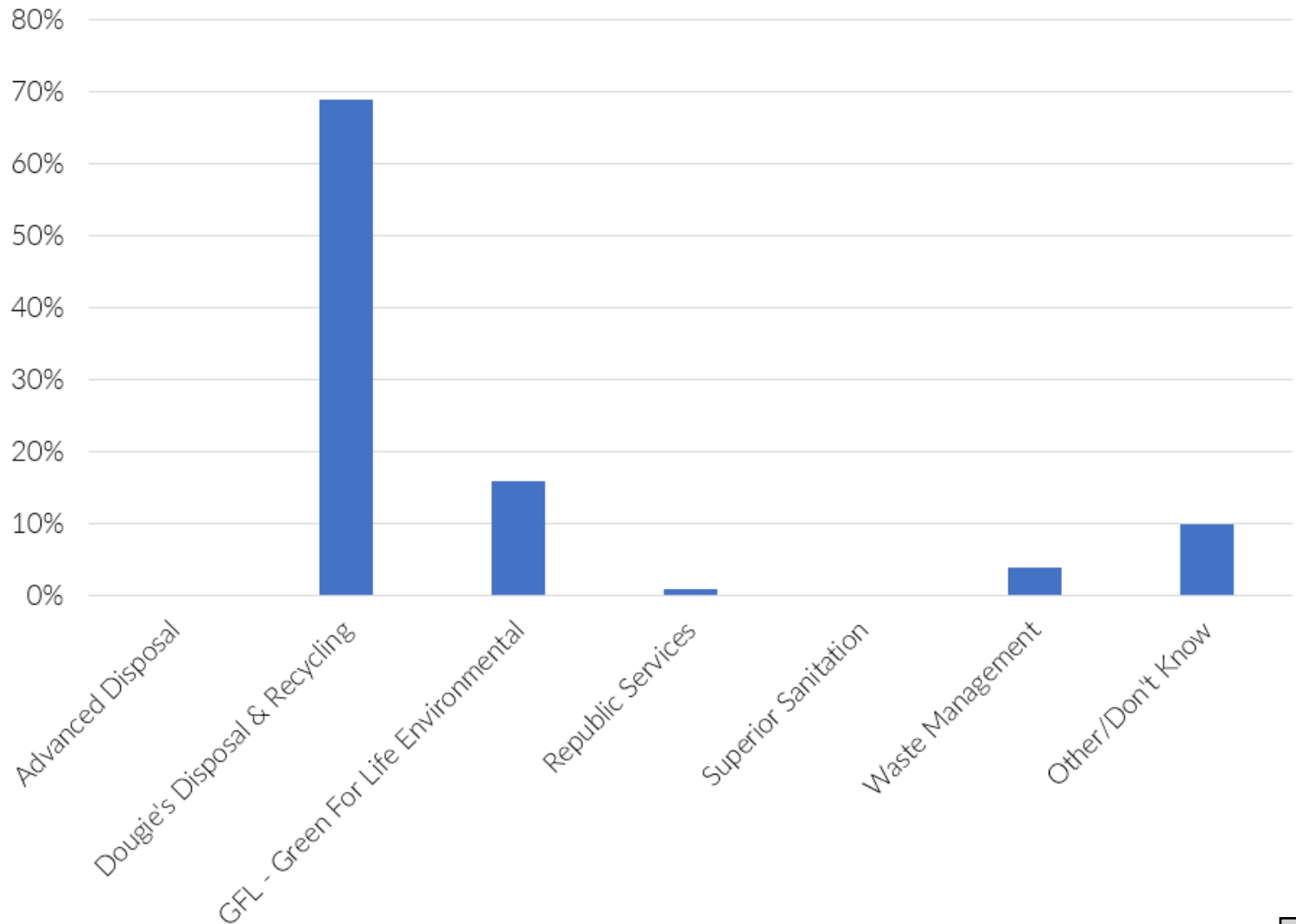
# Question 6: Do you support road millage renewal?



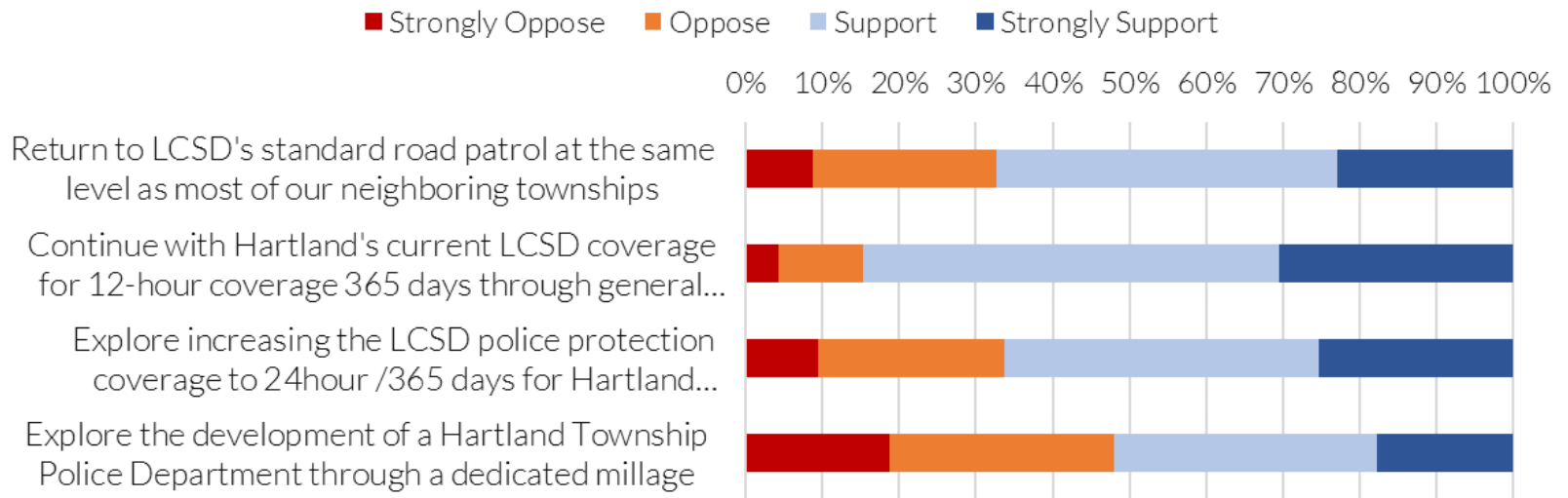
# Question 9: Change in residential trash and recycling service support



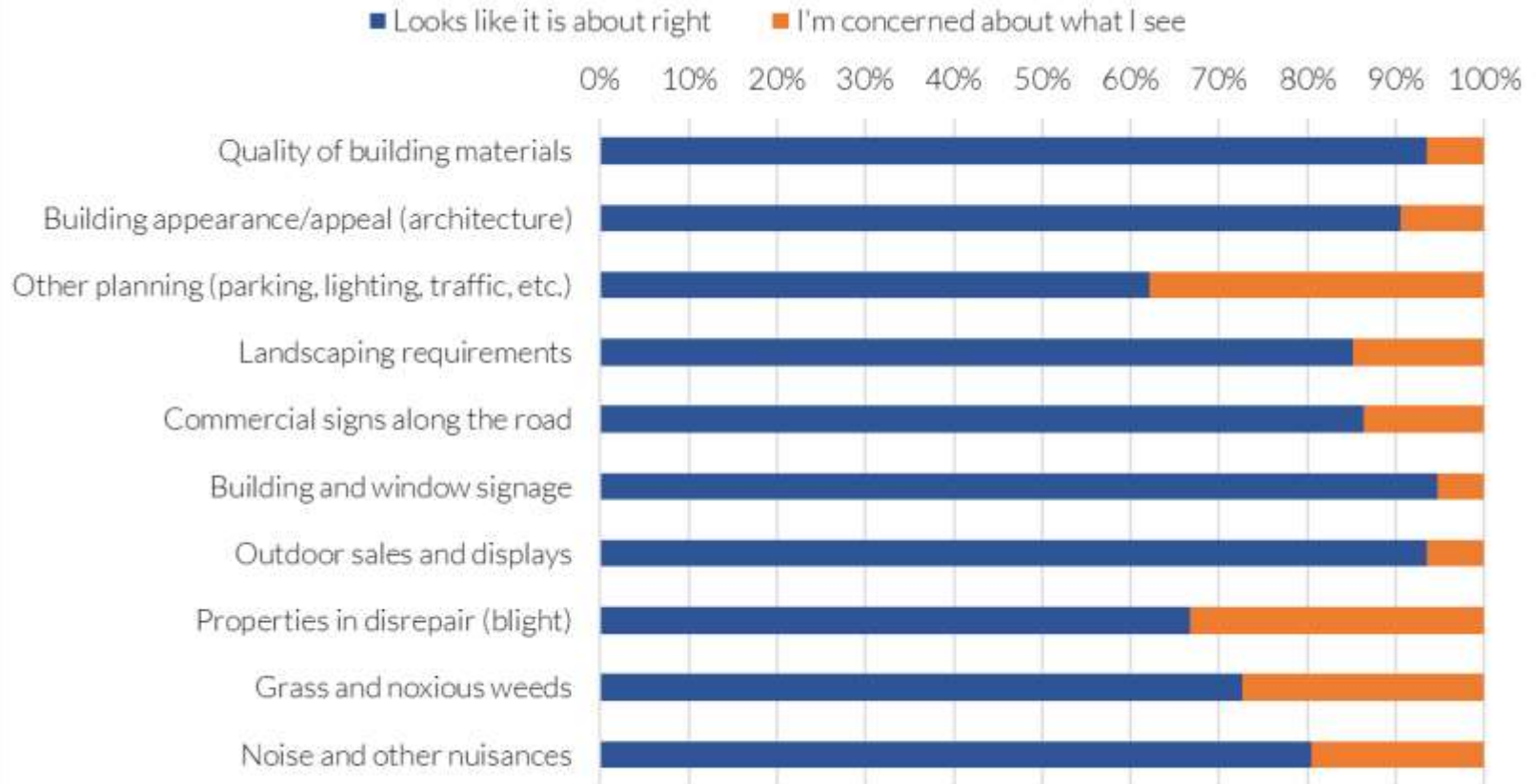
# Question 10: Which trash provider do you use?



# Question 13: Level of support for public safety options.



# Question 26: Ordinances and Standards



# Question 27: Briefly describe your concerns; if any

## Top Themes:

**1-Build:** Some residents don't want any more new buildings and instead would like to see the removal of vacant buildings

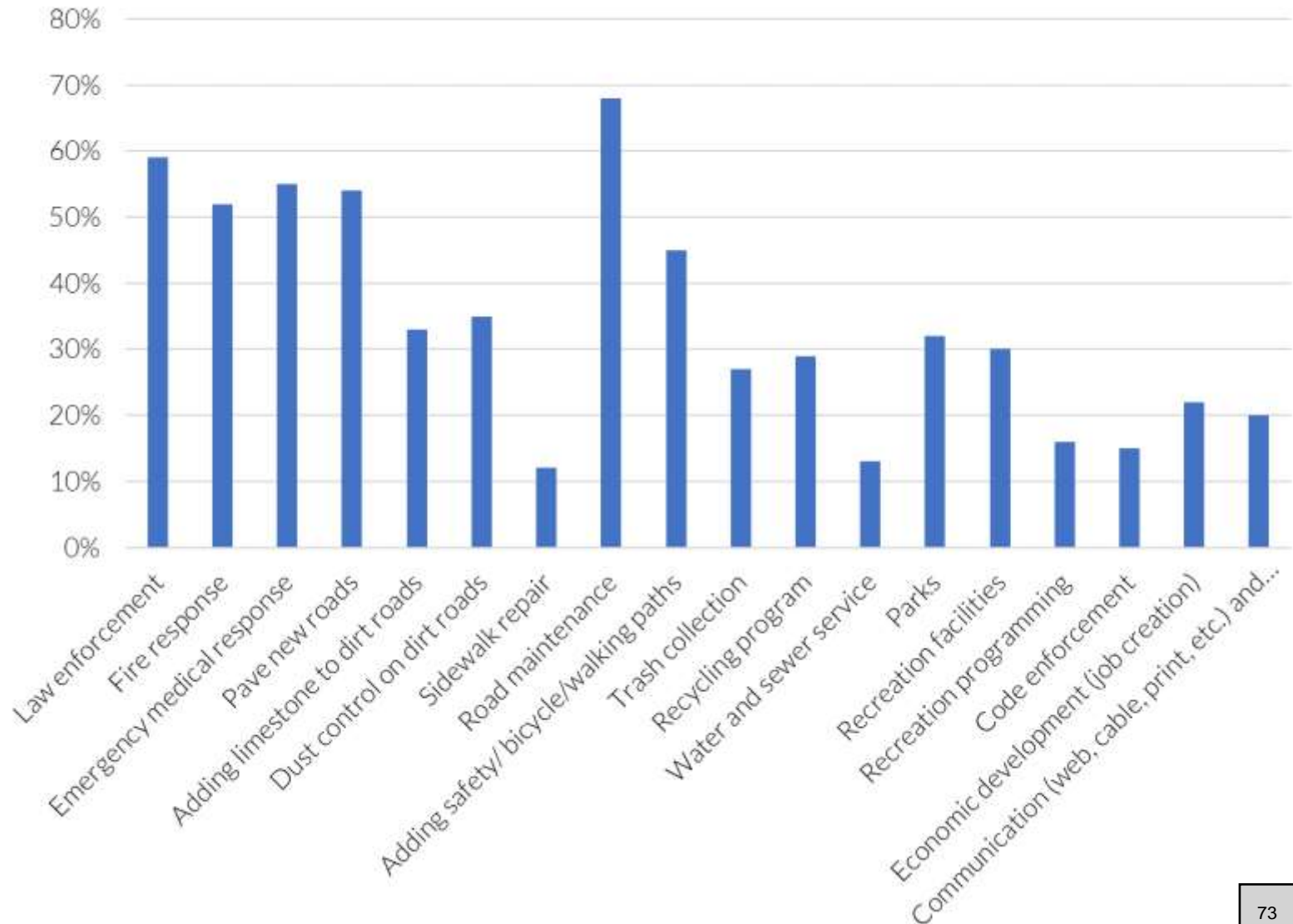
**2-Traffic:** Residents expressed concern over the increased construction work on M-59 and the amount of traffic. They would also like to see more public safety features such as a more bike and walking paths

**3-Burger King:** Residents would like to see unsightly, abandoned building removed

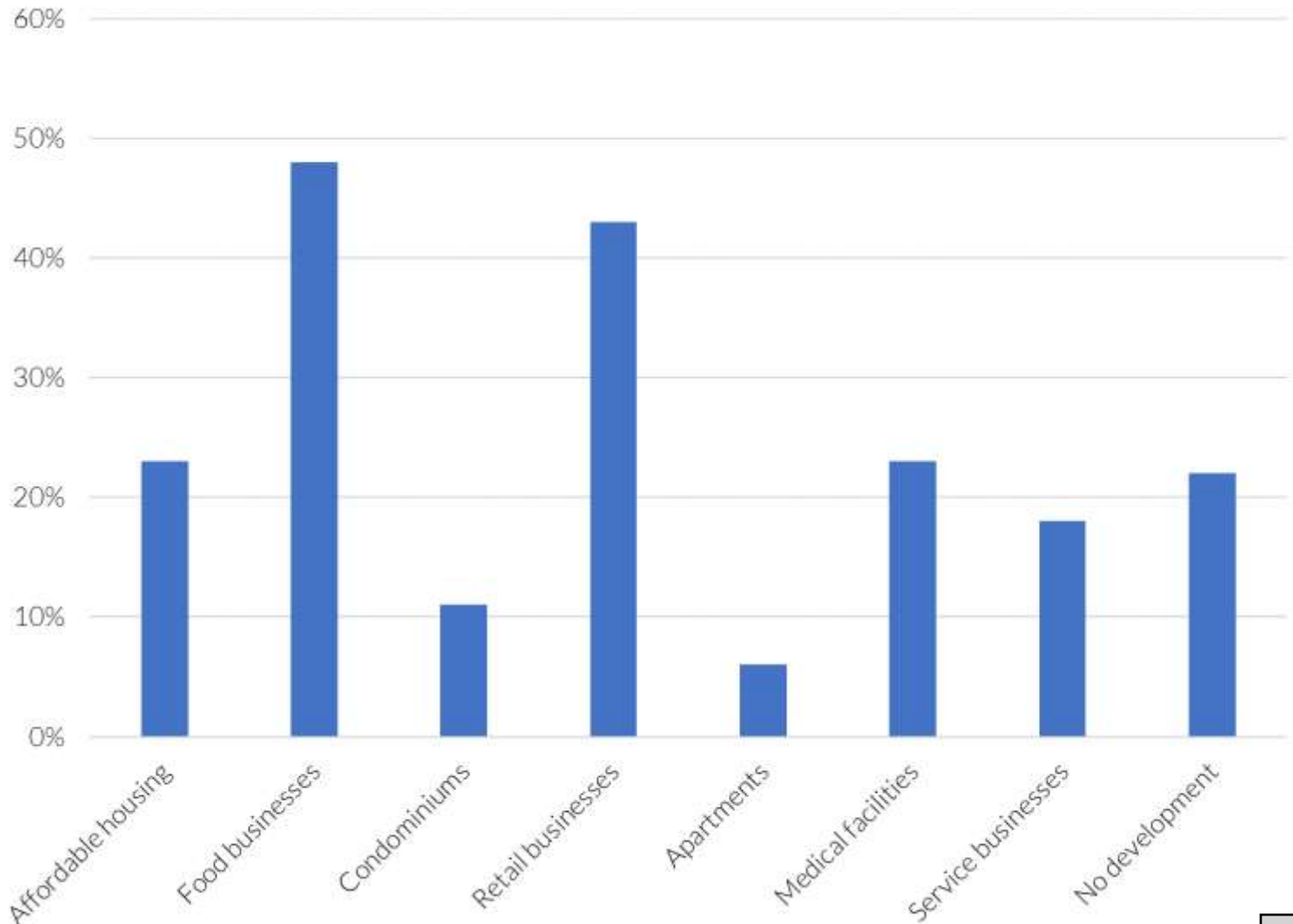




# Question 28: Which services should the Township prioritize for funding?



# Question 29: Areas for more development



# Question 30: Which specific types of housing or businesses would you like to see more of, if any?

## Top Themes:

**1- Restaurants:** Residents want to see more sit-down type/ mom-and-pop places to eat. They do not want more fast food or chain restaurants

**2-Homes/Houses:** Residents would like to see more affordable housing for single families and elderly

**3-Menards:** Residents would like a home Improvement store



# Question 31: Future Options- Level of agreement

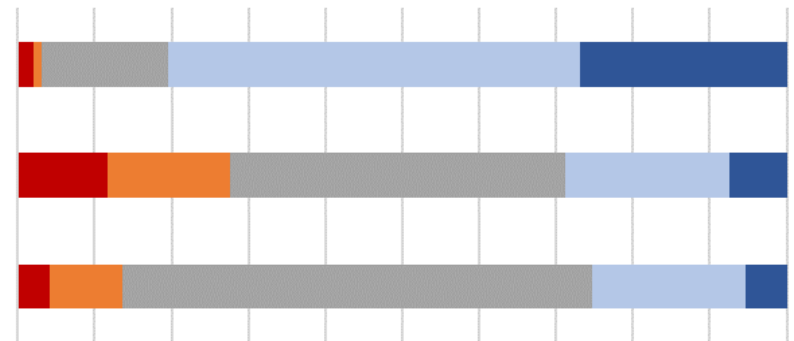
■ Strongly Disagree   ■ Disagree   ■ Neither Agree Nor Disagree   ■ Agree   ■ Strongly Agree

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Hartland Township regulations and processes should balance community values (residential, business,...

I have seen the new Hartland Living branding, logo, social media and/or website...

The new logo and tagline ("A Community Connected") accurately represent Hartland





# Questions

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 2024 Hartland Township Board Meeting Schedule

**Date:** December 6, 2023

## **Recommended Action**

Move to approve the Resolution to set the 2024 Hartland Township Board Meeting Schedule

## **Discussion**

Resolution and 2024 Hartland Township Board Meeting Schedule are attached for review.

## **Financial Impact**

None

## **Attachments**

2024 Board Meeting Schedule

2024 Annual Meeting Notice Resolution

**HARTLAND TOWNSHIP  
BOARD OF TRUSTEES**

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



William Fountain  
Supervisor

Larry N. Ciofu  
Clerk

Kathleen Horning  
Treasurer

Matthew J. Germane  
Trustee

Summer McMullen  
Trustee

Denise O'Connell  
Trustee

Joe Petrucci  
Trustee

**2024**

**HARTLAND TOWNSHIP BOARD MEETING SCHEDULE**

Hartland Township Hall 7:00 PM

The regular meetings of The Hartland Township Board for the year 2024 will be held on the following dates. All meetings are open to the public.

Tuesday, January 2, 2024

Tuesday, February 6, 2024

Tuesday, March 5, 2024

Tuesday, April 2, 2024

Tuesday, May 7, 2024

Tuesday, June 4, 2024

Tuesday, July 2, 2024

Wednesday, August 7, 2024

Tuesday, September 3, 2024

Tuesday, October 1, 2024

Wednesday, November 6, 2024

Tuesday, December 3, 2024

Tuesday, January 16, 2024

Tuesday, February 20, 2024

Tuesday, March 19, 2024

Tuesday, April 16, 2024

Tuesday, May 21, 2024

Tuesday, June 18, 2024

Tuesday, July 16, 2024

Tuesday, August 20, 2024

Tuesday, September 17, 2024

Tuesday, October 15, 2024

Tuesday, November 19, 2024

Tuesday, December 17, 2024

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

Larry N. Ciofu, Clerk  
Hartland Township



**RESOLUTION NO. 23-R013**

**RESOLUTION SETTING BOARD OF TRUSTEE  
MEETING DATES FOR 2024**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on December 12, 2023, at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_  
and seconded by \_\_\_\_\_.

**BE IT RESOLVED** that the Hartland Township Board of Trustees does hereby establish that there will be two regular meetings per month held by the Township Board of Trustees in 2024, as follows:

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

Tuesday, January 2, 2024	Tuesday, January 16, 2024
Tuesday, February 6, 2024	Tuesday, February 20, 2024
Tuesday, March 5, 2024	Tuesday, March 19, 2024
Tuesday, April 2, 2024	Tuesday, April 16, 2024
Tuesday, May 7, 2024	Tuesday, May 21, 2024
Tuesday, June 4, 2024	Tuesday, June 18, 2024
Tuesday, July 2, 2024	Tuesday, July 16, 2024
Wednesday, August 7, 2024	Tuesday, August 20, 2024
Tuesday, September 3, 2024	Tuesday, September 17, 2024
Tuesday, October 1, 2024	Tuesday, October 15, 2024
Tuesday, November 6, 2024	Tuesday, November 19, 2024
Tuesday, December 3, 2024	Tuesday, December 17, 2024

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

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

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Resolution – Sewer and Water Rates

**Date:** December 6, 2023

### Recommended Action

To approve the resolution setting rates for Sewer and Water Systems for 2024.

### Discussion

Rates remain unchanged from 2023. The County is holding their sewer rates for 2024, and the Township's water rates are sufficient to cover budget expenses for Fiscal Year 2024 – 2025.

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

### Financial Impact

Is a Budget Amendment Required?     Yes     No

### Attachments

Resolution for Sewer-Water Rates 2024

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1. Sanitary Sewer System:**

**Connection Charges - Effective January 1, 2024**

Sewer Assessment Equity Charge ..... \$9,439.20 per REU

**Sewer Fee Schedule - Effective January 1, 2024**

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

**Section 2. Water System:**

**Connection Charges - Effective January 1, 2024**

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

**Usage Charges - Effective April 1, 2024**

Commodity Charge ..... \$1.40 per 1,000 gallons

**Water Service Charge - Effective April 1, 2024**

Water Service Charge ..... \$86.08 per REU

**Meter Replacement Charge - Effective April 1, 2024**

<sup>5</sup> / <sub>8</sub> " meter .....	\$7.75	per quarter
<sup>3</sup> / <sub>4</sub> " meter .....	\$7.75	per quarter
1" meter .....	\$10.08	per quarter
1 ½" meter .....	\$21.17	per quarter
2" meter .....	\$23.92	per quarter
3" meter .....	\$28.33	per quarter
4" meter .....	\$49.25	per quarter
6" meter .....	\$83.75	per quarter

**Cost Recovery - Effective January 1, 2024**

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

**Section 3. Other Sewer and Water Services:**

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

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

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director  
**Subject:** Resolution: 2024 REU Surcharge Policy Restatement  
**Date:** December 7, 2023

**Recommended Action**  
Resolution: 2024 REU Surcharge Policy Restatement

**Discussion**  
Hartland Township had previously amended the REU Surcharge Policy due to the anomalies associated with the pandemic as well as changes to the Livingston County billing methodology. It is generally accepted that for Hartland Township the impact of the pandemic has been mitigated.

The Township administration is recommending that the original REU Surcharge Policy be restated and, specifically, the interest free financing for 2023 be ended. Only one commercial customer applied for this payment deferral.

The proposed revision, if approved, would be enacted beginning January 1, 2024.

**Financial Impact**  
Is a Budget Amendment Required?     Yes     No

**Attachments**  
Resolution: 2024 REU Surcharge Policy Restatement

BOARD OF TRUSTEES

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



**Supervisor**  
William J. Fountain

**Clerk**  
Larry N. Ciofu

**Treasurer**  
Kathleen A. Horning

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

**RESOLUTION NO. XX-RXXX**

**RESOLUTION TO RESTATE THE WATER AND SEWER SURCHARGE POLICY**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on **December 12, 2023**, at **7:00 P.M.**

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

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

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

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

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

**WHEREAS**, the Township Board provided a new opportunity for interest free financing for the duration of the 2023 calendar year outlined in Resolution No. 22-R022, Resolution to Amend the Water and Sewer Surcharge Policy,

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

1. The Township Board amends the Township's ordinance pertaining to "excess flow surcharge" to redact the prior concessions and restore the policy to pre-pandemic conditions without surcharge limitations as outlined in prior resolutions to ensure fair and equitable excess flow surcharges for all local businesses, including the payment due dates of such surcharges to be the same as the standard sewer and water bills.

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

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

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

This resolution shall take effect immediately upon its passage and shall only apply to the 2023 and future calendar year surcharge calculations. Any resolution that conflicts with this Resolution is repealed upon the effective date of the Ordinance.

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

STATE OF MICHIGAN                    )  
  )  
COUNTY OF LIVINGSTON            )

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 12 day of December, 2023.

\_\_\_\_\_  
Larry N. Ciofu Hartland Township Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** Final CLFRF (ARPA) Funds Commitment

**Date:** December 7, 2023

## Recommended Action

Move to approve the obligation of final CLFRF grant funds towards the approved Township Hall roof replacement project.

## Discussion

Currently, there is approximately \$60,000 remaining in unobligated CLFRF (ARPA) grant funds. The Township was awarded almost \$1.6 Million under ARPA. While the remaining funds do not need to be obligated until 12/31/24 and not spent until 12/31/26, it is beneficial for the Township to close out this grant funding, including the administration requirement. The State has offered an incentive to obligate the remaining funds by 12/31/23 in the form of one-time additional CVTRS funding.

Spending the final CLFRF grant funds on the roof replacement project is clearly allowable under the ARPA provisions and is especially timely given the immediacy of project commencement.

The Township has gone above and beyond on the variety of community projects, including the water expansion project, chosen to fund with these dollars and the Board should be commended for the broad coverage that has benefited the residents.

## Financial Impact

Is a Budget Amendment Required?  Yes  No

The Finance Director will determine the budget amendment necessary between the CLFRF Fund and Capital Projects Fund to record the use of federal grant monies towards the roof replacement project.

## Attachments

None