



## 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, October 03, 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 Disbursement Between Board Meetings
    - [c.](#) 09-19-23 Hartland Township Board Special Meeting Minutes
    - [d.](#) 09-19-23 Hartland Township Board Regular Meeting Minutes
    - [e.](#) General Fund to CIP Surplus Transfer
  7. Pending & New Business
    - [a.](#) Water System PRV
  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:** September 26, 2023

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$1,691,072.54. The bills are available in the Finance office for review.

Notable invoices include:

\$11,777.12 – Foster, Swift, Collins & Smith – (August 2023 legal invoice)

\$346,558.50 – Hartland Deerfield Fire Authority – (3<sup>rd</sup> quarterly payment)

\$81,041.10 – Hartland Township General Fund – (3<sup>rd</sup> FQ 2024 Salary allocations & 4<sup>th</sup> Qtr Cable Studio rent)

\$1,162,100.00 – Jennifer Nash – (Sewer refunding bonds, series 2016)

\$60,860.00 – Livingston County Sheriff – (4<sup>th</sup> Qtr payment)

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY24 budget.

## Attachments

Bills for 10.03.2023

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
AMAZON.COM	AMAZON CAPITAL SERVICES	09/16/2023	1FK1-GP9X-GTCV	FOA	FOLDING PICNIC TABLE WITH BENCHES	
49752	P.O. BOX 035184	10/03/2023		N		265.00
09/16/2023	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		10/03/2023		N		265.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	265.00

VENDOR TOTAL: 265.00

APPLIED	APPLIED INNOVATION	09/22/2023	2311170	FOA	8/23/23 - 9/22/23 - RICOH MP6055SP	
49777	7718 SOLUTION CENTER	10/03/2023		N		28.35
09/22/2023	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		10/03/2023		N		28.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	28.35

VENDOR TOTAL: 28.35

CINTAS	CINTAS CORPORATION	09/18/2023	4168086105	FOA	MATS	
49755	P.O. BOX 630910	10/03/2023		N		49.90
09/18/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		10/03/2023		N		49.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	49.90

CINTAS	CINTAS CORPORATION	09/13/2023	5175164042	FOA	FIRST AID SUPPLIES	
49731	P.O. BOX 630910	10/03/2023		N		49.03
09/13/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		10/03/2023		N		49.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	49.03

CINTAS	CINTAS CORPORATION	09/14/2023	9229935093	FOA	EYEWASH SERVICE AGREEMENT	
49732	P.O. BOX 630910	10/03/2023		N		100.00
07/01/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		10/03/2023		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	100.00

VENDOR TOTAL: 198.93

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
CIVICPLUS	CIVICPLUS, LLC	10/01/2023	269172	FOA	10/1/23 - 9/30/24 MUNICODE MTGS ANNU	
49528	P.O. BOX 737311	10/03/2023		N		4,922.00
10/01/2023	DALLAS TX, 75373-7311	/ /	0.0000	N		0.00
		10/03/2023		N		4,922.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	4,922.00

VENDOR TOTAL: 4,922.00

5888	FOSTER, SWIFT, COLLINS & SMITH	09/22/2023	866801	FOA	AUGUST 2023	
49778	313 S. WASHINGTON SQUARE	10/03/2023		N		11,777.12
09/22/2023	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		10/03/2023		Y		11,777.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-826.000	LEGAL FEES	188.00
590-000-826.000	LEGAL FEES	10,602.12
101-400-826.000	LEGAL FEES	987.00
		11,777.12

VENDOR TOTAL: 11,777.12

HAFIRE	HARTLAND AREA FIRE DEPARTMENT	09/11/2023	SEPT 2023	FOA	MONTHLY LIQUOR LICENSING INSPECTIONS	
49725	3205 HARTLAND RD	10/03/2023		N		1,625.00
09/11/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/03/2023		N		1,625.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
212-000-801.000	CONTRACTED SERVICES	1,625.00

VENDOR TOTAL: 1,625.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	10/01/2023	OCTOBER 2023	FOA	OCT 2023 PAYMENT PER AGREEMENT	
49357	HAYAA - FOOTBALL	10/03/2023		N		479.82
10/01/2023	P.O. BOX 359	/ /	0.0000	N		0.00
	HARTLAND MI, 48353	10/03/2023		N		479.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	479.82

VENDOR TOTAL: 479.82

HCSA	HARTLAND COMMUNITY SOCCER ASSN	10/01/2023	OCTOBER 2023	FOA	OCT 2023 PAYMENT PER AGREEMENT	
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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
49358	HARTLAND COMMUNITY EDUCATION	10/03/2023		N		928.09
	9525 HIGHLAND RD					
10/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/03/2023		N		928.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	928.09

VENDOR TOTAL: 928.09

HDFFA	HARTLAND DEERFIELD FIRE	10/01/2023	23-24 3RD Q	FOA	3RD QTRLY PMT	
49716	3205 HARTLAND RD	10/03/2023		N		346,558.50
09/12/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/03/2023		N		346,558.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	346,558.50

VENDOR TOTAL: 346,558.50

0001	HARTLAND TOWNSHIP GENERAL FUND	10/01/2023	10/3/23	FOA	10/1/23 - 12/31/23 CABLE STUDIO QTRL	
49360		10/03/2023		N		3,246.00
10/01/2023	,	/ /	0.0000	N		0.00
		10/03/2023		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00

0001	HARTLAND TOWNSHIP GENERAL FUND	10/01/2023	10032023	FOA	3RD FQ 2024 SALARY ALLOCATIONS	
48553		10/03/2023		N		77,795.10
10/01/2023	,	/ /	0.0000	N		0.00
		10/03/2023		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
		77,795.10

VENDOR TOTAL: 81,041.10

HYL	HARTLAND YOUTH LACROSSE	10/01/2023	OCTOBER 2023	FOA	OCT 2023 PAYMENT PER AGREEMENT	
49359	P.O. BOX 56	10/03/2023		N		479.82
10/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/03/2023		N		479.82

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
101-751-801.000	CONTRACTED SERVICES	479.82

VENDOR TOTAL: 479.82

1548	HORIZON LANDSCAPE INC.	09/06/2023	16747	FOA	MONTHLY M-59 MOWING	
49723	11765 HIBNER RD	10/03/2023		N		3,986.17
09/06/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/03/2023		N		3,986.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	3,986.17

1548	HORIZON LANDSCAPE INC.	09/06/2023	16748	FOA	MONTHLY MOWING STATION #61	
49724	11765 HIBNER RD	10/03/2023		N		1,396.83
09/06/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/03/2023		N		1,396.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,396.83

VENDOR TOTAL: 5,383.00

LIVINGCO	JENNIFER M. NASH	09/14/2023	091423	FOA	SEWER SYSTEM REFUNDING BONDS, SERIES	
49734	C/O BRIAN JONCKHEERE, LCDC	10/03/2023		N		1,162,100.00
09/14/2023	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
	HOWELL MI, 48843-7581	10/03/2023		N		1,162,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	67,100.00
595-000-203.002	CURRENT PORTION BONDS PAYABLE	1,095,000.00
		1,162,100.00

VENDOR TOTAL: 1,162,100.00

JOHNSSANIT	JOHN'S SANITATION	09/14/2023	6724	FOA	RENTAL FOR CSA COLOR RUN	
49736	59075 OASIS CENTER DR	10/03/2023		N		140.00
09/14/2023	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		10/03/2023		N		140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	140.00

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: 140.00

K&J	K & J ELECTRIC, INC	09/15/2023	10678	FOA	REPLACE CONSTANT VOLTAGE TRANSFORMER	
49775	7219 EAST HIGHLAND RD	10/03/2023		N		4,709.00
09/15/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/03/2023		N		4,709.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	4,709.00

VENDOR TOTAL: 4,709.00

0015	LIVINGSTON COUNTY SHERIFF	10/01/2023	4TH QTR 2023	FOA	LAW ENFORCEMENT SERVICES 10/1/23 - 1	
48394	150 S HIGHLANDER WAY	10/03/2023		N		60,860.00
10/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/03/2023		N		60,860.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-302-801.000	CONTRACTED SERVICES	60,860.00

VENDOR TOTAL: 60,860.00

0220	LIVINGSTON COUNTY TREASURER	09/15/2023	091523	FOA	BOR/PRE ADJ FOR PID 08-17-100-013	
49760	200 E. GRAND RIVER	10/03/2023		N		21.36
09/15/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/03/2023		N		21.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	4.96
204-000-850.000	TAX CHARGEBACKS	6.76
206-000-850.000	TAX CHARGEBACKS	9.64
		21.36

VENDOR TOTAL: 21.36

LOREARENTS	LOREA RENTS	09/12/2023	2555	FOA	WINEGARNER BRUSH HOGGING	
49729	120 LUCY RD	10/03/2023		N		735.75
09/12/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/03/2023		N		735.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-802.000	LAWN/SNOW MAINTENANCE	735.75

VENDOR TOTAL: 735.75

LOWES	LOWES BUSINESS ACCT/SYNCB	09/07/2023	25743	FOA	REPLACEMENT LOCK FOR SPRANGER	
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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		
49779	P.O. BOX 530970	10/03/2023		N		91.17
09/07/2023	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		10/03/2023		N		91.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	15.18
101-751-930.000	REPAIRS & MAINTENANCE	75.99
		<u>91.17</u>

VENDOR TOTAL: 91.17

LUTZROOFIN	LUTZ ROOFING	09/18/2023	76632	FOA	TOWNSHIP HALL ROOF REPAIRS	
49738	4721 22 MILE RD	10/03/2023		N		211.13
08/24/2023	SHELBY TOWNSHIP MI, 48317	/ /	0.0000	N		0.00
		10/03/2023		N		211.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	211.13

VENDOR TOTAL: 211.13

1180	PETER'S TRUE VALUE HARDWARE	09/13/2023	K69254	FOA	TAPE MEASURE, KNIFE	
49730	3455 W. HIGHLAND ROAD	10/03/2023		N		20.98
09/13/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		10/03/2023		N		20.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	20.98

VENDOR TOTAL: 20.98

1600	PETTY CASH (TREASURER)	09/25/2023	092523	FOA	REIMBURSE PETTY CASH	
49780		10/03/2023		N		45.24
09/25/2023	,	/ /	0.0000	N		0.00
		10/03/2023		N		45.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	20.00
101-215-861.000	MILEAGE	4.05
101-751-930.000	REPAIRS & MAINTENANCE	21.19
		<u>45.24</u>

VENDOR TOTAL: 45.24

SMARTSOURC	SMART SOURCE, LLC MICHIGAN DIVISION	09/25/2023	1794858	FOA	LASER CHECKS FOR CLEARING ACCT	
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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
49782	P.O. BOX 106068	10/03/2023		N		180.45
09/25/2023	ATLANTA GA, 30348-6068	/ /	0.0000	N		0.00
		10/03/2023		Y		180.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	180.45
<b>VENDOR TOTAL:</b>		<b>180.45</b>

SPALDING	SPALDING DEDECKER	09/15/2023	95856	FOA	SPRANGER PARK PAVILION THRU 8/27/23	
49747	905 SOUTH BLVD EAST	10/03/2023		N		337.50
09/15/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		10/03/2023		N		337.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	337.50

SPALDING	SPALDING DEDECKER	09/19/2023	95884	FOA	GIS	
49773	905 SOUTH BLVD EAST	10/03/2023		N		750.00
09/19/2023	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		10/03/2023		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	750.00
<b>VENDOR TOTAL:</b>		<b>1,087.50</b>

STAPLES	STAPLES	09/16/2023	8071637236	FOA	TONER	
49742	PO BOX 660409	10/03/2023		N		156.43
09/16/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/03/2023		N		156.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	156.43

STAPLES	STAPLES	09/23/2023	8071712985	FOA	MISC SUPPLIES	
49776	PO BOX 660409	10/03/2023		N		54.27
09/23/2023	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		10/03/2023		N		54.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	54.27

**VENDOR TOTAL:** 210.70

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
USA	USA BLUE BOOK	09/12/2023	131069	FOA	PRY BAR SET	
49720	P.O. BOX 9004	10/03/2023		N		60.95
09/12/2023	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		10/03/2023		N		60.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	60.95

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
USA	USA BLUE BOOK	09/12/2023	131079	FOA	HOSE, HALF MASK RESPIRATOR, LATEX GL	
49721	P.O. BOX 9004	10/03/2023		N		660.58
09/12/2023	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		10/03/2023		N		660.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	660.58

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
USA	USA BLUE BOOK	09/18/2023	136672	FOA	PUMP & TUBING FOR WATER SYSTEM	
49770	P.O. BOX 9004	10/03/2023		N		6,163.00
09/18/2023	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		10/03/2023		N		6,163.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	6,163.00

VENDOR TOTAL: 6,884.53

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
WATERTECH	WATER TECH	09/20/2023	58217	FOA	AUGUST 2023	
49774	718 S MICHIGAN	10/03/2023		N		88.00
08/31/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/03/2023		N		88.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	88.00

VENDOR TOTAL: 88.00

TOTAL - ALL VENDORS: 1,691,072.54

FUND TOTALS:

Fund 101 - GENERAL FUND	69,856.37
Fund 204 - MUNICIPAL STREET FUND	6.76
Fund 206 - FIRE OPERATING	347,964.97
Fund 212 - LIQUOR LAW ENFORCEMENT	1,625.00
Fund 401 - CAPITAL PROJECTS FUND	337.50
Fund 536 - WATER SYSTEM FUND	53,528.94
Fund 577 - CABLE TV FUND	8,918.00

09/25/2023 04:12 PM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 10/03/2023 - 10/03/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						46,735.00
Fund 595 - 2005 SEWER EXP BONDS						1,162,100.00

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

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

**Date:** September 26, 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 - \$32,553.69

September 28, 2023 Payroll - \$79,631.43

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY24 budget.

## Attachments

Post Audit Bills List 09.14.2023

Post Audit Bills List 09.18.2023

Post Audit Bills List 09.21.2023

Payroll for 09.28.2023

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/14/2023	FOA	44029	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	16.02
		44029		STREET LIGHTS	101-448-921.000	218.94
		44029		UTILITIES - GAS	536-000-920.001	1.40
						236.36
09/14/2023	FOA	44030	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	223.16
		44030		EMPLOYMENT EXPENSE	101-192-716.000	70.64
		44030		EMPLOYMENT EXPENSE	101-215-716.000	66.64
		44030		EMPLOYMENT EXPENSE	101-253-716.000	133.28
		44030		EMPLOYMENT EXPENSE	101-400-716.000	187.83
		44030		EMPLOYMENT EXPENSE	101-441-716.000	242.38
		44030		EMPLOYMENT EXPENSE	536-000-716.000	191.83
						1,115.76
09/14/2023	FOA	44031	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	50.16
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		1,402.28

--- GL TOTALS ---

001-000-257.101	ACCRUED DENTAL BENEFITS	223.16
101-192-716.000	EMPLOYMENT EXPENSE	70.64
101-215-716.000	EMPLOYMENT EXPENSE	66.64
101-253-716.000	EMPLOYMENT EXPENSE	133.28
101-265-920.001	UTILITIES - GAS	16.02
101-400-716.000	EMPLOYMENT EXPENSE	187.83
101-441-716.000	EMPLOYMENT EXPENSE	242.38
101-448-921.000	STREET LIGHTS	218.94
101-751-920.002	UTILITIES - ELECTRIC	50.16
536-000-716.000	EMPLOYMENT EXPENSE	191.83
536-000-920.001	UTILITIES - GAS	1.40
	TOTAL	1,402.28

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/18/2023	FOA	44032	JENNIFER M. NASH	BOND INTEREST PAYMENT	591-000-997.000	10,518.41
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		10,518.41
--- GL TOTALS ---						
591-000-997.000			BOND INTEREST PAYMENT			10,518.41
			TOTAL			10,518.41

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/21/2023	FOA	44063	AMAZON CAPITAL SERVICES	FARMERS MARKET		** VOIDED **
09/21/2023	FOA	44064	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,499.01
		44064		STREET LIGHTS	101-448-921.000	45.57
		44064		UTILITIES	101-567-920.000	15.01
		44064		UTILITIES - ELECTRIC	101-751-920.002	117.28
		44064		UTILITIES - ELECTRIC	206-000-920.002	23.00
		44064		UTILITIES - ELECTRIC	536-000-920.002	4,143.63
						<u>5,843.50</u>
09/21/2023	FOA	44065	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	283.00
09/21/2023	FOA	44066	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	1,415.00
09/21/2023	FOA	44067	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	100.00
		44067		PRINTING & PUBLICATIONS	101-400-900.000	310.00
						<u>410.00</u>
09/21/2023	FOA	44068	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	190.01
		44068		EMPLOYMENT EXPENSE	101-192-716.000	108.63
		44068		EMPLOYMENT EXPENSE	101-209-716.000	155.25
		44068		EMPLOYMENT EXPENSE	101-215-716.000	65.08
		44068		EMPLOYMENT EXPENSE	101-253-716.000	79.04
		44068		EMPLOYMENT EXPENSE	101-400-716.000	124.66
		44068		EMPLOYMENT EXPENSE	101-441-716.000	89.29
		44068		EMPLOYMENT EXPENSE	536-000-716.000	138.06
						<u>950.02</u>
09/21/2023	FOA	44069	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,289.60
		44069		EMPLOYMENT EXPENSE	101-192-716.000	1,267.56
		44069		EMPLOYMENT EXPENSE	101-215-716.000	1,394.34
		44069		EMPLOYMENT EXPENSE	101-253-716.000	633.78
		44069		EMPLOYMENT EXPENSE	101-441-716.000	3,485.88
		44069		EMPLOYMENT EXPENSE	536-000-716.000	2,376.72
						<u>11,447.88</u>
09/21/2023	FOA	44070	TCAA	EDUCATION/TRAINING/CONVENTION	101-209-957.000	90.00
09/21/2023	FOA	44071	VSP INSURANCE CO. (CT)	DECEMBER 2022 PREMIUMS	001-000-257.102	38.72
		44071		DECEMBER 2022 PREMIUMS	101-192-716.000	14.20
		44071		DECEMBER 2022 PREMIUMS	101-215-716.000	11.95
		44071		DECEMBER 2022 PREMIUMS	101-253-716.000	23.90
		44071		DECEMBER 2022 PREMIUMS	101-400-716.000	31.62

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		44071		DECEMBER 2022 PREMIUMS	101-441-716.000	39.34
		44071		DECEMBER 2022 PREMIUMS	536-000-716.000	33.87
						193.60
TOTAL - ALL FUNDS				TOTAL OF 9 CHECKS (1 voided)		20,633.00

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,289.60
001-000-257.102	ACCRUED VISION BENEFITS	38.72
001-000-257.103	ACCRUED STD/LTD BENEFITS	190.01
101-192-716.000	EMPLOYMENT EXPENSE	1,390.39
101-209-716.000	EMPLOYMENT EXPENSE	155.25
101-209-957.000	EDUCATION/TRAINING/CONVENTION	90.00
101-215-716.000	EMPLOYMENT EXPENSE	1,471.37
101-215-900.000	PRINTING & PUBLICATIONS	100.00
101-253-716.000	EMPLOYMENT EXPENSE	736.72
101-265-920.002	UTILITIES - ELECTRIC	1,499.01
101-400-716.000	EMPLOYMENT EXPENSE	156.28
101-400-900.000	PRINTING & PUBLICATIONS	310.00
101-441-716.000	EMPLOYMENT EXPENSE	3,614.51
101-448-921.000	STREET LIGHTS	45.57
101-567-920.000	UTILITIES	15.01
101-751-920.002	UTILITIES - ELECTRIC	117.28
206-000-920.002	UTILITIES - ELECTRIC	23.00
536-000-716.000	EMPLOYMENT EXPENSE	2,548.65
536-000-920.002	UTILITIES - ELECTRIC	4,143.63
701-000-290.300	MOBILE HOME FEES ESCROW	1,698.00
	TOTAL	20,633.00



Check Register Report For Hartland Township  
For Check Dates 09/28/2023 to 09/28/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/28/2023	FOA	17449	MISSION SQUARE	1,127.01	1,127.01	0.00	Open
09/28/2023	FOA	17450	MISSION SQUARE	3,042.75	3,042.75	0.00	Open
09/28/2023	FOA	17451	MISSION SQUARE	2,581.28	2,581.28	0.00	Open
09/28/2023	FOA	17452	MISSION SQUARE	200.00	200.00	0.00	Open
09/28/2023	FOA	DD8764	BEDUHN, TIMOTHY L.A.	1,978.25	0.00	1,509.31	Cleared
09/28/2023	FOA	DD8765	BERNARDI, MELYNDA A	1,475.57	0.00	1,150.84	Cleared
09/28/2023	FOA	DD8766	BROOKS, TYLER J	2,704.00	0.00	1,906.50	Cleared
09/28/2023	FOA	DD8767	CARRIGAN, AMANDA K	3,425.00	0.00	2,711.58	Cleared
09/28/2023	FOA	DD8768	CASE, SUSAN E	1,855.17	0.00	1,138.98	Cleared
09/28/2023	FOA	DD8769	CIOFU, LARRY N	2,856.09	0.00	2,060.13	Cleared
09/28/2023	FOA	DD8770	COSGROVE, HEATHER H	1,701.23	0.00	1,409.05	Cleared
09/28/2023	FOA	DD8771	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,684.57	Cleared
09/28/2023	FOA	DD8772	ECKMAN, MATTHEW A	142.50	0.00	125.54	Cleared
09/28/2023	FOA	DD8773	FOUNTAIN, WILLIAM J	2,856.09	0.00	2,399.54	Cleared
09/28/2023	FOA	DD8774	FOX, LAWRENCE E	496.50	0.00	437.42	Cleared
09/28/2023	FOA	DD8775	GERMANE, MATTHEW J	546.00	0.00	479.23	Cleared
09/28/2023	FOA	DD8776	GRISSIM, SUSAN L	142.50	0.00	131.60	Cleared
09/28/2023	FOA	DD8777	HAASETH, GWYN M	910.00	0.00	811.28	Cleared
09/28/2023	FOA	DD8778	HORNING, KATHLEEN A	3,106.09	0.00	2,159.01	Cleared
09/28/2023	FOA	DD8779	HUBBARD, TONYA S	1,600.21	0.00	1,016.43	Cleared
09/28/2023	FOA	DD8780	JOHNSON, LISA	2,423.46	0.00	1,563.30	Cleared
09/28/2023	FOA	DD8781	KENDALL, ANTHONY S	50.07	0.00	46.25	Cleared
09/28/2023	FOA	DD8782	LANGER, TROY D	4,017.92	0.00	2,839.58	Cleared
09/28/2023	FOA	DD8783	LOFTUS, DANIEL M	382.24	0.00	336.75	Cleared
09/28/2023	FOA	DD8784	LOUIS, CASEY	802.44	0.00	620.18	Cleared
09/28/2023	FOA	DD8785	LUCE, MICHAEL T	3,958.33	0.00	2,897.29	Cleared
09/28/2023	FOA	DD8786	MAYER, JAMES L	142.50	0.00	125.55	Cleared
09/28/2023	FOA	DD8787	MCMULLEN, SUMMER L	636.00	0.00	536.38	Cleared
09/28/2023	FOA	DD8788	MITCHELL, MICHAEL E	90.00	0.00	83.12	Cleared
09/28/2023	FOA	DD8789	MORGANROTH, CAROL L	2,165.84	0.00	1,679.13	Cleared
09/28/2023	FOA	DD8790	MURPHY, THOMAS A	63.00	0.00	55.51	Cleared
09/28/2023	FOA	DD8791	NIXON, MITCHELL A	2,163.50	0.00	1,673.92	Cleared
09/28/2023	FOA	DD8792	O'CONNELL, DENISE	546.00	0.00	384.15	Cleared
09/28/2023	FOA	DD8793	PETRUCCI, JOSEPH M	546.00	0.00	457.09	Cleared

Check Register Report For Hartland Township  
 For Check Dates 09/28/2023 to 09/28/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/28/2023	FOA	DD8794	RADLEY, JAMES W	945.00	0.00	795.76	Cleared
09/28/2023	FOA	DD8795	SHOLLACK, DONNA M	2,227.16	0.00	1,688.15	Cleared
09/28/2023	FOA	DD8796	SOSNOWSKI, SHERI R	2,146.05	0.00	1,620.39	Cleared
09/28/2023	FOA	DD8797	WYATT, MARTHA K	3,111.09	0.00	2,032.80	Cleared
09/28/2023	FOA	EFT698	FEDERAL TAX DEPOSIT	12,522.22	12,522.22	0.00	Cleared
09/28/2023	FOA	EFT699	MI DEPT OF TREASURY	4,168.80	4,168.80	0.00	Cleared
<b>Totals:</b>				Number of Checks: 040	79,631.43	23,642.06	41,566.31
Total Physical Checks:				4			
Total Check Stubs:				36			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 09-19-23 Hartland Township Board Special Meeting Minutes

**Date:** September 28, 2023

### **Recommended Action**

Move to approve the Hartland Township Board Special Meeting Minutes for September 19, 2023.

### **Discussion**

Draft Minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

9-19-23 HTB Special Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES  
September 19, 2023 – 6:30 PM

**DRAFT**

**1. Call to Order**

Supervisor Fountain called the meeting to order at 6:30 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 were Interim Manager Mike Luce and Finance Director Susan Dryden Hogan.

**4. Approval of the Agenda**

**Move to approve the agenda for the September 19, 2023 Hartland Township Board Special meeting as presented.**

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

Voting Yea: Supervisor Fountain, Township 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**

There was no consent agenda for this meeting.

**7. Pending and New Business**

a. Fiscal Year 2022-2023 Audit Overview

John Pfeffer and Kristen Polonowski of Pfeffer, Hanniford and Palka summarized the financial statement audit for the Board and with Finance Director Susan Dryden-Hogan responded to questions from the Board.

**8. Adjournment**

**Move to adjourn the meeting at 6:55 p.m.**

Motion made by Treasurer Horning, Seconded by Township Clerk Ciofu.

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

Voting Nay: None

Absent: None

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 09-19-23 Hartland Township Board Regular Meeting Minutes

**Date:** September 28, 2023

## **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for September 19, 2023.

## **Discussion**

Draft minutes are attached for review.

## **Financial Impact**

None.

## **Attachments**

9-19-23 HTB Minutes

**DRAFT**

**1. Call to Order**

Supervisor Fountain called the meeting to order 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 Interim Manager Mike Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the September 19, 2023 Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Trustee Germane.

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**

Larry Shaheen came forward and read the introduction to the recently sent out Citizen's Survey and inquired as to how non-tax paying residents opinions are meeting the needs of taxpayer households and stated wouldn't this dilute the results of the survey. He further inquired as to how many surveys were sent to non-tax paying residents. Interim Director Luce responded that the survey was sent out on a random basis from the Township voter rolls and that the Township has no knowledge of who would receive the survey. He also stated this was the first set of surveys that were sent out and that there would be a second set sent out in October. Interim Director Luce will follow up with the survey company and get back to Mr. Shaheen. Mr. Shaheen also inquired as to the return on investments for the Township. Supervisor Fountain stated the Township has invested in the quality of life with our park improvements and our road infrastructure improvements with the voter passed Road millage as two examples of returns to the Township.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the September 19, 2023 Hartland Township Board meeting as presented.**

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

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

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 19, 2023 – 7:00 PM

- c. 09-05-23 Hartland Township Board Regular Meeting Minutes
- d. Land Use Permit #23-003 – Release of Performance Bond for Hartland Shores Estates
- e. Public Works Employee Increase
- f. Election Worker Wage Increases

## 7. Pending & New Business

- a. Fiscal Year 2022-2023 Audit Overview

John Pfeffer and Kristen Polonowski of Pfeffer, Hanniford & Palka gave an audit presentation for the Fiscal Year 2022-2023. Mr. Pfeffer thanked the Township Board for having them as their independent auditors and stated it has been a real privilege to work for Hartland Township and that it is a pleasure to come out and work with the Township staff, who have been great and he stated everything is in great shape. He also commended the work of Finance Director Susan Dryden-Hogan who does a great job and he stated they have very few proposed adjustments. This is important so that the Board knows they are getting very accurate information during the year.

He stated they will be issuing a unmodified opinion which is the highest level of opinion that an independent auditor can issue. Hartland Township has always received this opinion which is good. He stated that this year there is a secondary report due to the Township receiving American Rescue Plan Act (ARPA) funds during this period. The report has to do with the additional work required to make sure the ARPA funds were spent correctly, which the Township has done.

Mr. Pfeffer then went on to highlight some financial information stating that the Township was able to increase the General Fund balance by 12% while making several park and Township Hall improvements. The Township completed the Dunham Road sidewalk expansion, the Hartland Deerfield Fire Authority (HDFFA) training upgrades, and, with ARPA funding, the completion of the M-59 water main project which is very important to the community. He also stated the sewer system is doing very well overcoming some of the lost business during the COVID period with new connection fees. He stated the overall management of the system over the past few years has the system in good financial condition.

Mr. Pfeffer then presented slides of the breakdown of the General Fund Revenues and Expenses and the General Fund Balance. He stated it was important for residents to know that of the \$3.5 million of General Fund Revenues only a small portion comes from taxes and administration fees. Only 26% of the General Fund Revenues come from taxes. Most of the General Fund Revenues come from State Shared Revenues derived primarily from State income and sales taxes. State Shared Revenues should remain stable but are subject to the Michigan economy going forward and should be watched closely.

He stated two important factors for auditors is, one, that the Treasurer's Department is making timely disbursements of taxes. Taxes are collected, and within 15 days the Treasurer must disburse the funds so that each entity receives their tax monies. Treasurer Horning was able to do this, as she has done in the past, which is very good. The second factor is that the Township has over \$23 million invested in various institutions from all of the various Fund Balance Accounts. Treasurer Horning was able to keep the money invested securely and with good returns for the Township during this audit period.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 19, 2023 – 7:00 PM

He stated the overall the General Fund Balance is in good shape and that there is not too much held in the fund. He restated that we were able to add to the General Fund this period while accomplishing many things for the Township which is always good for the residents to hear.

He then led a brief question, answer, comments session. Supervisor Fountain commented on the new police contract for Hartland Township that was funded out of the General Fund in conjunction with the schools contributions and stated this was a win-win situation for all of the parties involved. Supervisor Fountain stated we have always had a goal of about 20% of revenues that comes into the Township are reinvested back into the Township community.

## **Move to accept the Fiscal Year 2022-2023 Audit Report as presented.**

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

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

Voting Nay: None

Absent: None

## **b. Hartland Community Events**

Interim Manager Luce gave a brief overview of upcoming community events:

Hartland Art Walk - to be held at Settler's Park

This is a three weekend community event featuring local artist's works that will be on display at various businesses throughout Hartland. Each business that has art on display will have a sign at their business that displays the Hartland Artwalk logo. A list of art locations will also be on the Township website. Banners will be placed throughout Settler's Park with a QR Code that can be scanned that will tell residents which businesses are displaying the artists works. There will be two permanent art pieces, one at Settler's Park and the second on a building wall at the new Hartland High School Auxiliary Field on Hartland Road.

Kickoff Event - Saturday, September 23, 2023 from 10:00 am to 4:00 pm

- with food trucks, vendors, live music

Saturday, September 30, 2023 from Noon to 3:00 pm

Concludes - Saturday, October 7, 2023 from Noon to 2:00 pm

Hartland High School Homecoming Parade

Friday, September 29, 2023 starting at Village Elementery School at 5:00 pm

- followed by the Hartland High School Homecoming Football game

State of the Community Event - Historic Hartland Music Hall in the Village

Wednesday, October 25, 2023 at 5:00 pm

- updates from Community Partners will be live in person.



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 19, 2023 – 7:00 PM

## 8. Board Reports

Trustee Petrucci – Sated we will be discussing the HDFA Station Location Study tonight and on September 28th after the HDFA meeting at 8:00 p.m. the Fire Station Location Study Committee will hold their second meeting on the topic at HDFA Staion 61 and all are invited to attend.

Clerk Ciofu - No report.

Treasurer Horning - No report.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Supervisor Fountain - No report.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Interim Manager Luce stated that they are still soliciting quotes for the Township Hall roof repair. He stated we had two quotes so far with a wide spectrum of costs and to do our due diligence we are seeking additional quotes and doing background checks of companies and reviewing warranty provisions and requirements. Interim Manager Luce stated we solicited three quotes for the Township Hall landscaping and only two could meet the time frames for the project and these will be discussed at the next Admin Committee meeting. He also informed the Board of a tanker truck that tipped over at Runyan Lake Road today. The tanker truck contained corrosive material and was uprighted with no leakage. US-23 was down to one lane and Runyan Lake Rd was closed for a period of time. He commended the work of the first responders regarding this situation. He informed the Board that the first set of the Citizen's Surveys went out on September 15th and a second set would go out in the second week of October. He expects final results to be delivered in late November or early December. Interim Manager Luce stated we would be reinstating some of the COVID safety measures in the Township Hall for flu season. He also provided an update on the San Marino sidewalk stating the retaining wall is complete. It went up one row of blocks higher than planned due to the concerns with the DTE poles and he expects the project to be completed by the end of next week. He also mentioned that Glen Wilkenson inquired about the striping in the turnaround lanes and that this is on the Livingston County Road Commissions (LCRC) agenda within the next two weeks. Trustee Germane asked Interim Manager Luce to see if the LCRC can restripe the M-59/US-23 underpass. Interim Manager Luce also stated that the Volunteer of the Year voting was live on the Township's website.

### b. HDFA Fire Station Location Study

Interim Manger Luce led a discussion on the Hartland Deerfield Fire Authority (HDFA) Fire Location Study. He passed out the agenda from the first Fire Station Study Committee meeting and stated the discussions at the first meeting were productive. He referenced the Fire Station Study and stated major issues from the Committee discussions were what a renovation of the main station would entail and, if we went with a new station, where the location would be and the cost of land acquisition. Interim Manager Luce stated that discussion needs to be had on how we are going to move forward with this and what is the pulse of the Board with regards to support or non support of the options. We need to have a benchmark of where we are going before we get too far into the details. Trustee Petrucci stated the Committee was leaning to a new station at a better location due to current station traffic issues and improving response times with a better

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

September 19, 2023 – 7:00 PM

site. Discussion was then held on estimated cost of renovation, the critical nature of response times, long term outlook for fire coverage, and a phased in approach to developing a main station. Further discussion was held on the study results, potential new locations and property availability and cost, water and sewer availability, and traffic considerations at these locations. In addition there was discussion on mutual aid agreements with nearby fire stations located outside of the Township and financing options. Further discussion led to the need to determine which way we want to go starting from renovation of existing main station to building a new substation to building a new main station.

Trustee Germane was excused at 8:30 p.m.

The need to identify what we would need in a renovation scenario and cost, the cost of a new substation including new equipment and land acquisition, and the cost of a new main station including land acquisition. Interim Manager Luce will reach out to the Survey company to see if we can update the study with regards to response times when including out of township mutual aid locations.

## 10. Adjournment

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

Motion made by Treasurer Horning, 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

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** General Fund to Capital Projects Annual Surplus Transfer

**Date:** September 21, 2023

### Recommended Action

Move to approve the fiscal year 2023 surplus transfer from General Fund (101) to Capital Projects (401) in the amount of \$410,000, per the annual audit.

### Discussion

As in prior years, any additional surplus after the close of a fiscal year has been transferred to the Capital Projects Fund for future improvements to Township assets or for the purchase of new assets. The current year's budget already includes the annual standard transfer of \$500,000. Together, total Capital Projects support will be \$910,000.

### Financial Impact

Is a Budget Amendment Required?     Yes     No

The additional amount to be transferred from 101 to 401 for the fiscal year 2023 surplus requires a budget amendment. The Finance Director is authorized to make the necessary budget amendment to both funds.

### Attachments

None

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Water System PRV

**Date:** September 27, 2023

## **Recommended Action**

Move to approve the engineering of the M59 PRV water valve form Spaulding DeDecker in an amount not to exceed \$22,500.

## **Discussion**

In the past few years we have seen development increase in Hartland Township, with development and expansion comes the added need for water service and adjustments to our current system. Currently the Township has one PRV online and a second is needed to provide adequate volume in the far ends of our system for fire flow on certain properties as well as the supply to the far reaches of our system.

For the Township to be able to control the pressure in our system PRV's are required because of the topography of the Township. We experience a wide range of pressure throughout the system ranging from around 60 psi to a peak of 95 psi in a few areas. Public Works will be working with SDA for the design process to ensure the new PRV and enclosure will match the unit that is already in place on the north side of M59 directly adjacent to the proposed location of the new one. We are currently able to regulate the pressure at 68 psi for all the flow that moves through the valve, however valves are closed on the southside main to ensure we can regulate pressure making this main not able to supply water to the system. Adding this other valve will allow the system to be fed with two twelve-inch mains as opposed to one making the system much more sustainable. In the future another PRV valve may need to be added but development and water demand will trigger the installation.

## **Financial Impact**

Is a Budget Amendment Required?  Yes  No

The PRV is budgeted for in this fiscal years CIP

## **Attachments**

M-59 PRV Proposal

September 26, 2023

Michael Luce  
Acting Township Manager  
Hartland Township  
2655 Clark Road  
Hartland, Michigan 48353

Re: Proposed Pressure Reducing Valve on M-59

Dear Mr. Luce:

Spalding DeDecker (SD) is very pleased to have this opportunity to present this proposal to provide design engineering services for the installation of proposed PRV.

#### **UNDERSTANDING**

The Township water distribution network consists of two 12-inch parallel water mains along the north and south sides of M-59 west of US-23. Previously, the Township installed a pressure reducing valve (PRV) on the northern 12-inch distribution water main in response to high water pressures experienced in the network east of US-23. The installation of the PRV required the closure of the southern 12-inch distribution water main to allow for pressure regulation and avoid bypassing the PRV. The closure of that southern distribution main has limited the capacity of the system overall, which has been exacerbated with the recent developments on the eastern edge of the Township. In order to restore capacity and provide the necessary required fire flows, the Township needs to install an additional PRV on that southern distribution main to allow for continued pressure regulation with the restoration of capacity.

This project is the first in a series of projects identified in the water reliability study to provide long-term capacity, resiliency and treatment for the Township's growing water customer base. The proposed location for the installation of the PRV is on the south side of M-59 east of the Cheryl Stockwell Academy Driveway. The PRV will be installed within an existing Township owned easement and will match the PRV installed on the north side previously.

#### **SCOPE OF SERVICES**

##### **Phase 1 – Data Gathering and Topographic Survey**

Following are the major items associated with this phase:

- Full topographic survey of 200-foot by 60-foot area surrounding the proposed PRV site.
- Review location of existing Township utilities from GIS and available as-builts.
- Provide franchise utility coordination and provide information in survey drawing.

- Provide one 10-foot depth soil boring and foundation recommendation for proposed PRV valve vault.

**Phase 2 – Preliminary and Final Construction Plans**

The following construction plans will be provided, along with specifications for use in procuring contractor:

- Provide a Title Sheet including sheet index, utility contacts, and project location.
- Provide a general notes sheet including construction notes, construction details, project instruction language, and legends.
- Provide removal and construction plan sheets for water main including location of control panel, DTE electric power connection and vault location.
- Provide details for PRV installation including valve vault, appurtenances, venting, & hatch access
- Provide a maintenance of traffic plan meeting MDOT standards for advanced warning signage.
- Provide soil erosion and sedimentation control plan.
- Provide specifications for bidding including contract front-end.
- Provide Engineer’s Estimate of Construction Cost.
- Submit required permit documentation for construction work.

**Fee**

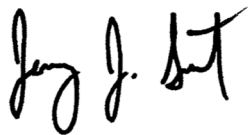
SD will perform the three phases of the Scope of Services for an Hourly Not to Exceed Fee shown below:

Phase 1 – Data Gathering and Topographic Survey	\$ 6,500.00
Phase 2 – Preliminary and Final Construction Plans	<u>\$ 16,000.00</u>
Total	\$ 22,500.00

Thank you again for this opportunity to work with you and we look forward to hearing from you soon. If this proposal is acceptable, please forward us a purchase order for execution. Thank you and please contact us if you have any questions regarding this proposal.

Sincerely,

**SPALDING DEDECKER ASSOCIATES, INC.**



Approved:

By: \_\_\_\_\_  
Jeremy Schrot, PE  
Vice President

By: \_\_\_\_\_  
Michael Luce, Acting Township Manager