



## Board of Trustees

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

Brett Lubeski, Trustee  
Summer L. McMullen, Trustee  
Denise M. O'Connell, Trustee  
Joseph M. Petrucci, Trustee

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, April 08, 2025 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.](#) 03-25-25 Hartland Township Board Regular Meeting Minutes
    - [d.](#) 03-25-25 Hartland Township Board Closed Session Meeting Minutes
  7. Pending & New Business
    - [a.](#) 2025 Filter Media Replacement Project Phase 1
    - [b.](#) 2025 Chloride Purchase
  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:** April 1, 2025

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$779,871.03. The bills are available in the Finance office for review.

Notable invoices include:

Hartland Deerfield Fire - \$422,343.75 – (1<sup>st</sup> Quarterly payment)

The Huntington National Bank - \$324,175.00 – (Sanitary sewer refunding bonds series 2021 & special assessment refunding bonds series 2019)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY25 budget.

### **Attachments**

Bills for 04.08.2025

04/03/2025 01:36 PM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 04/08/2025 - 04/08/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

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

ADOBE	ADOBE INC	02/23/2025	3022814626	FOA	2/23/25 - 2/22/26	
52376		04/08/2025		N		239.88
02/23/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		239.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	239.88

ADOBE	ADOBE INC	03/05/2025	3034621121	FOA	MARCH 2025	
52275		04/08/2025		N		19.99
03/05/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		19.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	19.99

VENDOR TOTAL: 259.87

AMAZON.COM	AMAZON CAPITAL SERVICES	03/12/2025	114-3696040-1025	FOA	REPLACEMENT MONITOR FOR BOARD ROOM	
52314	P.O. BOX 035184	04/08/2025		N		79.99
03/12/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		04/08/2025		N		79.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	79.99

AMAZON.COM	AMAZON CAPITAL SERVICES	03/03/2025	114-8450761-7677	FOA	LOBBY TV MOUNT	
52276	P.O. BOX 035184	04/08/2025		N		16.14
03/03/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		04/08/2025		N		16.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	16.14

AMAZON.COM	AMAZON CAPITAL SERVICES	02/26/2025	114-9917565-3834	FOA	POWER CORD	
52277	P.O. BOX 035184	04/08/2025		N		7.99
02/26/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		04/08/2025		N		7.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	7.99

VENDOR TOTAL: 104.12

APPLIEDCAP	APPLIED CAPITAL, LLC	03/26/2025	38866147	FOA	VARIOUS RICOH & HP COPIERS/PRINTERS	
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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
52377	P.O. BOX 660831	04/08/2025		N		909.48
03/26/2025	DALLAS TX, 75266-0831	/ /	0.0000	N		0.00
		04/08/2025		N		909.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-960.000	LEASES - COPIER	909.48

VENDOR TOTAL: 909.48

CARRIER	CARRIER & GABLE, INC.	03/18/2025	44578	FOA	PUSH BUTTONS FOR CROSSWALK	
52363		04/08/2025		N		241.00
03/18/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		241.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	241.00

VENDOR TOTAL: 241.00

CINTAS	CINTAS CORPORATION	03/31/2025	4225767399	FOA	MATS	
52371	P.O. BOX 630910	04/08/2025		N		46.62
03/31/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		04/08/2025		N		46.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.62

CINTAS	CINTAS CORPORATION	03/24/2025	5260623103	FOA	FIRST AID	
52349	P.O. BOX 630910	04/08/2025		N		14.11
03/24/2025	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		04/08/2025		N		14.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	14.11

VENDOR TOTAL: 60.73

COMCAST	COMCAST	03/18/2025	031825	FOA	MARCH 2025 INTERNET AT WTP	
52315	P.O. BOX 70219	04/08/2025		N		282.35
03/18/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		04/08/2025		N		282.35

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-805.000	INTERNET	282.35

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

COMCAST	COMCAST	03/18/2025	032125	FOA	MARCH 2025 PHONE/INTERNET AT WTP	
52317	P.O. BOX 70219	04/08/2025		N		225.01
03/18/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		04/08/2025		N		225.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	83.54
536-000-805.000	INTERNET	141.47
		<hr/> 225.01

COMCAST	COMCAST	03/18/2025	235361339	FOA	MARCH 2025 INTERNET AT TWP HALL	
52316	P.O. BOX 70219	04/08/2025		N		753.70
03/18/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		04/08/2025		N		753.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	753.70

COMCAST	COMCAST	03/26/2025	MARCH 2025	FOA	CABLE/INTERNET AT TOWNSHIP HALL	
52278	P.O. BOX 70219	04/08/2025		N		445.84
03/26/2025	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		04/08/2025		N		445.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-806.000	CABLE TV FEES	168.90
577-000-805.000	INTERNET	276.94
		<hr/> 445.84

VENDOR TOTAL: 1,706.90

DUNKIN	DUNKIN DONUTS	03/11/2025	031125	FOA	MARCH BOARD OF REVIEW	
52279		04/08/2025		N		14.99
03/11/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		14.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-727.000	SUPPLIES & POSTAGE	14.99

VENDOR TOTAL: 14.99

ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	02/27/2025	18041129	FOA	PEST CONTROL AT WTP	
52280	P.O. BOX 92180	04/08/2025		N		99.00
02/27/2025	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		04/08/2025		Y		99.00

Open

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.00
ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	03/17/2025 18165250
52318	P.O. BOX 92180	04/08/2025
03/17/2025	LAS VEGAS NV, 89193-2180	/ / 0.0000
		04/08/2025
		FOA PEST CONTROL AT WTP
		N 99.00
		N 0.00
		Y 99.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.00
ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	03/25/2025 18227203
52360	P.O. BOX 92180	04/08/2025
03/25/2025	LAS VEGAS NV, 89193-2180	/ / 0.0000
		04/08/2025
		FOA MARCH - PEST CONTROL AT TWP HALL
		N 109.00
		N 0.00
		Y 109.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	109.00
ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	03/25/2025 18227671
52361	P.O. BOX 92180	04/08/2025
03/25/2025	LAS VEGAS NV, 89193-2180	/ / 0.0000
		04/08/2025
		FOA MARCH PEST CONTROL AT HERO TEEN CTR
		N 89.00
		N 0.00
		Y 89.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	89.00

VENDOR TOTAL: 396.00

ELECTROCYC	ELECTROCYCLE, INC.	03/18/2025 61589
52332	23953 RESEARCH DR	04/08/2025
03/18/2025	FARMINGTON HILLS MI, 48335	/ / 0.0000
		04/08/2025
		FOA ONSITE DOCUMENT DESTRUCTION
		N 92.00
		N 0.00
		N 92.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	92.00

VENDOR TOTAL: 92.00

FIVESTAR	FIVE STAR SIGNS, INC.	03/03/2025 19474
52333	10099 BERGIN RD, BLDG D	04/08/2025
03/03/2025	HOWELL MI, 48843	/ / 0.0000
		04/08/2025
		FOA HARTLAND CEMETERY SIGN
		N 1,670.00
		N 0.00
		N 1,670.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-567-970.000	CAPITAL OUTLAY	1,670.00
VENDOR TOTAL:		1,670.00

5888	FOSTER, SWIFT, COLLINS & SMITH	03/18/2025	909161	FOA	FEBRUARY 2025	
52322	313 S. WASHINGTON SQUARE	04/08/2025		N		2,677.50
03/18/2025	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		04/08/2025		Y		2,677.50
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-400-826.000	LEGAL FEES	1,530.00
101-209-826.000	LEGAL FEES	1,147.50
		2,677.50
VENDOR TOTAL:		2,677.50

GODADDY	GO DADDY	03/11/2025	3638750483	FOA	MARCH 2025	
52362		04/08/2025		N		39.99
03/11/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		39.99
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	39.99
VENDOR TOTAL:		39.99

6325	HARTLAND AREA CHAMBER OF COMMERCE	03/05/2025	6316	FOA	2025 BLACK & BLING	
52281	9525 E HIGHLAND RD	04/08/2025		N		35.00
03/05/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/08/2025		N		35.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-577-957.000	EDUCATION/TRAINING/CONVENTION	35.00
VENDOR TOTAL:		35.00

HISTORICAL	HARTLAND AREA HISTORICAL SOCIETY	04/01/2025	APRIL 2025	FOA	PAYMENT PER AGREEMENT	
52366	3503 AVON ST	04/08/2025		N		5,000.00
04/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/08/2025		N		5,000.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-703-885.000	DEARING MUSEUM	5,000.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

VENDOR TOTAL: 5,000.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	04/01/2025	APRIL 2025	FOA	APRIL 2025 PAYMENT PER AGREEMENT	
51885	HAYAA - FOOTBALL	04/08/2025		N		371.84
	P.O. BOX 359					
04/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/08/2025		N		371.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	371.84

VENDOR TOTAL: 371.84

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	04/01/2025	APRIL 2025	FOA	APRIL 2025 - PAYMENT PER AGREEMENT	
51864	HAYAA - BASEBALL	04/08/2025		N		1,285.72
	P.O. BOX 110					
04/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/08/2025		N		1,285.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT	1,285.72

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	04/01/2025	APRIL 2025	FOA	APRIL 2025 PAYMENT PER AGREEMENT	
51871	HARTLAND COMMUNITY EDUCATION	04/08/2025		N		784.12
	9525 HIGHLAND RD					
04/01/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/08/2025		N		784.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	784.12

VENDOR TOTAL: 784.12

HDFA	HARTLAND DEERFIELD FIRE	04/01/2025	25-26 1ST Q	FOA	1ST QTRLY PMT	
52319	3205 HARTLAND RD	04/08/2025		N		422,343.75
03/18/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/08/2025		N		422,343.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	422,343.75

VENDOR TOTAL: 422,343.75

0001	HARTLAND TOWNSHIP GENERAL FUND	04/01/2025	040125	FOA	MARCH 2025 DOG LICENSE PMTS	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

52378		04/08/2025		N		30.00
04/01/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	30.00

0001	HARTLAND TOWNSHIP GENERAL FUND	04/01/2025	4/1/25	FOA	APRIL 1 - JUNE 30, 2025 CABLE STUDIO	
51367		04/08/2025		N		3,246.00
04/01/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		3,246.00

Open

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

VENDOR TOTAL: 3,276.00

HTVMF	HARTLAND TWP VETERANS MEMORIAL FUND	04/01/2025	033125	FOA	BRICK PURCHASES	
52380		04/08/2025		N		150.00
04/01/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-003.030	VETERANS MEMORIAL	150.00

VENDOR TOTAL: 150.00

HYL	HARTLAND YOUTH LACROSSE	04/01/2025	APRIL 2025	FOA	APRIL 2025 PAYMENT PER AGREEMENT	
51878	P.O. BOX 56	04/08/2025		N		371.84
04/01/2025	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/08/2025		N		371.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS	371.84

VENDOR TOTAL: 371.84

ICMALEARN	ICMA LEARNING LAB	03/17/2025	36782	FOA	WEBINAR	
52364		04/08/2025		N		249.00
03/17/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		249.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.000	EDUCATION/TRAINING/CONVENTION	249.00

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		Due Date		1099		

VENDOR TOTAL: 249.00

JIMMYJOHNS	JIMMY JOHN'S	03/11/2025	031125	FOA	BOARD OF REVIEW	
52374		04/08/2025		N		51.93
03/11/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		51.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-727.000	SUPPLIES & POSTAGE	51.93

VENDOR TOTAL: 51.93

KELLOGG	KELLOGG HOTEL & CONFERENCE CENTER	03/06/2025	030625	FOA	MGFOA SPRING SEMINAR LODGING	
52282		04/08/2025		N		149.80
03/06/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		149.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-957.000	EDUCATION/TRAINING/CONVENTION	149.80

VENDOR TOTAL: 149.80

0220	LIVINGSTON COUNTY TREASURER	04/01/2025	040125	FOA	MARCH 2025 DOG LICENSE PMTS	
52379	200 E. GRAND RIVER	04/08/2025		N		350.00
04/01/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/08/2025		N		350.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	350.00

VENDOR TOTAL: 350.00

LDPA	LIVINGSTON DAILY PRESS & ARGUS	03/11/2025	MARCH 2025	FOA	MARCH 2025	
52287		04/08/2025		N		14.99
03/11/2025	3964 SOLUTIONS CENTER	/ /	0.0000	Y		0.00
	CHICAGO IL, 60677-3009	04/08/2025		N		14.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	14.99

VENDOR TOTAL: 14.99

MAGNOLIA	MAGNOLIA SERVICE INC.	03/21/2025	19005	FOA	CARPET CLEANING	
52348	P.O. BOX 1020	04/08/2025		N		1,347.25
03/21/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 04/08/2025 - 04/08/2025  
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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

		04/08/2025		N		1,347.25
--	--	------------	--	---	--	----------

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	1,347.25

VENDOR TOTAL: 1,347.25

MASTERS	MASTERS TELECOM LLC	03/24/2025	55800	FOA	MARCH 2025	
52365		04/08/2025		N		18.94
03/24/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		18.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	18.94

VENDOR TOTAL: 18.94

MAMC	MICHIGAN ASS'N OF MUNICIPAL CLERKS	02/27/2025	022725	FOA	2025 MEMBER EDUCATION DAY	
52283	ATTN: MEMBERSHIP	04/08/2025		N		50.00
	120 N WASHINGTON SQ, SUITE 110A					
02/27/2025	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		04/08/2025		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	50.00

MAMC	MICHIGAN ASS'N OF MUNICIPAL CLERKS	03/13/2025	031325	FOA	2025 ANNUAL CONFERENCE	
52291	ATTN: MEMBERSHIP	04/08/2025		N		575.00
	120 N WASHINGTON SQ, SUITE 110A					
03/13/2025	LANSING MI, 48933-1609	/ /	0.0000	N		0.00
		04/08/2025		N		575.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	575.00

VENDOR TOTAL: 625.00

MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	02/26/2025	12023	FOA	2025 ADVANCED INSTITUTE	
52284		04/08/2025		N		379.00
	PO BOX 324					
02/26/2025	TAWAS CITY MI, 48764	/ /	0.0000	N		0.00
		04/08/2025		N		379.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	379.00

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

VENDOR TOTAL: 379.00

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52350	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52351	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52352	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52353	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52354	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	10.08
536-000-601.002	WATER SERVICE CHARGE	86.08
536-000-601.002	water use	54.60

150.76

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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		

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52355	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52356	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

REFUNDUB	MONTGOMERY, CATHLEEN & JOHN	03/25/2025	03/25/2025	FOA	UB Receipt Refund for Account #: CRI	
52357	2269 CRISTINA ANNE CT	04/08/2025		N		0.00
03/25/2025	HOWELL MI, 48855	04/08/2025	0.0000	N		0.00
		04/08/2025		N		150.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-601.002	METER REPLACEMENT	150.76

VENDOR TOTAL: 1,206.08

REDOLIVE	RED OLIVE RESTAURANT	03/10/2025	031025	FOA	MARCH BOARD OF REVIEW	
52285		04/08/2025		N		123.27
03/10/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		123.27

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-727.000	SUPPLIES & POSTAGE	123.27

VENDOR TOTAL: 123.27

SSD	SSD CABLING & CAMERAS LLC	03/18/2025	15349	FOA	SURVEILLANCE INSTALLATION	
52336	9154 AMBERGROVE DR	04/08/2025		N		3,825.11
03/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/08/2025		N		3,825.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-000-970.000	CAPITAL OUTLAY - GENERAL	3,825.11

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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		

SSD	SSD CABLING & CAMERAS LLC	03/18/2025	15350	FOA	SURVEILLANCE INSTALLATION	
52335	9154 AMBERGROVE DR	04/08/2025		N		1,175.55
03/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/08/2025		N		1,175.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-000-970.000	CAPITAL OUTLAY - GENERAL	1,175.55

SSD	SSD CABLING & CAMERAS LLC	03/18/2025	15352	FOA	SURVEILLANCE INSTALL	
52334	9154 AMBERGROVE DR	04/08/2025		N		1,387.91
03/18/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/08/2025		N		1,387.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-000-970.000	CAPITAL OUTLAY - GENERAL	1,387.91

VENDOR TOTAL: 6,388.57

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/01/2025	03/12/2025	FOA	SANITARY SWR REFUNDING BONDS SERIES	
52394	PO BOX 1558-GW4E64	04/08/2025		N		89,800.00
03/12/2025	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		04/08/2025		N		89,800.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
595-000-997.011	2021 SEWER REFUNDING INTEREST	89,800.00

HUNTINGBAN	THE HUNTINGTON NATIONAL BANK	04/01/2025	03-12-2025	FOA	SPEC ASSMT REFUNDING BONDS SERIES 20	
52395	PO BOX 1558-GW4E64	04/08/2025		N		234,375.00
03/12/2025	COLUMBUS OH, 43216	/ /	0.0000	N		0.00
		04/08/2025		N		234,375.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
354-000-997.010	2019 REFUNDING BOND INTEREST	24,375.00
354-000-991.001	2019 M59/HTLND BOND PRINCIPAL	210,000.00
		234,375.00

VENDOR TOTAL: 324,175.00

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	03/20/2025	6523564	FOA	2/25/25 - 3/24/25 - ESTUDIO2830C	
52368	PO BOX 927	04/08/2025		N		7.49
03/20/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		04/08/2025		N		7.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	7.49

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

VENDOR TOTAL: 7.49

USPS	UNITED STATES POSTAL SERVICE	03/12/2025	031225	FOA	FIRST CLASS POSTAGE	
52375		04/08/2025		N		11.54
03/12/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		11.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	11.54

VENDOR TOTAL: 11.54

VC3, INC.	VC3, INC.	03/20/2025	193108	FOA	MARCH 2025 - MS OFFICE 365	
52340	C/O PNC BANK	04/08/2025		N		525.00
	P.O. BOX 746804					
03/20/2025	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		04/08/2025		N		525.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	525.00

VC3, INC.	VC3, INC.	03/20/2025	193110	FOA	MARCH 2025 - CLOUD PROTECTION	
52339	C/O PNC BANK	04/08/2025		N		312.00
	P.O. BOX 746804					
03/20/2025	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		04/08/2025		N		312.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	312.00

VENDOR TOTAL: 837.00

VERIZON	VERIZON WIRELESS	02/15/2025	6106129966	FOA	1/16 - 2/15/25	
52203	P.O. BOX 15062	04/08/2025		N		1,295.88
02/15/2025	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		04/08/2025		N		1,295.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	862.96
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-191-801.000	CONTRACTED SERVICES	75.00
536-000-851.000	TELEPHONE	237.89

1,295.88

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

VENDOR TOTAL: 1,295.88

VG'S	VG'S	03/09/2025	030925	FOA	MARCH 2025 BOARD OF REVIEW	
52288		04/08/2025		N		51.48
03/09/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		51.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-247-727.000	SUPPLIES & POSTAGE	51.48

VENDOR TOTAL: 51.48

WSP	WSP USA INC	03/21/2025	40167806	FOA	WWTP THRU 2/28/25	
52347	P.O. BOX 74008618	04/08/2025		N		647.96
03/21/2025	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		04/08/2025		N		647.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	647.96

VENDOR TOTAL: 647.96

YOURMEMBER	YOURMEMBERSHIP.COM, INC	03/04/2025	R71090901	FOA	MML CLASSIFIED AD	
52286		04/08/2025		N		150.00
03/04/2025	,	/ /	0.0000	N		0.00
		04/08/2025		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-900.000	PRINTING & PUBLICATIONS	150.00

VENDOR TOTAL: 150.00

TOTAL - ALL VENDORS: 779,871.03

FUND TOTALS:

Fund 101 - GENERAL FUND	19,369.73
Fund 206 - FIRE OPERATING	422,343.75
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	234,375.00
Fund 401 - CAPITAL PROJECTS FUND	6,388.57
Fund 536 - WATER SYSTEM FUND	2,203.43
Fund 577 - CABLE TV FUND	5,010.55
Fund 595 - 2005 SEWER EXP BONDS	89,800.00
Fund 701 - TRUST AND AGENCY	380.00



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

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

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

**Date:** April 1, 2025

### **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 - \$29,425.31

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under either the amended FY25 budget or the FY26 adopted budget as determined by the posting date.

### **Attachments**

Post Audit Bills List 03.20.2025

Post Audit Bills List 03.27.2025

Post Audit Bills List 04.01.2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/20/2025	FOA	45291	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,539.32
		45291		STREET LIGHTS	101-448-921.000	46.18
		45291		UTILITIES	101-567-920.000	17.65
		45291		UTILITIES - ELECTRIC	101-751-920.002	477.19
		45291		UTILITIES - ELECTRIC	206-000-920.002	28.94
		45291		UTILITIES - ELECTRIC	536-000-920.002	3,552.80
						<hr/> 5,662.08
03/20/2025	FOA	45292	GANNETT MICHIGAN LOCALIQ	PRINTING & PUBLICATIONS	101-215-900.000	699.00
		45292		PRINTING & PUBLICATIONS	101-247-900.000	294.55
						<hr/> 993.55
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		6,655.63

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	699.00
101-247-900.000	PRINTING & PUBLICATIONS	294.55
101-265-920.002	UTILITIES - ELECTRIC	1,539.32
101-448-921.000	STREET LIGHTS	46.18
101-567-920.000	UTILITIES	17.65
101-751-920.002	UTILITIES - ELECTRIC	477.19
206-000-920.002	UTILITIES - ELECTRIC	28.94
536-000-920.002	UTILITIES - ELECTRIC	3,552.80
	TOTAL	6,655.63

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/27/2025	FOA	45341	LOWES BUSINESS ACCT/SYNCE	REPAIRS & MAINTENANCE BLD&GRDS	536-000-930.003	172.34
		45341		WATER CONSTRUCT IN PROGRESS	539-000-150.000	122.40
						<hr/>
						294.74
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		294.74
--- GL TOTALS ---						
536-000-930.003			REPAIRS & MAINTENANCE BLD&GRDS		172.34	
539-000-150.000			WATER CONSTRUCT IN PROGRESS		122.40	
			TOTAL		294.74	

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 04/01/2025 - 04/01/2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/01/2025	FOA	45342	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	303.62
		45342		EMPLOYMENT EXPENSE	101-172-716.000	127.86
		45342		EMPLOYMENT EXPENSE	101-192-716.000	74.52
		45342		EMPLOYMENT EXPENSE	101-209-716.000	37.26
		45342		EMPLOYMENT EXPENSE	101-215-716.000	198.16
		45342		EMPLOYMENT EXPENSE	101-253-716.000	140.60
		45342		EMPLOYMENT EXPENSE	101-400-716.000	268.46
		45342		EMPLOYMENT EXPENSE	101-441-716.000	255.72
		45342		EMPLOYMENT EXPENSE	536-000-716.000	111.78
						<hr/> 1,517.98
04/01/2025	FOA	45343	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	218.35
		45343		EMPLOYMENT EXPENSE	101-172-716.000	47.42
		45343		EMPLOYMENT EXPENSE	101-192-716.000	115.72
		45343		EMPLOYMENT EXPENSE	101-209-716.000	164.17
		45343		EMPLOYMENT EXPENSE	101-215-716.000	76.14
		45343		EMPLOYMENT EXPENSE	101-253-716.000	80.97
		45343		EMPLOYMENT EXPENSE	101-400-716.000	128.35
		45343		EMPLOYMENT EXPENSE	101-441-716.000	111.28
		45343		EMPLOYMENT EXPENSE	536-000-716.000	149.36
						<hr/> 1,091.76
04/01/2025	FOA	45344	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	3,611.05
		45344		EMPLOYMENT EXPENSE	101-172-716.000	1,873.66
		45344		EMPLOYMENT EXPENSE	101-192-716.000	1,362.62
		45344		EMPLOYMENT EXPENSE	101-209-716.000	681.31
		45344		EMPLOYMENT EXPENSE	101-215-716.000	3,372.56
		45344		EMPLOYMENT EXPENSE	101-253-716.000	681.31
		45344		EMPLOYMENT EXPENSE	101-400-716.000	681.31
		45344		EMPLOYMENT EXPENSE	101-441-716.000	3,747.32
		45344		EMPLOYMENT EXPENSE	536-000-716.000	2,043.93
						<hr/> 18,055.07
04/01/2025	FOA	45345	VERIZON WIRELESS	CONTRACTED SERVICES	101-191-801.000	75.00
		45345		REPAIRS & MAINTENANCE	101-209-930.000	80.02
		45345		TELEPHONE	101-265-851.000	1,081.12
		45345		OPERATING SUPPLIES	101-751-740.000	45.02
		45345		TELEPHONE	536-000-851.000	238.09
		45345		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						<hr/> 1,559.26
04/01/2025	FOA	45346	VSP INSURANCE CO. (CT)	ACCRUED VISION BENEFITS	001-000-257.102	50.17
		45346		EMPLOYMENT EXPENSE	101-172-716.000	19.67
		45346		EMPLOYMENT EXPENSE	101-192-716.000	14.20
		45346		EMPLOYMENT EXPENSE	101-209-716.000	7.10
		45346		EMPLOYMENT EXPENSE	101-215-716.000	31.62
		45346		EMPLOYMENT EXPENSE	101-253-716.000	23.90
		45346		EMPLOYMENT EXPENSE	101-400-716.000	43.57
		45346		EMPLOYMENT EXPENSE	101-441-716.000	39.34
		45346		EMPLOYMENT EXPENSE	536-000-716.000	21.30

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						250.87
TOTAL - ALL FUNDS				TOTAL OF 5 CHECKS		22,474.94

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	3,611.05
001-000-257.101	ACCRUED DENTAL BENEFITS	303.62
001-000-257.102	ACCRUED VISION BENEFITS	50.17
001-000-257.103	ACCRUED STD/LTD BENEFITS	218.35
101-172-716.000	EMPLOYMENT EXPENSE	2,068.61
101-191-801.000	CONTRACTED SERVICES	75.00
101-192-716.000	EMPLOYMENT EXPENSE	1,567.06
101-209-716.000	EMPLOYMENT EXPENSE	889.84
101-209-930.000	REPAIRS & MAINTENANCE	80.02
101-215-716.000	EMPLOYMENT EXPENSE	3,678.48
101-253-716.000	EMPLOYMENT EXPENSE	926.78
101-265-851.000	TELEPHONE	1,081.12
101-400-716.000	EMPLOYMENT EXPENSE	1,121.69
101-441-716.000	EMPLOYMENT EXPENSE	4,153.66
101-751-740.000	OPERATING SUPPLIES	45.02
536-000-716.000	EMPLOYMENT EXPENSE	2,326.37
536-000-851.000	TELEPHONE	238.09
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	22,474.94

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-25-25 Hartland Township Board Regular Meeting Minutes

**Date:** April 3, 2025

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for March 25, 2025.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

3-25-25 HTB Minutes - DRAFT

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 25, 2025 – 7:00 PM

## **DRAFT**

### **1. Call to Order**

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

### **2. Pledge of Allegiance**

### **3. Roll Call**

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubseki (remote from Jacksonville, FL), Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, and Planning Director Troy Langer.

### **4. Approval of the Agenda**

Treasurer Horning requested the agenda be amended to add to Pending & New Business Item 7.a. Hartland Area Historical Society 2025 Agreement and to move Consent Agenda Item 6.d. Close out Fund 285 CLFRF Grant (ARPA) into General Fund adding the Budget Amendment to Item 7.b. under Pending & New Business

#### **Move to approve the agenda for the March 25, 2025 Hartland Township Board meeting as amended.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

Abstain: Trustee Lubeski (teleconference)

### **5. Call to the Public**

No one came forward.

### **6. Approval of the Consent Agenda**

#### **Move to approve the consent agenda for the March 25, 2025 Hartland Township Board meeting as amended.**

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

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

Voting Nay: None

Absent: None

Abstain: Trustee Lubeski (teleconference)

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 03-11-25 Hartland Township Board Regular Meeting Minutes

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 25, 2025 – 7:00 PM

- d. Close out Fund 285 CLFRF Grant (ARPA) into General Fund
- e. Fiscal Year End 2025 Budget Amendments

## 7. Pending & New Business

- a. Hartland Area Historical Society 2025 Agreement

Manager Luce gave a brief overview of the 2023 Hartland Area Historical Society Agreement that provided \$5000 to the Historical Society for maintenance and improvements to the Florence B. Dearing Museum. He stated the intention of the Board at that time was for this to be a yearly amount, however the original Agreement was written for one year expiring on May 31, 2024. This 2025 Agreement extends this agreement through May 31, 2029 with a five percent increase each year. This agreement also includes a one-time payment of \$5000 for work completed in the calendar year 2024.

### **Move to have the Supervisor sign the Agreement with the Hartland Area Historical Society 2025.**

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

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

Voting Nay: None

Absent: None

Abstain: Trustee Lubeski (teleconference)

- b. Close Out Fund 285 CLFRF Grant (ARPA) into General Fund with the appropriate Budget Amendment.
- c.

Finance Director Susan Dryden stated that we are transferring the residual interest amount from the ARPA funds of around \$256.78 to the General Fund and closing our Fund 285 CLFRF Grant with the corresponding required budget amendment.

### **Move to close out Fund CLFRF Grant and transfer the residual funds into General Fund 101, with the corresponding budget amendment. and to authorize the Treasurer to close out the bank account.**

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

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

Voting Nay: None

Absent: None

Abstain: Trustee Lubeski (teleconference)

## 8. Board Reports

Trustee Lubeski - No report

Trustee McMullen - No report

Trustee Petrucci - Wanted to remind our residents to submit photographs of our veterans, both when they were in the service and a current picture of them today within the next seven days for inclusion in our website presentation.

Clerk Ciofu - No report

Treasurer Horning - Stated to address potential fraud issues the Treasurer's Department met with our bankers on the positive pay process to add a name to the date and amount on the positive pay file that



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 25, 2025 – 7:00 PM

we submit to the bank. There is some work still to be done by the Finance Department to change the setup of the way the checks are written but this will add a security feature to make the process safer. Trustee O'Connell - Thanked the Cromaine Library Board for voting to say the Pledge of Allegiance at their meetings.

Supervisor Fountain - Inquired as to the date of the Large Item Clean Up Day and Manager Luce stated it was Saturday. May 17th from 9:00 a.m to 1:00 p.m.

[BRIEF RECESS]

## 9. Information / Discussion

- a. Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).

**Move to go into closed session to consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meeting Act, MCL 15.268(e) and to include Planning Director Troy Langer.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None  
Abstain: Trustee Lubeski (teleconference) Motion passes 6 - 0 – 1

Board is in closed session at 7:10 p.m.

Board came out of closed session at 7:30 p.m.

**Move to approve Supervisor and Clerk to sign the Consent Agreement between Szerene Land LLC and the Township of Hartland Case #23-31959-CZ**

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.  
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Voting Nay: None  
Absent: None  
Abstain: Trustee Lubeski (teleconference)

- b. US23 / M59 Gateway Discussion

Manager Luce gave a brief overview of the M-59/US-23 interchange landscaping discussions and thanked Planning Commissioner Sue Grissim being here tonight to review her plans. He stated Commissioner Grissim has done a fantastic job putting together the design renderings and gave us many options to discussed. He stated he is looking for a determination as to how we will move forward on this project after tonight's discussion. Commissioner Grissim presented her initial big scale design plan stating she was trying to make an impactful, bold statement for the entire intersection that you would feel not only coming on and off the freeway, but as you traveled up and down on M-59, recognizing the speed of traffic in this area. She stated they worked with MDOT on this project and studied all of the rules to make sure their design met all of the MDOT criteria. She stated the location of the Welcome to Hartland signs was important and we were able to locate

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

March 25, 2025 – 7:00 PM

them on the side slope of US-23 on both off ramps. She then presented a breakdown of the cost of each area to be able to look at a phased in approach working within the landscaping budget for the project. Discussion was held on Commissioner Grissim's Phase One and Phase Two design specifications and cost estimates for each specific area, the positive cooperation we were getting from MDOT stating MDOT thought we had an 80% chance of our plan approved, including the planting of 8" diameter trees in each of the entrance/exit islands, and MDOT plan review timeframes. Further discussion was held on the painting of the brick walls under the bridge, and potential lighting under bridge, clearing the slope areas and the northeast area of the northbound entrance ramp to US-23, tree planting for Phase Two, timing of overall project, and long term maintenance requirements. A brief discussion was also held on the Township signs on the east and west side of the Township for potential upgrading. Consensus of the Board was to move forward with MDOT on the permitting process for the first two phases of the project plan we have, getting a cost for painting the brick walls under the bridge, and holding another work session to firm up the details. Manager Luce then gave an update on the current budget for this project.

### c. Manager's Report

Manager Luce stated that Chick-Fil-A public hearing will be at the first PC meeting in April and should be at the Board in early May. He stated that Redwood Phase II Final PD is on a temporary hold due to developer personnel issues and that the Climate Control Storage building is in their Final PD stages. He stated the staff has been working with our LCSD Deputies, the State Police and the State Police Task Force on a marijuana complaint in the Township. This is not the Townships jurisdiction regarding the number of plants that you are allowed to have or grow for personal or medicinal purposes and was referred to the State Police. Manager Luce stated he had a very good meeting with the HERO Board regarding their search for a Executive Director. He also provided a brief update on the former tree cutting business regarding large burn piles that required the HDFA to put out one evening, and go back next morning to put out the fire again. He stated that this individual has still not complied with the judges decision in the court case with the Township. Manager Luce met with a Code Enforcement Officer that is a retired Police Sergeant that lives in the Township and he had some questions regarding our Code Enforcement Officer position. Manager Luce has referred him to Planning Director Troy Langer. Manager Luce stated he will be out of the office next week for the Michigan Township Associations Annual Conference in Grand Rapids. Manager Luce stated that Sheetz has asked for information on the permit application process but they have not submitted anything at this time. He also stated that the Kroger Gas Station has submitted a concept plan and the Site Plan Committee has reviewed it and we are waiting for a formal concept plan to be submitted to the PC.

## 10. Adjournment

### **Move to adjourn the meeting at 9:00 p.m.**

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

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

Voting Nay: None

Abstain: Trustee Lubeski (teleconference)

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-25-25 Hartland Township Board Closed Session Meeting Minutes

**Date:** April 3, 2025

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting Minutes for March 25, 2025.

### **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:** Scott Hable, Director of Public Works

**Subject:** 2025 Filter Media Replacement Project Phase 1

**Date:** April 8, 2025

### **Recommended Action**

Approve the contract for the Filter Media Replacement Project Phase 1 to Platinum Mechanical Inc. for an amount not to exceed \$696,396.00

### **Discussion**

Public Works opened bids for the Filter Media Replacement Project Phase 1 on March 31<sup>st</sup>, with 2 bids received on the project, Platinum Mechanical Inc. came out as the low bidder at \$633,088.00

The project includes the removal and replacement of media material in two potable water filter tanks; and the removal, installation and rehabilitation of piping and valves at the Water Treatment Plant in Hartland Township. While delays and issues can't be predicted, work is hopefully scheduled to be completed by the beginning of June.

The total cost of \$696,396.00 includes a 10% contingency on the project.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

SDA recommendation for award

Project sequence timeline

April 2, 2024

Mr. Scott Hable  
Public Works Director  
Hartland Township  
2655 Clark Road  
Hartland, MI 48383

Re: **Recommendation for Award**  
Water Treatment Plant Improvements Phase 1 – Filter Rehabilitation  
SDA Project No.: HL23005

Dear Mr. Hable:

On Monday, March 31 at 2:00pm, construction bids were opened and publicly read at the Hartland Township Hall for the Water Treatment Plant Improvements Phase 1 – Filter Rehabilitation Project. The project includes the removal and replacement of media material in two potable water filter tanks; and the removal, installation and rehabilitation of piping and valves at the Water Treatment Plant in Hartland Township.

The Township Clerk's office received two (2) sealed bids for this project. Two (2) bids were accepted. The apparent low bidder, Platinum Mechanical Inc., submitted a total base bid of \$633,088.00 for construction. Following the bid opening, Spalding DeDecker reviewed the bids, verified the calculations, and prepared the bid tabulation for the project (attached).

Based on a review of past experience, Spalding DeDecker finds that Platinum Mechanical Inc. is qualified to perform the required construction.

**It is our recommendation that the project be awarded to the lowest responsive bidder, Platinum Mechanical Inc., in the amount of \$633,088.00 for construction.**

Upon award by the Township Board, our office will coordinate the completion of the Contract Agreement, Bonds, and Insurance information with Platinum Mechanical, Inc.

Very Truly Yours,  
**SPALDING DEDECKER**



Scott DeVries, PE  
Senior Project Manager

Encl: Bid Tabulation

**Water Treatment Plant Improvements Phase 1 - Filter Rehabilitation****Hartland Township****2 Bids received, opened 03/31/25**Project No. HL23005By: JRReviewed: SD

BASE BID				Heaney General Contracting, Inc.		Platinum Mechanical Inc	
No		QTY	UNIT	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)
<b>Water Filtration System - Phase 1 Quantities</b>							
1	Bonds, Insurance & Mobilization (5% max)	1	LS	\$36,608.00	\$36,608.00	\$21,000.00	\$21,000.00
2	Piping, Fittings, and Valves	1	LS	\$226,728.00	\$226,728.00	\$122,088.00	\$122,088.00
3	Filter Media Replacement	2	EA	\$144,301.50	\$288,603.00	\$120,000.00	\$240,000.00
<b>BASE BID SUB-TOTAL</b>					\$551,939.00		\$383,088.00

4	Allowance for Internal Filter Tank Repairs	1	LS	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
<b>ALLOWANCES SUB-TOTAL</b>					\$250,000.00		\$250,000.00

**TOTAL****\$801,939.00****\$633,088.00**

Other Bids Received: None

# Hartland Water Filtration Plant

## **2025 Plant Upgrades - Phase 1 Project**

### ***Objectives:***

1. Primary
  - a. Install necessary headworks piping and manual isolation valves to isolate filters for the media replacement.
  - b. Replace the media in the filters and restore to operation prior to the high summer flow season by the beginning of June.
  - c. Repair/replace Air Scour system blower as necessary to return to operational condition so that the backwash process returns to full scour/cleaning operation.
  - d. Repair/replace broken control butterfly valves on Filter 2 Finish (Effluent) water

### ***Filter Isolation - Breakdown of critical steps and coordination requirements to minimize WTP downtime:***

1. Step 1 – Raw Header Bypass Tee and Valve - One daytime shut down:
  - a. Coordinate with Township staff to fill and top off the water tower in the overnight/early morning hours to maximize window for downtime. *(Note: Alternately, an evening/overnight work window during low demand could be explored with the Township.)*
  - b. Remove upper 16"x43 5/8"L spool piece fitting on the upper Raw Influent Header from the 90 deg bend of the riser in the SE corner of the Filter Room.
  - c. Install 16"x16" Tee, 16"x14" Reducer, 14" Butterfly Valve (with manual chain operator), temporary 14" blind flange (for sanitary protection) and 16"x 13.5"L (+/-) spool piece in place of the removed spool piece.
  - d. All parts will be swabbed in chlorine solution.
  - e. Return system to operation, both filters in service.
2. Step 2 – Filter 1 Effluent Isolation Valve - One daytime shut down:
  - a. Coordinate with Township staff to fill and top off the water tower in the overnight/early morning hours to maximize window for downtime. *(Note: Alternately, an evening/overnight work window during low demand could be explored with the Township.)*
  - b. Remove 10"x16"L spool piece fitting on the lower Filter 1 Finish Effluent tie in to the 16"x10" Tee on the Main Effluent header.  
Install 10" Plug Valve (with manual handwheel operator), and 10"x 3"L (+/-) spool piece/flange fillers in place of the removed spool piece.
  - c. All parts will be swabbed in chlorine solution.
  - d. Return system to operation, both filters in service.

3. Step 3 – Filter 2 Effluent Isolation Valve - One daytime shut down:
- a. Coordinate with Township staff to fill and top off the water tower in the overnight/early morning hours to maximize window for downtime. *(Note: Alternately, an evening/overnight work window during low demand could be explored with the Township.)*
  - b. Remove 10"x16"L spool piece fitting on the lower Filter 2 Finish Effluent tie in to the 16"x10" Tee on the Main Effluent header.
  - c. Install 10" Plug Valve (with manual handwheel operator), and 10"x 3"L(+/-) spool piece/flange fillers in place of the removed spool piece.
  - d. Remove 14" Blind Flange on end of Main Effluent header.
  - e. Install 14" Butterfly Valve (with manual handwheel operator) and 14" Blind Flange.
  - f. All parts will be swabbed in chlorine solution.
  - g. Return system to operation, both filters in service.
4. Step 4 – Raw Header Blind Flange (Final Isolation of Filter 2) - One daytime shut down:
- a. Coordinate with Township staff to fill and top off the water tower in the overnight/early morning hours to maximize window for downtime. *(Note: Alternately, an evening/overnight work window during low demand could be explored with the Township.)*
  - b. Remove upper 16"x14" Eccentric Reducer and the 14" Flange assemblies between the upstream twin 16"x6" Tees of Filter 1 and downstream twin 14"x6" tees on Filter 2.
  - c. Install 16" blind flange in place of the 16"x14" reducer on end of 16"x6" tee on Filter 1.
  - d. Cover 14" end of 14"x6" tee on Filter 2 for sanitary protection.
  - e. All parts will be swabbed in chlorine solution.
  - f. Return system to operation, both filters in service.

**Note:** Steps 1 through 4 can be combined into simultaneous shutdowns to minimize disruption to operations; however, the blind flange noted in Step 4, must be the last step in the process. Once that is installed, Filter 2 cannot be placed into service until the upper header extension is completed.

**Raw/Influent Header Extension and Filter Media Replacement - Breakdown of critical steps and coordination requirements:**

5. Step 5 – Raw/Influent Header Extension – Filter 2 Offline work:
- a. Remove temporary 14" blind flange and extend 14" header to the new 14"x10" Tee to Filter 2 tie over, install 14"x12" Reducer, 12" Manual Butterfly Valve with Chain operator, and 12" Blind Flange. Install pipe support system.
  - b. Install 14"x10" Reducer, 10" Plug Valve (with manual chain operator) on exiting 14" Tee on the Filter 2 Influent header.
  - c. Install 10" Spool piece with flanged coupling adapter, 10" 90-degree bend and 10" spool piece with adjustable flange to 10" side connection of 14"x10" Tee on new Main header. Install pipe support system.



6. Step 6 – Replace Faulty Filter 2 Effluent Valves – Filter 2 Offline work:
  - a. Remove 8” Pratt/Meuller butterfly valve (CV-22) and 6” Pratt/Meuller butterfly valve (CV-23) on the Filter 2 effluent line and replace in kind. Reuse the existing pneumatic actuators.
  - b. Inspect the orifice flow control orifice upstream of the 6” valve (CV-23), clean and provide measurements and photographs of the orifice opening for evaluation and potential replacement during the Phase 2 Project.
7. Step 7 – Repair/Replace Faulty Air Blower Unit – Filter 2 Offline work:
  - a. Replace the air blower motor.
  - b. Complete this step while Filter 2 is offline so the system can be test run against Filter 2 in isolation but with the ability to test against water in the vessel.
8. Step 8 – Remove and Replace Filter 2 Media – Filter 2 Offline work:
  - a. Open exterior manway hatches on both Cells of the Filter 2. Document conditions of media and evidence of compromised integrity of internal components (ex: significantly uneven media, preferential pathways to underlying headers, or other obvious wear)
  - b. Protect/provide sanitary covering of manway access hatches during non-work time.
  - c. Remove existing Filter media down to the support gravel interface.
  - d. Inspect internal components for signs of damage or excessive wear.
  - e. Coordinate inspection with Owner and Engineer.
  - f. Report any damage or wear. Coordinate the necessary repairs or replacement.
  - g. Install replacement media bed material.
  - h. Replace manway gaskets.
  - i. Disinfection and pressure testing procedures for Filter 2 and headworks piping.
  - j. Open isolation valves and return Filter 2 to service.
  - k. Test operation of Filter 2 under system conditions including backwash and achieved rates.
9. Step 9 – Remove and Replace Filter 1 Media – Filter 1 Offline work:
  - a. Isolate Filter 1 with manual valves.
  - b. Open exterior manway hatches on both Cells of the Filter 1. Document conditions of media and evidence of compromised integrity of internal components (ex: significantly uneven media, preferential pathways to underlying headers, or other obvious wear)
  - c. Protect/provide sanitary covering of manway access hatches during non-work time.
  - d. Remove existing Filter media down to the support gravel interface.
  - e. Inspect internal components for signs of damage or excessive wear.
  - f. Coordinate inspection with Owner and Engineer.
  - g. Report any damage or wear. Coordinate the necessary repairs or replacement.
  - h. Install replacement media bed material.
  - i. Replace manway gaskets.

- j. Disinfection and pressure testing procedures for Filter 1 and headworks piping.
- k. Open isolation valves and return Filter 1 to service.
- l. Test operation of both Filters 1 and 2 under system conditions including backwash and achieved rates.

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

**Submitted By:** Scott Hable, Director of Public Works

**Subject:** 2025 Chloride Purchase

**Date:** April 8, 2025

### **Recommended Action**

Authorize the Public Works Director to act on behalf of the Township to facilitate the purchase and application of roadway chloride with the forthcoming contract from Chloride Solutions in an amount not to exceed \$111,100.

### **Discussion**

Public Works is recommending the purchase of roadway chloride through Chloride Solutions, LLC in a cooperative purchase with the Livingston County Road Commission.

Chloride Solutions has provided their rate for 2025 and has provided satisfactory results for the past eight years. LCRC has used Chloride Solutions for the past eight years with success as well.

The approved budget allocation for road chloride for the 2025 season includes \$86,600 from the General Fund, and \$24,500 from the Road Millage Fund. This equates to a 75% / 25% split. The budget is based upon 4,000 gallons per mile, however lesser rates are applied if road moisture content is higher than expected. A cost savings has been recognized in the prior eight years based on a climate adjusted application rate.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

This project was included in the budget and will not require a budget amendment.

### **Attachments**

Chloride Solutions 2025 Quote

# **Chloride Solutions**

## **Ice & Dust Control**

### RATE QUOTE

Date: 1/27/25

Customer: Hawthland Township

Product: Dust Control - Mineral Well Brine

Chloride Solutions offers to extend our contract for mineral well brine used for dust control for the 2025 season to start in April 2025 with Livingston County paying for the first application. Both parties agree to renew the contract with pricing, terms and conditions of the 2024 contract to remain the same for 2025. If you have any questions or would like me to attend any meetings, please contact me.

Applied Rate: \$.229 per gallon / 9,500 gallons per load  
Discount Offered: 1% net 10 days of receipt; net 30 days

Customer Signature: [Signature]

Date: 2-4-2025

Quoted By: [Signature]  
Brian Hitchcock, President

If awarded this bid, please sign and return to our office.

~ Telephone: 517-719-1557 ~ Fax: 517-338-5005 ~

~ Email: [brian@mbhtrucking.net](mailto:brian@mbhtrucking.net) ~

Chloride Solutions, LLC

672 N. M-52

Webberville, MI 48892

Due to the changes occurring in our industry, the price quoted may be amended as necessary. Chloride Solutions will notify you 15 days prior to any additional price surcharge that will take effect.