



## 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, January 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 Disbursements Between Board Meetings
    - [c.](#) 12-13-22 Hartland Township Board Regular Meeting Minutes
    - [d.](#) 12-13-22 Hartland Township Board Closed Session Meeting Minutes
  7. Pending & New Business
    - [a.](#) Lexipol First Responder Training Program Proposal - Hartland Deerfield Fire Authority
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
    - [b.](#) Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)
  10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Approve Payment of Bills

**Date:** December 28, 2022

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$463,057.47. The bills are available in the Finance office for review.

Notable invoices include:

\$324,047.50 – Hartland Deerfield Fire Authority – (4<sup>th</sup> Quarterly Payment)

\$67,922.06 – Hartland Township General Fund – (4<sup>th</sup> Fiscal Quarter cable studio rent & salary allocations)

\$16,626.00 – Penchura – (Settlers Park improvements; picnic tables, trash cans, benches)

\$26,676.00 – VC3 – (2023 Service Contract)

## Financial Impact

Is a Budget Amendment Required?     Yes     No

All expenses are covered under the amended FY23 budget.

## Attachments

Bills for 01.03.2023

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
ALLSTAR	ALLSTAR ALARM LLC	12/20/2022	355800	FOA	SEALED LEAD ACID BATTERY	
48507	8345 MAIN STREET	01/03/2023		N		34.46
12/20/2022	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		01/03/2023		Y		34.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	34.46

VENDOR TOTAL: 34.46

APPLIED	APPLIED INNOVATION	12/22/2022	2110069	FOA	11/23 - 12/22/22 - RICOH MP6055SP	
48514	7718 SOLUTION CENTER	01/03/2023		N		19.12
12/22/2022	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		01/03/2023		N		19.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	19.12

VENDOR TOTAL: 19.12

CINTAS	CINTAS CORPORATION	12/12/2022	4140107665	FOA	MATS	
48464	P.O. BOX 630910	01/03/2023		N		46.34
12/12/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		01/03/2023		N		46.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	46.34

CINTAS	CINTAS CORPORATION	12/27/2022	4141484722	FOA	MATS	
48518	P.O. BOX 630910	01/03/2023		N		57.47
12/27/2022	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		01/03/2023		N		57.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	57.47

VENDOR TOTAL: 103.81

CLASSIC	CLASSIC TENT AND EVENT	11/08/2022	121922	FOA	TABLES FOR ELECTION	
48496	800 RICKETT RD	01/03/2023		N		509.00
11/08/2022	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		01/03/2023		N		509.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-956.000	MISCELLANEOUS	509.00

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: 509.00

HAGOPIAN	HAGOPIAN CLEANING SERVICES	12/16/2022	C1343691	FOA	CARPET CLEANING	
48508	43223 W 12 MILE RD	01/03/2023		N		799.00
12/16/2022	NOVI MI, 48377	/ /	0.0000	N		0.00
		01/03/2023		N		799.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	799.00

VENDOR TOTAL: 799.00

HDLA	HARTLAND DEERFIELD FIRE	01/01/2023	22-23 4TH Q	FOA	4TH QTRLY PMT	
48479	3205 HARTLAND RD	01/03/2023		N		324,047.50
12/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/03/2023		N		324,047.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	324,047.50

VENDOR TOTAL: 324,047.50

HARTLANDPL	HARTLAND PLUMBING LLC	12/20/2022	282	FOA	BROKEN PIPE ON METER	
48502	1340 MCCULLY LANE	01/03/2023		N		654.00
12/20/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/03/2023		N		654.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	654.00

VENDOR TOTAL: 654.00

SEPTIC	HARTLAND SEPTIC SERVICE	12/19/2022	121502220	FOA	CLEAN SEPTIC TANK AT SETTLERS PARK	
48509	7230 FAUSSETT ROAD	01/03/2023		N		420.00
12/19/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/03/2023		N		420.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	420.00

VENDOR TOTAL: 420.00

0001	HARTLAND TOWNSHIP GENERAL FUND	01/03/2023	010323	FOA	JAN 1 - MAR 31, 2023 QTRLY RENT FOR	
48235		01/03/2023		N		3,246.00
01/03/2023	,	/ /	0.0000	N		0.00

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

		01/03/2023		N		3,246.00
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Open

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

0001	HARTLAND TOWNSHIP GENERAL FUND	01/03/2023	1/3/23	FOA	4TH FQ 2023 SALARY ALLOCATIONS	
48237		01/03/2023		N		64,676.06
01/03/2023	,	/ /	0.0000	N		0.00
		01/03/2023		N		64,676.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	36,638.28
590-000-720.000	ADMINISTRATIVE FEES	28,037.78
		<u>64,676.06</u>

VENDOR TOTAL: 67,922.06

1548	HORIZON LANDSCAPE INC.	12/19/2022	16208	FOA	LARGE ITEM CLEAN UP DAY	
48500	11765 HIBNER RD	01/03/2023		N		900.00
05/25/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/03/2023		Y		900.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	900.00

1548	HORIZON LANDSCAPE INC.	11/30/2022	16435	FOA	NOVEMBER 2022	
48465	11765 HIBNER RD	01/03/2023		N		1,077.00
12/01/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/03/2023		Y		1,077.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	1,077.00

VENDOR TOTAL: 1,977.00

LOWES	LOWES BUSINESS ACCT/SYNCB	11/28/2022	27432	FOA	WINTERFEST MATERIALS FOR ICE RINK	
48510	P.O. BOX 530970	01/03/2023		N		48.22
11/28/2022	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		01/03/2023		N		48.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	48.22

VENDOR TOTAL: 48.22

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
MUNSELL	MUNSELL ENTERPRISES	12/13/2022	1064	FOA	ICE RINK FOR WINTERFEST	
48497	6679 MASON ROAD	01/03/2023		N		445.00
12/13/2022	FOWLerville MI, 48836	/ /	0.0000	N		0.00
		01/03/2023		N		445.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	445.00

VENDOR TOTAL: 445.00

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
PENCHURA	PENCHURA	12/19/2022	22-947-2	FOA	PICNIC TABLES, TRASH CANS, BENCHES F	
48501	889 S OLD US 23	01/03/2023		N		16,626.00
12/19/2022	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/03/2023		N		16,626.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
285-751-970.000	PARKS CAPITAL OUTLAY	16,626.00

VENDOR TOTAL: 16,626.00

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
1180	PETER'S TRUE VALUE HARDWARE	12/07/2022	K65480	FOA	MANLIFT RENTAL	
48461	3455 W. HIGHLAND ROAD	01/03/2023		N		225.00
12/07/2022	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/03/2023		N		225.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	112.50
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	112.50
		225.00

VENDOR TOTAL: 225.00

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
PLANTWISE	PLANTWISE	12/28/2022	22-5001	FOA	SETTLERS PARK INVASIVES CONTROL	
48516	646 BARBER AVE	01/03/2023		N		3,025.00
08/22/2022	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		01/03/2023		Y		3,025.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	3,025.00

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
PLANTWISE	PLANTWISE	12/28/2022	225101	FOA	SPRANGER FIELD PHRAGMITES	
48517	646 BARBER AVE	01/03/2023		N		1,200.00
10/05/2022	ANN ARBOR MI, 48103	/ /	0.0000	N		0.00
		01/03/2023		Y		1,200.00

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,200.00
VENDOR TOTAL:		4,225.00

6598	POSTMASTER	12/15/2022	121522	FOA	PERMIT #30 - 1ST CLASS PRESORT/USPS	
48476	10246 CROUSE RD	01/03/2023		N		550.00
12/15/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/03/2023		N		550.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	550.00
VENDOR TOTAL:		550.00

PREISS	PREISS COMPANIES LLC	12/12/2022	14901	FOA	HERITAGE PARK GRADING	
48473	8211 CLYDE ROAD	01/03/2023		N		7,500.00
12/12/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/03/2023		Y		7,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	7,500.00
VENDOR TOTAL:		7,500.00

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	12/07/2022	1078615	FOA	ORDINANCE ENFORCEMENT MATTERS THRU 1	
48499	27555 EXECUTIVE DRIVE, SUITE 250	01/03/2023		N		135.00
12/07/2022	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		01/03/2023		Y		135.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	135.00
VENDOR TOTAL:		135.00

SERVICEPRO	SERVICEPRO	12/11/2022	NOV 2022	FOA	NOVEMBER 2022	
48475	7510 PARKWOOD DRIVE	01/03/2023		N		880.00
12/11/2022	FENTON MI, 48430	/ /	0.0000	N		0.00
		01/03/2023		Y		880.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-265-801.000	CONTRACTED SERVICES	880.00				
SERVICEPRO	SERVICEPRO	12/11/2022	OCT 2022	FOA	OCTOBER 2022	
48474	7510 PARKWOOD DRIVE	01/03/2023		N		880.00
12/11/2022	FENTON MI, 48430	/ /	0.0000	N		0.00

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

		01/03/2023		Y		880.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	880.00
VENDOR TOTAL:		1,760.00

SOSNOWSKI	SOSNOWSKI, SHERI	12/19/2022	121922	FOA	MCAO CLASS REIMBURSEMENT	
48498	3485 PINERIDGE LN	01/03/2023		N		1,010.00
12/19/2022	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		01/03/2023		N		1,010.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-209-957.000	EDUCATION/TRAINING/CONVENTION	1,010.00				
VENDOR TOTAL:		1,010.00				

SPALDING	SPALDING DEDECKER	11/17/2022	92733	FOA	REDWOOD LIVING THRU 10/30/22	
48478	905 SOUTH BLVD EAST	01/03/2023		N		1,125.00
11/17/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/03/2023		N		1,125.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0026	REDWOOD USA LLC	1,125.00				
GL NUMBER	DESCRIPTION	AMOUNT				
SPALDING	SPALDING DEDECKER	11/17/2022	92734	FOA	HARTLAND SENIOR LIVING THRU 10/30/22	
48477	905 SOUTH BLVD EAST	01/03/2023		N		4,084.00
11/17/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/03/2023		N		4,084.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0027	PIRHL	4,084.00				
VENDOR TOTAL:		5,209.00				

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	12/19/2022	5927970	FOA	11/25/22 - 12/24/22 - ESTUDIO2830C -	
48511	PO BOX 927	01/03/2023		N		6.93
12/19/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		01/03/2023		N		6.93

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-172-930.000	REPAIRS & MAINTENANCE	6.93				

TOSHIBA	TOSHIBA AMERICA BUSINESS SOLUTIONS	12/19/2022	5927977	FOA	11/25/22 - 12/24/22 - ESTUDIO2830C -	
48512	PO BOX 927	01/03/2023		N		3.94



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

12/19/2022	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		01/03/2023		N		3.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	3.94

VENDOR TOTAL: 10.87

USA	USA BLUE BOOK	12/13/2022	203509	FOA	DEWATERING PUMP	
48471	P.O. BOX 9004	01/03/2023		N		972.43
12/13/2022	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		01/03/2023		N		972.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	972.43

VENDOR TOTAL: 972.43

VC3, INC.	VC3, INC.	12/19/2022	95139	FOA	ANNUAL SERVICE CONTRACT DEC 2022 - N	
48515	P.O. BOX 746804	01/03/2023		N		26,676.00
12/19/2022	ATLANTA GA, 30374-6804	/ /	0.0000	N		0.00
		01/03/2023		N		26,676.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-258-801.000	CONTRACTED SERVICES	26,676.00

VENDOR TOTAL: 26,676.00

WSP	WSP USA ENVIRONMENT	12/15/2022	H19220716	FOA	WTR SUPPLY ASSISTANCE THRU 12/9/22	
48480	P.O. BOX 74008618	01/03/2023		N		1,179.00
12/15/2022	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		01/03/2023		N		1,179.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	1,179.00

VENDOR TOTAL: 1,179.00

TOTAL - ALL VENDORS: 463,057.47

FUND TOTALS:

Fund 101 - GENERAL FUND	51,543.98
Fund 206 - FIRE OPERATING	324,047.50
Fund 285 - CLFRF GRANT	16,626.00
Fund 536 - WATER SYSTEM FUND	38,377.21

12/28/2022 01:44 PM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 01/03/2023 - 01/03/2023  
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 539 - WATER REPLACEMENT FUND						1,179.00
Fund 577 - CABLE TV FUND						3,246.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND						28,037.78

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

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

**Date:** December 28, 2022

### 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 - \$22,454.01

December 29, 2022 Payroll - \$86,264.63

### Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY23 budget.

### Attachments

Post Audit Bills List 12.15.2022

Post Audit Bills List 12.20.2022

Payroll for 12.29.2022

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/15/2022	FOA	43317	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	975.85
		43317		UTILITIES - GAS	536-000-920.001	372.66
						1,348.51
12/15/2022	FOA	43318	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	226.74
		43318		EMPLOYMENT EXPENSE	101-192-716.000	64.06
		43318		EMPLOYMENT EXPENSE	101-209-716.000	60.52
		43318		EMPLOYMENT EXPENSE	101-215-716.000	92.55
		43318		EMPLOYMENT EXPENSE	101-253-716.000	121.04
		43318		EMPLOYMENT EXPENSE	101-400-716.000	171.57
		43318		EMPLOYMENT EXPENSE	101-441-716.000	222.10
		43318		EMPLOYMENT EXPENSE	536-000-716.000	175.11
						1,133.69
12/15/2022	FOA	43319	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	107.71
12/15/2022	FOA	43320	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	180.00
12/15/2022	FOA	43321	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-172-727.000	47.31
		43321		SUPPLIES & POSTAGE	101-191-727.000	87.28
		43321		SUPPLIES & POSTAGE	101-209-727.000	41.45
		43321		SUPPLIES & POSTAGE	101-215-727.000	168.87
		43321		SUPPLIES & POSTAGE	101-253-727.000	18.51
		43321		TAX COLLECTION	101-253-811.100	40.59
		43321		SUPPLIES & POSTAGE	101-400-727.000	12.38
		43321		SUPPLIES & POSTAGE	101-441-727.000	14.50
		43321		SUPPLIES & POSTAGE	101-567-727.000	1.20
		43321		SUPPLIES/POSTAGE	536-000-727.000	3.14
		43321		SUPPLIES & POSTAGE	590-000-727.000	3.13
						438.36
12/15/2022	FOA	43322	STAPLES	SUPPLIES & POSTAGE	101-172-727.000	318.54
		43322		SUPPLIES & POSTAGE	101-192-727.000	72.47
		43322		OPERATING SUPPLIES	101-265-740.000	24.99
		43322		SUPPLIES & POSTAGE	101-400-727.000	14.83
						430.83
TOTAL - ALL FUNDS				TOTAL OF 6 CHECKS		3,639.10

--- GL TOTALS ---

001-000-257.101	ACCRUED DENTAL BENEFITS	226.74
101-172-727.000	SUPPLIES & POSTAGE	365.85
101-191-727.000	SUPPLIES & POSTAGE	87.28
101-192-716.000	EMPLOYMENT EXPENSE	64.06
101-192-727.000	SUPPLIES & POSTAGE	72.47
101-209-716.000	EMPLOYMENT EXPENSE	60.52
101-209-727.000	SUPPLIES & POSTAGE	41.45
101-215-716.000	EMPLOYMENT EXPENSE	92.55
101-215-727.000	SUPPLIES & POSTAGE	168.87
101-215-900.000	PRINTING & PUBLICATIONS	180.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-253-716.000				EMPLOYMENT EXPENSE		121.04
101-253-727.000				SUPPLIES & POSTAGE		18.51
101-253-811.100				TAX COLLECTION		40.59
101-265-740.000				OPERATING SUPPLIES		24.99
101-265-920.001				UTILITIES - GAS		975.85
101-400-716.000				EMPLOYMENT EXPENSE		171.57
101-400-727.000				SUPPLIES & POSTAGE		27.21
101-441-716.000				EMPLOYMENT EXPENSE		222.10
101-441-727.000				SUPPLIES & POSTAGE		14.50
101-567-727.000				SUPPLIES & POSTAGE		1.20
101-751-920.002				UTILITIES - ELECTRIC		107.71
536-000-716.000				EMPLOYMENT EXPENSE		175.11
536-000-727.000				SUPPLIES/POSTAGE		3.14
536-000-920.001				UTILITIES - GAS		372.66
590-000-727.000				SUPPLIES & POSTAGE		3.13
				TOTAL		3,639.10

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/20/2022	FOA	43323	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	226.42
		43323		STREET LIGHTS	101-448-921.000	21.30
		43323		UTILITIES - ELECTRIC	206-000-920.002	62.78
		43323		UTILITIES - ELECTRIC	536-000-920.002	3,217.75
						3,528.25
12/20/2022	FOA	43324	MICHIGAN.COM	MEMBERSHIP & DUES	101-101-804.000	63.00
12/20/2022	FOA	43325	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	155.51
		43325		EMPLOYMENT EXPENSE	101-192-716.000	94.06
		43325		EMPLOYMENT EXPENSE	101-209-716.000	91.50
		43325		EMPLOYMENT EXPENSE	101-215-716.000	62.89
		43325		EMPLOYMENT EXPENSE	101-253-716.000	68.84
		43325		EMPLOYMENT EXPENSE	101-400-716.000	108.78
		43325		EMPLOYMENT EXPENSE	101-441-716.000	79.40
		43325		EMPLOYMENT EXPENSE	536-000-716.000	116.56
						777.54
12/20/2022	FOA	43326	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	2,565.68
		43326		EMPLOYMENT EXPENSE	101-192-716.000	1,162.90
		43326		EMPLOYMENT EXPENSE	101-209-716.000	1,279.20
		43326		EMPLOYMENT EXPENSE	101-215-716.000	1,860.65
		43326		EMPLOYMENT EXPENSE	101-253-716.000	581.45
		43326		EMPLOYMENT EXPENSE	101-441-716.000	3,198.04
		43326		EMPLOYMENT EXPENSE	536-000-716.000	2,180.47
						12,828.39
12/20/2022	FOA	43327	VSP INSURANCE CO. (CT)	DECEMBER 2022 PREMIUMS	001-000-257.102	48.97
		43327		DECEMBER 2022 PREMIUMS	101-192-716.000	15.54
		43327		DECEMBER 2022 PREMIUMS	101-209-716.000	13.08
		43327		DECEMBER 2022 PREMIUMS	101-215-716.000	26.43
		43327		DECEMBER 2022 PREMIUMS	101-253-716.000	26.16
		43327		DECEMBER 2022 PREMIUMS	101-400-716.000	34.61
		43327		DECEMBER 2022 PREMIUMS	101-441-716.000	43.06
		43327		DECEMBER 2022 PREMIUMS	536-000-716.000	37.07
						244.92
12/20/2022	FOA	43328	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,039.45
		43328		STREET LIGHTS	101-448-921.000	14.79
		43328		UTILITIES	101-567-920.000	14.79
		43328		UTILITIES - ELECTRIC	101-751-920.002	303.78
						1,372.81
TOTAL - ALL FUNDS				TOTAL OF 6 CHECKS		18,814.91

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	2,565.68
001-000-257.102	ACCRUED VISION BENEFITS	48.97
001-000-257.103	ACCRUED STD/LTD BENEFITS	155.51
101-101-804.000	MEMBERSHIP & DUES	63.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-192-716.000				EMPLOYMENT EXPENSE		1,272.50
101-209-716.000				EMPLOYMENT EXPENSE		1,383.78
101-215-716.000				EMPLOYMENT EXPENSE		1,949.97
101-253-716.000				EMPLOYMENT EXPENSE		676.45
101-265-920.002				UTILITIES - ELECTRIC		1,265.87
101-400-716.000				EMPLOYMENT EXPENSE		143.39
101-441-716.000				EMPLOYMENT EXPENSE		3,320.50
101-448-921.000				STREET LIGHTS		36.09
101-567-920.000				UTILITIES		14.79
101-751-920.002				UTILITIES - ELECTRIC		303.78
206-000-920.002				UTILITIES - ELECTRIC		62.78
536-000-716.000				EMPLOYMENT EXPENSE		2,334.10
536-000-920.002				UTILITIES - ELECTRIC		3,217.75
				TOTAL		18,814.91

Check Register Report For Hartland Township  
For Check Dates 12/29/2022 to 12/29/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/29/2022	FOA	17335	BURROUGHS, JEFFREY M	70.00	61.66	0.00	Open
12/29/2022	FOA	17336	PETRUCCI, JOSEPH M	525.00	438.59	0.00	Open
12/29/2022	FOA	17337	MISSION SQUARE	2,325.89	2,325.89	0.00	Open
12/29/2022	FOA	17338	MISSION SQUARE	3,965.81	3,965.81	0.00	Open
12/29/2022	FOA	17339	MISSION SQUARE	2,034.90	2,034.90	0.00	Open
12/29/2022	FOA	17340	MISSION SQUARE	200.00	200.00	0.00	Open
12/29/2022	FOA	17341	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
12/29/2022	FOA	DD8232	BEDUHN, TIMOTHY L.A.	1,966.50	0.00	1,514.90	Cleared
12/29/2022	FOA	DD8233	BERNARDI, MELYNDA A	2,100.74	0.00	1,628.29	Cleared
12/29/2022	FOA	DD8234	BROOKS, TYLER J	3,088.86	0.00	2,137.99	Cleared
12/29/2022	FOA	DD8235	CASE, SUSAN E	1,968.82	0.00	1,279.50	Cleared
12/29/2022	FOA	DD8236	CIOFU, LARRY N	2,746.24	0.00	1,980.77	Cleared
12/29/2022	FOA	DD8237	COBB, SUSAN M	35.92	0.00	31.65	Cleared
12/29/2022	FOA	DD8238	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,555.79	Cleared
12/29/2022	FOA	DD8239	ECKMAN, MATTHEW A	90.00	0.00	79.29	Cleared
12/29/2022	FOA	DD8240	FOUNTAIN, WILLIAM J	2,746.24	0.00	2,295.92	Cleared
12/29/2022	FOA	DD8241	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
12/29/2022	FOA	DD8242	GERMANE, MATTHEW J	525.00	0.00	459.84	Cleared
12/29/2022	FOA	DD8243	GREIG, DAVID F	70.00	0.00	64.64	Cleared
12/29/2022	FOA	DD8244	GRISSIM, SUSAN L	90.00	0.00	83.12	Cleared
12/29/2022	FOA	DD8245	HAASETH, GWYN M	752.50	0.00	671.80	Cleared
12/29/2022	FOA	DD8246	HEASLIP, JAMES B	3,211.94	0.00	1,811.64	Cleared
12/29/2022	FOA	DD8247	HORNING, KATHLEEN A	2,996.24	0.00	2,180.41	Cleared
12/29/2022	FOA	DD8248	HUBBARD, TONYA S	1,822.13	0.00	1,314.52	Cleared
12/29/2022	FOA	DD8249	JOHNSON, LISA	2,423.10	0.00	1,553.67	Cleared
12/29/2022	FOA	DD8250	KENDALL, ANTHONY S	48.00	0.00	44.33	Cleared
12/29/2022	FOA	DD8251	LANGER, TROY D	3,842.16	0.00	2,709.82	Cleared
12/29/2022	FOA	DD8252	LITTERAL, JON D	70.00	0.00	64.64	Cleared
12/29/2022	FOA	DD8253	LOFTUS, DANIEL M	645.23	0.00	557.90	Cleared
12/29/2022	FOA	DD8254	LOUIS, CASEY	892.56	0.00	575.30	Cleared
12/29/2022	FOA	DD8255	LUCE, MICHAEL T	3,446.80	0.00	2,523.62	Cleared
12/29/2022	FOA	DD8256	MAYER, JAMES L	142.50	0.00	125.54	Cleared
12/29/2022	FOA	DD8257	MCMULLEN, SUMMER L	615.00	0.00	517.88	Cleared
12/29/2022	FOA	DD8258	MITCHELL, MICHAEL E	142.50	0.00	131.59	Cleared



Check Register Report For Hartland Township  
 For Check Dates 12/29/2022 to 12/29/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/29/2022	FOA	DD8259	MORGANROTH, CAROL L	2,313.19	0.00	1,777.88	Cleared
12/29/2022	FOA	DD8260	NIXON, MITCHELL A	2,074.00	0.00	1,604.04	Cleared
12/29/2022	FOA	DD8261	O'CONNELL, DENISE	525.00	0.00	368.59	Cleared
12/29/2022	FOA	DD8262	SHOLLACK, DONNA M	2,334.04	0.00	1,763.35	Cleared
12/29/2022	FOA	DD8263	SOSNOWSKI, SHERI R	1,684.75	0.00	1,298.70	Cleared
12/29/2022	FOA	DD8264	VERMILLION, KAREN L	2,007.84	0.00	1,450.28	Cleared
12/29/2022	FOA	DD8265	WEST, ROBERT M	4,466.67	0.00	2,713.54	Cleared
12/29/2022	FOA	DD8266	WYATT, MARTHA K	3,320.71	0.00	2,178.81	Cleared
12/29/2022	FOA	EFT660	FEDERAL TAX DEPOSIT	13,855.55	13,855.55	0.00	Cleared
12/29/2022	FOA	EFT661	MI DEPT OF TREASURY	4,052.64	4,052.64	0.00	Cleared
<b>Totals:</b>				Number of Checks: 044	86,397.72	27,068.13	42,426.84
Total Physical Checks:				7			
Total Check Stubs:				37			

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 12-13-22 Hartland Township Board Regular Meeting Minutes

**Date:** December 29, 2022

### **Recommended Action**

Move to approve the Hartland Township Board Meeting minutes for December 13, 2022.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

12-13-22 HTB Minutes - DRAFT

**DRAFT**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

PRESENT: Supervisor Fountain, Clerk Ciofu, Trustee Germane (7:02 p.m.), Treasurer Horning (attending remotely from Hartland, MI), Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Bob Manager (remotely) and Public Works Director Mike Luce.

**4. Approval of the Agenda**

**Move to approve the agenda for the December 13, 2022, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Abstained: Treasurer Horning (remote)

Absent: Trustee Germane

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the December 13, 2022, Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None

Abstained: Treasurer Horning (remote)

Absent: Trustee Germane

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 11-29-22 Hartland Township Board Regular Meeting Minutes

**7. Pending & New Business**

- a. 2023 Hartland Township Board Meeting Schedule

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 13, 2022 – 7:00 PM

**Move to approve the Resolution to set the 2023 Hartland Township Board Meeting Schedule.**

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

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

Abstained: Treasurer Horning (remote)

Voting Nay: None

Absent: None

Motion passes: 6 – 0 -1

b. IT Right (VC3) Technical Support Contract

Township Manager Bob West stated that the Township currently uses IT Right for the Township technical services. IT Right is currently in the process of partnering with a larger national company called VC3. Sometime during the period of this contract, it will result in us going over entirely to VC3. He stated the Township was one of IT Right's original clients and while they have provided satisfactory services, their cost is increasing somewhat significantly over the 3-year period. Manager West did state that this is the only qualified company that is well versed in all of our software and has contacts with each of the software companies we use. Manager West has spoken with the President of IT Right and voiced his concerns and that he informed him that the only way the Township would enter into a 3-year agreement is if the Township can reserve the right to discontinue services at any given time with a 30-day notice, which IT Right did agree to. The costs are reasonable in comparison to other communities that are shopping for technical services, and he is looking to maintain the continuity in our technical services. Manager West is also looking for approval to digitally sign the contract on behalf of the Township.

**Move to approve the proposed three-year contract with IT Right as presented and subsequently authorize the Township Manager to digitally sign the contract on behalf of the Township Board.**

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

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

Abstained: Treasurer Horning (remote)

Voting Nay: None

Absent: None

c. Resolution: Sewer and Water Rates

Manager West stated he is proud to be able to announce that we will have no rate increases to the 2022 water and sewer rates for 2023 and that rates will remain unchanged for 2023. He stated we are still working on stabilizing sewer rates and the County is holding their sewer rates for 2023. Water rates will be reviewed next autumn to determine if new customers will allow for reductions in fixed costs for further savings. Manager West stated that the sewer rates run with the County Fiscal Year of January to December and the water rates run with the Township fiscal year of April to March. Trustee Petrucci inquired as to whether these rates can change during the year and Manager West stated that the rates can be adjusted during the year.

**Move to approve the resolution setting rates for Sewer and Water Systems for 2023.**

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

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 13, 2022 – 7:00 PM

Voting Yea: Supervisor Fountain, Clerk Ciofu, Trustee Germane, Trustee McMullen,  
Trustee O'Connell, Trustee Petrucci  
Abstained: Treasurer Horning (remote)  
Voting Nay: None  
Absent: None Motion passes: 6 – 0 - 1

## d. Resolution: 2023 REU Surcharge Policy Revisions

Manager West stated that over the years the Township has modified the Township's REU Surcharge Policy to help businesses during the pandemic. We are looking to restore the Surcharge Policy to previous pandemic levels rules and regulations that will basically ensure equitability amongst the system. However, new to this year, we are proposing that if a commercial business does receive a surcharge, we are going to offer interest free financing for the remainder of the calendar year in which the surcharge is invoiced. If approved it will become active January 1, 2023.

### **Move to approve the resolution for the 2023 REU Surcharge Policy Revisions.**

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

## 8. Board Reports

Trustee McMullen – Stated that next week is the last session for the Citizen Planner class at the EMS Building in Howell. There are four Planning Commission members that have attended the six-session class and it has been a very good class. Supervisor Fountain thanked the Planning Commission members for attending this extensive training session.

Trustee Petrucci - No report.

Clerk Ciofu – Stated that we completed the two recounts last week. Wednesday was the statewide recount for Proposal 3 and the results changed by a few votes. They also did the Hartland School Board recount on Friday and that changed the outcome of that election to Greg Keller being elected as one of the new school board members. The votes changed approximately by 18 votes in favor of Mr. Keller. Supervisor Fountain inquired as to what circumstances would change a vote. Clerk Ciofu stated changes in the votes generally occur due to voter error. In the school board race, there was a vote for three candidates. If you voted for four, your ballot is referred to as an overvote and it rejects out of the system and does not count for that race. In a recount when you go back and look at the physical ballot, if the fourth vote was a write in for someone like Mickey Mouse, that fourth vote, because it is not a valid write-in candidate, cannot take votes away from the legitimate candidates. Also, if there was a stray mark where they voted for three and put their pencil down on an empty box and it made a little mark the machine will pick that up as a fourth vote. During a recount you will look at that physical ballot and it will obviously be not a mark that they intended to make so that cannot take away a vote from a legitimate candidate. It is a lengthy process. Over 16,000 votes were looked at and it started at 9:00 a.m. and ended at 7:30 p.m.

Treasurer Horning – (remote) Stated she went to work this morning and decided she did not feel good and took a COVID test and is now at home. In all of her 18 years, the Deputy Treasurer never had to do a Board of Review and today was the Board of Review and everything balanced.

Trustee Germane - No report.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 13, 2022 – 7:00 PM

Trustee O'Connell - No report.

Supervisor Fountain – Stated the Board of Review was this morning and everybody in the residential district's taxable value will be going up 5% due to inflation. That resulted in our taxable value going up by \$155 million dollars this year and that is by far the most we have ever had in one year. Back in 2020 it was around \$35-\$40 million. Commercial taxable value went down by around 8% and raw land went up around 20%. Assessing Director Jim Heaslip did a very good job as usual. He also stated there are over 50 veterans that get the tax exemption, and that number continues to go up.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West stated that ITT has provided a small grant funding for the San Marino sidewalk project. He wanted to thank ITT for their assistance as this is the second time they have provided funding for one of our pathway projects. We will be posting the Assessor position in January due to Director Heaslip's retirement at the end of March. As Assessors are responsible for the tax roll for the year, this may effect when a new assessor could start. Manager West has tentatively scheduled a Partners-In-Progress meeting for February 20, 2023. Manager West and the Admin Committee will be meeting with the Police Partners for a review of the first 90 days of the Police Contract on December 22, 2022. He stated the Livingston County Board of Commissioners (LCBOC) met last night and a presentation was made to expand the Board of Public Works from seven members to nine members. Manager West is scheduled to do a presentation to the Infrastructure Committee of the LCBOC on the Septage Receiving Station issues next Monday at 6:00 p.m. Manager West and Supervisor Fountain met with the Township Attorney and agreed on the presentation to identify the anomaly with the Septage Receiving Station but not to propose solutions. Trustee Germane inquired as to the results of the Dispute Resolution Panel regarding the Septage Receiving Station and Manager West stated there was no resolution as the proposed recommendation by the third party was denied immediately. Manager West stated the Resolution Panel was to decide in 30 days per the Master Operating Agreement and he agreed to extend this time as long as progress was being made. He stated he no longer believes any progress is being made and he has discussed our options with the Township Attorney. Manager West stated the FY 23-24 budget process is continuing.

### b. Hartland Township Strategic Plan Update

Manager West gave a brief overview of the 2022 Strategic Action Plan results and then presented the 2023 Strategic Action Plan. The 2023 Strategic Plan maintained the three categories of Connecting the Community, Community Attractiveness and Livability, and Infrastructure & Internal Advancement. Projects delayed from the 2022 Plan were rolled into the 2023 Plan, and he was looking for feedback from the Township Board on the 2023 Strategic Plan prior to formal adoption. Items discussed in more detail were the Citizens Survey and a potential road millage renewal. Manager West stated that the 2023 Strategic Plan will come before the Board for formal approval in January and that each of the individual items on the Strategic Plan will come before the Board at a later date.

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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 13, 2022 – 7:00 PM

**Move to go into closed session to consider a periodic evaluation of the Township Manager, at his request under MCL 15.268(a).**

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

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

Abstained: Treasurer Horning (remote)

Voting Nay: None

Absent: None

Motion passes: 6 – 0 – 1

Board is in closed Session at 7:40 p.m.

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

**10. Adjournment**

**Move to adjourn the meeting at 8:10 p.m.**

Motion made by Trustee Germane, Seconded by Trustee McMullen.

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

Voting Abstaining: Treasurer Horning (remote)

Voting Nay: None

Absent: None

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 12-13-22 Hartland Township Board Closed Session Meeting Minutes

**Date:** December 29, 2022

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting Minutes for December 13, 2022.

### **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:** Robert M. West, Township Manager

**Subject:** Lexipol First Responder Training Program Contract - HDFFA

**Date:** December 29, 2022

## Recommended Action

Authorize the Township Manager to facilitate Hartland Township ARPA funding contribution in an amount not to exceed \$20,936.74 towards the Lexipol Training proposal as presented.

## Discussion

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. Lexipol staff are experts in policy, training, and wellness support, committed to improving the quality of life for all community members. Their solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet the Hartland Deerfield Fire Authority's specific goals and needs.

The proposal totals initial costs of approximately \$19,939.75 in capital costs and subsequent annual costs of \$7,225.70 for subscription services. Through collective discussions, the proposed cost sharing allocation has Hartland Township funding the capital costs immediately (with a 5% contingency for hardware if needed) and Deerfield Township solely funding the first three years of the annual subscription fees. Subsequent years will have the annual subscriptions incorporated into the HDFFA annual budget.

Manager West is recommending the Hartland Township portion to be funded from the Township ARPA funding as outlined in the Capital Improvement Plan.

## Financial Impact

The Hartland Township contribution towards this project will be funded with the Township ARPA funding and approval of this contribution authorizes any budget amendments that may be required for accounting purposes related to ARPA expense tracking.

## Attachments

Lexipol Proposal



# SOLUTIONS PROPOSAL



**PREPARED FOR:**

Hartland Deerfield Fire Authority  
Chief Adam Carroll  
mail@hartlandareafire.com  
(810) 632-7676

**PREPARED BY:**

Terri MacDonald  
tmacdonald@lexipol.com  
(617) 209-1014

2611 Internet Blvd, Ste 100  
Frisco, Texas 75034  
(844) 312-9500  
www.lexipol.com

## Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, state and federal accreditation, training, mental and physical wellness and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

### **THE LEXIPOL ADVANTAGE**

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, accreditation, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 440 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, achieve accreditation, develop training or wellness content, or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with Hartland Deerfield Fire Authority to address your unique challenges.

## Scope of Services

### Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to lowering liability and risk. Lexipol's Phase 1 policy manual positions a department to pace implementing the full policy manual.

- Fifty-seven policies researched and written by public safety attorneys and subject matter experts
- Policies based on state and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

### Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

### Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

### Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

### Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

### Public Safety GrantFinder Subscription - Fire

GrantFinder provides a real-time, online database of more than 1,000 federal, state, corporate and foundation grants. More than 5,000 municipal organizations trust GrantFinder to locate grants relevant to them. Powerful features include:

- Customized grant alerts for your preferred grant categories
- Interactive calendar to see upcoming grant deadlines
- Personalized dashboard and application tracking tools
- Grants updated and added daily

## Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

## Daily Training Bulletins (DTBs)

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## Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

## Fire Procedures

Clear and accessible procedures are imperative to ensure safe, effective and consistent emergency response and personnel interactions. Lexipol's fire procedures, based on national best practices, give you critical operational and administrative procedures as well as a template to build on.

- More than 35 best practice procedures designed to support safe and effective operations

- Tactical procedures address the operations most often cited as contributing to firefighter injury or death as well as the most common call types
- Administrative procedures address the areas of highest legal liability as well as best practices for organizational success
- Scenario-based training reinforces live training
- Mobile-friendly decision trees and checklists prevent essential steps from being missed

### **Standard Policy Cross-Reference**

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report

### **Implementation Policy Tier I: High-Risk Policies**

Benefit from our proven, systematic approach to implementing policies. Tier I represents about 20% of the manual, including foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

### **Implementation Policy Tier II: High-Liability Policies**

Benefit from our proven, systematic approach to implementing policies. Tier II represents about 20% of the manual, including policies that relate to common day-to-day calls for service that have a higher level of potential liability. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

### **Implementation Policy Tier III: Daily Operations Policies**

Benefit from our proven, systematic approach to implementing policies. Tier III represents about 20% of the manual, including policies needed for orderly daily operations of your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

### **Implementation Policy Tier IV: Defensibility Policies**

Benefit from our proven, systematic approach to implementing policies. Tier IV represents about 20% of the manual, including policies essential to agency and agency member defensibility, including civil liability-related topics. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

### **Implementation Policy Tier V: Operational Consistency Policies**

Benefit from our proven, systematic approach to implementing policies. Tier V represents about 20% of the manual, including policies needed to ensure operational consistency across your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.



# Proposal

Prepared By: Terri MacDonald  
 Phone: (617) 209-1014  
 Email: tmacdonald@lexipol.com

Quote #: Q-23473-4  
 Date: 7/19/2021  
 Valid Through: 2/28/2023

## Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

### Pro-rated Subscription Cost

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Fire Policy Phase 1 Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (Start: 2/1/2023 End: 4/30/2023)	USD 1,090.75		USD 0.00	USD 1,090.75
	<b>Subscription Line Items Total</b>			<b>USD 0.00</b>	<b>USD 1,090.75</b>
				<b>USD 0.00</b>	<b>USD 1,090.75</b>
<b>Pro-rated Subscription Cost TOTAL:</b>					USD 1,090.75

### Annual Subscription Cost

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (12 Months)	USD 6,856.00	5%	USD 342.80	USD 6,513.20
1	Fire Public Safety GrantFinder Subscription (12 Months)	USD 750.00	5%	USD 37.50	USD 712.50
	<b>Subscription Line Items Total</b>			<b>USD 380.30</b>	<b>USD 7,225.70</b>
				<b>USD 380.30</b>	<b>USD 7,225.70</b>
<b>Annual Subscription Cost Discount:</b>					USD 380.30
<b>Annual Subscription Cost TOTAL:</b>					USD 7,225.70

### Policy Implementation Costs

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Fire Standard Policy Cross-Reference	USD 3,690.00		USD 0.00	USD 3,690.00

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Fire Tier I Implementation	USD 2,840.00		USD 0.00	USD 2,840.00
1	Fire Tier II Implementation	USD 3,038.00		USD 0.00	USD 3,038.00
1	Fire Tier III Implementation	USD 3,488.00		USD 0.00	USD 3,488.00
1	Fire Tier IV Implementation	USD 2,823.00		USD 0.00	USD 2,823.00
1	Fire Tier V Implementation	USD 2,970.00		USD 0.00	USD 2,970.00
	<b>One-Time Line Items Total</b>			<b>USD 0.00</b>	<b>USD 18,849.00</b>
				<b>USD 0.00</b>	<b>USD 18,849.00</b>
<b>Policy Implementation Costs TOTAL:</b>					USD 18,849.00

\*Fire pricing is based on 11 Fire Authorized Staff.

The foregoing pricing has been prorated for the benefit of Agency and Agency therefore agrees that they will waive the right to cancel this agreement until the end of the first renewal period.

**Notes**

2022 pricing good through February, 2023.

**Discount Notes**

The fire authority will receive a 5% MI Fire Chief's subscription discount



## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Robert M. West, Township Manager

**Subject:** Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)

**Date:** December 29, 2022

### **Recommended Action**

Closed Session: To review the written legal opinion of the Township Attorney, subject to attorney-client privilege, in accordance with the Open Meetings Act, MCL 15.268(e)

### **Discussion**

Consideration of a Closed Session to discuss pending litigation related to the Livingston County Septage receiving Station Master Operating Agreement, in accordance with the Open Meetings Act, MCL 15.268(e), as an open meeting would have a detrimental effect on the position of the Township.

The Township legal consul has provided written legal opinions regarding the matter and the effects on the Township for review.