



## 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 16, 2024 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. 01-02-24 Hartland Township Board Regular Meeting Minutes
    - d. Winterfest 2024 Fireworks Contract
  7. Pending & New Business
    - a. Hartland Deerfield Fire Authority Budget Presentation FY2024-25
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
    - b. FY2024-2025 Employee Merit Pool Discussion
  10. Adjournment

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Approve Payment of Bills

**Date:** January 9, 2024

## Recommended Action

Move to approve the bills as presented for payment.

## Discussion

Bills presented total \$213,630.33. The bills are available in the Finance office for review.

Notable invoices include:

\$176,656.92 – Livingston County Drain Commission – (December 2023 Sewer System O&M)

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY24 budget.

## Attachments

Bills for 01.16.2024

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
ADOBE	ADOBE INC	12/05/2023	2622585959	FOA	DECEMBER 2023	
50140		01/16/2024		N		19.99
12/05/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		19.99

Open

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

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADOBE	ADOBE INC	12/11/2023	2627784767	FOA	SALES TAX REFUND	
50251		01/16/2024		N		(1.20)
12/11/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		(1.20)

Open

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

VENDOR TOTAL: 18.79

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	01/01/2024	384427	FOA	2/1/24 - 4/30/24 - FIRE STATION #61	
50229	8345 MAIN STREET	01/16/2024		N		253.05
01/01/2024	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		01/16/2024		Y		253.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-801.000	CONTRACTED SERVICES	253.05

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	01/01/2024	384474	FOA	2/1/24 - 4/30/24 - TOWNSHIP HALL MON	
50230	8345 MAIN STREET	01/16/2024		N		829.65
01/01/2024	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		01/16/2024		Y		829.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	829.65

VENDOR TOTAL: 1,082.70

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
AMAZON.COM	AMAZON CAPITAL SERVICES	12/07/2023	112-0075278-9130	FOA	SCREEN PROTECTOR FOR IPAD PRO 11, 20	
50141	P.O. BOX 035184	01/16/2024		N		586.51
11/22/2023	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		01/16/2024		N		586.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	7.87
101-253-727.000	SUPPLIES & POSTAGE	22.95
101-215-727.000	SUPPLIES & POSTAGE	78.80

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
101-441-740.000	OPERATING SUPPLIES					234.89
101-253-727.000	SUPPLIES & POSTAGE					242.00
						<u>586.51</u>

VENDOR TOTAL: 586.51

AMERICAN	AMERICAN PLANNING ASSOCIATION	11/28/2023	083993-230702	FOA	ANNUAL MEMBERSHIP	
50050	PO BOX 4291	01/16/2024		N		548.00
11/27/2023	CAROL STREAM IL, 60197-4291	/ /	0.0000	N		0.00
		01/16/2024		N		548.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	548.00

VENDOR TOTAL: 548.00

APPLIED	APPLIED INNOVATION	12/21/2023	2388822	FOA	11/23/23 - 12/22/23 - RICOH MP6055SP	
50218	7718 SOLUTION CENTER	01/16/2024		N		31.09
12/21/2023	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		01/16/2024		N		31.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	31.09

VENDOR TOTAL: 31.09

B2B PRIME	B2B PRIME	12/17/2023	121723	FOA	ANNUAL AMAZON PRIME MEMBERSHIP	
50252		01/16/2024		N		179.00
12/17/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		179.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	179.00

VENDOR TOTAL: 179.00

BESTBUY	BEST BUY	12/13/2023	121323	FOA	MS SURFACE PRO 9 FOR DPW DIRECTOR	
50204	8487 W GRAND RIVER AVE	01/16/2024		N		1,079.98
12/13/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		01/16/2024		N		1,079.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	1,079.98

VENDOR TOTAL: 1,079.98

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

CINTAS	CINTAS CORPORATION	01/08/2024	4179494423	FOA	MATS	
50261	P.O. BOX 630910	01/16/2024		N		49.90
01/08/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		01/16/2024		N		49.90

Open

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

CINTAS	CINTAS CORPORATION	01/03/2024	5191151497	FOA	DISINFECTANT	
50236	P.O. BOX 630910	01/16/2024		N		7.15
01/03/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		01/16/2024		N		7.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	7.15

CINTAS	CINTAS CORPORATION	01/01/2024	9253750701	FOA	EYEWASH SERVICE AGREEMENT	
50233	P.O. BOX 630910	01/16/2024		N		100.00
01/01/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		01/16/2024		N		100.00

Open

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

VENDOR TOTAL: 157.05

COMCAST	COMCAST	12/07/2023	DEC 2023	FOA	DEC 2023 PHONE, INTERNET, CABLE AT T	
50142	P.O. BOX 70219	01/16/2024		N		772.50
12/01/2023	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		01/16/2024		N		772.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	81.90
536-000-805.000	INTERNET	325.30
577-000-806.000	CABLE TV FEES	140.40
577-000-805.000	INTERNET	224.90
		<u>772.50</u>

VENDOR TOTAL: 772.50

CONSUMER	CONSUMERS ENERGY	12/31/2023	201809196548	FOA	DECEMBER 2023 - LED LIGHT	
50240	PO BOX 740309	01/16/2024		N		162.57
12/31/2023	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/16/2024		N		162.57

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
101-448-921.000	STREET LIGHTS	162.57

CONSUMER	CONSUMERS ENERGY	01/01/2024	202699098308	FOA	JANUARY 2024 - PARSHALLVILLE RD	
50241	PO BOX 740309	01/16/2024		N		45.69
01/01/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/16/2024		N		45.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	45.69

CONSUMER	CONSUMERS ENERGY	12/31/2023	205902721955	FOA	DECEMBER 2023 - STREET LIGHTS	
50239	PO BOX 740309	01/16/2024		N		44.80
12/31/2023	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/16/2024		N		44.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	44.80

VENDOR TOTAL: 253.06

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	01/01/2024	151721	FOA	JANUARY 2024 - PARKS	
50219	PO BOX 241	01/16/2024		N		300.00
01/01/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		Y		300.00

Open

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

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	01/05/2024	152619	FOA	WEEKLY GARBAGE REMOVAL AT TWP	
50238	PO BOX 241	01/16/2024		N		188.00
01/05/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		Y		188.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	188.00

VENDOR TOTAL: 488.00

0070	DTE ENERGY	12/02/2023	1018187601-12/20	FOA	DECEMBER 2023 - SETTLERS PARK	
50254	P.O BOX 740786	01/16/2024		N		110.55
12/02/2023	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		01/16/2024		N		110.55

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				
101-751-920.002	UTILITIES - ELECTRIC	110.55				
0070	DTE ENERGY	12/31/2023	200274725232	FOA	DEC 2023 - MILLPOINTE, FIDDLERS GROV	
50255	P.O BOX 740786	01/16/2024		N		1,750.51
	CINCINNATI					
12/31/2023	OH, 45274-0786	/ /	0.0000	N		0.00
		01/16/2024		N		1,750.51
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	302.75				
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	23.14				
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.32				
101-448-921.000	STREET LIGHTS	1,399.30				
		<u>1,750.51</u>				
VENDOR TOTAL:						<u>1,861.06</u>

1115	ECONO PRINT	12/07/2023	70836	FOA	INSERT NEWSLETTER IN 2023 WINTER TAX	
50143	10312 DEXTER PINCKNEY RD	01/16/2024		N		120.14
11/30/2023	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		01/16/2024		N		120.14
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-577-900.000	PRINTING & PUBLICATIONS	120.14				
1115	ECONO PRINT	12/19/2023	70931	FOA	VOTING INFO POSTCARD	
50209	10312 DEXTER PINCKNEY RD	01/16/2024		N		5,755.73
12/19/2023	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		01/16/2024		N		5,755.73
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-191-727.000	SUPPLIES & POSTAGE	5,755.73				
1115	ECONO PRINT	12/28/2023	70969	FOA	MAILING - PRESEDENTIAL BALLOT FORM	
50217	10312 DEXTER PINCKNEY RD	01/16/2024		N		2,819.97
12/28/2023	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		01/16/2024		N		2,819.97
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-191-727.000	SUPPLIES & POSTAGE	2,819.97				
VENDOR TOTAL:						<u>8,695.84</u>

ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	12/11/2023	DECEMBER 2023	FOA	PEST CONTROL	
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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		
50192	P.O. BOX 92180	01/16/2024		N		297.00
12/11/2023	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		01/16/2024		Y		297.00

Open

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

VENDOR TOTAL: 297.00

ELECTIONSO	ELECTION SOURCE	12/18/2023	121823	FOA	EZ PULL ROLLING SUPPLY BAGS	
50203		01/16/2024		N		701.40
12/18/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		701.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	701.40

VENDOR TOTAL: 701.40

EXCLUSIVEE	EXCLUSIVE EXCAVATING	12/09/2023	623	FOA	2384 CRISTINA ANNE STOPBOX REPLACEME	
50215	P.O. BOX 1881	01/16/2024		N		2,878.40
12/09/2023	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		01/16/2024		Y		2,878.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	2,878.40

VENDOR TOTAL: 2,878.40

FAIRFIELD	FAIRFIELD	12/07/2023	113023	FOA	MAMC MASTERS ACADEMY	
50144		01/16/2024		N		201.60
11/30/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		201.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	201.60

VENDOR TOTAL: 201.60

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	11/22/2023	83740	FOA	2023 WINTER NEWSLETTER	
50055	907 FOWLER ST.	01/16/2024		N		1,801.90
11/22/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		1,801.90



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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-900.000	PRINTING & PUBLICATIONS	1,801.90

VENDOR TOTAL: 1,801.90

FIVESTAR	FIVE STAR SIGNS, INC.	12/18/2023	18859	FOA	OFFICE NAME LETTERING	
50210	10099 BERGIN RD, BLDG D	01/16/2024		N		54.24
12/18/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		54.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	54.24

VENDOR TOTAL: 54.24

GODADDY	GO DADDY	12/11/2023	121123	FOA	DECEMBER 2023	
50193		01/16/2024		N		29.99
12/11/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		29.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	29.99

VENDOR TOTAL: 29.99

6325	HARTLAND AREA CHAMBER OF COMMERCE	12/14/2023	121423	FOA	2024 DIRECTORY AD	
50249	9525 E HIGHLAND RD	01/16/2024		N		995.00
12/14/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		995.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-804.000	MEMBERSHIP & DUES	995.00

VENDOR TOTAL: 995.00

HAFIRE	HARTLAND AREA FIRE DEPARTMENT	12/12/2023	DECEMBER 2023	FOA	MONTHLY LIQUOR LICENSING INSPECTION	
50216	3205 HARTLAND RD	01/16/2024		N		2,125.00
12/12/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		N		2,125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
212-000-801.000	CONTRACTED SERVICES	2,125.00

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: 2,125.00

HARTTREASU	HARTLAND TOWNSHIP TREASURER	12/31/2023	4THQTR2023UB	FOA	4TH QTR 2023 UB	
50256	2655 CLARK RD	01/16/2024		N		2,908.29
12/31/2023	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/16/2024		N		2,908.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	802.63
101-265-920.005	UTILITIES - WATER	71.57
101-265-920.004	UTILITIES - SEWER	162.35
101-265-920.005	UTILITIES - WATER	164.61
101-751-920.004	UTILITIES - SEWER	132.88
536-000-920.004	UTILITIES - SEWER	1,182.21
101-463-920.005	UTILITIES - WATER	392.04
		<u>2,908.29</u>

VENDOR TOTAL: 2,908.29

WATERO&M	HARTLAND TOWNSHIP WATER O & M	12/31/2023	DEC 2023	FOA	DEC 2023 OUT OF DEPT COSTS	
50232	2655 CLARK RD	01/16/2024		N		1,171.37
01/02/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		N		1,171.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	694.34
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	477.03
		<u>1,171.37</u>

VENDOR TOTAL: 1,171.37

1548	HORIZON LANDSCAPE INC.	12/30/2023	16866	FOA	DECEMBER 2023 - SALTING, SHOVELING,	
50242	11765 HIBNER RD	01/16/2024		N		1,324.00
12/30/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		N		1,324.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	1,324.00

1548	HORIZON LANDSCAPE INC.	12/27/2023	16881	FOA	WINTERIZATIONS FOR PARKS/CEMETERY	
50243	11765 HIBNER RD	01/16/2024		N		1,059.00
12/27/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		N		1,059.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	LAWN/SNOW MAINTENANCE	867.00

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

101-567-930.000	REPAIRS & MAINTENANCE					192.00
						1,059.00

1548	HORIZON LANDSCAPE INC.	12/27/2023	16883	FOA	TWP HALL START UP/WINTERIZATION	
50244	11765 HIBNER RD	01/16/2024		N		620.00
12/27/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		N		620.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	620.00

VENDOR TOTAL: 3,003.00

1120	KIZCAM	01/04/2024	17850	FOA	BUSINESS CARDS FOR DPW DIRECTOR	
50260	3280 W GRAND RIVER	01/16/2024		N		48.00
01/04/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		01/16/2024		N		48.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-727.000	SUPPLIES & POSTAGE	48.00

VENDOR TOTAL: 48.00

0220	LIVINGSTON COUNTY TREASURER	01/02/2024	01022024	FOA	BOR/PRE ADJUSTMENTS	
50245	200 E. GRAND RIVER	01/16/2024		N		145.80
01/02/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		145.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	33.88
204-000-850.000	TAX CHARGEBACKS	46.11
206-000-850.000	TAX CHARGEBACKS	65.81
		145.80

VENDOR TOTAL: 145.80

2909	LIVINGSTON CTY.DRAIN COMMISSIO	12/31/2023	3763	FOA	DECEMBER 2023 - SEWER SYSTEM O&M	
50247	2300 E. GRAND RIVER	01/16/2024		N		176,656.92
	STE. 105					
01/08/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		176,656.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	176,656.92

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: 176,656.92

LDPA 50194	LIVINGSTON DAILY PRESS & ARGUS	12/11/2023 01/16/2024	121123	FOA N	DECEMBER 2023	11.99
12/11/2023	3964 SOLUTIONS CENTER CHICAGO IL, 60677-3009	/ / 01/16/2024	0.0000	Y N		0.00 11.99

Open

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

VENDOR TOTAL: 11.99

MACKLES 50145	MACKLES	12/05/2023 01/16/2024	120523	FOA N	DPW DIRECTOR INTERVIEW	124.37
12/05/2023	,	/ / 01/16/2024	0.0000	N N		0.00 124.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-956.000	MISCELLANEOUS	124.37

VENDOR TOTAL: 124.37

MASTERS 50146	MASTERS TELECOM LLC	12/07/2023 01/16/2024	27461	FOA N	NOVEMBER & DECEMBER 2023	39.36
11/27/2023	,	/ / 01/16/2024	0.0000	N N		0.00 39.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	39.36

VENDOR TOTAL: 39.36

MFCI 50231	MFCI, LLC 435 UNION ST	01/02/2024 01/16/2024	1281	FOA N	2023 CONTINUING DISCLOSURE FILING	1,000.00
01/02/2024	MILFORD MI, 48381	/ / 01/16/2024	0.0000	N N		0.00 1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-826.000	LEGAL FEES	41.06
595-000-826.000	LEGAL FEES	716.74
354-000-826.000	LEGAL FEES	146.53
358-000-826.000	LEGAL FEES	36.10
591-000-826.000	LEGAL FEES	59.57

1,000.00

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: 1,000.00

MAMC 50211	MICHIGAN ASS'N OF MUNICIPAL CLERKS ATTN: MEMBERSHIP 120 N WASHINGTON SQ, SUITE 110A LANSING MI, 48933-1609	12/20/2023 01/16/2024	10401	FOA N	2024 MEMBERSHIP FOR H. COSGROVE	75.00
12/20/2023		/ / 01/16/2024	0.0000	N N		0.00 75.00

Open

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

MAMC 50212	MICHIGAN ASS'N OF MUNICIPAL CLERKS ATTN: MEMBERSHIP 120 N WASHINGTON SQ, SUITE 110A LANSING MI, 48933-1609	12/20/2023 01/16/2024	12/20/23	FOA N	2024 CLERKS INSTITUTE - H. COSGROVE	700.00
12/20/2023		/ / 01/16/2024	0.0000	N N		0.00 700.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-957.000	EDUCATION/TRAINING/CONVENTION	700.00

MAMC 50139	MICHIGAN ASS'N OF MUNICIPAL CLERKS ATTN: MEMBERSHIP 120 N WASHINGTON SQ, SUITE 110A LANSING MI, 48933-1609	12/05/2023 01/16/2024	120523	FOA N	2024 ANNUAL MEMBERSHIP	75.00
12/05/2023		/ / 01/16/2024	0.0000	N N		0.00 75.00

Open

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

VENDOR TOTAL: 850.00

LCDPA 50250	MICHIGAN.COM PO BOX 742520 CINCINNATI OH, 45274-2520	01/01/2024 01/16/2024	FEBRUARY 2024	FOA N	FEBRUARY 2024	58.00
01/01/2024		/ / 01/16/2024	0.0000	N N		0.00 58.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	58.00

VENDOR TOTAL: 58.00

MUGGBOPPS 50147	MUGG & BOPPS ,	12/07/2023 01/16/2024	112723	FOA N	FUEL FOR GARAGE HEATER	30.67
11/27/2023		/ / 01/16/2024	0.0000	N N		0.00 30.67

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	30.67
VENDOR TOTAL:		30.67

1180	PETER'S TRUE VALUE HARDWARE	12/19/2023	K70505	FOA	LIGHT BULBS/KNIFE & BLADES	
50208	3455 W. HIGHLAND ROAD	01/16/2024		N		43.05
12/19/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/16/2024		N		43.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	15.07
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	27.98
VENDOR TOTAL:		43.05

1180	PETER'S TRUE VALUE HARDWARE	01/09/2024	K70688	FOA	UTILITY LOCKS FOR PARK MAP CASES	
50258	3455 W. HIGHLAND ROAD	01/16/2024		N		22.47
01/09/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/16/2024		N		22.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	22.47
VENDOR TOTAL:		65.52

RURALKING	RURAL KING	12/06/2023	120623	FOA	CHAIN, PARTS TO FIX HERITAGE PARK GA	
50148	4216 DEWITT AVE	01/16/2024		N		119.05
12/06/2023	MATTOON IL, 61938	/ /	0.0000	N		0.00
		01/16/2024		N		119.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	70.08
101-751-930.000	REPAIRS & MAINTENANCE	35.98
101-239-930.000	REPAIRS & MAINTENANCE	12.99
VENDOR TOTAL:		119.05

SHERWIN	SHERWIN-WILLIAMS	12/11/2023	121123	FOA	PAINT FOR TWP HALL	
50197	11349 HIGHLAND RD	01/16/2024		N		29.89
12/11/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/16/2024		N		29.89

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
101-265-930.000	REPAIRS & MAINTENANCE	29.89
VENDOR TOTAL:		29.89

SHUTTERSTO	SHUTTERSTOCK.COM	12/19/2023	121923	FOA	DECEMBER 2023	
50257		01/16/2024		N		29.00
12/19/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		29.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	29.00
VENDOR TOTAL:		29.00

SPALDING	SPALDING DEDECKER	01/09/2024	97213	FOA	M-59 WATER MAIN CE THRU 12/31/23	
50259	905 SOUTH BLVD EAST	01/16/2024		N		490.00
01/09/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/16/2024		N		490.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	490.00
VENDOR TOTAL:		490.00

EVENTSCALE	THE EVENTS CALENDAR	12/01/2023	2627152	FOA	EVENTS CALENDAR	
50196		01/16/2024		N		188.00
12/01/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		188.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	188.00
VENDOR TOTAL:		188.00

TONYSACCOS	TONY SACCO'S COAL OVEN PIZZA	12/06/2023	120623	FOA	DPW DIRECTOR INTERVIEW	
50253	10051 E HIGHLAND RD	01/16/2024		N		84.16
12/06/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		84.16
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-172-956.000	MISCELLANEOUS	84.16
VENDOR TOTAL:		84.16

USPS	UNITED STATES POSTAL SERVICE	12/07/2023	120723	FOA	POSTAGE FOR SANTA LETTER	
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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
50195		01/16/2024		N		13.20
12/07/2023	,	/ /	0.0000	N		0.00
		01/16/2024		N		13.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-727.000	SUPPLIES & POSTAGE	13.20
<b>VENDOR TOTAL:</b>		<b>13.20</b>

USA	USA BLUE BOOK	01/02/2024	234044	FOA	TUBING FOR CHLORINE PUMPS	
50235	P.O. BOX 9004	01/16/2024		N		165.90
01/02/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		01/16/2024		N		165.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	165.90

USA	USA BLUE BOOK	01/02/2024	234045	FOA	WATER SUPPLIES	
50234	P.O. BOX 9004	01/16/2024		N		953.23
01/02/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		01/16/2024		N		953.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	953.23
<b>VENDOR TOTAL:</b>		<b>1,119.13</b>

VC3, INC.	VC3, INC.	12/27/2023	134110	FOA	DEC 2023 - MS OFFICE 365	
50220	C/O PNC BANK	01/16/2024		N		562.50
	P.O. BOX 746804	/ /	0.0000	N		0.00
12/27/2023	ATLANTA GA, 30374-6804	01/16/2024		N		562.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	562.50
<b>VENDOR TOTAL:</b>		<b>562.50</b>

WATERTECH	WATER TECH	01/09/2024	59173	FOA	NOVEMBER 2023	
50262	718 S MICHIGAN	01/16/2024		N		44.00
11/30/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/16/2024		N		44.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	44.00



01/09/2024 03:01 PM  
 User: SUSANC  
 DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
 EXP CHECK RUN DATES 01/16/2024 - 01/16/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

Page: 15/15

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: 44.00

TOTAL - ALL VENDORS: 213,630.33

FUND TOTALS:

Fund 101 - GENERAL FUND	25,849.05
Fund 204 - MUNICIPAL STREET FUND	87.17
Fund 206 - FIRE OPERATING	364.55
Fund 212 - LIQUOR LAW ENFORCEMENT	2,125.00
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	146.53
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND	36.10
Fund 536 - WATER SYSTEM FUND	5,982.90
Fund 539 - WATER REPLACEMENT FUND	490.00
Fund 577 - CABLE TV FUND	1,115.80
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	176,656.92
Fund 591 - LAKE TYRONE 2015 SEWER SAD	59.57
Fund 595 - 2005 SEWER EXP BONDS	716.74

# Hartland Township Board of Trustees Meeting Agenda Memorandum

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

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

**Date:** January 9, 2024

## 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 - \$109,818.32 (Reprinted check for \$80,904.00 to Go To Roofing as they never received it in mail)

January 11, 2024 Payroll - \$70,824.77

## Financial Impact

Is a Budget Amendment Required?  Yes  No

All expenses are covered under the amended FY24 budget.

## Attachments

Post Audit Bills List 01.04.2024

Post Audit Bills List 01.08.2024

Payroll for 01.11.2024

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/04/2024	FOA	44291	DTE ENERGY	UTILITIES - ELECTRIC	206-000-920.002	22.12
01/04/2024	FOA	44292	FENTON TRADING POST, INC.	PARKS CAPITAL OUTLAY	285-751-970.000	13,315.00
01/04/2024	FOA	44293	HARTLAND TOWNSHIP GENERAL FUND	DOG LICENSES ESCROW	701-000-290.250	12.00
01/04/2024	FOA	44294	LIVINGSTON COUNTY TREASURER	DOG LICENSES ESCROW	701-000-290.250	143.00
01/04/2024	FOA	44295	LOWES BUSINESS ACCT/SYNCB	REPAIRS & MAINT - HERO TEEN CTR	101-265-930.001	141.16
01/04/2024	FOA	44296	PITNEY BOWES BANK INC RESERVE	SUPPLIES & POSTAGE	101-101-727.000	14.49
		44296		SUPPLIES & POSTAGE	101-172-727.000	27.72
		44296		SUPPLIES & POSTAGE	101-191-727.000	48.45
		44296		SUPPLIES & POSTAGE	101-209-727.000	106.47
		44296		SUPPLIES & POSTAGE	101-215-727.000	135.10
		44296		SUPPLIES & POSTAGE	101-247-727.000	1.26
		44296		TAX COLLECTION	101-253-811.100	73.08
		44296		SUPPLIES & POSTAGE	101-400-727.000	10.08
		44296		SUPPLIES & POSTAGE	101-722-727.000	11.29
						427.94
01/04/2024	FOA	44297	STAPLES	SUPPLIES & POSTAGE	101-172-727.000	456.52
		44297		SUPPLIES & POSTAGE	101-192-727.000	158.93
		44297		SUPPLIES & POSTAGE	101-400-727.000	13.94
						629.39
01/04/2024	FOA	44298	WEINGARTZ	PARKS CAPITAL OUTLAY	285-751-970.000	13,346.00
			TOTAL - ALL FUNDS	TOTAL OF 8 CHECKS		28,036.61

--- GL TOTALS ---

101-101-727.000	SUPPLIES & POSTAGE	14.49
101-172-727.000	SUPPLIES & POSTAGE	484.24
101-191-727.000	SUPPLIES & POSTAGE	48.45
101-192-727.000	SUPPLIES & POSTAGE	158.93
101-209-727.000	SUPPLIES & POSTAGE	106.47
101-215-727.000	SUPPLIES & POSTAGE	135.10
101-247-727.000	SUPPLIES & POSTAGE	1.26
101-253-811.100	TAX COLLECTION	73.08
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	141.16
101-400-727.000	SUPPLIES & POSTAGE	24.02
101-722-727.000	SUPPLIES & POSTAGE	11.29
206-000-920.002	UTILITIES - ELECTRIC	22.12
285-751-970.000	PARKS CAPITAL OUTLAY	26,661.00
701-000-290.250	DOG LICENSES ESCROW	155.00
	TOTAL	28,036.61

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/08/2024	FOA	44299	POSTMASTER	SUPPLIES/POSTAGE	536-000-727.000	272.34
		44299		SUPPLIES & POSTAGE	590-000-727.000	605.37
						<hr/> 877.71
01/08/2024	FOA	44300	GO TO ROOFING INC.	TWP HALL CAPITAL OUTLAY	285-101-970.000	80,904.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		81,781.71
--- GL TOTALS ---						
				TWP HALL CAPITAL OUTLAY		80,904.00
				SUPPLIES/POSTAGE		272.34
				SUPPLIES & POSTAGE		605.37
				TOTAL		81,781.71

Check Register Report For Hartland Township  
 For Check Dates 01/01/2024 to 01/11/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/11/2024	FOA	17484	MISSION SQUARE	1,077.01	1,077.01	0.00	Open
01/11/2024	FOA	17485	MISSION SQUARE	2,743.18	2,743.18	0.00	Open
01/11/2024	FOA	17486	MISSION SQUARE	3,170.53	3,170.53	0.00	Open
01/11/2024	FOA	DD8975	BEDUHN, TIMOTHY L.A.	1,947.50	0.00	1,484.03	Cleared
01/11/2024	FOA	DD8976	BERNARDI, MELYNDA A	697.25	0.00	497.28	Cleared
01/11/2024	FOA	DD8977	BROOKS, TYLER J	2,652.00	0.00	1,890.53	Cleared
01/11/2024	FOA	DD8978	CARRIGAN, AMANDA K	3,125.00	0.00	2,491.77	Cleared
01/11/2024	FOA	DD8979	CASE, SUSAN E	1,861.26	0.00	1,151.62	Cleared
01/11/2024	FOA	DD8980	CIOFU, LARRY N	2,856.09	0.00	2,068.92	Cleared
01/11/2024	FOA	DD8981	COBB, SUSAN M	56.22	0.00	49.52	Cleared
01/11/2024	FOA	DD8982	COSGROVE, HEATHER H	1,593.55	0.00	1,327.08	Cleared
01/11/2024	FOA	DD8983	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,702.02	Cleared
01/11/2024	FOA	DD8984	HAASETH, GWYN M	360.00	0.00	327.08	Cleared
01/11/2024	FOA	DD8985	HABLE, SCOTT R	3,458.33	0.00	2,403.10	Cleared
01/11/2024	FOA	DD8986	HORNING, KATHLEEN A	2,856.09	0.00	2,011.24	Cleared
01/11/2024	FOA	DD8987	HUBBARD, TONYA S	1,657.35	0.00	1,066.09	Cleared
01/11/2024	FOA	DD8988	JOHNSON, LISA	2,063.35	0.00	1,298.64	Cleared
01/11/2024	FOA	DD8989	LANGER, TROY D	3,767.92	0.00	2,659.26	Cleared
01/11/2024	FOA	DD8990	LOFTUS, DANIEL M	450.70	0.00	397.07	Cleared
01/11/2024	FOA	DD8991	LOUIS, CASEY	637.61	0.00	494.57	Cleared
01/11/2024	FOA	DD8992	LUCE, MICHAEL T	5,091.67	0.00	3,750.42	Cleared
01/11/2024	FOA	DD8993	MORGANROTH, CAROL L	1,871.96	0.00	1,464.21	Cleared
01/11/2024	FOA	DD8994	NIXON, MITCHELL A	2,205.00	0.00	1,703.64	Cleared
01/11/2024	FOA	DD8995	RADLEY, JAMES W	540.00	0.00	475.74	Cleared
01/11/2024	FOA	DD8996	SHOLLACK, DONNA M	2,074.50	0.00	1,573.43	Cleared
01/11/2024	FOA	DD8997	SOSNOWSKI, SHERI R	1,870.33	0.00	1,411.36	Cleared
01/11/2024	FOA	DD8998	WYATT, MARTHA K	2,879.96	0.00	1,865.01	Cleared
01/11/2024	FOA	EFT710	HSA EMPLOYER CONTRIBUTIONS	2,000.00	2,000.00	0.00	Cleared
01/11/2024	FOA	EFT711	FEDERAL TAX DEPOSIT	11,450.54	11,450.54	0.00	Cleared
01/09/2024	FOA	17487	AMERICAN FAMILY LIFE ASSURANCE CO	32.30	32.30	0.00	Open

Totals: Number of Checks: 030 70,824.77 20,473.56 36,563.63

Total Physical Checks: 4  
 Total Check Stubs: 26

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 01-02-24 Hartland Township Board Regular Meeting Minutes

**Date:** January 11, 2024

## **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting Minutes for January 2, 2024.

## **Discussion**

Draft minutes are attached for review.

## **Financial Impact**

None

## **Attachments**

1-2-24 HTB Minutes - DRAFT

**DRAFT**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

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

ABSENT: None

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, and Public Works Director Scott Habel.

**4. Approval of the Agenda**

**Move to approve the agenda for the January 2, 2024 Hartland Township Board meeting as presented.**

Motion made by Trustee O'Connell, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: None

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the January 2, 2024 Hartland Township Board meeting as presented.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 12-12-23 Hartland Township Board Regular Meeting Minutes
- d. 12-12-23 Hartland Township Board Closed Session Meeting Minutes
- e. Confirm Supervisor's Appointments - Bruce Douglass and Dennis Pate to the Zoning Board of Appeals (01/01/24 - 12/31/26)

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 02, 2024 – 7:00 PM

## 7. Pending & New Business

- a. Ratify The Hiring of S.Hable as Director of Public Works

Manager Luce stated we are ratifying the hiring of Scott Habel as the Director of Public Works. He stated Mr. Habel has over seventeen years of municipal experience with another municipality and introduced Mr. Habel to the Board.

**Move to ratify the hiring of Scott Habel as Director of Public Works beginning on January 1, 2024 at an annual salary of \$83,000.**

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: None

- b. Hartland Township FY24-25 CIP Discussion Review

Supervisor Fountain gave a brief overview of the Capital Improvement Plan (CIP) review process and turned the meeting over to Manager Luce. Manager Luce stated that we will not be taking any formal action on the CIP tonight. He stated we will be reviewing the CIP plan that the staff has developed for moving into the next fiscal year. He then led a discussion on the General Fund CIP highlighting projects such as sidewalk gaps on the south side of M-59, Township Hall HVAC contingency and parking lot rehabilitation, phragmites education and maintenance, and the Spranger Field facility upgrades. He gave a brief overview of a potential Veteran's Memorial, Children's picnic tables at the parks, parking lot maintenance at the parks, and the potential for a second pavillion at Settler's park and /or a portable mobile stage to be used for community events. Supervisor Fountain stated that the recent Citizens Survey indicated the community wanted to see more events in the Township. Manager Luce also gave a brief overview of the discussions on the M-59 Median improvements that are in the CIP plan. Clerk Ciofu stated he would like to see an annual amount allocated to improving the picnic area amenities. Finance Director Susan Dryden gave a brief overview of the overall General Fund CIP, overall revenues and expenses, and the projected end of year General Fund balance. Trustee Petrucci stated that we have been able to improve our overall fund balance in part from the efficient use of the American Rescue Plan Act (ARPA) funds that were received. Trustee Germane inquired as to the use of CIP funds with regard to the potential for a new fire station. Manager Luce stated that the Fire Authority CIP is separate from the General Fund CIP and the General Fund CIP would not be used for an additional fire station. Trustee Germane inquired as to the cost of asphalt and whether Manager Luce thought it would come down so we could complete the parking lot repairs. Manager Luce stated that there is an increase in all construction materials due to the ARPA funds that have been distributed. Manager Luce gave a brief overview of the ARPA funds that were allocated by the federal government for infrastructure improvements. It evolved into many other uses for the ARPA funds and stated Hartland was able to distribute these funds to benefit many areas of the community. Trustee Petrucci stated that Hartland Township has been fiscally responsible for many years and that allowed us to be in a position to efficiently utilize the ARPA funds.

Manager Luce then led a discussion on the Road Fund, stating the current road millage expires in 2024 and we will be looking to go out in November of 2024 for a renewal of that millage. The road millage included a fourth chloride application and the paving of Maxfield and Cundy roads this year. He stated we are planning for a joint project to repave Old US 23 from M-59 to the Brighton Township line next year. Funding for this project will come from Federal funds, the



# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 02, 2024 – 7:00 PM

Livingston County Road Commission, and Hartland Township. We are also planning for a limestone cap for Maxfield, Clyde and Cullen roads and Crouse Road repaving and drainage issues improvements. Bergin Road and Pleasant Valley will get a limestone cap if the road millage is not approved. If the millage is approved, these roads are in our CIP plan to be paved. A brief discussion was held on the specifics of the potential new millage. Manager Luce stated that if the road millage is approved and generates around \$10 million dollars, with our cost sharing programs for roads with the LCRC, this will allow us to get around \$18 million dollars of road projects completed with the renewed millage.

Manager Luce then led a discussion on the Fire Authority CIP, stating several items were moved from this year to next year's CIP due to the evaluation of the fire department location study. He mentioned the driveway apron at Station 61 as being completed this year and the radiant heater that may need replacement next year. Any projects on this year's CIP that the fire department did not think that they could complete this year were moved to next year. The 2024 CIP plan includes a placeholder for Station 61 renovations and/or a new Station 64 depending on the outcome of the fire location study and potential fire millage.

Manager Luce then led a discussion of the Water/Sewer CIP. Items discussed were replacement of vehicles, mowers, and equipment, the water filter media replacement, the pressure reducing valve (PRV) on the south side on M-59, an additional PRV in the future, and a new supply well for water. Manager Luce gave a brief overview of the purpose and need for a PRV and the relationship between water volume and water pressure. He stated the two components to completing our water system would be the two PRVs and the connection of the water main on the north side of M-59, which will be a few years out. He then gave a brief overview of the fund balance stating as new development comes online, they will need to purchase water REUs which will replenish the water fund. Trustee Petrucci inquired as to whether our current water tower will handle all of the new development and Manager Luce stated it would be sufficient, but we may need another supply well. Treasurer Horning inquired as to whether the cleaning of the water tower is in the CIP, and Manager Luce stated cleaning of the tower is included in the normal water maintenance budget and it is cleaned every two years.

Discussion was then held on the ARPA Fund. Manager Luce stated we spread these funds out to a multitude of township and community projects citing the water main extension, the Dunham Road pathway, the Heritage Park irrigation repair, the new AED machines at the parks, the Lexipol fire training software, new security cameras for the parks, improvements to the Settler's Park picnic area, the new roof at the Township Hall, the purchase of an additional mower and dump trailer for park maintenance, and the grant initiative for civic organizations. Finance Director Dryden gave a brief overview of the ARPA Funding allocation process and timing, and stated that she thought that all of the Township staff work and the decisions of the Board regarding the ARPA fund projects led to a much better distribution of funds than many other municipalities based on conversations she has had at various meetings, and that she is proud of the work we did with the ARPA funding.

## 8. Board Reports

Clerk Ciofu - Gave a brief update on the February 27, 2024 Presidential Primary stating that notices were sent out, party selection forms were distributed to the Permanent Absent Voter Ballot list voters, and that the Absentee Voter Ballot Applications will be sent out to those on the Permanent Absent Voter Application List in the next few weeks. He also stated there will be nine days of Early Voting prior to the Presidential Primary Election starting on the second Saturday before the Election through the Sunday before the Election here at the Township Hall Board Room from 8:00 Am to 4:00 pm. He

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 02, 2024 – 7:00 PM

then gave a brief update on the progress of the Winterfest Event on February 10, 2024 at Heritage Park.

Treasurer Horning - Stated she came in during the Holiday break last week to process tax payments so that when they came back today it was not so hectic. She did state the Tax Department counter was still quite busy today, but overall it went very well.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - Stated that back in November at the Veteran's Breakfast the idea was proposed to him to start up a new Veteran's Memorial Committee, and Trustee O'Connell has volunteered, Clerk Ciofu was asked to be on the Committee, and he agreed, and Manager Luce also agreed to assist the Committee. He stated he will be visiting the community organizations to get ideas for a Memorial, and that he has designed his own concept for a Memorial for discussion with the Board at a later date.

Supervisor Fountain - Stated that the Hartland Community Council's new Holidays lights in the Village looked very nice. Clerk Ciofu thanked the DPW staff for installing the lights and stated the Community Council donated the old light fixtures to a local resident that puts up an extensive Holiday display.

Supervisor Fountain introduced Dennis Pate from the audience as the newly appointed member of the Zoning Board of Appeals.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager Luce stated that if any of the Board members have any questions regarding the CIP to reach out to him. He stated the general Board meeting budget discussions will include the Merit Pool on January 16th, the General Fund budget and any other Fund budgets we can get to on the first meeting in February, the remaining other Fund budgets on the second meeting in February, the Fiscal Year 2024-2025 Budget Approval at the first meeting in March, and Fiscal Year 2023-2024 Budget Amendments on the second meeting in March. He stated again that they used the remaining ARPA Fund on the purchase of a replacement mower and trailer for Public Works. Manager Luce gave a brief overview of LPR cameras to be purchased for placement on M-59. He stated that these cameras tie into the Livingston County Sheriff's Department (LCSD) and the Michigan State Police (MSP) and other law enforcement agencies and can be used for Amber Alerts, Silver Alerts, and tracking vehicles in accidents or criminal activity. He gave a brief overview of the camera's capabilities, how the camera system works, and costs. He stated the Township would lease two cameras and the LCSD would cover the cost of yearly maintenance. A brief discussion was held on the location of the cameras, but Manager Luce stated it was basically up to the LCSD and MSP. Trustee Germane stated that traffic at Bullard and Dunham is getting very busy and he is concerned with potential accidents occurring there. Manager Luce stated the Capital Conference is in Lansing on January 23rd and he inquired as to who is planning to attend so he can get them registered. Trustee O'Connell, Trustee Germane, Trustee McMullen, and Clerk Ciofu indicated they will attend. Manager Luce gave a brief update on the Septage Receiving Station issue stating that a response is due on January 5th to our counter claim and neither he nor our Attorney has seen anything to date. He also gave an update on the legal fees on this issue.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 02, 2024 – 7:00 PM

**10. Adjournment**

**Move to adjourn the meeting at 8:30 p.m.**

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

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

Voting Nay: None

Absent: None

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Larry Ciofu, Clerk

**Subject:** Winterfest 2024 Fireworks Contract

**Date:** January 10, 2024

### Recommended Action

Move to authorize the Clerk to sign the contract with Gen-X Pyrotechnics for a Winterfest fireworks show on February 10, 2024.

### Discussion

The funds for the fireworks display are fully covered by sponsorship donations.

### Financial Impact

Is a Budget Amendment Required?  Yes  No

The fireworks are funded using Winterfest sponsorship dollars and charged to account 101-751-955.000 Parks – Special Events (\$5,000.00)

### Attachments

Fireworks - Gen-X – Winterfest 2024

# 2024 Hartland Family Winterfest

## **GEN-X PYROTECHNICS**

Gen-X Pyrotechnics offers the highest quality custom pyrotechnics designed specifically to meet the needs of our clients. We are a local company that markets on word of mouth advertising and now on the web. We specialize in one of a kind shows.

In this constantly changing world of pyrotechnics we strive to learn the most up-to-date innovations so we can continue to hone our craft.

We take pride in being trained in all the local and federal safety regulations and guidelines.

*Jason Trudeau*

Jason Trudeau



248.252.0029



genxpyro@comcast.net  
info@genxpyrotechnics.com



www.genxpyrotechnics.com

# 2023 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

**TYPE OF PERMIT(S) (Select all applicable boxes)**

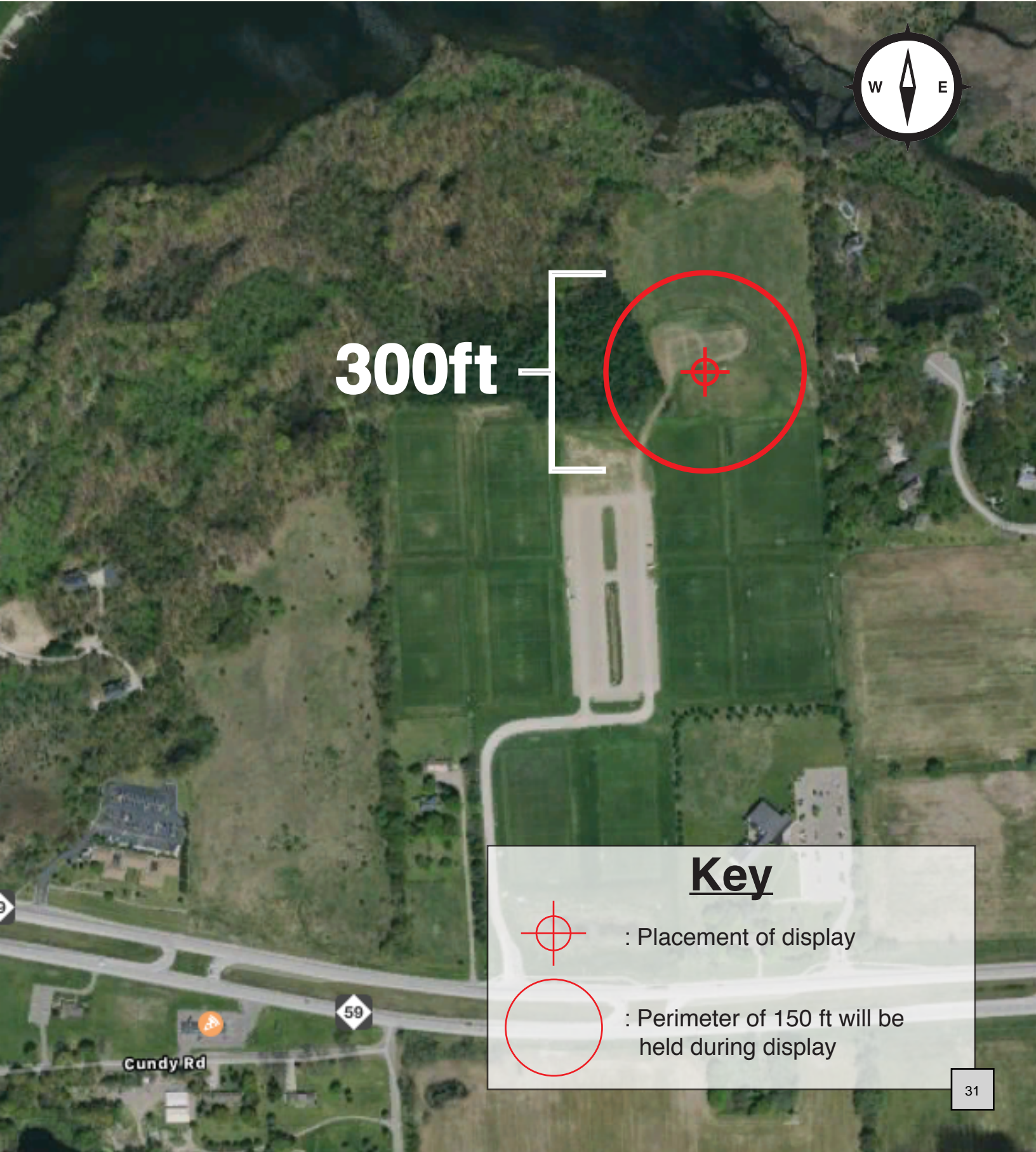
- Agricultural or Wildlife Fireworks
  Articles Pyrotechnic
  Display Fireworks  
 Public Display
  Private Display  
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT		ADDRESS OF APPLICANT	AGE OF APPLICANT 18 YEARS OR OLDER x <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <b>Gen-X Pyrotechnics</b>		ADDRESS OF PYROTECHNIC OPERATOR 2906 Pine Needle Dr, White Lake, MI 48383	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER x <input type="checkbox"/> YES <input type="checkbox"/> NO.
NO. YEARS EXPERIENCE <b>20+</b>	NO. DISPLAYS <b>350+</b>	WHERE <b>Various locations in Michigan</b>	
NAME OF ASSISTANT <b>See Attached</b>		ADDRESS OF ASSISTANT <b>See Attached</b>	AGE OF ASSISTANT 18 YEARS OR OLDER x <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT <b>See Attached</b>		ADDRESS OF OTHER ASSISTANT <b>See Attached</b>	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER x <input type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY <b>Heritage Park</b>			
DATE OF PROPOSED DISPLAY		TIME OF PROPOSED DISPLAY <b>Dusk/6-7pm</b>	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT <b>ATF approved storage magazines</b>			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) <b>See Attached</b>		NAME OF BONDING CORPORATION OR INSURANCE COMPANY <b>See Attached</b>	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <b>See Attached</b>			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
	<b>10+ Multishot Boxes</b>		
SIGNATURE OF APPLICANT <i>Jason Trudeau</i>			DATE <b>1/8/24</b>

# Hartland Winterfest

Exhibit A

Distance- 300 ft diameter(NFPA regulation)



**300ft**



## Key



: Placement of display



: Perimeter of 150 ft will be held during display

## Certificate of Insurance

41119

Issue Date: 1/8/2024

**PRODUCER**  
 Professional Program Insurance Brokerage  
 Division of SPG Insurance Solutions LLC  
 1304 Southpoint Blvd., Suite 101  
 Petaluma, CA 94954

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

**INSURED**  
 Gen-X Pyrotechnics, Inc.  
 2906 Pine Needle Drive  
 White Lake, MI 48383

INSURER A: Certain Underwriter's at Lloyd's, London - AA-1128623

INSURER B:

INSURER C:

INSURER D:

**COVERAGES:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/23-0125	6/9/2023	6/9/2024	EACH ACCIDENT	\$5,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$5,000,000
					PRODUCTS-COMP/ OPS AGG	

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Certificate holder is additional insured as respects the following:

Date(s) of Display:	2/10/2024
Location:	Heritage park (soccer field )
Additional Insured:	Hartland township
Rain Date(s):	
Type of Display:	Aerial Fireworks Display

**CERTIFICATE HOLDER**  
 Hartland winterfest  
 2655 clark road  
 Hartland mi 48353

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

*Susan Etter*  
 AUTHORIZED REPRESENTATIVE



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	<b>4-MI-125-54-4F-01210</b>
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Chief, Federal Explosives Licensing Center (FELC) <i>Mama Howard</i>	Name	Expiration Date	<b>June 1, 2024</b>
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GEN X PYROTECHNICS

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**2906 PINE NEEDLE DR  
WHITE LAKE, MI 48383-**

Type of License or Permit  
**54-USER OF EXPLOSIVES**

**Purchasing Certification Statement**

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

**Mailing Address (Changes? Notify the FELC of any changes.)**

GEN X PYROTECHNICS  
2906 PINE NEEDLE DR  
WHITE LAKE, MI 48383-

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

Previous Edition is Obsolete GEN X PYROTECHNICS:2906 PINE NEEDLE DR:48383:4-MI-125-54-4F-01210:June 1, 2024:54-USER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

**Federal Explosives License (FEL) Customer Service Information**

Federal Explosives Licensing Center (FELC) 244 Needy Road Martinsburg, WV 25405-9431	Toll-free Telephone Number: (877) 283-3352 Fax Number: (304) 616-4401 E-mail: FELC@atf.gov	ATF Homepage: www.atf.gov
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**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

**Federal Explosives License/Permit (FEL) Information Card**

License/Permit Name: **GEN X PYROTECHNICS**

Business Name:

License/Permit Number: **4-MI-125-54-4F-01210**

License/Permit Type: **54-USER OF EXPLOSIVES**

Expiration: **June 1, 2024**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



JASON ANTHONY TRUDEAU

Responsible Person Letter of Clearance for:



U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Federal Explosives Licensing Center  
244 Needy Road  
Martinsburg, West Virginia 25405

901090: MH/FLS  
5400  
File Number: 4MI01210

05/19/2021

SUBJECT: RESPONSIBLE PERSON LETTER OF CLEARANCE for:

JASON ANTHONY TRUDEAU

PRESIDENT  
(248)252-0029

2906 PINE NEEDLE DR  
WHITE LAKE, MI 48383

and is ONLY valid under the following Federal explosives license/permit:

4-MI-125-54-4F-01210

GEN X PYROTECHNICS  
2906 PINE NEEDLE DR  
WHITE LAKE, MI 48383

Dear JASON TRUDEAU:

You have been approved as a responsible person under the above-listed Federal explosive license or permit. You may lawfully direct the management or policies of the business or operations as they pertain to explosives. You may also lawfully transport, ship, receive or possess explosive materials incident to your duties as a responsible person. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Marna Howard  
Chief, Federal Explosives Licensing Center (FELC)

**FELC Customer Service.** If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

**Mail:** ATF  
Chief, FELC  
Attn.: LOC Correction  
244 Needy Road  
Martinsburg, West Virginia 25405

**Fax:** 1-304-616-4401  
Chief, FELC  
Attn.: LOC Correction

**Call toll-free:** 1-877-283-3352





## NOTICE OF CLEARANCE

### for individuals transporting, shipping, receiving, or possessing explosive materials.

**ISSUED TO:** GEN X PYROTECHNICS

Federal Explosives license/permit no.: 4-MI-125-54-4F-01210

**NOTICE DATE:** 05/19/2021

Expiration Date: **June 1, 2024**

**EXPIRATION DATE:** This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

Explosives License/Permit Type: 54-USER OF EXPLOSIVES

- 1 **WARNING.** Only those individuals listed below as **RESPONSIBLE PERSONS** and **EMPLOYEE POSSESSORS** with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- 2 **"DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you **MUST** take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you **MUST** remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- 3 **CHANGE IN RESPONSIBLE PERSONS.** You **MUST** report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons **MUST** include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are **NOT** required, however they will be required upon renewal of the license or permit.
- 4 **CHANGE OF EMPLOYEES.** You **MUST** report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for **EACH** employee.

**Premises Address:** 2906 PINE NEEDLE DR  
 WHITE LAKE, MI 48383

**Mailing Address:**  
 GEN X PYROTECHNICS  
 2906 PINE NEEDLE DR  
 WHITE LAKE, MI 48383

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and **MUST** be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee/possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

**PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.**

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

**Number of RESPONSIBLE PERSON(S) : 1**  
**Number of EMPLOYEE POSSESSOR(S): 7**

LAST NAME, First Name, Middle Name	Clearance Status
<b>RESPONSIBLE PERSONS:</b>	
	<b>1</b>
0001 TRUDEAU, JASON ANTHONY	Cleared
<b>EMPLOYEE POSSESSORS:</b>	
	<b>7</b>
0001 CARRIGER, JEREMY ROBERT	Cleared
0002 CARRIGER, JOSHUA ROY	Cleared
0003 DOBRIN, DAVID JASON	Cleared
0004 HOFELICH, GREGORY DAVID	Cleared

continued

LAST NAME, First Name, Middle Name	Clearance Status
0005 MORGAN, DRAKE LANTZ	Cleared
0006 RAGNOLI, ADAM MICHAEL	Cleared
0007 KENNEDY, JAMES MICHAEL	Pending

4-MI-125-54-4F-01210 expiration date: June 1, 2024 GEN X PYROTECHNICS OF 2906 PINE NEEDLE DR, WHITE LAKE, MI 48383

**MICHIGAN** MI USA  
**COMMERCIAL DRIVER LICENSE**

**T 630 373 067 896 ISS 11-20-2018 112368**  
**DOB 11-23-1968 EXP 11-23-2022**

**JASON ANTHONY TRUDEAU**  
 2806 PINE NEEDLE DR  
 WHITE LAKE, MI 48693-8283

**Sex M Hgt 601 Eyes BRO**  
**Lic Type CC End H**

**Restrictions K-DRL Intermediate only, L-No air brk  
 DMV**

*Jason Trudeau*

**DDI 61844471718Z** Rev 01-21-2011



MSDS - *Material Safety Data Sheet*  
**UN0335, FIREWORKS 1.3G, PGII**

Emergency Call Info Trac (800) 535-5053 ACE Pyro Contract #100630

**Section II - Hazardous Ingredients / Identity Information**

Contains **Pyrotechnic Compositions** that are mixtures of solid oxidizers and fuels that contained in paper and cardboard containers. No Hazard exists during normal handling and storage.

OSHA PEL - N/A                      ACGIH TLV - N/A

OTHER LIMITS - N/A

**Section III - Physical / Chemical Characteristics**

Boiling Point: - N/A                      Specific Gravity: - N/A

Vapor Pressure: - N/A                      Melting Point: - N/A

Vapor Density: - N/A                      Evaporation Rate: - N/A

Solubility in Water: - N/A

**Appearance and Odor:** - Pyrotechnic Composition is contained in paper or cardboard casings that may be shaped as cylinders, balls or tubes. Odor is not apparent.

**Section IV - Fire and Explosion Hazard Data**

Flash Point: - N/A                      Flammable Limits: - N/A

LEL: - N/A                                  UEL: - N/A

**Extinguishing Media:** Deluge with large quantities of water as quickly as possible by FIRE HOSE from a PROTECTED location. Materials are self-oxidizing.

**Special Fire Fighting Procedures:** Do not attempt to fight a fire in the immediate area of 1.3G Fireworks- EVACUATE THE AREA.

**Section IV - Fire and Explosion Hazard Data- Continued**

**Unusual Fire and Explosion Hazards:** Fireworks 1.3G MAY MASS EXPLODE IN A FIRE. DO NOT ALLOW FIREWORKS TO GET WET- Hazardous Decomposition May Result in a FIRE or EXPLOSION. EXPLOSION MAY OCCUR IF EXPOSED TO SPARKS OR FLAME.

**Section V - Reactivity Data**

**Stability:** - Stable

**Conditions to Avoid:** - Open Flames, Sparks, High Temperatures, Friction or Impact.

**Incompatibility (Materials to Avoid):** - Do Not Allow Fireworks to Get Wet.

**Hazardous Decomposition or Byproducts:** - Decomposition does not occur under normal circumstances. Smoke Generated by Fireworks may contain gasses that are irritating to the eyes or mucous membranes. Prolonged Exposure and Inhalation of smoke may cause shortness of breath or more serious problems when a chronic respiratory condition exists.

**Hazardous Polymerization:** Will Not Occur

**Conditions to Avoid:** - Storage in High Temperatures, Moist or Wet Conditions, Keep away From Open Flame or Sparks.

## Section VI – Health Hazard Data

Route(s) of Entry: - N/A    Inhalation: -N/A    Skin: - N/A Ingestion: - N/A

Health Hazards (Acute and Chronic): - N/A

Carcinogenicity: N/A    NTP?: - N/A    IARC Monographs?: -N/A

OSHA Regulated: - NO

Signs and Symptoms of Exposure: - Prolonged Exposure to smoke that is Generated during Normal use of Fireworks may cause Irritation to Eyes and to Mucous Membranes.

Medical Conditions Generally Aggravated by Exposure: - Eye Sensitivity, Respiratory Conditions.

Emergency and First Aid Procedure: - EYES should be flushed with water. Move to Fresh Air and avoid additional Inhalation of Smoke.

## Section VII – Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled: - If Fireworks are spilled, carefully pick up the material and place in a Cardboard Carton. Keep OPEN FLAMES and Sparks AWAY and NO SMOKING.

Waste Disposal Method: - Fireworks that fail to go off should be soaked in a bucket of water and returned to the source where it was obtained. Dry components or powder should be carefully swept up and placed in a cardboard container then soaked with water. Burning of Fireworks Waste must be performed in compliance with local and state laws.

Precautions in Handling and Storing: - Keep from OPEN FLAMES, NO SMOKING, AVOID IMPACT of MATERIALS and CONTAINERS of MATERIALS, STORE FIREWORKS IN A COOL AND DRY ENVIORMENT. FIREWORKS 1.3G MUST BE STORED AND TRANSPORTED IN COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.

Other Precautions: - UN0335 Fireworks 1.3G can cause SERIOUS INJURY or DEATH. They should only be Handled by Properly Trained and Qualified Personnel. When Shooting these Fireworks; PERSONNEL SHOULD WEAR PROPER EYE PROTECTION, HEAD PROTECTION AND NON-SYNTHETIC CLOTHING.

## Section VIII – Control Measures

Respiratory Protection: N/A

Ventilation: - N/A    Local Exhaust: - N/A Special: - N/A

Mechanical: -N/A    Other: - N/A

Protective Gloves:- N/A    Eye Protection: - When Shooting Fireworks 1.3G

Other Protective Clothing or Equipment: - Protective Head Gear and Non-Synthetic Clothing when Shooting Fireworks 1.3G.

Work / Hygienic Practices: - Store Fireworks in a Cool Dry and Well Ventilated area. Protect Against Physical Damage and Moisture. Fireworks should be Isolated from all Heat Sources, Sparks and Open Flame. No Smoking.



# Firework Disposal Procedure

Please follow the two simple guidelines below for the proper disposal of any unused display fireworks

1. If any display fireworks are found, submerge the firework in a five-gallon bucket of water.
2. Contact Jason Trudeau with Gen-X Pyrotechnics for proper pickup.

Gen-X Pyrotechnics will pick up any unused display fireworks and take them to an authorized facility for a proper disposal.



248.252.0029



genxpyro@comcast.net  
info@genxpyrotechnics.com



www.genxpyrotechnics.com

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Michael Luce, Township Manager

**Subject:** Hartland Deerfield Fire Authority Budget Presentation FY2024-25

**Date:** January 10, 2024

## **Recommended Action**

Approve the proposed Hartland Deerfield Fire Authority FY2024-25 Budget as presented.

## **Discussion**

Hartland Deerfield Fire Authority Chief Adam Carroll will present the proposed HDFA Operation Budget for the fiscal year 2024-2025 for Township Board Approval.

## **Attachments**

Proposed FY2024-25 HDFA Operating Budget



**HARTLAND DEERFIELD FIRE AUTHORITY  
2024-25 OPERATING FUND BUDGET**

ACCT#	DESCRIPTION		2024-25 BUDGET	2023-24 AMENDED	2022-23 ACTUAL	2021-22 ACTUAL	2020-21 ACTUAL	2019-20 ACTUAL	2018-19 ACTUAL
<b>REVENUE</b>			5.0%	5.8%	4.9%	2.6%	0.9%	1.9%	3.2%
601	HARTLAND TOWNSHIP	4.8%	1,452,321	1,386,234	1,296,190	1,237,344	1,200,038	1,200,303	1,178,188
602	DEERFIELD TOWNSHIP	6.0%	436,263	411,735	402,617	382,244	378,209	364,629	357,911
610	FIRE PROTECTION CONTRACTS		240,000	240,000	210,384	212,709	170,527	158,928	134,805
626	COST RECOVERY		8,000	8,500	7,911	5,931	3,043	5,426	7,303
665	INTEREST INCOME		50	50	103	134	194	487	190
687	REBATES & REFUNDS		0	63,141	16,493	0	0	0	0
690	GRANT PROCEEDS (*Covid Hazard Pay)		0	0	0	45445	27,000 *	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, Dive Rev., etc)		40,000	42,700	103,166	28,180	37,887	16,782	10,843
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)		0	74,449	10,967	26,979	124,483	11,875	0
	<b>TOTAL REVENUE</b>		<u>2,176,633</u>	<u>2,226,809</u>	<u>2,036,864</u>	<u>1,938,966</u>	<u>1,941,381</u>	<u>1,746,555</u>	<u>1,689,240</u>
<b>EXPENDITURES</b>									
<b>PERSONNEL</b>									
702	WAGES - FIRE CHIEF	4.5%	105,232	100,700	100,623	93,280	93,056	93,056	89,909
703	WAGES - CHIEF OFFICERS	4.5%	118,613	113,505	102,854	99,522	93,902	0	0
703.01	OT WAGES - CHIEF OFFICERS		3,800	4,800	15,101	3,630	4,400	0	0
704.1	WAGES - FIRE MARSHAL		0	0	0	0	0	0	0
704.11	OT WAGES - FIRE MARSHAL		0	0	0	0	0	0	0
704.3	WAGES - SHIFT SUPERVISORS	4.5%	200,536	191,900	206,903	179,792	169,292	110,393	101,520
704.31	OT WAGES - SHIFT SUPERVISORS		12,000	22,000	32,747	10,508	11,800	7,500	6,469
704.4	WAGES - ADMIN. ASST.	4.5%	54,981	52,613	49,535	47,975	47,200	47,523	46,240
704.41	OT WAGES - ADMIN. ASST.		1,400	1,900	3,098	1,394	1,412	3,450	3,001
704.5	WAGES - FIRE INSPECTOR	4.5%	71,426	68,350	36,067	60,750	55,200	46,195	44,700
704.51	OT WAGES - FIRE INSPECTOR		1,000	1,100	1,270	3,421	2,840	6,200	6,797
705.1	WAGES - CHAPLAIN	4.5%	7,942	7,600	13,120	7,957	11,333	8,090	0
705.2	WAGES - sUAS UNIT	4.5%	13,063	12,500	7,914	6,458	1,868	1,717	0
708.1	WAGES - DEPUTY CHIEFS		0	0	0	0	0	29,932	27,564
708.3	WAGES - CAPTAIN	4.5%	9,301	8,900	8,270	6,333	5,427	4,217	3,122
708.4	WAGES - LIEUTENANTS	4.5%	91,438	87,500	80,894	64,852	69,672	137,211	83,249
708.41	OT WAGES - LIEUTENANTS		0	0	4,557	3,992	7,900	0	0
708.5	WAGES - SERGEANTS	4.5%	175,351	167,800	109,352	90,314	75,856	103,480	92,275
708.51	OT WAGES - SERGEANTS		3,900	3,900	0	0	0	0	0
708.6	WAGES - FIREFIGHTERS	4.5%	288,629	276,200	276,497	230,722	228,224	227,035	258,288
708.7	WAGES - CADET FIREFIGHTERS		3,100	3,100	3,103	4,404	4,153	9,732	11,907
708.8	WAGES - ACCOUNTANT/HR	4.5%	30,174	28,875	25,689	24,296	21,962	26,500	24,546
709	WAGES - CELL PHONE STIPEND		7,600	7,600	7,360	7,170	7,400	7,000	5,050
710	WAGES - BOARD MEMBERS		9,300	5,750	5,100	5,750	5,475	6,000	5,700
711&714	WAGES - INSTRUCTORS (ACADEMY & DIVE)		3,500	3,500	3,796	9,253	6,236	4,550	0
712	WAGES - ACCRUED PTO (*2020-21 Covid Hazard Pay)		5,200	5,200	7,339	4,571	31,822 *	4,361	2,128
715	PAYROLL TAXES		93,137	90,500	83,423	72,812	72,244	67,118	58,982
	<b>TOTAL PERSONNEL</b>	3.5%	<u>1,310,620</u>	<u>1,265,793</u>	<u>1,184,612</u>	<u>1,039,156</u>	<u>1,028,674</u>	<u>951,260</u>	<u>871,447</u>
<b>PROFESSIONAL FEES</b>									
801	ACCOUNTING/AUDITING & PAYROLL SERVICE		12,900	12,900	13,362	12,920	12,778	12,931	12,034
801.1	I.T./COMPUTER SERVICES		21,000	21,000	36,960	13,272	13,043	15,239	6,552
810	EMP. ASST. PGM.		1,900	1,900	1,635	1,665	1,732	1,710	1,613
826	LEGAL FEES		1,600	1,500	1,450	2,120	3,311	1,750	2,070
827	HIRING/RETENTION/PROMOTION		1,500	1,500	6,130	2,034	1,823	1,215	2,634
956	BANK FEES		100	100	0	0	0	0	0
	<b>TOTAL PROFESSIONAL FEES</b>	0.3%	<u>39,000</u>	<u>38,900</u>	<u>59,537</u>	<u>32,011</u>	<u>32,687</u>	<u>32,845</u>	<u>24,903</u>
<b>INSURANCE &amp; BENEFITS</b>									
716	HEALTH CARE (Med Ins., LT & ST Disab. & VFIS AD&D)		151,000	150,000	123,655	126,280	117,600	114,941	73,920
716.3	INSURANCE (W/C, LIABILITY PORTFOLIO)		150,520	150,520	131,420	163,937	123,298	108,983	114,974
718	MERS DB		48,000	40,500	40,536	38,158	37,200	65,472	36,853
718.1	MERS DC		29,700	26,200	29,138	28,941	26,000	0	11,100
718.2	457 MATCH		16,500	15,000	18,051	10,050	9,921	0	8,000
	<b>TOTAL INSURANCE</b>	3.5%	<u>395,720</u>	<u>382,220</u>	<u>342,800</u>	<u>367,366</u>	<u>314,019</u>	<u>289,396</u>	<u>244,847</u>
<b>EQUIPMENT &amp; SUPPLIES</b>									
719.1	UNIFORMS		9,800	9,800	12,721	8,290	7,060	8,467	9,165
719.2	TURN OUT GEAR		7,500	7,500	12,458	6,551	5,029	12,603	6,360
727	OFFICE SUPPLIES		6,300	5,300	8,733	6,689	5,478	5,635	7,965
729	COMPUTERS & RECORDS MGMT.		9,700	9,700	11,510	11,089	12,456	10,728	11,229
740	OPERATING SUPPLIES		20,000	20,000	17,622	22,162	18,699	15,306	23,465
744	MEDICAL SUPPLIES		10,000	5,000	4,948	7,737	10,875	5,161	5,167
860	FUEL		30,000	30,000	37,875	27,801	17,642	28,499	28,508
928	sUAS		1,500	1,500	15,021	155	0		
930	R & M - ANNUAL APPARATUS & EQUIP		23,000	27,000	20,098	20,108	17,228	22,263	13,649
930.1	R & M - SMALL EQUIP		3,500	3,500	3,701	2,387	7,419	3,807	6,126
930.2	R & M - VEHICLES		50,000	50,000	52,332	70,873	43,177	56,992	56,065
930.8	R & M - RADIOS/BATTERIES		4,500	4,500	1,256	1,489	2,069	112	348
	<b>TOTAL EQUIPMENT &amp; SUPPLIES</b>	1.2%	<u>175,800</u>	<u>173,800</u>	<u>198,275</u>	<u>185,331</u>	<u>147,132</u>	<u>169,573</u>	<u>168,047</u>

**HARTLAND DEERFIELD FIRE AUTHORITY  
2024-25 OPERATING FUND BUDGET**

**November 17, 2023  
Pg. 2 of 2**

ACCT#	DESCRIPTION	2024-25 BUDGET	2023-24 AMENDED	2022-23 ACTUAL	2021-22 ACTUAL	2020-21 ACTUAL	2019-20 ACTUAL	2018-19 ACTUAL
UTILITIES								
802	GARBAGE & SNOW	20,790	20,790	20,786	18,744	18,351	18,872	23,163
920	GAS	18,200	18,200	16,212	18,579	7,484	11,128	12,879
920.1	ELECTRIC	23,650	23,650	18,644	19,273	19,812	20,611	20,480
920.2	WATER & SEWER	3,900	3,900	2,499	3,071	3,845	3,696	3,329
	TOTAL UTILITIES	0.0% <u>66,540</u>	<u>66,540</u>	<u>58,141</u>	<u>59,667</u>	<u>49,492</u>	<u>54,307</u>	<u>59,851</u>
DUES & SUBSCRIPTIONS								
804	MEMBERSHIPS & PUBLICATIONS	5,250	5,250	5,973	4,974	5,295	4,257	4,903
805	Liv.Co. Specialized Response Teams	4,000	4,000	4,000	4,000	4,000	4,000	4,000
	TOTAL DUES & SUBSCRIPTIONS	0.0% <u>9,250</u>	<u>9,250</u>	<u>9,973</u>	<u>8,974</u>	<u>9,295</u>	<u>8,257</u>	<u>8,903</u>
720	PHYSICALS & VACCINES	8,600	8,600	11,627	7,616	11,065	4,484	9,892
	TOTAL PHYSICALS & VACCINES	0.0% <u>8,600</u>	<u>8,600</u>	<u>11,627</u>	<u>7,616</u>	<u>11,065</u>	<u>4,484</u>	<u>9,892</u>
TRAINING								
739	PUBLIC EDUCATION	10,000	10,000	9,954	9,834	9,113	12,274	6,856
957	TRAINING	6,500	6,500	5,060	12,346	11,543	9,313	7,098
957.1	TRAINING - SUPPLIES/OTHER	2,200	2,200	4,357	1,612	1,596	1,869	3,540
957.15	TRAINING & RECERT - BLUE CARD	3,725	3,725	4,214	1,993	1,600		
957.2	TRAINING & RECERT - FIRE INSPECTORS	300	0	6,731	1,037	4,593	875	0
957.3	SEMINARS & CERTIFICATIONS	6,000	4,600	9,901	6,876	0	9,284	6,743
957.4	TRAINING & RECERT - EMS	350	350	0	0	50	1,550	2,147
957.6	HIGH SCHOOL FIRE ACADEMY	0	0	0	0	235	25	0
957.7	COUNTY FIRE ACADEMY	18,000	28,000	5,028	722	0	11,028	0
957.8	TRAINING - DIVE/ICE/WATER RESCUE	3,000	1,500	9,792	13,648	29,563		
	TOTAL TRAINING	-12.0% <u>50,075</u>	<u>56,875</u>	<u>55,037</u>	<u>48,068</u>	<u>58,293</u>	<u>46,218</u>	<u>26,384</u>
COMMUNICATIONS								
851	TELEPHONE	5,775	5,775	5,608	5,221	5,448	5,500	5,352
	TOTAL COMMUNICATIONS	0.0% <u>5,775</u>	<u>5,775</u>	<u>5,608</u>	<u>5,221</u>	<u>5,448</u>	<u>5,500</u>	<u>5,352</u>
BUILDINGS								
746	CLEANING SUPPLIES	5,250	5,250	3,676	3,747	5,352	6,067	4,032
930.4	R&M/IMPROVEMENTS	10,000	10,000	33,127	13,573	11,247	13,929	9,286
941	RENT - all 3 Fire Stations (\$1 each)	3	3	2	3	0	3	3
	TOTAL BUILDINGS	0.0% <u>15,253</u>	<u>15,253</u>	<u>36,805</u>	<u>17,323</u>	<u>16,599</u>	<u>20,371</u>	<u>17,721</u>
890.1	CONTINGENCY/UNINSURED LOSS	0	0	0	0	0	0	3,129
	TOTAL CONTINGENCY/UNINSURED LOSS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,129</u>
TRANSFERS								
999	TRANSFERS TO CAPITAL REPLACEMENT	-4.9% 100,000	105,200	0	135,000	0	78,625	210,000
999.1	TRANSFERS TO CAPITAL REPLACEMENT - PRIOR	0	74,449	10,967	166,460	124,483	11,875	26,889
	TOTAL TRANSFERS	<u>100,000</u>	<u>179,649</u>	<u>10,967</u>	<u>301,460</u>	<u>124,483</u>	<u>90,500</u>	<u>236,889</u>
TOTAL EXPENDITURES		<u>2,176,633</u>	<u>2,202,655</u>	<u>1,973,382</u>	<u>2,072,193</u>	<u>1,797,187</u>	<u>1,660,836</u>	<u>1,650,476</u>
NET REVENUES OVER (UNDER) EXPEDITURES		0	24,154	63,482	-133,227	144,194	85,719	11,875
BEGINNING FUND BALANCE		<u>174,449</u>	<u>110,967</u>	<u>110,967</u>	<u>244,194</u>	<u>224,483</u>	<u>138,764</u>	<u>126,889</u>
ENDING FUND BALANCE		<u>174,449</u>	<u>135,121</u>	<u>174,449</u>	<u>110,967</u>	<u>244,194</u>	<u>224,483</u>	<u>138,764</u>

	2023	
<b><i>Formula Data</i></b>	Hartland	Deerfield
Usage for Oct.1 thru Sep.30	3,926.6	1,161.1
Usage Percentage	77.2%	22.8%

23-24 Budget % @ 3yr Avg	
Hartland	76.9%
Deerfield	23.1%

**Township Revenue Change (24/25 - 23/24):**  
 Hartland 76.9%: 66,087  
 Deerfield 23.1%: 24,528

2022	
Hartland	Deerfield
3,352.3	955.3
77.8%	22.2%

2023-24
77.1%
22.9%

2021	
Hartland	Deerfield
3,080.0	987.0
75.7%	24.3%

2022-23
76.3%
23.7%

2020	
Hartland	Deerfield
2,568.8	730.7
77.9%	22.1%

2021-22
76.4%
23.6%

2019	
Hartland	Deerfield
3,088.9	1,016.5
75.2%	24.8%

2020-21
76.0%
24.0%

2019-20
76.7%
23.3%

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

**Submitted By:** Michael Luce, Township Manager

**Subject:** FY2024-2025 Employee Merit Pool Discussion

**Date:** January 11, 2024

### **Recommended Action**

No formal action is required at this time.

### **Discussion**

Manager Luce will outline recommendations for the Township staff FY2024-2025 Employee Merit Pool to be included in the FY2024-2025 Township Budget. The Township Budget review is projected to be presented to the Township Board on February 6, 2024.