



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

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, January 17, 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.](#) 01-03-23 Hartland Township Board Regular Meeting Minutes
 - [d.](#) 01-03-23 Hartland Township Board Closed Session Meeting Minutes
 - [e.](#) 2023 Hartland Township Strategic Plan
 7. Pending & New Business
 - [a.](#) Resolution - 2023 Poverty Income Guidelines
 - [b.](#) Hartland Deerfield Fire Authority Budget Presentation FY2023-24
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: January 10, 2023

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$678,626.06. The bills are available in the Finance office for review.

Notable invoices include:

\$619,068.17 – D.V.M. Utilities, Inc.- (Construction Estimate 6)

\$30,711.50 – Spalding Dedecker – (Various engineering invoices)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Bills for 01.17.2023

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 01/17/2023 - 01/17/2023
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
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		Due Date		1099		

59EAST	59 EAST \$5 CAR WASH	12/06/2022	120622	FOA	PREPAID CAR WASHES	
48543	P.O. BOX 356	01/17/2023		N		250.00
12/06/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	250.00

VENDOR TOTAL: 250.00

ADOBE	ADOBE INC	12/05/2022	2326535652	FOA	12/5/22 - 1/4/23	
48533		01/17/2023		N		21.19
12/05/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		21.19

Open

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

VENDOR TOTAL: 21.19

ALLSTAR	ALLSTAR ALARM LLC	01/01/2023	356192	FOA	2/1/23 - 4/30/23 - MONITORING AT FIR	
48524	8345 MAIN STREET	01/17/2023		N		246.00
01/01/2023	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		01/17/2023		Y		246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-801.000	CONTRACTED SERVICES	246.00

ALLSTAR	ALLSTAR ALARM LLC	01/01/2023	356240	FOA	2/1/23 - 4/30/23 - MONITORING AT TOW	
48523	8345 MAIN STREET	01/17/2023		N		823.65
01/01/2023	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		01/17/2023		Y		823.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	823.65

VENDOR TOTAL: 1,069.65

AMAZON.COM	AMAZON.COM	11/23/2022	112-1940690-3938	FOA	PROTECTIVE COVER FOR IPAD 11	
48530		01/17/2023		N		52.90
11/23/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		52.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-727.000	SUPPLIES & POSTAGE	52.90

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

AMAZON.COM	AMAZON.COM	12/05/2022	113-4789339-0257	FOA	STAND UP DESK	
48542		01/17/2023		N		277.19
12/05/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		277.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	277.19

AMAZON.COM	AMAZON.COM	12/05/2022	113-6556058-2450	FOA	SNOW PLOW GUIDE MARKERS, CARHARTT VE	
48544		01/17/2023		N		182.76
12/05/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		182.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	27.95
101-441-740.000	OPERATING SUPPLIES	34.64
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	120.17
		182.76

AMAZON.COM	AMAZON.COM	12/12/2022	121222	FOA	REFUND	
48539		01/17/2023		N		(40.18)
12/12/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		(40.18)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	(40.18)

VENDOR TOTAL: 472.67

ANYNETWORK	ANYNETWORK.COM, LLC	01/05/2023	2043	FOA	REPAIRS FOR CCTV SYSTEM	
48576	2484 HUNTER RD	01/17/2023		N		225.00
01/05/2023	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/17/2023		Y		225.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	225.00

VENDOR TOTAL: 225.00

AUTOZONE	AUTOZONE , INC	12/20/2022	122022	FOA	TRUCK SUPPLIES	
48532	PO BOX 116067	01/17/2023		N		60.56
12/20/2022	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		01/17/2023		N		60.56

Open

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

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	60.56

VENDOR TOTAL: 60.56

B2B	B2B	12/17/2022	121722	FOA	AMAZON PRIME MEMBERSHIP	
48545		01/17/2023		N		179.00
12/17/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		179.00

Open

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

VENDOR TOTAL: 179.00

CINTAS	CINTAS CORPORATION	01/10/2023	4143207126	FOA	MATS	
48598	P.O. BOX 630910	01/17/2023		N		46.34
01/10/2023	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		01/17/2023		N		46.34

Open

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

VENDOR TOTAL: 46.34

COMCAST	COMCAST	12/03/2022	120322	FOA	DEC 2022 - PHONE/INTERNET AT WTP	
48541	P.O. BOX 70219	01/17/2023		N		381.08
12/03/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		01/17/2023		N		381.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	75.78
536-000-805.000	INTERNET	136.85
536-000-805.000	INTERNET	168.45
		381.08

COMCAST	COMCAST	12/06/2022	120622	FOA	DEC 2022 - INTERNET/CABLE AT TOWNSHI	
48529	P.O. BOX 70219	01/17/2023		N		338.38
12/06/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		01/17/2023		N		338.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	219.90
577-000-806.000	CABLE TV FEES	118.48
		338.38

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

COMCAST	COMCAST	12/21/2022	122122	FOA	DECEMBER 2022	
48546	P.O. BOX 70219	01/17/2023		N		673.80
12/21/2022	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		01/17/2023		N		673.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-805.000	INTERNET	673.80

VENDOR TOTAL: 1,393.26

CONSUMER	CONSUMERS ENERGY	01/02/2023	201808643871	FOA	JANUARY 2023 - PARSHALLVILLE SIRENS	
48586	PO BOX 740309	01/17/2023		N		47.19
01/02/2023	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/17/2023		N		47.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	47.19

CONSUMER	CONSUMERS ENERGY	12/31/2022	202520580828	FOA	DEC 2022 - LED LIGHT	
48585	PO BOX 740309	01/17/2023		N		96.71
12/31/2022	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/17/2023		N		96.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	96.71

CONSUMER	CONSUMERS ENERGY	12/31/2022	206258056090	FOA	DEC 2022 - STREET LIGHTS	
48584	PO BOX 740309	01/17/2023		N		107.23
12/31/2022	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		01/17/2023		N		107.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	107.23

VENDOR TOTAL: 251.13

DVM	D.V.M UTILITIES, INC.	01/11/2023	EST 6	FOA	CONSTRUCTION EST 6	
48611	6045 SIMS DRIVE, SUITE 2	01/17/2023		N		619,068.17
01/11/2023	STERLING HEIGHTS MI, 48313	/ /	0.0000	N		0.00
		01/17/2023		N		619,068.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	619,068.17

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		Due Date		1099		

VENDOR TOTAL: 619,068.17

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	01/01/2023	125894	FOA	JAN 2023 - PARKS TRASH PICKUP	
48520	PO BOX 241	01/17/2023		N		300.00
01/01/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		300.00

Open

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

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	01/05/2023	126293	FOA	FEB - APR 2023 GARBAGE REMOVAL AT TW	
48556	PO BOX 241	01/17/2023		N		184.00
01/05/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		184.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	184.00

VENDOR TOTAL: 484.00

0070	DTE ENERGY	12/31/2022	200124067421	FOA	DEC 2022 - MILLPOINTE, FIDDLERS GROV	
48587	P.O BOX 740786	01/17/2023		N		1,658.07
	CINCINNATI					
12/31/2022	OH, 45274-0786	/ /	0.0000	N		0.00
		01/17/2023		N		1,658.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	296.90
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	22.98
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.16
101-448-921.000	STREET LIGHTS	1,313.03
		1,658.07

0070	DTE ENERGY	12/03/2022	922090901-12/202	FOA	DEC 2022 - SETTLERS PARK PAVILION	
48588	P.O BOX 740786	01/17/2023		N		161.84
	CINCINNATI					
12/03/2022	OH, 45274-0786	/ /	0.0000	N		0.00
		01/17/2023		N		161.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.002	UTILITIES - ELECTRIC	161.84

VENDOR TOTAL: 1,819.91

ETNA	ETNA SUPPLY COMPANY	10/24/2022	S104501719.002	FOA	3/4" IPERL METERS	
48253	P.O. BOX 772107	01/17/2023		N		680.00

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10/24/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		01/17/2023		N		680.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	680.00

ETNA	ETNA SUPPLY COMPANY	10/18/2022	S104796105001	FOA	CREDIT MEMO	
48380	P.O. BOX 772107	01/17/2023		N		(900.00)
10/18/2022	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		01/17/2023		N		(900.00)

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	(900.00)

ETNA	ETNA SUPPLY COMPANY	01/06/2023	S104904022.001	FOA	WIRE	
48582	P.O. BOX 772107	01/17/2023		N		300.00
01/06/2023	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		01/17/2023		N		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	300.00

VENDOR TOTAL: 80.00

EXXON	EXXON MOBIL	12/19/2022	121922	FOA	KERASENE FOR BARN HEATER	
48547		01/17/2023		N		65.79
12/19/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		65.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	65.79

VENDOR TOTAL: 65.79

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	11/22/2022	81269	FOA	WEB SERVICES	
48535	907 FOWLER ST.	01/17/2023		N		27.67
11/22/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/17/2023		N		27.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	27.67

FIRSTIMPRE	FIRST IMPRESSION PRINT & MARKETING	12/22/2022	81513	FOA	2023 WEB SITE HOSTING	
48555	907 FOWLER ST.	01/17/2023		N		240.00
12/22/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00

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		01/17/2023		N		240.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	240.00

VENDOR TOTAL: 267.67

GODADDY	GO DADDY	12/11/2022	2404256897	FOA	DECEMBER 2022	
48534		01/17/2023		N		26.99
12/11/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		26.99

Open

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

VENDOR TOTAL: 26.99

0150	HARTLAND CONSOLIDATED SCHOOLS	01/09/2023	173652	FOA	DECEMBER 2022 FUEL	
48600	9525 E HIGHLAND ROAD	01/17/2023		N		335.34
01/09/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/17/2023		N		335.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-860.000	GASOLINE	271.05
101-239-860.000	GASOLINE	64.29
		335.34

VENDOR TOTAL: 335.34

0001	HARTLAND TOWNSHIP GENERAL FUND	01/05/2023	010123	FOA	NOV 2022 MOBILE HOME TAX DISBURSEMEN	
48567		01/17/2023		N		280.00
01/01/2023	,	/ /	0.0000	N		0.00
		01/17/2023		N		280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	280.00

0001	HARTLAND TOWNSHIP GENERAL FUND	01/02/2023	010223	FOA	DEC 2022 DOG LICENSE PMTS	
48558		01/17/2023		N		18.00
01/02/2023	,	/ /	0.0000	N		0.00
		01/17/2023		N		18.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	18.00

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		Due Date		1099		

VENDOR TOTAL: 298.00

HARTTREASU	HARTLAND TOWNSHIP TREASURER	01/05/2023	10372 4THQTR22	FOA	4TH QTR 2022 - M59 MEDIANS UB	
48581	2655 CLARK RD	01/17/2023		N		385.46
01/05/2023	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/17/2023		N		385.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-920.005	UTILITIES - WATER	385.46

HARTTREASU	HARTLAND TOWNSHIP TREASURER	01/05/2023	2655-00 4QTR2022	FOA	4TH QTR 2022 - TOWNSHIP HALL DOM/IRR	
48577	2655 CLARK RD	01/17/2023		N		784.96
01/05/2023	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/17/2023		N		784.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	784.96

HARTTREASU	HARTLAND TOWNSHIP TREASURER	01/05/2023	3191 4THQTR2022	FOA	4TH QTR 2022 - HERO TEEN CENTER UB	
48578	2655 CLARK RD	01/17/2023		N		326.96
01/05/2023	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/17/2023		N		326.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.004	UTILITIES - SEWER	162.35
101-265-920.005	UTILITIES - WATER	164.61
		326.96

HARTTREASU	HARTLAND TOWNSHIP TREASURER	01/05/2023	9751 4THQTR2022	FOA	4TH QTR 2022 - WTP UB	
48580	2655 CLARK RD	01/17/2023		N		1,182.21
01/05/2023	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/17/2023		N		1,182.21

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-920.004	UTILITIES - SEWER	1,182.21

HARTTREASU	HARTLAND TOWNSHIP TREASURER	01/05/2023	SPRANGER 4Q2022	FOA	4TH QTR 2022 - SPRANGER FIELD UB	
48579	2655 CLARK RD	01/17/2023		N		145.36
01/05/2023	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/17/2023		N		145.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-920.004	UTILITIES - SEWER	145.36

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

VENDOR TOTAL: 2,824.95

1548	HORIZON LANDSCAPE INC.	12/27/2022	16464	FOA	SETTLERS PARK WINTERIZATION	
48590	11765 HIBNER RD	01/17/2023		N		395.00
12/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		395.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	LAWN/SNOW MAINTENANCE	395.00

1548	HORIZON LANDSCAPE INC.	12/27/2022	16465	FOA	HERITAGE PARK RESTROOM WINTERIZATION	
48591	11765 HIBNER RD	01/17/2023		N		435.00
12/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		435.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	LAWN/SNOW MAINTENANCE	435.00

1548	HORIZON LANDSCAPE INC.	12/27/2022	16466	FOA	HARTLAND CEMETERY WINTERIZATION	
48592	11765 HIBNER RD	01/17/2023		N		185.00
12/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		185.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-930.000	REPAIRS & MAINTENANCE	185.00

1548	HORIZON LANDSCAPE INC.	12/27/2022	16467	FOA	M-59 MEDIANS WINTERIZATION	
48593	11765 HIBNER RD	01/17/2023		N		503.00
12/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		503.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	503.00

1548	HORIZON LANDSCAPE INC.	12/27/2022	16469	FOA	M-59 MEDIANS IRR STARTUP/REPAIRS	
48594	11765 HIBNER RD	01/17/2023		N		1,914.00
12/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		1,914.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	1,914.00

1548	HORIZON LANDSCAPE INC.	12/27/2022	16471	FOA	SPRANGER FIELD WINTERIZATION	
48571	11765 HIBNER RD	01/17/2023		N		350.00
12/27/2022	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		01/17/2023		Y		350.00

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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	LAWN/SNOW MAINTENANCE	350.00
1548	HORIZON LANDSCAPE INC.	12/27/2022 16472
48572	11765 HIBNER RD	01/17/2023
12/27/2022	HARTLAND MI, 48353	/ / 0.0000
		01/17/2023
		FOA TWP HALL SPRINKLER START UP, WINTERI
		N 585.00
		N 0.00
		Y 585.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	585.00
1548	HORIZON LANDSCAPE INC.	12/29/2022 16475
48573	11765 HIBNER RD	01/17/2023
12/29/2022	HARTLAND MI, 48353	/ / 0.0000
		01/17/2023
		FOA DECEMBER 2022 SALTING/SHOVELING
		N 2,400.00
		N 0.00
		Y 2,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	2,400.00

VENDOR TOTAL: 6,767.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023 199603	FOA	WALNUT RIDGE 8/20/22	
48560	PO BOX 824	01/17/2023	N		962.50
08/31/2022	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000	N		0.00
		01/17/2023	Y		962.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0023	JACK LANSING - WALNUT RIDGE	962.50
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023 199614
48561	PO BOX 824	01/17/2023
08/31/2022	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		01/17/2023
		FOA BELLA VITA 8/20/22
		N 1,522.50
		N 0.00
		Y 1,522.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0015	BELLA VITA ASST LIVING	1,522.50
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023 199615
48562	PO BOX 824	01/17/2023
08/31/2022	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		01/17/2023
		FOA HARTLAND SENIOR LIVING 8/20/22
		N 280.00
		N 0.00
		Y 280.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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		Due Date		1099		

101-400-801.100-0027	PIRHL				280.00	
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023	199622	FOA	HUNGRY HOWIES 8/20/22	
48563	PO BOX 824	01/17/2023		N		1,260.00
08/31/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		01/17/2023		Y		1,260.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0024	HUNGRY HOWIES-8351 PETERSON INV GROUP	1,260.00				
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023	199623	FOA	REDWOOD DEV 8/20/22	
48564	PO BOX 824	01/17/2023		N		716.00
08/31/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		01/17/2023		Y		716.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0026	REDWOOD USA LLC	716.00				
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023	201789	FOA	BELLA VITA 11/12/22	
48565	PO BOX 824	01/17/2023		N		875.00
11/18/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		01/17/2023		Y		875.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0015	BELLA VITA ASST LIVING	875.00				
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	01/05/2023	201791	FOA	HUNGRY HOWIES 10/29/22	
48566	PO BOX 824	01/17/2023		N		1,207.50
11/18/2022	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		01/17/2023		Y		1,207.50
Open						

GL NUMBER	DESCRIPTION	AMOUNT	
101-400-801.100-0024	HUNGRY HOWIES-8351 PETERSON INV GROUP	1,207.50	
VENDOR TOTAL:			6,823.50

0220	LIVINGSTON COUNTY TREASURER	01/05/2023	010123	FOA	NOV 2022 MOBILE HOME TAX DISBURSEMENT	
48568	200 E. GRAND RIVER	01/17/2023		N		1,400.00
01/01/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/17/2023		N		1,400.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT				
701-000-290.300	MOBILE HOME FEES ESCROW	1,400.00				
0220	LIVINGSTON COUNTY TREASURER	01/02/2023	010223	FOA	DEC 2022 DOG LICENSE PMTS	

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		Due Date		1099		

48559	200 E. GRAND RIVER	01/17/2023		N		272.00
01/02/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/17/2023		N		272.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	272.00

0220	LIVINGSTON COUNTY TREASURER	01/05/2023	010523	FOA	BOR/PRE ADJUSTMENTS	
48595	200 E. GRAND RIVER	01/17/2023		N		95.66
01/05/2023	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/17/2023		N		95.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-850.000	TAX CHARGEBACKS	95.66

VENDOR TOTAL: 1,767.66

LDPA	LIVINGSTON DAILY PRESS & ARGUS	12/11/2022	121122	FOA	DECEMBER 2022	
48536		01/17/2023		N		9.99
	3964 SOLUTIONS CENTER					
12/11/2022	CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		01/17/2023		N		9.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	9.99

VENDOR TOTAL: 9.99

MASTERS	MASTERS TELECOM LLC	12/26/2022	12474	FOA	NOV - DEC 2022	
48528		01/17/2023		N		38.80
12/26/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		38.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	38.80

VENDOR TOTAL: 38.80

0284	MICHIGAN ASSESSORS ASSOCIATION	01/09/2023	MAA-828	FOA	ASSESSOR AD	
48596	P.O. BOX 1126	01/17/2023		N		300.00
01/09/2023	MOUNT PLEASANT MI, 48804	/ /	0.0000	N		0.00
		01/17/2023		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-900.000	PRINTING & PUBLICATIONS	300.00

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		Due Date		1099		

VENDOR TOTAL: 300.00

0400	MICHIGAN TOWNSHIPS ASSOCIATION	12/16/2022	174970	FOA	TWP GOVERNANCE ACADEMY TOOLKIT	
48490	512 WESTSHIRE DR	01/17/2023		N		35.00
12/16/2022	LANSING MI, 48917-9757	/ /	0.0000	N		0.00
		01/17/2023		N		35.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-957.000	EDUCATION/TRAINING/CONVENTION	35.00

VENDOR TOTAL: 35.00

LCDPA	MICHIGAN.COM	02/28/2023	FEB2023	FOA	FEBRUARY 2023 - PA8741424	
48589	PO BOX 742520	01/17/2023		N		63.00
02/28/2023	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		01/17/2023		N		63.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00

VENDOR TOTAL: 63.00

NORTHWEST	NORTHWEST PIPE AND SUPPLY INC	01/02/2023	47638	FOA	PIPE FITTING	
48521	6430 GRAND RIVER	01/17/2023		N		4.91
01/02/2023	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/17/2023		N		4.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	4.91

VENDOR TOTAL: 4.91

1180	PETER'S TRUE VALUE HARDWARE	01/02/2023	K65754	FOA	KEYS	
48522	3455 W. HIGHLAND ROAD	01/17/2023		N		36.17
01/02/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/17/2023		N		36.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	36.17

1180	PETER'S TRUE VALUE HARDWARE	01/03/2023	K65772	FOA	CONCRETE	
48527	3455 W. HIGHLAND ROAD	01/17/2023		N		10.98
01/03/2023	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/17/2023		N		10.98

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
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GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	10.98

VENDOR TOTAL: 47.15

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	12/31/2022	01102023	FOA	REPLENISH DECEMBER 2022 POSTAGE	
48597	P.O. BOX 981023	01/17/2023		N		402.92
12/31/2022	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		01/17/2023		N		402.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	9.69
101-209-727.000	SUPPLIES & POSTAGE	122.04
101-247-727.000	SUPPLIES & POSTAGE	10.26
101-215-727.000	SUPPLIES & POSTAGE	99.00
101-191-727.000	SUPPLIES & POSTAGE	27.72
101-400-727.000	SUPPLIES & POSTAGE	5.13
101-253-727.000	SUPPLIES & POSTAGE	44.43
101-253-811.100	TAX COLLECTION	57.41
536-000-727.000	SUPPLIES/POSTAGE	0.86
590-000-727.000	SUPPLIES & POSTAGE	0.85
101-567-727.000	SUPPLIES & POSTAGE	1.20
101-101-727.000	SUPPLIES & POSTAGE	24.33
		402.92

VENDOR TOTAL: 402.92

PMTECH	PM TECHNOLOGIES	01/10/2023	73969406	FOA	EMERGENCY STOP BUTTON ACTIVE	
48599	28294 BECK ROAD	01/17/2023		N		490.50
01/10/2023	WIXOM MI, 48393	/ /	0.0000	N		0.00
		01/17/2023		N		490.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	490.50

VENDOR TOTAL: 490.50

REALCOMP	REALCOMP	12/06/2022	120622	FOA	JAN - MAR 2023	
48531		01/17/2023		N		201.00
12/06/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		201.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-804.000	MEMBERSHIP & DUES	201.00

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VENDOR TOTAL: 201.00

REDWING	RED WING BUSINESS ADVANTAGE ACCT	12/20/2022	122022	FOA	SHOE REPLACEMENT FOR MITCH	
48549	P.O. BOX 844329	01/17/2023		N		36.00
12/20/2022	DALLAS TX, 75284-4329	/ /	0.0000	N		0.00
		01/17/2023		N		36.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	36.00

VENDOR TOTAL: 36.00

RURALKING	RURAL KING	12/05/2022	120522	FOA	GLOVES	
48548	4216 DEWITT AVE	01/17/2023		N		16.99
12/05/2022	MATTOON IL, 61938	/ /	0.0000	N		0.00
		01/17/2023		N		16.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.99

VENDOR TOTAL: 16.99

SHREDEXPER	SHRED EXPERTS LLC	12/28/2022	132664	FOA	96 GALLON PURGE	
48525	1595 CHAMPAGNE DR S	01/17/2023		N		75.00
12/28/2022	SAGINAW MI, 48604	/ /	0.0000	N		0.00
		01/17/2023		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	75.00

VENDOR TOTAL: 75.00

SHUTTERSTO	SHUTTERSTOCK.COM	12/19/2022	121922	FOA	DECEMBER 2022	
48537		01/17/2023		N		29.00
12/19/2022	,	/ /	0.0000	N		0.00
		01/17/2023		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-801.000	CONTRACTED SERVICES	29.00

VENDOR TOTAL: 29.00

SPALDING	SPALDING DEDECKER	01/05/2023	91527	FOA	HARTLAND TOWNE SQUARE 7/31/22	
48569	905 SOUTH BLVD EAST	01/17/2023		N		600.00
08/11/2022	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/17/2023		N		600.00

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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0030	AFFINITY II INVEST DEVELP EXP	600.00
SPALDING	SPALDING DEDECKER	01/05/2023 91528
48570	905 SOUTH BLVD EAST	01/17/2023
08/11/2022	ROCHESTER HILLS MI, 48307	/ / 0.0000
		01/17/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0033	YATOOMA OIL	1,208.00
SPALDING	SPALDING DEDECKER	12/12/2022 92908
48519	905 SOUTH BLVD EAST	01/17/2023
12/12/2022	ROCHESTER HILLS MI, 48307	/ / 0.0000
		01/17/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	24,498.50
SPALDING	SPALDING DEDECKER	01/05/2023 92962
48574	905 SOUTH BLVD EAST	01/17/2023
07/22/2022	ROCHESTER HILLS MI, 48307	/ / 0.0000
		01/17/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0028	HARTLAND PLAZA - DAIRY QUEEN	4,405.00

VENDOR TOTAL: 30,711.50

STAPLES	STAPLES	01/07/2023 8068841662
48583	PO BOX 660409	01/17/2023
01/07/2023	DALLAS TX, 75266-0409	/ / 0.0000
		01/17/2023

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	16.47
101-172-727.000	SUPPLIES & POSTAGE	60.31
		76.78

VENDOR TOTAL: 76.78

EVENTSCALE	THE EVENTS CALENDAR	12/01/2022 120122
48550		01/17/2023
12/01/2022		/ / 0.0000

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

		01/17/2023		N		188.00
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Open

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

VENDOR TOTAL: 188.00

ONESTOP	THE ONE STOP SHOP	12/20/2022	122022	FOA	POSTERS	
48538	9552 E HIGHLAND RD	01/17/2023		N		94.50
12/20/2022	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/17/2023		Y		94.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	94.50

VENDOR TOTAL: 94.50

USA	USA BLUE BOOK	01/04/2023	221761	FOA	FLAGS	
48575	P.O. BOX 9004	01/17/2023		N		145.65
01/04/2023	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		01/17/2023		N		145.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	145.65

VENDOR TOTAL: 145.65

VERIZON	VERIZON WIRELESS	11/15/2022	120122	FOA	10/16 - 11/15/22	
48540	P.O. BOX 15062	01/17/2023		N		1,061.59
11/15/2022	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		01/17/2023		N		1,061.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	756.67
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
536-000-851.000	TELEPHONE	190.13
101-000-232.000	DUE TO EMPLOYEES	74.78

1,061.59

VENDOR TOTAL: 1,061.59

TOTAL - ALL VENDORS: 678,626.06

FUND TOTALS:
Fund 101 - GENERAL FUND

28,670.18

01/11/2023 03:06 PM
User: SUSANC
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 01/17/2023 - 01/17/2023
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

Page: 18/18

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 206	- FIRE OPERATING					293.19
Fund 536	- WATER SYSTEM FUND					2,617.31
Fund 539	- WATER REPLACEMENT FUND					643,566.67
Fund 577	- CABLE TV FUND					1,507.86
Fund 590	- SEWER OPERATIONS & MAINTENANCE FUND					0.85
Fund 701	- TRUST AND AGENCY					1,970.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: January 10, 2023

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable – \$3,983.66

January 12, 2023 Payroll - \$64,782.92

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY23 budget.

Attachments

Post Audit Bills List 12.29.2022

Post Audit Bills List 01.05.2023

Payroll for 01.12.2023

01/05/2023 01:48 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 12/29/2022 - 12/29/2022

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/29/2022	FOA	43329	VERIZON WIRELESS	DUE TO EMPLOYEES	101-000-232.000	71.48
		43329		REPAIRS & MAINTENANCE	101-209-930.000	2,188.00
		43329		TELEPHONE	101-265-851.000	756.13
		43329		TELEPHONE	536-000-851.000	189.98
		43329		CONTRACTED SERVICES & RENTALS	577-000-801.000	40.01
						<hr/> 3,245.60
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		3,245.60

--- GL TOTALS ---

101-000-232.000	DUE TO EMPLOYEES	71.48
101-209-930.000	REPAIRS & MAINTENANCE	2,188.00
101-265-851.000	TELEPHONE	756.13
536-000-851.000	TELEPHONE	189.98
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
	TOTAL	3,245.60

01/05/2023 01:49 PM
User: SUSANC
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 01/05/2023 - 01/05/2023

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/05/2023	FOA	43355	POSTMASTER	SUPPLIES/POSTAGE	536-000-727.000	311.22
		43355		SUPPLIES & POSTAGE	590-000-727.000	311.22
						<hr/> 622.44
01/05/2023	FOA	43356	STAPLES CREDIT PLAN	SUPPLIES & POSTAGE	101-101-727.000	18.98
		43356		SUPPLIES & POSTAGE	101-253-727.000	96.64
						<hr/> 115.62
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		738.06

--- GL TOTALS ---

101-101-727.000	SUPPLIES & POSTAGE	18.98
101-253-727.000	SUPPLIES & POSTAGE	96.64
536-000-727.000	SUPPLIES/POSTAGE	311.22
590-000-727.000	SUPPLIES & POSTAGE	311.22
	TOTAL	738.06

Check Register Report For Hartland Township
For Check Dates 01/12/2023 to 01/12/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/12/2023	FOA	17342	MISSION SQUARE	2,275.89	2,275.89	0.00	Open
01/12/2023	FOA	17343	MISSION SQUARE	3,529.86	3,529.86	0.00	Open
01/12/2023	FOA	DD8267	BEDUHN, TIMOTHY L.A.	1,947.50	0.00	1,498.61	Cleared
01/12/2023	FOA	DD8268	BERNARDI, MELYNDA A	1,115.78	0.00	866.00	Cleared
01/12/2023	FOA	DD8269	BROOKS, TYLER J	2,809.18	0.00	1,979.40	Cleared
01/12/2023	FOA	DD8270	CASE, SUSAN E	1,744.96	0.00	1,098.00	Cleared
01/12/2023	FOA	DD8271	CIOFU, LARRY N	2,746.24	0.00	1,990.96	Cleared
01/12/2023	FOA	DD8272	DRYDEN-HOGAN, SUSAN A	3,601.41	0.00	2,576.92	Cleared
01/12/2023	FOA	DD8273	HAASETH, GWYN M	608.13	0.00	544.62	Cleared
01/12/2023	FOA	DD8274	HEASLIP, JAMES B	3,211.94	0.00	1,614.12	Cleared
01/12/2023	FOA	DD8275	HORNING, KATHLEEN A	2,746.24	0.00	2,000.34	Cleared
01/12/2023	FOA	DD8276	HUBBARD, TONYA S	1,693.13	0.00	1,224.02	Cleared
01/12/2023	FOA	DD8277	JOHNSON, LISA	1,801.80	0.00	1,094.53	Cleared
01/12/2023	FOA	DD8278	LANGER, TROY D	3,592.16	0.00	2,529.79	Cleared
01/12/2023	FOA	DD8279	LOFTUS, DANIEL M	319.95	0.00	281.87	Cleared
01/12/2023	FOA	DD8280	LUCE, MICHAEL T	3,446.80	0.00	2,533.83	Cleared
01/12/2023	FOA	DD8281	MORGANROTH, CAROL L	1,729.72	0.00	1,350.01	Cleared
01/12/2023	FOA	DD8282	NIXON, MITCHELL A	1,719.50	0.00	1,341.57	Cleared
01/12/2023	FOA	DD8283	SHOLLACK, DONNA M	1,959.95	0.00	1,494.06	Cleared
01/12/2023	FOA	DD8284	SOSNOWSKI, SHERI R	793.50	0.00	574.07	Cleared
01/12/2023	FOA	DD8285	VERMILLION, KAREN L	1,725.84	0.00	1,246.67	Cleared
01/12/2023	FOA	DD8286	WEST, ROBERT M	4,266.67	0.00	2,571.55	Cleared
01/12/2023	FOA	DD8287	WYATT, MARTHA K	2,739.47	0.00	1,753.61	Cleared
01/12/2023	FOA	EFT662	HSA EMPLOYER CONTRIBUTIONS	2,200.00	2,200.00	0.00	Cleared
01/12/2023	FOA	EFT663	FEDERAL TAX DEPOSIT	10,457.30	10,457.30	0.00	Cleared
Totals:			Number of Checks: 025	64,782.92	18,463.05	32,164.55	
Total Physical Checks:			2				
Total Check Stubs:			23				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 01-03-23 Hartland Township Board Regular Meeting Minutes

Date: January 11, 2023

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for January 3, 2023.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

1-3-23 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 03, 2023 – 7:00 PM

DRAFT

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane (7:06 p.m.)
Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present was Township Manager Bob West.

4. Approval of the Agenda

Move to approve the agenda for the January 3, 2023, Hartland Township Board meeting as presented.

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

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

Voting Nay: None

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 January 3, 2023, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci.

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

Voting Nay: None

Absent: Trustee Germane

- 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

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 03, 2023 – 7:00 PM

Hartland Deerfield Fire Authority (HDFA) Chief Adam Carroll gave a brief overview of the Lexipol Training Proposal. Lexipol is a nationwide organization that assembles model policies for both fire and police agencies. Their focus is on creating policies and procedures, and keeping them up to date with law changes, case law influences, and other relevant data. It is wrapped around a platform that gives access to all of the HDFA staff and to some degree engages them to ensure that they have gone over a policy and signed off on it. In some of the low frequency-high risk policies there is a training aspect to the system which is a significant feature of the system. Chief Carroll stated there were quite a few fire agencies around the state that currently use this system, including several local agencies. The concept is that they take their model policies and the HDFA current policies and mesh them together so that the policies are customized for the HDFA. We would then review policies that they have, that we do not have, and adjust them to fit our needs if relevant. Lexipol would manage the system from that point. There would be an annual subscription fee to utilize this platform going forward. He stated that Hartland Township would fund the front end of the cost with Deerfield Township agreeing to fund the first three years annual subscription fee and the HDFA taking on subsequent annual fees. Manager West indicated that Hartland Township will fund the upfront capital cost using our American Rescue Plan Act (ARPA) funds. Clerk Ciofu inquired as to whether the HDFA has the current manpower to maintain the system or will additional staffing be needed. Chief Carroll stated that most of the maintenance is being done by Lexipol and the current staff that has been monitoring department policy will actually be spending less time than they currently are now.

Move to 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.

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

8. Board Reports

Clerk Ciofu – Stated we wrapped up the year completing over 20 passports in the last few days of December 2022 and finished the year processing 416 passports. This is highest amount we have ever processed in one year, topping the previous high of 399.

Treasurer Horning - We are collecting taxes but if anyone looks online and sees that their mortgage company has not paid their tax, the largest mortgage service company in the United States is having a huge problem getting any payments to Michigan and a few other states. Treasurer Horning contacted the mortgage company because that packet has not come yet, and they explained this problem to her.

Trustee Germane - No report.

Trustee O'Connell - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Supervisor Fountain – Had no report but requested Clerk Ciofu to give an update on Winterfest. Clerk Ciofu stated that Winterfest will be held on Saturday February 11, 2023 from 1:00 p.m. until dusk and it will end with Fireworks. We are in the process of getting everything set up now. He stated we are a little behind on sponsorships at this point, but we should be fine.

[BRIEF RECESS]

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 03, 2023 – 7:00 PM

9. Information / Discussion

a. Manager's Report

Manager West stated that we are close to finalizing the budget for review and we should be able to review the entire budget at the first meeting in February. Draft budgets will be sent to the Board in advance of the meeting. He stated we have added a Utility/Finance section to the 2023 Strategic Plan for water and sewer. Historically we have looked at the Boyle Model which was developed to determine how we would be able to pay off the bonds. As it stands now, we will not have any issues with paying off our bonds but, we may have an issue with running out of capacity for water and sewer and we will be incorporating this into the Boyle Model as a strategic goal. Manager West gave a brief review of the December 22, 2022 Police Protection Partners meeting stating it was a healthy discussion on expectations and who would do what and when. He sent out a follow up memo regarding what was determined to be worked on by which of the police partners. The ARPA Community Funding Application will be sent out to various local charitable civic organizations in the next few days and we will have a ninety day application window. It will also be on our website and publicized in social media. We would like to get all applications in to see the extent of funding being requested before deciding on projects. The Assessor's position will be posted this week for thirty days to see what kind of response we will get. Assessor Heaslip will be working on the posting. This will be a difficult position to fill, but a neighboring community just hired a new Assessor and Manager West stated he will reach out to them to discuss the interest their position generated. If no valid candidates apply, we will look at other alternatives, including contracting out the Assessing function. Another neighboring community has contracted out their Assessing function and has been very happy with it thus far. Manager West will also be meeting with them on the contracting process. Supervisor Fountain inquired as to whether it would be much easier for a contractor to step in given our assessing procedures and systems rather than starting with poor or no systems in place and Manager West confirmed this would be the case. Manager West stated he would still prefer to hire an Assessor rather than contracting out the function. Manager West stated that there will be a full Partners in Progress meeting on February 20, 2023 at 5:30 p.m. at the old High School. The time of the meeting is still subject to change.

- 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)

Move to go into 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)

Motion made by Trustee Germane, Seconded by Treasurer Horning Roll call vote taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
 Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None
Absent: None Motion passes: 7 – 0 - 0

Board is in closed session at 7:30 p.m.

Board came out of closed session at 8:55 p.m.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 03, 2023 – 7:00 PM

Move to authorize the Township Manager to facilitate the Township Attorney recommendations as discussed in closed session.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning Roll call vote taken
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
 Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None
Absent: None Motion passes 7 - 0 - 0

10. Adjournment

Move to adjourn the meeting at 8:58 p.m.

Motion made by Clerk Ciofu, 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: 01-03-23 Hartland Township Board Closed Session Meeting Minutes

Date: January 11, 2023

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting minutes for January 3, 2023.

Discussion

Draft minutes are available in the Clerk's office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: 2023 Hartland Township Strategic Plan

Date: January 12, 2023

Recommended Action

Approve the 2023 Hartland Township Strategic Plan as presented

Discussion

Hartland Township Staff and Administration has historically developed an annual strategic plan for metrics to be used for Township performance. The proposed 2023 Township Strategic Plan has been presented to the Township Board in prior work session agendas, and if approved, will be incorporated into the FY2023-24 Township Budget workbook as a reference document.

Attachments

2023 Hartland Township Strategic Plan



2023 Hartland Township Strategic Action Plan

Department / Objective / Task		Started	Quarter of 2023				Status
Connecting the Community			1	2	3	4	
Comm	Identify Hartland Living promotion opportunities	<input type="radio"/>					
Comm	Facilitate citizen survey if supported by Board	<input type="radio"/>					
Manager	Develop ARPA report for public by end of 2023	<input type="radio"/>					
DPW	Complete Parks Master Plan update	<input type="radio"/>					
Comm	Explore additional resources for public feedback regarding Township	<input type="radio"/>					
Manager	Monitor the SRS financials for users equitability	<input type="radio"/>					
Planning	Develop spreadsheet for Planning Commission projects	<input type="radio"/>					
Comm	Explore youth recreation opportunities in Settlers Park	<input type="radio"/>					
Comm	Promote township history	<input type="radio"/>					
Community Attractiveness and Livability							
Planning	Identify joint meeting objectives for Board and Planning Commission	<input type="radio"/>					
Manager	Facilitate Chamber participation in Citizen Survey	<input type="radio"/>					
DPW	Explore Township internet within parks	<input type="radio"/>					
Planning	Identify ordinance amendments shifting authority to Planning Director	<input type="radio"/>					
Manager	Develop Township Hall lobby enhancements plan	<input type="radio"/>					
Manager	Develop proposed "action plan" after Board/PC joint meet	<input type="radio"/>					
DPW	Develop M-59 streetscape plan for Township Board review	<input type="radio"/>					
Infrastructure & Internal Advancement							
Manager	Facilitate ARPA Community Grant projects to completion	<input type="radio"/>					
Manager	Prepare proposed road millage renewal publications for review	<input type="radio"/>					
Manager	Explore solutions for additional sewer capacity	<input type="radio"/>					
Manager	Maintain accurate police protection option models	<input type="radio"/>					
DPW	Install new water system filter	<input type="radio"/>					
DPW	Secure easements for Bergin Road paving feasibility	<input type="radio"/>					
DPW	Explore new water system well options	<input type="radio"/>					
DPW	Complete pathway connector to San Marino	<input type="radio"/>					
DPW	Update parks maintenance plan with legacy costs	<input type="radio"/>					
DPW	Develop revised Park CIP based upon Parks Master Plan update	<input type="radio"/>					
Finance	Develop FY2023-24 Budget Book	<input type="radio"/>					
Finance	Develop water and sewer long-term financial plans	<input type="radio"/>					
Manager	Onboard new Township Assessor	<input type="radio"/>					
Clerk	Codification of ordinances (excluding clear zoning)	<input type="radio"/>					
Finance	Explore a cross training employee program	<input type="radio"/>					
Manager	Create efficient storage of Township document retention	<input type="radio"/>					

Key

- ☐ Task has not started
- ☒ Task is progressing forward
- ☒ Task completed
- ☒ Task anomaly and/or canceled

Detailed task updates will be incorporated in the Operational Report narrative by each Department. As a reminder, tasks are progressive and related schedule and feasibility for each task may change during the calendar year.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Resolution - 2023 Poverty Income Guidelines

Date: January 9, 2023

Recommended Action

Approve the resolution adopting the 2023 Hartland Township Poverty Income Guidelines for 2023 as presented.

Discussion

Pursuant to MCL 7u (e) of the Michigan Compiled Laws, which deals with the creation and implementation of poverty exemptions, the local governing body of the assessing unit determines and makes available to the public the Policy and Guidelines for the granting of poverty exemptions. The Township continues to comply with these requirements by establishing the Poverty Exemption Application and Policy and Guidelines, which were initially approved September 13, 2004 in Resolution 040959. These Policy and Guidelines were revised February 9th, 2021 to comply with further changes in requirements, as determined by the State Tax Commission, in Resolution 080403.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. While the Township has always followed the federal guidelines, these annually established limits or guidelines were not made an official part of the established Policy and Guidelines, as required by the State Tax Commission. They are now asking that the annual federal poverty guidelines be made a part of, and incorporated within, the local unit's policy.

The proposed guidelines use the Federal Poverty Guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services. In addition to the Federal Poverty Income Guideline, The proposed resolution authorizes Hartland Township to adjust each family unit size poverty guide by an additional 25%

Attachments

Guidelines

Resolution



Board of Trustees

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

Matthew J. Germane, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Hartland Township 2023 Poverty Income Guidelines

The Hartland Township Board of Trustees at the January 17, 2023, meeting approved the following income guidelines to be used for qualifying for a 2023 Poverty Exemption.

These guidelines use the Federal Poverty Guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services. In addition to the Federal Poverty Income Guideline, The Hartland Township Board authorizes by resolution to adjust each family unit size poverty guide by an additional 25%.

Size of Family Unit	Federal Poverty Guideline	Hartland Township +25% Guideline
1	\$13,590	\$16,988
2	\$18,310	\$22,888
3	\$23,030	\$28,788
4	\$27,750	\$34,688
5	\$32,470	\$40,588
6	\$37,190	\$46,488
7	\$41,910	\$52,388
8	\$46,630	\$58,288
For Each Additional Person	\$4,720	\$5900

BOARD OF TRUSTEES

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



Supervisor
William J. Fountain

Clerk
Larry N. Ciofu

Treasurer
Kathleen A. Horning

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

RESOLUTION NO. 23-R001

**RESOLUTION TO ADOPT POVERTY INCOME GUIDELINES UNDER MCL211.7U
POLICY & GUIDELINES FOR GRANTING HARDSHIP EXEMPTIONS**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on January 17, 2023 at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by **Trustee** _____ and seconded by **Trustee** _____.

WHEREAS, the adoption of income guidelines for poverty exemptions is required of the Township and Board;

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Hartland, Livingston County adopts the attached amended income guidelines for the Board of Review to implement. The income guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, filed in the current or immediately preceding year.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

1. The Township Board approves the attached amended income guidelines; and
2. The Board of Review shall follow the income guidelines in granting or denying an exemption and all decision reasons are communicated in writing to the claimant.
3. This amended policy shall repeal and replace Section 7.09 (Hardship Exemptions) of the Board Policy Manual.

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

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 17th day of January, 2023.

Larry N. Ciofu
Hartland Township Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Hartland Deerfield Fire Authority Budget Presentation FY2023-24

Date: January 9, 2023

Recommended Action

Approve the proposed Hartland Deerfield Fire Authority FY2023-24 Budget as presented

Discussion

Hartland Deerfield Fire Authority Chief Adam Carroll will present the proposed HDFA Operation Budget for the fiscal year 2023-2024 for Township Board Approval.

Attachments

Proposed FY2023-24 HDFA Operating Budget

HARTLAND DEERFIELD FIRE AUTHORITY
2023-24 OPERATING FUND BUDGET

November 17, 2022

Pg. 1 of 2

ACCT#	DESCRIPTION	2023-24 DRAFT	2022-23 DRAFT AMEND	2022-23 BUDGET	2021-22 ACTUAL	2020-21 ACTUAL	2019-20 ACTUAL	2018-19 ACTUAL	2017-18 ACTUAL
REVENUE		5.8%	0.0%	4.9%	2.6%	0.9%	1.9%	3.2%	7.1%
601	HARTLAND TOWNSHIP	1,386,234	1,296,190	1,296,190	1,237,344	1,200,038	1,200,303	1,178,188	1,140,652
602	DEERFIELD TOWNSHIP	411,735	402,617	402,617	382,244	378,209	364,629	357,911	348,450
610	FIRE PROTECTION CONTRACTS	240,000	225,000	225,000	212,709	170,527	158,928	134,805	154,452
626	COST RECOVERY	8,500	8,500	8,500	5,931	3,043	5,426	7,303	6,778
665	INTEREST INCOME	50	50	50	134	194	487	190	334
687	REBATES & REFUNDS	0	0	0	0	0	0	0	0
690	GRANT PROCEEDS (*Covid Hazard Pay)	0	0	0	45445	27,000 *	0	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, Dive Rev., etc)	10,000	10,000	10,000	28,180	37,887	16,782	10,843	6,004
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)	7,000	10,967	7,000	26,979	124,483	11,875	0	0
	TOTAL REVENUE	2,063,519	1,953,324	1,949,357	1,938,966	1,941,381	1,746,555	1,689,240	1,656,670
EXPENDITURES									
PERSONNEL									
702	WAGES - FIRE CHIEF	100,700	100,700	99,569	93,280	93,056	93,056	89,909	89,909
703	WAGES - CHIEF OFFICERS	5.0% 113,505	108,100	106,465	99,522	93,902	0	0	0
703.01	OT WAGES - CHIEF OFFICERS	4,800	7,280	3,500	3,630	4,400	0	0	0
704.1	WAGES - FIRE MARSHAL	0	0	0	0	0	0	0	1,038
704.11	OT WAGES - FIRE MARSHAL	0	0	0	0	0	0	0	0
704.3	WAGES - SHIFT SUPERVISORS	5.0%* 188,278	190,400	192,386	179,792	169,292	110,393	101,520	95,566
704.31	OT WAGES - SHIFT SUPERVISORS	12,000	18,300	10,500	10,508	11,800	7,500	6,469	8,500
704.4	WAGES - ADMIN. ASST.	5.0% 52,613	50,107	51,333	47,975	47,200	47,523	46,240	44,492
704.41	OT WAGES - ADMIN. ASST.	1,500	1,500	1,500	1,394	1,412	3,450	3,001	2,000
704.5	WAGES - FIRE INSPECTOR	5.0% 66,656	63,473	65,002	60,750	55,200	46,195	44,700	21,810
704.51	OT WAGES - FIRE INSPECTOR	1,500	1,380	3,500	3,421	2,840	6,200	6,797	0
705.1	WAGES - CHAPLAIN	8,000	9,500	6,955	7,957	11,333	8,090	0	0
705.2	WAGES - sUAS UNIT	7,035	6,700	650	6,458	1,868	1,717	0	0
708.1	WAGES - DEPUTY CHIEFS	0	0	0	0	0	29,932	27,564	32,647
708.3	WAGES - CAPTAIN	5.0% 9,345	8,900	5,831	6,333	5,427	4,217	3,122	5,282
708.4	WAGES - LIEUTENANTS	5.0% 76,545	72,900	69,269	64,852	69,672	137,211	83,249	82,343
708.41	OT WAGES - LIEUTENANTS	1,000	1,000	4,000	3,992	7,900	0	0	0
708.5	WAGES - SERGEANTS	5.0% 116,550	111,000	86,055	90,314	75,856	103,480	92,275	105,478
708.6	WAGES - FIREFIGHTERS	5.0% 252,420	240,400	259,747	230,722	228,224	227,035	258,288	236,997
708.7	WAGES - CADET FIREFIGHTERS	7,000	4,000	4,000	4,404	4,153	9,732	11,907	6,463
708.8	WAGES - ACCOUNTANT/HR	28,875	27,500	28,885	24,296	21,962	26,500	24,546	22,832
709	WAGES - CELL PHONE STIPEND	7,600	7,600	8,000	7,170	7,400	7,000	5,050	4,250
710	WAGES - BOARD MEMBERS	6,300	6,300	6,300	5,750	5,475	6,000	5,700	6,275
711&714	WAGES - INSTRUCTORS (ACADEMY & DIVE)	3,500	4,500	4,500	9,253	6,236	4,550	0	0
712	WAGES - ACCRUED PTO (*2020-21 Covid Hazard Pay)	5,200	6,000	6,000	4,571	31,822 *	4,361	2,128	4,055
715	PAYROLL TAXES	81,926	80,137	78,332	72,812	72,244	67,118	58,982	58,417
	TOTAL PERSONNEL	2.2% 1,152,848	1,127,677	1,102,279	1,039,156	1,028,674	951,260	871,447	828,354
PROFESSIONAL FEES									
801	ACCOUNTING/AUDITING & PAYROLL SERVICE	12,900	12,900	12,900	12,920	12,778	12,931	12,034	11,689
801.1	I.T./COMPUTER SERVICES	21,000	21,150	13,500	13,272	13,043	15,239	6,552	5,651
810	EMP. ASST. PGM.	1,900	1,650	2,100	1,665	1,732	1,710	1,613	1,496
826	LEGAL FEES	1,500	1,050	2,500	2,120	3,311	1,750	2,070	1,750
827	HIRING/RETENTION/PROMOTION	1,500	1,500	1,500	2,034	1,823	1,215	2,634	2,267
956	BANK FEES	100	100	100	0	0	0	0	0
	TOTAL PROFESSIONAL FEES	1.4% 38,900	38,350	32,600	32,011	32,687	32,845	24,903	22,853
INSURANCE & BENEFITS									
716	HEALTH CARE (Med Ins., LT & ST Disab. & VFIS AD&D)	13.7% 165,578	145,605	131,250	126,280	117,600	114,941	73,920	61,203
716.3	INSURANCE (W/C, LIABILITY PORTFOLIO)	6.0% 150,520	142,000	142,000	163,937	123,298	108,983	114,974	112,168
718	MERS DB	40,500	40,500	40,500	38,158	37,200	65,472	36,853	47,760
718.1	MERS DC	26,200	28,000	28,000	28,941	26,000	0	11,100	
718.2	457 MATCH	15,000	15,000	15,000	10,050	9,921	0	8,000	
	TOTAL INSURANCE	7.2% 397,798	371,105	356,750	367,366	314,019	289,396	244,847	221,131
EQUIPMENT & SUPPLIES									
719.1	UNIFORMS	9,800	8,925	8,925	8,290	7,060	8,467	9,165	8,791
719.2	TURN OUT GEAR	7,500	6,825	6,825	6,551	5,029	12,603	6,360	8,935
727	OFFICE SUPPLIES	6,300	6,300	6,300	6,689	5,478	5,635	7,965	9,330
729	COMPUTERS & RECORDS MGMT.	9,700	9,700	9,700	11,089	12,456	10,728	11,229	16,289
740	OPERATING SUPPLIES	20,000	19,000	19,000	22,162	18,699	15,306	23,465	25,762
744	MEDICAL SUPPLIES	10,000	9,000	9,000	7,737	10,875	5,161	5,167	4,534
860	FUEL	45,255	43,000	31,350	27,801	17,642	28,499	28,508	23,864
928	sUAS	1,500	1,500	1,500	155	0			
930	R & M - ANNUAL APPARATUS & EQUIP	21,900	20,500	20,500	20,108	17,228	22,263	13,649	13,284
930.1	R & M - SMALL EQUIP	3,500	3,500	3,500	2,387	7,419	3,807	6,126	3,224
930.2	R & M - VEHICLES	50,000	55,000	55,000	70,873	43,177	56,992	56,065	53,533
930.8	R & M - RADIOS/BATTERIES	4,500	4,500	4,500	1,489	2,069	112	348	2,736
	TOTAL EQUIPMENT & SUPPLIES	1.2% 189,955	187,750	176,100	185,331	147,132	169,573	168,047	170,282

HARTLAND DEERFIELD FIRE AUTHORITY
2023-24 OPERATING FUND BUDGET

November 17, 2022

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ACCT#	DESCRIPTION	2023-24 DRAFT	2022-23 DRAFT AMEND	2022-23 BUDGET	2021-22 ACTUAL	2020-21 ACTUAL	2019-20 ACTUAL	2018-19 ACTUAL	2017-18 ACTUAL
	UTILITIES								
802	GARBAGE & SNOW	20,790	18,900	18,900	18,744	18,351	18,872	23,163	26,553
920	GAS	18,200	18,200	18,200	18,579	7,484	11,128	12,879	7,455
920.1	ELECTRIC	23,650	23,650	23,650	19,273	19,812	20,611	20,480	22,291
920.2	WATER & SEWER	3,900	3,900	3,900	3,071	3,845	3,696	3,329	2,723
	TOTAL UTILITIES	2.9% <u>66,540</u>	<u>64,650</u>	<u>64,650</u>	<u>59,667</u>	<u>49,492</u>	<u>54,307</u>	<u>59,851</u>	<u>59,022</u>
	DUES & SUBSCRIPTIONS								
804	MEMBERSHIPS & PUBLICATIONS	5,250	5,250	5,250	4,974	5,295	4,257	4,903	6,486
805	Liv.Co. Specialized Response Teams	4,000	4,000	4,000	4,000	4,000	4,000	4,000	3,500
	TOTAL DUES & SUBSCRIPTIONS	0.0% <u>9,250</u>	<u>9,250</u>	<u>9,250</u>	<u>8,974</u>	<u>9,295</u>	<u>8,257</u>	<u>8,903</u>	<u>9,986</u>
720	PHYSICALS & VACCINES	8,600	8,600	8,600	7,616	11,065	4,484	9,892	983
	TOTAL PHYSICALS & VACCINES	0.0% <u>8,600</u>	<u>8,600</u>	<u>8,600</u>	<u>7,616</u>	<u>11,065</u>	<u>4,484</u>	<u>9,892</u>	<u>983</u>
	TRAINING								
739	PUBLIC EDUCATION	10,000	10,000	10,000	9,834	9,113	12,274	6,856	6,198
957	TRAINING	8,250	10,100	8,250	12,346	11,543	9,313	7,098	499
957.1	TRAINING - SUPPLIES/OTHER	2,200	2,200	2,200	1,612	1,596	1,869	3,540	7,859
957.15	TRAINING & RECERT - BLUE CARD	1,000	500	500	1,993	1,600			
957.2	TRAINING & RECERT - FIRE INSPECTORS	300	300	300	1,037	4,593	875	0	1,684
957.3	SEMINARS & CERTIFICATIONS	6,000	6,000	6,000	6,876	0	9,284	6,743	9,239
957.4	TRAINING & RECERT - EMS	350	350	350	0	50	1,550	2,147	2,550
957.6	HIGH SCHOOL FIRE ACADEMY	500	500	500	0	235	25	0	0
957.7	COUNTY FIRE ACADEMY	12,000	12,000	12,000	722	0	11,028	0	0
957.8	TRAINING - DIVE/ICE/WATER RESCUE	3,000	7,850	3,000	13,648	29,563			
	TOTAL TRAINING	-12.4% <u>43,600</u>	<u>49,800</u>	<u>43,100</u>	<u>48,068</u>	<u>58,293</u>	<u>46,218</u>	<u>26,384</u>	<u>28,029</u>
	COMMUNICATIONS								
851	TELEPHONE	5,775	5,775	5,775	5,221	5,448	5,500	5,352	7,256
	TOTAL COMMUNICATIONS	0.0% <u>5,775</u>	<u>5,775</u>	<u>5,775</u>	<u>5,221</u>	<u>5,448</u>	<u>5,500</u>	<u>5,352</u>	<u>7,256</u>
	BUILDINGS								
746	CLEANING SUPPLIES	5,250	5,250	5,250	3,747	5,352	6,067	4,032	3,209
930.4	R&M/IMPROVEMENTS	10,000	10,000	10,000	13,573	11,247	13,929	9,286	12,676
941	RENT - all 3 Fire Stations (\$1 each)	3	3	3	3	0	3	3	3
	TOTAL BUILDINGS	0.0% <u>15,253</u>	<u>15,253</u>	<u>15,253</u>	<u>17,323</u>	<u>16,599</u>	<u>20,371</u>	<u>17,721</u>	<u>21,388</u>
890.1	CONTINGENCY/UNINSURED LOSS	0	0	0	0	0	0	3,129	2,434
	TOTAL CONTINGENCY/UNINSURED LOSS	N/A <u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>2,434</u>
	TRANSFERS								
999	TRANSFERS TO CAPITAL REPLACEMENT	135,000	60,500	135,000	135,000	0	78,625	210,000	240,000
999.1	TRANSFERS TO CAPITAL REPLACEMENT - PRIOR	0	10,967	0	166,460	124,483	11,875	26,889	0
	TOTAL TRANSFERS	N/A <u>135,000</u>	<u>71,467</u>	<u>135,000</u>	<u>301,460</u>	<u>124,483</u>	<u>90,500</u>	<u>236,889</u>	<u>240,000</u>
	TOTAL EXPENDITURES	<u>2,063,519</u>	<u>1,949,677</u>	<u>1,949,357</u>	<u>2,072,193</u>	<u>1,797,187</u>	<u>1,660,836</u>	<u>1,650,476</u>	<u>1,611,718</u>
	NET REVENUES OVER (UNDER) EXPEDITURES	0	3,647	0	-133,227	144,194	85,719	11,875	39,607
	BEGINNING FUND BALANCE	<u>110,967</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>	<u>87,282</u>
	ENDING FUND BALANCE	<u>110,967</u>	<u>114,614</u>	<u>110,967</u>	<u>110,967</u>	<u>224,194</u>	<u>224,483</u>	<u>138,764</u>	<u>126,889</u>

	2022	
<i>Formula Data</i>	Hartland	Deerfield
Usage for Oct.1 thru Sep.30	3,352.3	955.3
Usage Percentage	77.8%	22.2%

2023/24: 2,063,519
2022/23: 1,949,677
Difference: 113,842
Hartland 77.1%: 87,772
Deerfield 22.9%: 26,070

2021		
Hartland		Deerfield
3,080.0		987.0
75.7%		24.3%

2020		
Hartland		Deerfield
2,568.8		730.7
77.9%		22.1%

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

2018		
Hartland		Deerfield
4,137.2		1,299.1
76.1%		23.9%

23-24 Budget % @ 3yr Avg	
Hartland	77.1%
Deerfield	22.9%

2022-23
76.3%
23.7%

2021-22
76.4%
23.6%

2020-21
76.0%
24.0%

2019-20
76.7%
23.3%

2018-19
76.7%
23.3%



HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 MGR REC BUDGET	2024-25 PROJECTED BUDGET
Fund 206 - FIRE OPERATING						
ESTIMATED REVENUES						
Dept 000						
206-000-402.000	CURRENT REAL PROP TAX	1,590,730	1,662,707	1,668,072	1,804,382	1,851,257
206-000-413.000	CHARGEBACK TAXES			101		
206-000-446.000	INT.&PEN DEL TAX	9		44		
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	3,611	3,250	3,250	3,000	2,750
206-000-665.000	INTEREST EARNINGS	423	380	450	500	600
206-000-694.000	OTHER REVENUE	162		2		
Totals for dept 000 -		1,594,935	1,666,337	1,671,919	1,807,882	1,854,607
TOTAL ESTIMATED REVENUES		1,594,935	1,666,337	1,671,919	1,807,882	1,854,607
APPROPRIATIONS						
Dept 000						
206-000-801.000	CONTRACTED SERVICES	984	984	984	984	984
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM		904			
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS		1,802			
206-000-802.000	LAWN/SNOW MAINTENANCE	6,681	7,075	8,381	8,632	8,892
206-000-807.000	AUDIT FEES	850	850	850	850	850
206-000-850.000	TAX CHARGEBACKS	1,600	2,000	2,000	2,000	2,000
206-000-920.002	UTILITIES - ELECTRIC	789	930	930	957	987
206-000-930.000	SOFTWARE MAINTENANCE	105	160	160	160	160
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	265	6,100	6,100	6,100	6,100
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	4,658	91,500	10,000	399,500	3,500
206-000-957.000	EDUCATION/TRAINING/CONVENTION		25,250			
206-000-970.001	CAPITAL OUTLAY - EQUIPMENT		20,000		20,000	20,000
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	10,165	140,000			40,000
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	1,237,344	1,296,190	1,296,190	1,386,234	1,427,821
Totals for dept 000 -		1,263,441	1,593,745	1,325,595	1,825,417	1,511,294
TOTAL APPROPRIATIONS		1,263,441	1,593,745	1,325,595	1,825,417	1,511,294
NET OF REVENUES/APPROPRIATIONS - FUND 206		331,494	72,592	346,324	(17,535)	343,313
BEGINNING FUND BALANCE		1,372,393	1,703,887	1,703,887	2,050,211	2,032,676
ENDING FUND BALANCE		1,703,887	1,776,479	2,050,211	2,032,676	2,375,989

NOTES TO FIRE OPERATING FUND:

Fire millage through 2025

Property Tax Revenues: FY24 assumes a moderate growth rate due to new construction

See Fire Capital Projects appendix for project details.

Contribution to Fire Authority FY24 assumes a 6.9% increase over FY23 request.

Ending fund balance is restricted by following year appropriations - revenue is collected one-year in advance



FIRE AUTHORITY CIP

2021-2025

Funding Source	Actual FY 21-22	Projected FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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Fire Fund

Station 61 Needs Assessment Study	206		ARPA				
Lexipol Policy & Training Program (ARPA request)	206			ARPA			
Station 61 drain repair	206			\$ 6,500			
Station 62 interior light replacement project	206			\$ 5,500			
Radiant Heater replacement	206			\$ 3,500	\$ 3,500		\$ 3,500
Station 61 carpet replacement	206			\$ 18,000			
Station 61 parking lot replacement	206			\$ 265,000			
Tornado Sirens per new siren	206			\$ 20,000	\$ 20,000		\$ 20,000
Station 62 parking lot rehabilitation	206			\$ 85,000			
Station 62 water softener	206			\$ 6,000			
Station 62 exhaust removal system repair/update	206			\$ 10,000			
Station 62 interior remodel	206				\$ 40,000		
Station 62 HVAC replacement unit	206						\$ 10,000
Station 62 replacement roof	206						\$ 45,000
Station 61 addition/remod (\$3.8M)	206						Explore Financing
Station 64 without property (\$2.9M)	206						Explore Financing

Beginning Cash Balance	206	\$ 1,371,775	\$ 1,702,565	\$ 2,048,889	\$ 2,027,854	\$ 2,371,167	\$ 2,371,167
Annual Expenses excluding Capital Projects	206	\$ 1,263,440	\$ 1,325,595	\$ 1,405,917	\$ 1,447,794		\$ 1,491,228
Total Cash Balance before CIP	206	\$ 108,335	\$ 376,970	\$ 642,972	\$ 580,060		\$ 879,939
Total Project Costs	206	\$ -	\$ -	\$ 419,500	\$ 63,500		\$ 78,500
Cash Balance after CIP (goal of \$100K Min.)	206	\$ 108,335	\$ 376,970	\$ 223,472	\$ 516,560		\$ 801,439
Annual Taxes & Revenues designated for Fire	206	\$ 1,594,230	\$ 1,671,919	\$ 1,804,382	\$ 1,854,607		\$ 1,873,153
EOY Cash Balance:	206	\$ 1,702,565	\$ 2,048,889	\$ 2,027,854	\$ 2,371,167		\$ 2,674,592

Cash balance Target after CIP is \$100,000 at any given time; Capital projects are suspended if balance drops below \$100,000 until balance is restored