



## Board of Trustees

William J. Fountain, Supervisor	Joseph W. Colaianne, Trustee
Larry N. Ciofu, Clerk	Matthew J. Germane, Trustee
Kathleen A. Horning, Treasurer	Glenn E. Harper, Trustee
	Joseph M. Petrucci, Trustee

## Board of Trustees Regular Meeting Agenda

**Video Conference in compliance with Executive Order 2020-48 (COVID-19)**  
**Zoom Meeting ID: 829 6900 1872 ~ <https://us02web.zoom.us/j/82969001872>**  
**Phone Options: 312-626-6799 US (Chicago) or 929-205-6099 US (New York)**

**Tuesday, April 21, 2020**  
**7:00 PM**

1. Call to Order
  2. Roll Call
  3. Approval of the Agenda
  4. Call to the Public
  5. Approval of the Consent Agenda
    - a. Approve Post Audit of Disbursements Between Board Meetings
    - b. Approve Payment of Bills
    - c. Approve 03/24/2020 Regular Meeting Minutes
    - d. Approve Communications Budget Amendment (\$2,664 decrease)
    - e. Approve Chloride Solutions Quote for Road Chloride
    - f. Approve Sewer Billing Credit for Hartland Marketplace (\$10,565.42)
  6. Pending & New Business
    - a. Resolution to Governor Whitmer and the Michigan Legislature
  7. Board Reports
- [BRIEF RECESS]
8. Information / Discussion
    - a. Manager's Report
  9. Adjournment

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

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

**Date:** April 14, 2020

### 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 - \$334,646.39

April 15, 2020 Payroll - \$74,389.33

### Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY20 budget and the adopted FY21 budget.

### Attachments

Post Audit Bills List 03.25.2020

Post Audit Bills List 03.30.2020

Post Audit Bills List 04.08.2020

Post Audit Bills List 04.09.2020

Payroll for 04.15.2020

User: SUSANC

CHECK NUMBER 40307 - 40310

DB: a. and

Check #	Date	Bank	Check #	Payee	Description	GL #	Amount
03/25/2020	FOA	40307	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,348.67	
		40307		UTILITIES - ELECTRIC	101-751-920.002	463.71	
		40307		UTILITIES	209-000-920.000	41.22	
		40307		UTILITIES - ELECTRIC	536-000-920.002	62.76	
						1,916.36	
03/25/2020	FOA	40308	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	145.80	
		40308		EMPLOYMENT EXPENSE	101-172-716.000	95.25	
		40308		EMPLOYMENT EXPENSE	101-192-716.000	89.03	
		40308		EMPLOYMENT EXPENSE	101-209-716.000	92.20	
		40308		EMPLOYMENT EXPENSE	101-215-716.000	60.10	
		40308		EMPLOYMENT EXPENSE	101-253-716.000	62.26	
		40308		EMPLOYMENT EXPENSE	101-400-716.000	107.85	
		40308		EMPLOYMENT EXPENSE	536-000-716.000	76.50	
						728.99	
03/25/2020	FOA	40309	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	131.84	
		40309		ACCRUED VISION BENEFITS	001-000-257.102	47.75	
		40309		EMPLOYMENT EXPENSE	101-172-716.000	173.43	
		40309		EMPLOYMENT EXPENSE	101-192-716.000	80.72	
		40309		EMPLOYMENT EXPENSE	101-209-716.000	40.36	
		40309		EMPLOYMENT EXPENSE	101-215-716.000	118.42	
		40309		EMPLOYMENT EXPENSE	101-253-716.000	156.12	
		40309		EMPLOYMENT EXPENSE	101-400-716.000	109.00	
		40309		EMPLOYMENT EXPENSE	536-000-716.000	40.36	
						898.00	
03/25/2020	FOA	40310	SUPERFLEET MASTERCARD PROGRAM	GASOLINE	536-000-860.000	2.56	
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		3,545.91	

## --- GL TOTALS ---

001-000-257.101	ACCRUED DENTAL BENEFITS	131.84
001-000-257.102	ACCRUED VISION BENEFITS	47.75
001-000-257.103	ACCRUED STD/LTD BENEFITS	145.80
101-172-716.000	EMPLOYMENT EXPENSE	268.68
101-192-716.000	EMPLOYMENT EXPENSE	169.75
101-209-716.000	EMPLOYMENT EXPENSE	132.56
101-215-716.000	EMPLOYMENT EXPENSE	178.52
101-253-716.000	EMPLOYMENT EXPENSE	218.38
101-265-920.002	UTILITIES - ELECTRIC	1,348.67
101-400-716.000	EMPLOYMENT EXPENSE	216.85
101-751-920.002	UTILITIES - ELECTRIC	463.71
209-000-920.000	UTILITIES	41.22
536-000-716.000	EMPLOYMENT EXPENSE	116.86
536-000-860.000	GASOLINE	2.56
536-000-920.002	UTILITIES - ELECTRIC	62.76
	TOTAL	3,545.91

CHECK DATE FROM 03/30/2020 - 03/30/2020

Check #	Date	Bank	Check #	Payee	Description	GL #	Amount
	03/30/2020	FOA	40311	AT&T	TELEPHONE	101-265-851.000	251.74
	03/30/2020	FOA	40312	LOWES BUSINESS ACCT/SYNCB	REPAIRS & MAINT - HERO TEEN CTR	101-265-930.001	233.88
			40312		OPERATING SUPPLIES	101-751-740.000	142.78
			40312		OPERATING SUPPLIES	536-000-740.000	208.95
							<u>585.61</u>
	03/30/2020	FOA	40313	VERIZON WIRELESS	TELEPHONE	101-265-851.000	710.21
			40313		TELEPHONE	536-000-851.000	138.47
			40313		CONTRACTED SERVICES & RENTALS	577-000-801.000	225.09
			40313		CAPITAL OUTLAY	577-000-970.000	1,324.00
							<u>2,397.77</u>
				TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,235.12

## --- GL TOTALS ---

101-265-851.000	TELEPHONE	961.95
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	233.88
101-751-740.000	OPERATING SUPPLIES	142.78
536-000-740.000	OPERATING SUPPLIES	208.95
536-000-851.000	TELEPHONE	138.47
577-000-801.000	CONTRACTED SERVICES & RENTALS	225.09
577-000-970.000	CAPITAL OUTLAY	1,324.00
	TOTAL	3,235.12

Check #	Date	Bank	Check #	Payee	Description	GL #	Amount
04/08/2020	FOA	40315	ALLSTAR ALARM LLC	CONTRACTED SERVICES	101-265-801.000	150.00	
04/08/2020	FOA	40316	APPLIED IMAGING	REPAIRS & MAINTENANCE	101-299-930.000	1.04	
04/08/2020	FOA	40317	CHASE BANK	SUPPLIES & POSTAGE	101-101-727.000	15.89	
		40317		SUPPLIES & POSTAGE	101-172-727.000	426.74	
		40317		PRINTING & PUBLICATIONS	101-191-900.000	50.00	
		40317		MISCELLANEOUS	101-191-956.000	943.68	
		40317		CAPITAL OUTLAY	101-191-970.000	549.00	
		40317		MEMBERSHIP & DUES	101-192-804.000	27.00	
		40317		MEMBERSHIP & DUES	101-209-804.000	201.00	
		40317		PRINTING & PUBLICATIONS	101-215-900.000	185.00	
		40317		SUPPLIES & POSTAGE	101-247-727.000	51.34	
		40317		PRINTING & PUBLICATIONS	101-247-900.000	120.00	
		40317		EDUCATION/TRAINING/CONVENTION	101-247-957.000	18.18	
		40317		OPERATING SUPPLIES	101-265-740.000	258.25	
		40317		TELEPHONE	101-265-851.000	253.73	
		40317		SUPPLIES & POSTAGE	101-299-727.000	68.95	
		40317		PRINTING & PUBLICATIONS	101-400-900.000	855.00	
		40317		PRINTING & PUBLICATIONS	101-410-900.000	90.00	
		40317		OPERATING SUPPLIES	101-577-740.000	29.00	
		40317		CONTRACTED SERVICES	101-577-801.000	51.14	
		40317		OPERATING SUPPLIES	101-751-740.000	165.61	
		40317		PARKS - SPECIAL EVENTS	101-751-955.000	(15.00)	
		40317		OPERATING SUPPLIES	536-000-740.000	583.75	
		40317		INTERNET	536-000-805.000	117.94	
		40317		TELEPHONE	536-000-851.000	153.00	
		40317		UTILITIES - GAS	536-000-920.001	183.51	
		40317		REPAIRS & MAINTENANCE TRUCKS	536-000-930.002	24.98	
		40317		REPAIRS & MAINTENANCE BLD&GRDS	536-000-930.003	226.49	
		40317		INTERNET	577-000-805.000	178.35	
		40317		CABLE TV FEES	577-000-806.000	93.39	
		40317		CAPITAL OUTLAY	577-000-970.000	910.86	
						6,816.78	
04/08/2020	FOA	40318	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	96.81	
04/08/2020	FOA	40319	ECONOMIC DEVELOPMENT COUNCIL	MEMBERSHIP & DUES	101-101-804.000	13,593.82	
04/08/2020	FOA	40320	HARTLAND AREA YOUTH ATHLETIC	CONTRACTED SERVICES	101-751-801.000	440.00	
04/08/2020	FOA	40321	HARTLAND AREA YOUTH ATHLETIC	CONTRACTED SERVICES	101-751-801.000	214.28	
04/08/2020	FOA	40322	HARTLAND COMMUNITY SOCCER ASSN	CONTRACTED SERVICES	101-751-801.000	689.52	
04/08/2020	FOA	40323	HARTLAND DEERFIELD FIRE	CONTRIBUTION TO FIRE AUTHORITY	206-000-999.336	300,009.50	
04/08/2020	FOA	40324	HARTLAND TOWNSHIP GENERAL FUND	RENT	577-000-941.000	3,246.00	
04/08/2020	FOA	40325	HARTLAND YOUTH LACROSSE	CONTRACTED SERVICES	101-751-801.000	440.00	

<div>a.</div> <div>Check #</div>	Date	Bank	Check #	Payee	Description	GL #	Amount
	04/08/2020	FOA	40326	KAIGHEN, ERIKA	PARKS & REC USE FEES	101-000-651.000	150.00
	04/08/2020	FOA	40327	RESERVE ACCOUNT	SUPPLIES & POSTAGE	101-191-727.000	394.00
			40327		SUPPLIES & POSTAGE	101-209-727.000	74.15
			40327		SUPPLIES & POSTAGE	101-215-727.000	9.75
			40327		SUPPLIES & POSTAGE	101-247-727.000	29.00
			40327		SUPPLIES & POSTAGE	101-253-727.000	1.50
			40327		TAX COLLECTION	101-253-811.100	45.50
			40327		SUPPLIES & POSTAGE	101-299-727.000	185.95
			40327		SUPPLIES & POSTAGE	101-400-727.000	8.15
			40327		SUPPLIES & POSTAGE	101-441-727.000	35.80
			40327		SUPPLIES & POSTAGE	590-000-727.000	0.50
							784.30
	04/08/2020	FOA	40328	ROOFAL ROOFING CO LLC	REPAIRS & MAINTENANCE	101-265-930.000	200.00
	04/08/2020	FOA	40329	STAPLES	SUPPLIES & POSTAGE	101-192-727.000	40.57
			40329		SUPPLIES & POSTAGE	101-253-727.000	346.30
			40329		OPERATING SUPPLIES	101-265-740.000	39.06
			40329		SUPPLIES & POSTAGE	101-299-727.000	19.38
							445.31
				TOTAL - ALL FUNDS	TOTAL OF 15 CHECKS		327,277.36

## --- GL TOTALS ---

101-000-651.000	PARKS & REC USE FEES	150.00
101-101-727.000	SUPPLIES & POSTAGE	15.89
101-101-804.000	MEMBERSHIP & DUES	13,593.82
101-172-727.000	SUPPLIES & POSTAGE	426.74
101-191-727.000	SUPPLIES & POSTAGE	394.00
101-191-900.000	PRINTING & PUBLICATIONS	50.00
101-191-956.000	MISCELLANEOUS	943.68
101-191-970.000	CAPITAL OUTLAY	549.00
101-192-727.000	SUPPLIES & POSTAGE	40.57
101-192-804.000	MEMBERSHIP & DUES	27.00
101-209-727.000	SUPPLIES & POSTAGE	74.15
101-209-804.000	MEMBERSHIP & DUES	201.00
101-215-727.000	SUPPLIES & POSTAGE	9.75
101-215-900.000	PRINTING & PUBLICATIONS	185.00
101-247-727.000	SUPPLIES & POSTAGE	80.34
101-247-900.000	PRINTING & PUBLICATIONS	120.00
101-247-957.000	EDUCATION/TRAINING/CONVENTION	18.18
101-253-727.000	SUPPLIES & POSTAGE	347.80
101-253-811.100	TAX COLLECTION	45.50
101-265-740.000	OPERATING SUPPLIES	297.31
101-265-801.000	CONTRACTED SERVICES	150.00
101-265-851.000	TELEPHONE	253.73
101-265-920.001	UTILITIES - GAS	96.81
101-265-930.000	REPAIRS & MAINTENANCE	200.00

Check #	Bank	Check #	Payee	Description	GL #	Amount
101-299-727.000				SUPPLIES & POSTAGE		274.28
101-299-930.000				REPAIRS & MAINTENANCE		1.04
101-400-727.000				SUPPLIES & POSTAGE		8.15
101-400-900.000				PRINTING & PUBLICATIONS		855.00
101-410-900.000				PRINTING & PUBLICATIONS		90.00
101-441-727.000				SUPPLIES & POSTAGE		35.80
101-577-740.000				OPERATING SUPPLIES		29.00
101-577-801.000				CONTRACTED SERVICES		51.14
101-751-740.000				OPERATING SUPPLIES		165.61
101-751-801.000				CONTRACTED SERVICES		1,783.80
101-751-955.000				PARKS - SPECIAL EVENTS		(15.00)
206-000-999.336				CONTRIBUTION TO FIRE AUTHORITY		300,009.50
536-000-740.000				OPERATING SUPPLIES		583.75
536-000-805.000				INTERNET		117.94
536-000-851.000				TELEPHONE		153.00
536-000-920.001				UTILITIES - GAS		183.51
536-000-930.002				REPAIRS & MAINTENANCE TRUCKS		24.98
536-000-930.003				REPAIRS & MAINTENANCE BLD&GRDS		226.49
577-000-805.000				INTERNET		178.35
577-000-806.000				CABLE TV FEES		93.39
577-000-941.000				RENT		3,246.00
577-000-970.000				CAPITAL OUTLAY		910.86
590-000-727.000				SUPPLIES & POSTAGE		0.50
				TOTAL		327,277.36

Check #	Date	Bank	Check #	Payee	Description	GL #	Amount
04/09/2020	FOA	40314	POSTMASTER	SUPPLIES/POSTAGE	536-000-727.000	294.00	
		40314		SUPPLIES & POSTAGE	590-000-727.000	294.00	
							<hr/>
							588.00
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS			588.00

## --- GL TOTALS ---

536-000-727.000	SUPPLIES/POSTAGE	294.00
590-000-727.000	SUPPLIES & POSTAGE	294.00
	TOTAL	588.00



Check Register Report For Hartland Township  
For Check Dates 04/15/2020 to 04/15/2020

a.

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/15/2020	FOA	16713	GOODWIN, DENNIS R	303.66	236.42	0.00	Open
04/15/2020	FOA	16714	ICMA VANTAGEPOINT TRANSFER AGENT	1,384.21	1,384.21	0.00	Open
04/15/2020	FOA	16715	ICMA VANTAGEPOINT TRANSFER AGENTS	39.22	39.22	0.00	Open
04/15/2020	FOA	16716	ICMA VANTAGEPOINT TRANSFER AGENT	3,658.37	3,658.37	0.00	Open
04/15/2020	FOA	16717	ICMA VANTAGEPOINT TRANSFER AGENT	1,195.54	1,195.54	0.00	Open
04/15/2020	FOA	DD6445	BAGDON, KELLY M	1,794.55	0.00	1,253.74	Cleared
04/15/2020	FOA	DD6446	BERNARDI, MELYNDA A	673.02	0.00	475.93	Cleared
04/15/2020	FOA	DD6447	BROOKS, TYLER J	1,790.00	0.00	1,280.24	Cleared
04/15/2020	FOA	DD6448	CASE, SUSAN E	1,942.75	0.00	1,285.99	Cleared
04/15/2020	FOA	DD6449	CIOFU, LARRY N	2,983.33	0.00	2,197.25	Cleared
04/15/2020	FOA	DD6450	COBB, SUSAN M	8.19	0.00	7.22	Cleared
04/15/2020	FOA	DD6451	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,348.87	Cleared
04/15/2020	FOA	DD6452	HEASLIP, JAMES B	2,938.79	0.00	1,890.67	Cleared
04/15/2020	FOA	DD6453	HENDRIX, PETER J	34.80	0.00	30.65	Cleared
04/15/2020	FOA	DD6454	HORNING, KATHLEEN A	2,983.33	0.00	2,084.97	Cleared
04/15/2020	FOA	DD6455	JOHNSON, LISA	2,142.25	0.00	1,505.41	Cleared
04/15/2020	FOA	DD6456	KENDALL, ANTHONY S	27.70	0.00	25.58	Cleared
04/15/2020	FOA	DD6457	KLINE, CORI L	456.80	0.00	402.45	Cleared
04/15/2020	FOA	DD6458	KUMAR, ANDREW M	1,961.09	0.00	1,297.33	Cleared
04/15/2020	FOA	DD6459	LANGER, TROY D	3,283.12	0.00	2,315.76	Cleared
04/15/2020	FOA	DD6460	LENAGHAN, WILLIAM J	323.54	0.00	298.79	Cleared
04/15/2020	FOA	DD6461	LOUIS, CASEY	1,195.42	0.00	804.18	Cleared
04/15/2020	FOA	DD6462	MITCHELL, KYLE J	2,341.55	0.00	1,803.56	Cleared
04/15/2020	FOA	DD6463	MORGANROTH, CAROL L	1,905.53	0.00	1,463.38	Cleared
04/15/2020	FOA	DD6464	SHOLLACK, DONNA M	1,895.87	0.00	1,375.43	Cleared
04/15/2020	FOA	DD6465	VERMILLION, KAREN L	1,876.29	0.00	1,385.83	Cleared
04/15/2020	FOA	DD6466	VETTRAINO, ALEXANDER D	1,092.50	0.00	888.53	Cleared
04/15/2020	FOA	DD6467	VOLLBRECHT, LYNN J	1,199.70	0.00	961.70	Cleared
04/15/2020	FOA	DD6468	WEST, ROBERT M	3,532.36	0.00	2,313.24	Cleared
04/15/2020	FOA	DD6469	WICKMAN, JAMES T	6,866.32	0.00	5,243.14	Cleared
04/15/2020	FOA	DD6470	WYATT, MARTHA K	2,968.63	0.00	2,138.83	Cleared
04/15/2020	FOA	EFT534	HSA EMPLOYER CONTRIBUTIONS	3,600.00	3,600.00	0.00	Cleared
04/15/2020	FOA	EFT535	FEDERAL TAX DEPOSIT	12,699.33	12,699.33	0.00	Cleared

For Check Dates 04/15/2020 to 04/15/2020

For Check Dates 04/15/2020 to 04/15/2020								
<div>a.</div>				Check	Physical	Direct		
Check Date	Bank	Check Number	Name	Gross	Check Amount	Deposit	Status	
Totals:			Number of Checks:	033	74,389.33	22,813.09	37,078.67	
Total Physical Checks:			5					
Total Check Stubs:			28					

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Approve Payment of Bills

**Date:** April 14, 2020

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$210,902.24. The bills are available in the Finance office for review.

Notable invoices include:

\$11,614.10 – Hartland Township Treasurer – (1<sup>st</sup> Quarter 2020 Utility Bills)

\$158,077.86 – Livingston County Drain Commission – (March 2020 Sewer System O&M)

\$11,490.00 – Utilities Instrumentation Services – (Booster Station Repairs)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY20 budget and adopted FY21 budget.

### **Attachments**

Bills for 04.21.2020

04/15/2020 12:08 PM

User: SUSANC

DB: b. and

## INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP

Page: 1/10

EXP CHECK RUN DATES 04/21/2020 - 04/21/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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		

59EAST	59 EAST \$5 CAR WASH	03/31/2020	1075	FOA	FEB/MAR 2020 CAR WASHES	
43387	P.O. BOX 356	04/21/2020		N		20.00
04/03/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/21/2020		N		20.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-930.000	REPAIRS & MAINTENANCE	20.00

VENDOR TOTAL: 20.00

AIR1	AIR 1 MECHANICAL SERVICE LLC	03/25/2020	3022	FOA	SERVICE ON THERMOSTAT FOR ASSESSING/	
43357	7111 DIXIE HWY. #263	04/21/2020		N		464.00
03/25/2020	CLARKSTON MI, 48346	/ /	0.0000	N		0.00
		04/21/2020		Y		464.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIR & MAINTENANCE	464.00

VENDOR TOTAL: 464.00

APEX	APEX SOFTWARE	04/01/2020	308977	FOA	5/1/20 - 5/1/21 MAINTENANCE RENEWAL	
43370	P.O. BOX 100145	04/21/2020		N		810.00
03/27/2020	SAN ANTONIO TX, 78201-1445	/ /	0.0000	N		0.00
		04/21/2020		Y		810.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-930.000	REPAIRS & MAINTENANCE	810.00

VENDOR TOTAL: 810.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	04/01/2020	65849	FOA	APRIL 2020 - PARKS TRASH PICKUP	
43363	PO BOX 241	04/21/2020		N		300.00
04/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/21/2020		Y		300.00

Open

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

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	04/05/2020	66322	FOA	MAY - JULY 2020 GARBAGE PICKUP AT TW	
43373	PO BOX 241	04/21/2020		N		194.00
04/05/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		04/21/2020		Y		194.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	194.00

User: SUSANC

EXP CHECK RUN DATES 04/21/2020 - 04/21/2020

DB: b. and

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

VENDOR TOTAL: 494.00

0070	DTE ENERGY	03/12/2020	877391508-02/202	FOA	FEB 2020 HERO TEEN CTR & MAR 2020 EM	
43313	P.O BOX 740786	04/21/2020		N		297.49
	CINCINNATI					
03/12/2020	OH, 45274-0786	/ /	0.0000	N		0.00
		04/21/2020		N		297.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-920.002	UTILITIES - ELECTRIC	18.14
101-265-920.002	UTILITIES - ELECTRIC	279.35
		297.49

VENDOR TOTAL: 297.49

0071	DTE ENERGY-STREET LIGHTS	03/31/2020	200232084240	FOA	MARCH 2020 - STREETLIGHTS INCL MILLP	
43380		04/21/2020		N		1,264.49
	P.O. BOX 630795					
03/31/2020	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		04/21/2020		N		1,264.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448-921.000	STREET LIGHTS	987.73
701-000-290.400	MILPOINT STREET LIGHT ESCROW	255.54
701-000-290.410	FIDDLERS GROVE STREETLIGHT	21.22
		1,264.49

VENDOR TOTAL: 1,264.49

5888	FOSTER, SWIFT, COLLINS & SMITH	03/13/2020	782636	FOA	FEBRUARY 2020	
43338	313 S. WASHINGTON SQUARE	04/21/2020		N		8,836.45
03/13/2020	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		04/21/2020		Y		8,836.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	1,372.50
590-595-826.000	LEGAL FEES	2,984.85
401-444-826.000	LEGAL FEES	834.10
101-400-826.000	LEGAL FEES	1,800.00
536-000-826.000	LEGAL FEES	765.00
702-000-290.067	NEWBERRY/MAYBERRY HOMES	225.00
101-400-801.100-0013	AJM/GWM/BDS HOLDINGS	855.00
		8,836.45

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EXP CHECK RUN DATES 04/21/2020 - 04/21/2020

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

Due Date

1099

VENDOR TOTAL: 8,836.45

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/30/2020	103721STQTR2020	FOA	1ST QTR 2020 - MEDIANS	
43390	2655 CLARK RD	04/21/2020		N		4,760.68
03/30/2020	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		04/21/2020		N		4,760.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-920.005	UTILITIES - WATER	299.25
101-463-920.006	REU SURCHARGE FEES	4,461.43
		4,760.68

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/30/2020	2655001STQTR20	FOA	1ST QTR 2020 - TOWNSHIP HALL DOM	
43392	2655 CLARK RD	04/21/2020		N		2,941.86
03/30/2020	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		04/21/2020		N		2,941.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	330.95
101-265-920.006	REU SURCHARGE FEES	2,610.91
		2,941.86

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/30/2020	2655011STQTR20	FOA	1ST QTR 2020 - TOWNSHIP HALL IRRIG	
43393	2655 CLARK RD	04/21/2020		N		11.06
03/30/2020	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		04/21/2020		N		11.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	11.06

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/30/2020	31911STQTR2020	FOA	1ST QTR 2020 - HERO TEEN CENTER	
43391	2655 CLARK RD	04/21/2020		N		1,139.37
03/30/2020	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		04/21/2020		N		1,139.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.004	UTILITIES - SEWER	122.48
101-265-920.005	UTILITIES - WATER	98.24
101-265-920.006	REU SURCHARGE FEES	918.65
		1,139.37

HARTTREASU	HARTLAND TOWNSHIP TREASURER	03/30/2020	97511STQTR2020	FOA	1ST QTR 2020 - WATER TREATMENT PLANT	
43394	2655 CLARK RD	04/21/2020		N		835.40
03/30/2020	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		04/21/2020		N		835.40



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EXP CHECK RUN DATES 04/21/2020 - 04/21/2020

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

VENDOR TOTAL: 1,000.00

ITRIGHT	I.T. RIGHT	03/25/2020	20163707	FOA	BACKUP BATTERY INSTALL - KUMAR	
43353	PO BOX 160	04/21/2020		N		77.00
03/25/2020	BATH MI, 48808	/ /	0.0000	N		0.00
		04/21/2020		N		77.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-930.000	REPAIRS & MAINTENANCE	77.00

VENDOR TOTAL: 77.00

JSG	JUDICIAL SERVICES GROUP, LTD	03/16/2020	KKP-2020000912-B	FOA	CASE # LIVINGSTON 20064SC	
43409	401 S JACKSON ST	04/21/2020		N		61.45
03/16/2020	JACKSON MI, 49201	/ /	0.0000	N		0.00
		04/21/2020		Y		61.45

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-811.100	TAX COLLECTION	61.45

VENDOR TOTAL: 61.45

K&J	K & J ELECTRIC, INC	03/17/2020	9105	FOA	TEEN CENTER	
43335	7219 EAST HIGHLAND RD	04/21/2020		N		719.00
03/17/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/21/2020		N		719.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	719.00

VENDOR TOTAL: 719.00

2909	LIVINGSTON CTY.DRAIN COMMISSIO	03/30/2020	3174	FOA	MARCH 2020 SEWER SYSTEM O&M	
43362	2300 E. GRAND RIVER	04/21/2020		N		158,077.86
	STE. 105					
03/30/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		04/21/2020		N		158,077.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	158,077.86

VENDOR TOTAL: 158,077.86

ORKIN	ORKIN	03/27/2020	195002715	FOA	PEST CONTROL AT TWP HALL	
43361	21068 BRIDGE ST.	04/21/2020		N		66.85
03/27/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00



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

Open		04/21/2020		Y		66.85
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GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

VENDOR TOTAL: 66.85

1180	PETER'S TRUE VALUE HARDWARE	03/18/2020	K52347	FOA	VELCRO TAPE	
43311	3455 W. HIGHLAND ROAD	04/21/2020		N		8.49
03/18/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		04/21/2020		N		8.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	8.49

1180	PETER'S TRUE VALUE HARDWARE	03/19/2020	K52370	FOA	FULL-ZIP FLEECE	
43319	3455 W. HIGHLAND ROAD	04/21/2020		N		71.99
03/19/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		04/21/2020		N		71.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	71.99

1180	PETER'S TRUE VALUE HARDWARE	03/30/2020	K52497	FOA	SUEDE GLOVES & 55 GAL BAGS	
43356	3455 W. HIGHLAND ROAD	04/21/2020		N		29.98
03/30/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		04/21/2020		N		29.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	29.98

1180	PETER'S TRUE VALUE HARDWARE	04/02/2020	K52533	FOA	MAIL TAPE	
43366	3455 W. HIGHLAND ROAD	04/21/2020		N		4.29
04/02/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		04/21/2020		N		4.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	4.29

1180	PETER'S TRUE VALUE HARDWARE	04/13/2020	K52641	FOA	BOLTS	
43403	3455 W. HIGHLAND ROAD	04/21/2020		N		23.81
04/13/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		04/21/2020		N		23.81

Open

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EXP CHECK RUN DATES 04/21/2020 - 04/21/2020

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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		

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	23.81

VENDOR TOTAL: 138.56

PREISS	PREISS COMPANIES LLC	04/10/2020	12532	FOA	SPRANGER FIELD CONCESSION STAND WATE	
43405	8211 CLYDE ROAD	04/21/2020		N		3,900.00
04/10/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		04/21/2020		Y		3,900.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	3,900.00

VENDOR TOTAL: 3,900.00

7532	PRINTING SYSTEMS, INC.	03/03/2020	212443	FOA	ELECTION SUPPLIES	
43326	12005 BEECH DALY	04/21/2020		N		49.99
03/03/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/21/2020		Y		49.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	49.99

7532	PRINTING SYSTEMS, INC.	03/12/2020	212578	FOA	ELECTION SUPPLIES	
43327	12005 BEECH DALY	04/21/2020		N		386.86
03/12/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/21/2020		Y		386.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	386.86

7532	PRINTING SYSTEMS, INC.	03/13/2020	212579	FOA	ELECTION SUPPLIES	
43328	12005 BEECH DALY	04/21/2020		N		390.51
03/13/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/21/2020		Y		390.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	390.51

7532	PRINTING SYSTEMS, INC.	03/12/2020	212624	FOA	ELECTION SUPPLIES	
43329	12005 BEECH DALY	04/21/2020		N		455.68
03/12/2020	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		04/21/2020		Y		455.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
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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		

101-191-727.000 SUPPLIES & POSTAGE 455.68

VENDOR TOTAL: 1,283.04

STAPLES	STAPLES	04/04/2020	8058068320	FOA	MISC SUPPLIES	
43377	PO BOX 660409	04/21/2020		N		73.96
04/04/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		04/21/2020		N		73.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	40.46
101-192-727.000	SUPPLIES & POSTAGE	33.50
		73.96

STAPLES	STAPLES	04/11/2020	8058129472	FOA	KLEENEX	
43395	PO BOX 660409	04/21/2020		N		47.36
04/11/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		04/21/2020		N		47.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	47.36

VENDOR TOTAL: 121.32

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	03/19/2020	51468	FOA	LOGOS ON CLOTHING FOR T. BROOKS	
43336	3280 W GRAND RIVER	04/21/2020		N		31.00
03/19/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		04/21/2020		Y		31.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	31.00

VENDOR TOTAL: 31.00

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	03/12/2020	5222448	FOA	12/11/19 - 3/10/20 ESTUDIO556 - BLK	
43334	PO BOX 927	04/21/2020		N		21.80
03/12/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		04/21/2020		N		21.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	21.80

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	03/19/2020	5226884	FOA	MARCH 2020 - ESTUDIO2830C BLK COPIES	
43355	PO BOX 927	04/21/2020		N		8.33
03/19/2020	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		04/21/2020		N		8.33

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		

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	8.33
TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	03/19/2020 5226962 FOA MARCH 2020 - ESTUDIO2830C COLOR COPI
43354	PO BOX 927	04/21/2020 N 11.81
03/19/2020	BUFFALO NY, 14240	/ / 0.0000 N 0.00
		04/21/2020 N 11.81

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	11.81
VENDOR TOTAL:		41.94

USA	USA BLUE BOOK	03/31/2020 191183 FOA PUMP WITH EXTERNAL SPEED CONTROL
43369	P.O. BOX 9004	04/21/2020 N 8,829.90
03/31/2020	GURNEE IL, 60031-9004	/ / 0.0000 N 0.00
		04/21/2020 N 8,829.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	8,829.90
VENDOR TOTAL:		8,829.90

SCADA	UTILITIES INSTRUMENTATION SERVICE	04/02/2020 530360015 FOA BOOSTER STATION REPAIRS
43379	2290 BISHOP CIRCLE EAST	04/21/2020 N 11,490.00
04/02/2020	DEXTER MI, 48130	/ / 0.0000 N 0.00
		04/21/2020 Y 11,490.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	11,490.00
VENDOR TOTAL:		11,490.00

WATERTECH	WATER TECH	03/31/2020 47346 FOA MARCH 2020 SAMPLES
43386	718 S MICHIGAN	04/21/2020 N 88.00
04/05/2020	HOWELL MI, 48843	/ / 0.0000 N 0.00
		04/21/2020 Y 88.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	88.00
VENDOR TOTAL:		88.00

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	03/31/2020 H06102543 FOA WHPP THROUGH 3/13/20
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## INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP

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EXP CHECK RUN DATES 04/21/2020 - 04/21/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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		

43375	P.O. BOX 74008618	04/21/2020		N		601.20
04/03/2020	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		04/21/2020		N		601.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	601.20

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	03/31/2020	H06102554	FOA	WWTP MONITORING THROUGH 3/13/20	
43374	P.O. BOX 74008618	04/21/2020		N		317.09
04/03/2020	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		04/21/2020		N		317.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	317.09

VENDOR TOTAL:	918.29
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TOTAL - ALL VENDORS:	210,902.24
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## FUND TOTALS:

Fund 101 - GENERAL FUND	24,633.76
Fund 206 - FIRE OPERATING	18.14
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	500.00
Fund 401 - CAPITAL PROJECTS FUND	834.10
Fund 536 - WATER SYSTEM FUND	11,284.77
Fund 537 - WATER DEBT SERVICE FUND	500.00
Fund 539 - WATER REPLACEMENT FUND	11,490.00
Fund 577 - CABLE TV FUND	77.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	161,062.71
Fund 701 - TRUST AND AGENCY	276.76
Fund 702 - TRUST & AGENCY - NEW	225.00

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 03-24-2020 Hartland Township Board Regular Meeting Minutes

**Date:** April 15, 2020

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for March 24, 2020

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

3-24-2020 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 Colaianne, Trustee Germane, Trustee Harper

ABSENT: Trustee Petrucci

Also present was Township Manager James Wickman.

**4. Approval of the Agenda**

**Move to approve the agenda for the March 24, 2020 Hartland Township Board meeting as presented.**

Motion made by Trustee Harper, Seconded by Treasurer Horning

Voting Yea: Fountain, Ciofu, Horning, Colaianne, Germane, Harper

Voting Nay: None

Absent: Petrucci

**5. Call to the Public**

No one came forward.

**6. Approval of the Consent Agenda**

**Move to approve the consent agenda for the March 24, 2020 Hartland Township Board meeting as presented.**

Motion made by Trustee Harper, Seconded by Trustee Germane

Voting Yea: Fountain, Ciofu, Horning, Colaianne, Germane, Harper

Voting Nay: None

Absent: Petrucci

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Approve 03/03/2020 Regular Meeting Minutes
- d. Approve Hartland Schools Agreement for Collection of Summer School Property Taxes
- e. Approve Budget Amendment & Appraisal Retainer Agreement for Tax Tribunal (\$6,500)
- f. Approve Seasonal Pay Rate (A. Vettraino \$11.50/hr) & Hiring of A. Ruf (\$11.00/hr)
- g. Ratify Hiring M. Bernardi - Communications Director (\$27.47/hour), Starting on or before 04/01/2020
- h. Approve 2020 Fiscal Year End Budget Amendments

**7. Pending & New Business**

No pending or new business for this meeting.

**8. Board Reports**

Clerk Ciofu - The State of Michigan will be sending out Absentee Voter Ballot Applications to all registered voters in the Hartland Consolidated School District for the May 5, 2020 Special Election. Hartland Township has approximately 11,700 registered voters. The State has not declared this election as a "vote by mail only" election, so we are proceeding with the normal election process of having three polling precincts at the old High School.

Treasurer Horning - Anyone that is out there doing their income taxes is welcome to go to our website and e-mail the Treasurer and provide your address, and she would be glad to e-mail you back a receipt for your property taxes so that you can complete your income taxes.

Trustee Colaianne - No report.

Trustee Germane - No report

Trustee Harper - No report

Supervisor Fountain stated there is information on the Township website concerning the Coronavirus for residents and asked Manager Wickman to provide an update on Township operations. Manager Wickman stated that the township staff is still working for the residents and they can contact us through telephone, mail, e-mail, the drop box, and the website. We are working, just not at the Township Hall, but remotely at this time. He stated that the Parks are open for use, but the restrooms are not open and the playground equipment is not being disinfected and we are discouraging people from using the equipment.

[BRIEF RECESS]

**9. Information / Discussion****a. Manager's Report**

Manager Wickman stated that we had closed the offices to the public last week and we went to remote work format today and things have worked out better than he had anticipated as far as people connecting in remotely. In reviewing the next agenda for the April 7, 2020 meeting, which will still be in the time frame of the stay at home Executive Order, he is not anticipating any necessary action and we may consider cancelling this meeting or holding it via video conference. We are doing the Hartland in Hindsight stories once a week highlighting major accomplishments over the last ten years. We have asked Board members for quotes on these stories so be looking for correspondence from the Communications Department. Operational reports will be delayed one week due to the changes we have implemented in the past week. The Clean Up Day is scheduled for May and the Admin Committee held a discussion on anticipated turnout for the event. The biggest concern right now is whether the vendors will cancel on us. We will be moving forward as planned and monitor circumstances that may move this event to the fall. Manager Wickman gave a brief update on the new Communication Director, Melynda Bernardi, who is a life-long local resident. He also stated he is working on the Water System Extension and is engaged with the developer on this and will provide a update to the Board in the near future. Clerk Ciofu inquired as to how the hourly are being compensation during the remote work period. Manager Wickman stated that full time hourly workers will be working their normal schedules and most departments will be catching up on projects that will replace the counter interaction duties while in the office. There will be special circumstances for specific part time individuals. Trustee Colaianne inquired as to the need to



hire a Communications Director at this time. Manager Wickman stated there was an opportunity for overlapping of duties before the current Communication Director leaves for continuity purposes. Clerk Ciofu stated there is currently a great amount of confusion and uncertainty regarding the direction the State is taking with how the May Special Election is going to be handled and communication with voters on changes that are, or may, be occurring is going to be critical in the next few weeks. Manager Wickman also stated there are a lot of questions from the public regarding township operations at this time.

## 10. Adjournment

### **Move to adjourn the meeting at 7:25 p.m.**

Motion made by Trustee Colaianne, Seconded by Trustee Harper

Voting Yea: Fountain, Ciofu, Horning, Colaianne, Germane, Harper

Voting Nay: None

Absent: Petrucci

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

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

**Subject:** FY21 Budget Amendment – Communications

**Date:** April 15, 2020

**Recommended Action**

Move to approve the budget amendment to Communications as presented.

**Discussion**

With the hiring of a new communications director at a different hourly wage, the General Fund Communications department budget will be amended to reflect the approved rate and impact on FICA expense, a decrease totaling \$2,664.00. This amendment will be added back to the fiscal year’s surplus.

**Financial Impact**

Is a Budget Amendment Required?      ☒ Yes    ☐ No

Decrease: 101-577-702.000 Wages Director	(\$2,474.00)
Decrease: 101-577-715.000 SSA Exp.	(\$190.00)

**Attachments**

No attachments.

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Robert West, Director of Public Works

**Subject:** 2020 Chloride Purchase

**Date:** April 15, 2020

### Recommended Action

Authorize the Public Works Director to act on behalf of the Township to execute the purchase of roadway chloride with Chloride Solutions in the quoted amount of \$0.194 per gallon.

### Discussion

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

Chloride Solutions has extended their 2019 rate for 2020 and has provided satisfactory results for the past four years. LCRC has used Chloride Solutions for the past four years as well with success. The approved budget allocation for road chloride for the 2020 season is \$80,000 from the General Fund for the first three applications and \$21,000 for the fourth application from the Road Millage Fund. The budget is based upon 4,000 gallons per mile, however lesser rates are applied if road moisture content is higher than expected. A cost savings has been recognized in the prior five years based on a climate adjusted application rate.

### Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

### Attachments

2020 Chloride Permit.pdf

2020 Chloride Quote.pdf

APR 13 2020

Hartland Township

## APPLICATION AND PERMIT

to construct, operate, maintain  
use and/or remove within a county  
road right-of-way

CRA 100 Rev 7/99

Permit Number  
T-9Issuance Date  
01-Apr-20BOARD OF COUNTY ROAD COMMISSIONERS, of LIVINGSTON COUNTY, MICHIGAN  
ADDRESS: 3535 GRAND OAKS, HOWELL, MICHIGAN 48843-8575  
TELEPHONE: 517-546-4250

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: Hartland Township	NAME: <u>Chloride Solutions, LLC</u>
MAILING ADDRESS: 2655 Clark Road Hartland, MI 48353	MAILING ADDRESS: <u>672 N. M-SZ</u> <u>Webberville, MI. 48892</u>
TELEPHONE NO.: (810) 632-7498	TELEPHONE NO.: <u>517-521-2124</u>

 Applicant's Signature Title <u>PUBLIC WORKS DIR.</u> Date: <u>4/6/2020</u>	 Contractor's Signature Title <u>Owner</u> Date: <u>4-9-2020</u>
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FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application Fee _____	Plans and Specs. _____
Permit Fee _____	Bond _____
Est. Inspect. Fee _____	Proof of Insurance _____
Bond _____	Yes _____ No _____
Deposit _____	P.I. \$ _____ P.D. \$ _____
Other _____	Other _____
To Be Billed _____	
Receipt Number _____	
Date _____	

## APPLICATION

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

CITY \_\_\_\_\_ /or TOWNSHIP HARTLAND SECTION \_\_\_\_\_

NAME OF ROAD \_\_\_\_\_ Lot # \_\_\_\_\_

for a period beginning 04/01/20 and ending 11/01/20

and agrees to the terms of the permit.

THE TOWNSHIP IS RESPONSIBLE FOR SCHEDULING AND SPREADING CHLORIDE ON THEIR LOCAL ROADS WHICH ARE UNDER THE JURISDICTION OF THE LIVINGSTON COUNTY ROAD COMMISSION. WE REQUIRE A (10) DAY LEADTIME FOR GRADING THE ROADS. WE MUST ALSO HAVE A LIST OF NAMES, ADDRESSES, AND FOOTAGE AT THE TIME THE REQUEST IS MADE. DUST CONTROL FOR THE TOWNSHIP BORDER ROADS SHOULD BE COORDINATED WITH THE BORDERING TOWNSHIP.

## PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. When Applicant hires a Contractor the "Permit Holder" is both the Applicant and the Contractor.

## RECOMMENDED FOR ISSUANCE:

\_\_\_\_\_  
Investigator

Date

Title

BOARD OF COUNTY ROAD COMMISSIONERS  
LIVINGSTON COUNTY, MICHIGAN

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

# *Chloride Solutions*

## *Ice & Dust Control*

### RATE QUOTE

Date: 3/09/20

Customer: Hartland Township

Product: Liquid Calcium Chloride Brine for Dust Control

Applied Rate: \$.194 per gallon / 9,500 gallons per load

Discount Offered: 1% net 10 days of receipt; net 30 days

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Quoted By: Brian Hitchcock, President

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

~ Fax: 517-521-4503 ~ Telephone: 517-521-2124 ~

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

Chloride Solutions, LLC

672 N. M-52

Webberville, MI. 48892

Quote is good through the 2020 season

## Hartland Township Board of Trustees Meeting Agenda Memorandum

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

**Subject:** Utility Billing credit for Hartland Marketplace

**Date:** April 15, 2020

### Recommended Action

Motion to approve a credit to Hartland Marketplace for overbilling of Sewer charges totaling \$10,565.42

### Discussion

Back in 2<sup>nd</sup> Quarter 2017, after the 2016 surcharges were billed, an error occurred on the Hartland Marketplace account 10490 Highland Road (Dairy Queen). Capital charges and Readiness-to-Serve charges were billed on this account as well as their other main account at 10610 Highland Road. The owners of the complex reached out to Finance and the DPW's office in February requesting an overall review of total REUs owned and billing. Staff calculated the overbilling at 10,565.42 over the 2.75-year period.

Jason Humes, VP and CFO of Symmetry Management requested a credit to their sewer account.

Additional review and audit procedures have been put in place to identify such errors much earlier.

### Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

### Attachments

10490 Highland Rd Dairy Queen credit

## 10490 Highland Rd - Dairy Queen

	Billing Dates	# REUs prior to 5/15/17	Rate	Sewer Capital Charge	# REUs @ 5/15/17	Rate	Sewer Capital Charge	Difference
Sewer Capital Charge	10/1/19 - 12/31/19	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	7/1/19 - 9/30/19	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	4/1/19 - 6/30/19	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	1/1/19 - 3/31/19	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	10/1/2018 - 12/31/18	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	7/1/18 - 9/30/18	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	4/1/18 - 6/30/18	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	1/1/18 - 3/31/18	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	10/1/2017 - 12/31/17	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	7/1/17 - 9/30/17	27.17	16.59	\$ 450.75	0	16.59	\$ -	\$ (450.75)
	4/1/17 - 6/30/17	27.17	8.57	\$ 232.81	0	8.57	\$ -	\$ (232.81)
								\$ (4,740.31)
	Billing Dates	# REUs prior to 1/10/17	Rate	Sewer RTS Charge	# REUs @ 1/10/17	Rate	Sewer RTS Charge	Difference
Sewer RTS charge	10/1/19 - 12/31/19	1.00	77.33	\$ 77.33	0.00	77.33	\$ -	\$ (77.33)
		26.17	23.80	\$ 622.85	0.00	23.80	\$ -	\$ (622.85)
	7/1/19 - 9/30/19	1.00	77.33	\$ 77.33	0.00	77.33	\$ -	\$ (77.33)
		26.17	23.80	\$ 622.85	0.00	23.80	\$ -	\$ (622.85)
	4/1/19 - 6/30/19	1.00	77.33	\$ 77.33	0.00	77.33	\$ -	\$ (77.33)
		26.17	23.80	\$ 622.85	0.00	23.80	\$ -	\$ (622.85)
	1/1/19 - 3/31/19	1.00	77.33	\$ 77.33	0.00	77.33	\$ -	\$ (77.33)
		26.17	23.80	\$ 622.85	0.00	23.80	\$ -	\$ (622.85)
	10/1/2018 - 12/31/18	1.00	62.15	\$ 62.15	0.00	62.15	\$ -	\$ (62.15)
		26.17	16.04	\$ 419.77	0.00	16.04	\$ -	\$ (419.77)
	7/1/18 - 9/30/18	1.00	62.15	\$ 62.15	0.00	62.15	\$ -	\$ (62.15)
		26.17	16.04	\$ 419.77	0.00	16.04	\$ -	\$ (419.77)
	4/1/18 - 6/30/18	1.00	62.15	\$ 62.15	0.00	62.15	\$ -	\$ (62.15)
		26.17	16.04	\$ 419.77	0.00	16.04	\$ -	\$ (419.77)
	1/1/18 - 3/31/18	1.00	62.15	\$ 62.15	0.00	62.15	\$ -	\$ (62.15)
		26.17	16.04	\$ 419.77	0.00	16.04	\$ -	\$ (419.77)
	10/1/2017 - 12/31/17	1.00	49.35	\$ 49.35	0.00	49.35	\$ -	\$ (49.35)
		26.17	8.86	\$ 231.87	0.00	8.86	\$ -	\$ (231.87)
	7/1/17 - 9/30/17	1.00	49.35	\$ 49.35	0.00	49.35	\$ -	\$ (49.35)
		26.17	8.86	\$ 231.87	0.00	8.86	\$ -	\$ (231.87)
	4/1/17 - 6/30/17	1.00	49.35	\$ 49.35	0.00	49.35	\$ -	\$ (49.35)
		26.17	8.86	\$ 231.87	0.00	8.86	\$ -	\$ (231.87)
	1/1/17 - 3/31/17	1.00	44.42	\$ 44.42	0.00	44.42	\$ -	\$ (44.42)
		26.17	7.97	\$ 208.68	0.00	7.97	\$ -	\$ (208.68)
								\$ (5,825.11)

Grand Total \$ (10,565.42)

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

**Submitted By:** James Wickman, Township Manager

**Subject:** Resolution to Governor Whitmer and the Michigan Legislature

**Date:** April 21, 2020

### **Recommended Action**

Move to adopt the resolution urging Governor Whitmer and the Michigan Legislature to protect public health and safely reopen the economy.

### **Discussion**

The Administrative Committee proposes the Board consider a resolution to urge a better balance of health and economic concerns for the State of Michigan.

### **Attachments**

Draft Resolution





**Board of Trustees**

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

Joseph W. Colaianne, Trustee  
Matthew J. Germane, Trustee  
Glenn E. Harper, Trustee  
Joseph M. Petrucci, Trustee

**RESOLUTION NO. 20-\_\_\_\_\_**

**RESOLUTION URGING GOVERNOR WHITMER AND THE MICHIGAN  
LEGISLATURE TO PROTECT PUBLIC HEALTH AND SAFELY REOPEN THE  
ECONOMY**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held on \_\_\_\_\_, at 7:00 pm.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and  
seconded by \_\_\_\_\_.

**WHEREAS**, the global COVID-19 pandemic has thrust the State of Michigan into a public health emergency that requires bold actions; and

**WHEREAS**, the State of Michigan also faces an economic crisis, requiring a similarly healthy response; and

**WHEREAS**, Governor Whitmer issued Executive Order 2020-42 restricting and prohibiting significant segments of personal and commercial activities; and

**WHEREAS**, the restraints of Executive Order 2020-42 exceed clear guidance developed by health experts through the Centers for Disease Control and Prevention to mitigate the transmission of the virus; and

**WHEREAS**, national health experts are now beginning to offer further criteria and guidelines, based on data and science, for phased openings on a county-by-county basis; and

**WHEREAS**, many businesses can follow such guidance and further mitigation practices while still avoiding activities that jeopardize the health of their employees and customers; and

**WHEREAS**, confirmed cases of COVID-19 are disproportionally concentrated in a fraction of Michigan's 83 counties, all under the same restrictions of Executive Order 2020-42; and

**WHEREAS**, Hartland Township supports the countless ongoing efforts of responsible Michiganders to combat the spread of this virus; and

**WHEREAS**, Hartland Township also advocates for the economic health and viability of its residents and business community;

**NOW, THEREFORE, BE IT RESOLVED** by the Hartland Township Board of Trustees:

1. That Hartland Township hereby supports coordinated public health directives proportional to differing regional conditions.
2. That Hartland Township hereby urges Governor Whitmer and the Michigan Legislature to work tirelessly to safely reopen the economy.
3. That the Hartland Township Clerk is hereby directed to transmit a copy of this resolution to Governor Gretchen Whitmer, State Senator Lana Theis, State Representative Hank Vaupel and the Michigan Townships Association.

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

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 Board of said Township at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Larry N. Ciofu, Hartland Township Clerk