



## Board of Trustees

|                                 |                              |
|---------------------------------|------------------------------|
| William J. Fountain, Supervisor | Matthew J. Germane, Trustee  |
| Larry N. Ciofu, Clerk           | Summer L. McMullen, Trustee  |
| Kathleen A. Horning, Treasurer  | Denise M. O'Connell, Trustee |
|                                 | Joseph M. Petrucci, Trustee  |

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### Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, January 04, 2022 7:00 PM

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - [a.](#) Approve Payment of Bills
    - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
    - [c.](#) 12-14-2021 Hartland Township Board Regular Meeting Minutes
    - [d.](#) 12-14-2021 Hartland Township Board Closed Session Meeting Minutes
    - [e.](#) Confirm Supervisor's Appointment – Jon Litteral to Township Board of Review (01.04.2022-12.31.2022)
  7. Pending & New Business
    - [a.](#) Resolution – Hartland Band Boosters Charitable Gaming License
  8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
    - a. Manager's Report
    - [b.](#) Closed Session: To consider the annual evaluation of the Township Manager, at his request
  10. Adjournment

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

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

**Subject:** Approve Payment of Bills

**Date:** December 28, 2021

### **Recommended Action**

Move to approve the bills as presented for payment.

### **Discussion**

Bills presented total \$377,532.42. The bills are available in the Finance office for review.

Notable invoices include:

\$309,336.00 – Hartland Deerfield Fire Authority – (4<sup>th</sup> quarterly payment due by 1/8/22)

\$45,744.91 – Hartland Township General Fund – (4<sup>th</sup> fiscal quarter 2021 salary allocations & Jan 1 – Mar 31, 2022 quarterly rent for cable studio)

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

### **Attachments**

Bills for 01.04.2022

12/28/2021 12:32 PM  
User: SUSANC  
DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 01/04/2022 - 01/04/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 1/9

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

|            |                       |            |            |     |                                     |
|------------|-----------------------|------------|------------|-----|-------------------------------------|
| 53RDCOURT  | 53RD DISTRICT COURT   | 11/09/2021 | 11/09/2021 | FOA | SMALL CLAIMS FEE - OAKLAND TACTICAL |
| 45894      | 204 S. HIGHLANDER WAY | 01/04/2022 |            | N   | 38.00                               |
| 11/09/2021 | HOWELL MI, 48843      | / /        | 0.0000     | Y   | 0.00                                |
|            |                       | 01/04/2022 |            | N   | 38.00                               |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-253-826.000 | LEGAL FEES  | 38.00  |

|            |                       |            |         |     |                                     |
|------------|-----------------------|------------|---------|-----|-------------------------------------|
| 53RDCOURT  | 53RD DISTRICT COURT   | 11/09/2021 | 11/9/21 | FOA | SMALL CLAIMS FEE - DENTAL CREATIONS |
| 45893      | 204 S. HIGHLANDER WAY | 01/04/2022 |         | N   | 38.00                               |
| 11/09/2021 | HOWELL MI, 48843      | / /        | 0.0000  | Y   | 0.00                                |
|            |                       | 01/04/2022 |         | N   | 38.00                               |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-253-826.000 | LEGAL FEES  | 38.00  |

|            |                       |            |          |     |                                  |
|------------|-----------------------|------------|----------|-----|----------------------------------|
| 53RDCOURT  | 53RD DISTRICT COURT   | 11/09/2021 | 11092021 | FOA | SMALL CLAIMS FEE - JAMES FOLLETT |
| 45891      | 204 S. HIGHLANDER WAY | 01/04/2022 |          | N   | 38.00                            |
| 11/09/2021 | HOWELL MI, 48843      | / /        | 0.0000   | Y   | 0.00                             |
|            |                       | 01/04/2022 |          | N   | 38.00                            |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-253-826.000 | LEGAL FEES  | 38.00  |

|            |                       |            |        |     |                                      |
|------------|-----------------------|------------|--------|-----|--------------------------------------|
| 53RDCOURT  | 53RD DISTRICT COURT   | 11/09/2021 | 110921 | FOA | SMALL CLAIMS FEE - NH COUNSELING LLC |
| 45890      | 204 S. HIGHLANDER WAY | 01/04/2022 |        | N   | 38.00                                |
| 11/09/2021 | HOWELL MI, 48843      | / /        | 0.0000 | Y   | 0.00                                 |
|            |                       | 01/04/2022 |        | N   | 38.00                                |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-253-826.000 | LEGAL FEES  | 38.00  |

|            |                       |            |         |     |                                |
|------------|-----------------------|------------|---------|-----|--------------------------------|
| 53RDCOURT  | 53RD DISTRICT COURT   | 11/09/2021 | 1192021 | FOA | SMALL CLAIMS FEE - SARA SAMPEY |
| 45892      | 204 S. HIGHLANDER WAY | 01/04/2022 |         | N   | 38.00                          |
| 11/09/2021 | HOWELL MI, 48843      | / /        | 0.0000  | Y   | 0.00                           |
|            |                       | 01/04/2022 |         | N   | 38.00                          |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-253-826.000 | LEGAL FEES  | 38.00  |

|            |                       |            |        |     |                                    |
|------------|-----------------------|------------|--------|-----|------------------------------------|
| 53RDCOURT  | 53RD DISTRICT COURT   | 11/09/2021 | 11921  | FOA | SMALL CLAIMS FEE - HARTLAND TOWING |
| 45889      | 204 S. HIGHLANDER WAY | 01/04/2022 |        | N   | 58.00                              |
| 11/09/2021 | HOWELL MI, 48843      | / /        | 0.0000 | Y   | 0.00                               |
|            |                       | 01/04/2022 |        | N   | 58.00                              |

Open

12/28/2021 12:32 PM  
User: SUSANC  
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Page: 2/9

| Vendor Code  | Vendor name    | BOTH OPEN AND PAID | Bank    | Invoice Description |              |
|--------------|----------------|--------------------|---------|---------------------|--------------|
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|              |                | Disc. Date         | Disc. % | 1099                | Net Amount   |
|              |                | Due Date           |         |                     |              |

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-253-826.000 | LEGAL FEES  | 58.00  |

VENDOR TOTAL: 248.00

|            |                        |            |         |     |                                      |       |
|------------|------------------------|------------|---------|-----|--------------------------------------|-------|
| APPLIED    | APPLIED IMAGING        | 12/20/2021 | 1867510 | FOA | 11/23/21 - 12/22/21 - RICOH MP6055SP |       |
| 46003      | 7718 SOLUTION CENTER   | 01/04/2022 |         | N   |                                      | 12.04 |
| 12/20/2021 | CHICAGO IL, 60677-7007 | / /        | 0.0000  | N   |                                      | 0.00  |
|            |                        | 01/04/2022 |         | N   |                                      | 12.04 |

Open

| GL NUMBER       | DESCRIPTION           | AMOUNT |
|-----------------|-----------------------|--------|
| 101-299-930.000 | REPAIRS & MAINTENANCE | 12.04  |

VENDOR TOTAL: 12.04

|            |                    |            |        |     |                                      |        |
|------------|--------------------|------------|--------|-----|--------------------------------------|--------|
| BRENNAN    | BRENNAN, KEVIN     | 12/13/2021 | 121321 | FOA | RELEASE OF DEVELOPER PERFORMANCE BON |        |
| 45983      | 10234 CROUSE RD    | 01/04/2022 |        | N   |                                      | 310.00 |
| 12/13/2021 | HARTLAND MI, 48353 | / /        | 0.0000 | N   |                                      | 0.00   |
|            |                    | 01/04/2022 |        | N   |                                      | 310.00 |

Open

| GL NUMBER            | DESCRIPTION                 | AMOUNT |
|----------------------|-----------------------------|--------|
| 101-000-628.100-0011 | MICHIGAN FINANCIAL PLANNING | 310.00 |

VENDOR TOTAL: 310.00

|            |                    |            |        |     |                                      |          |
|------------|--------------------|------------|--------|-----|--------------------------------------|----------|
| 2900       | BROWN DRILLING     | 12/02/2021 | 31858  | FOA | FIRE DEPT 5965 OLD US23 CONSTANT PRE |          |
| 45959      | 7215 HIGHLAND ROAD | 01/04/2022 |        | N   |                                      | 6,771.74 |
| 12/02/2021 | HOWELL MI, 48843   | / /        | 0.0000 | N   |                                      | 0.00     |
|            |                    | 01/04/2022 |        | Y   |                                      | 6,771.74 |

Open

| GL NUMBER       | DESCRIPTION                    | AMOUNT   |
|-----------------|--------------------------------|----------|
| 206-000-930.003 | REPAIRS & MAINTENANCE BLD&GRDS | 6,771.74 |

VENDOR TOTAL: 6,771.74

|            |                  |            |        |     |                  |        |
|------------|------------------|------------|--------|-----|------------------|--------|
| 1400       | BS&A SOFTWARE    | 12/21/2021 | 138408 | FOA | AP CUSTOM IMPORT |        |
| 46007      | 14965 ABBEY LANE | 01/04/2022 |        | N   |                  | 850.00 |
| 12/21/2021 | BATH MI, 48808   | / /        | 0.0000 | N   |                  | 0.00   |
|            |                  | 01/04/2022 |        | N   |                  | 850.00 |

Open

| GL NUMBER       | DESCRIPTION         | AMOUNT |
|-----------------|---------------------|--------|
| 537-000-801.000 | CONTRACTED SERVICES | 850.00 |

VENDOR TOTAL: 850.00

12/28/2021 12:32 PM  
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Page: 3/9

| 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   |                     |              |

|            |                      |            |        |     |             |       |
|------------|----------------------|------------|--------|-----|-------------|-------|
| CARTRIDGE  | CARTRIDGE WORLD      | 12/16/2021 | 143886 | FOA | BLACK TONER |       |
| 45990      | 5050 S OLD US HWY 23 | 01/04/2022 |        | N   |             | 65.99 |
|            | SUITE 200            |            |        |     |             |       |
| 12/16/2021 | BRIGHTON MI, 48114   | / /        | 0.0000 | N   |             | 0.00  |
|            |                      | 01/04/2022 |        | N   |             | 65.99 |

Open

|                 |                    |        |
|-----------------|--------------------|--------|
| GL NUMBER       | DESCRIPTION        | AMOUNT |
| 101-209-727.000 | SUPPLIES & POSTAGE | 65.99  |

VENDOR TOTAL: 65.99

|            |                      |            |            |     |      |       |
|------------|----------------------|------------|------------|-----|------|-------|
| CINTAS     | CINTAS CORPORATION   | 12/13/2021 | 4101503498 | FOA | MATS |       |
| 45976      | P.O. BOX 630910      | 01/04/2022 |            | N   |      | 43.56 |
| 11/11/2021 | CINCINNATI OH, 45263 | / /        | 0.0000     | N   |      | 0.00  |
|            |                      | 01/04/2022 |            | N   |      | 43.56 |

Open

|                 |                     |        |
|-----------------|---------------------|--------|
| GL NUMBER       | DESCRIPTION         | AMOUNT |
| 101-265-801.000 | CONTRACTED SERVICES | 43.56  |

|            |                      |            |            |     |      |       |
|------------|----------------------|------------|------------|-----|------|-------|
| CINTAS     | CINTAS CORPORATION   | 12/13/2021 | 4104450396 | FOA | MATS |       |
| 45968      | P.O. BOX 630910      | 01/04/2022 |            | N   |      | 43.56 |
| 12/13/2021 | CINCINNATI OH, 45263 | / /        | 0.0000     | N   |      | 0.00  |
|            |                      | 01/04/2022 |            | N   |      | 43.56 |

Open

|                 |                     |        |
|-----------------|---------------------|--------|
| GL NUMBER       | DESCRIPTION         | AMOUNT |
| 101-265-801.000 | CONTRACTED SERVICES | 43.56  |

VENDOR TOTAL: 87.12

|            |                  |            |        |     |                                   |       |
|------------|------------------|------------|--------|-----|-----------------------------------|-------|
| CITYOFFENT | CITY OF FENTON   | 12/14/2021 | 3865   | FOA | SEPT 2021 BACTERIOLOGICAL SAMPLES |       |
| 45977      | 301 S LEROY ST   | 01/04/2022 |        | N   |                                   | 16.00 |
| 09/10/2021 | FENTON MI, 48430 | / /        | 0.0000 | N   |                                   | 0.00  |
|            |                  | 01/04/2022 |        | Y   |                                   | 16.00 |

Open

|                 |                    |        |
|-----------------|--------------------|--------|
| GL NUMBER       | DESCRIPTION        | AMOUNT |
| 536-000-740.000 | OPERATING SUPPLIES | 16.00  |

|            |                  |            |        |     |                                  |       |
|------------|------------------|------------|--------|-----|----------------------------------|-------|
| CITYOFFENT | CITY OF FENTON   | 12/14/2021 | 3884   | FOA | OCT 2021 BACTERIOLOGICAL SAMPLES |       |
| 45978      | 301 S LEROY ST   | 01/04/2022 |        | N   |                                  | 16.00 |
| 10/19/2021 | FENTON MI, 48430 | / /        | 0.0000 | N   |                                  | 0.00  |
|            |                  | 01/04/2022 |        | Y   |                                  | 16.00 |

Open

|                 |                    |        |
|-----------------|--------------------|--------|
| GL NUMBER       | DESCRIPTION        | AMOUNT |
| 536-000-740.000 | OPERATING SUPPLIES | 16.00  |

12/28/2021 12:32 PM  
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Page: 4/9

| Vendor Code  | Vendor name    | Post Date   | Invoice | Bank   | Invoice Description | Gross Amount |
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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   |                     |              |

|            |                  |            |        |     |                                  |       |
|------------|------------------|------------|--------|-----|----------------------------------|-------|
| CITYOFFENT | CITY OF FENTON   | 12/14/2021 | 3892   | FOA | NOV 2021 BACTERIOLOGICAL SAMPLES |       |
| 45979      | 301 S LEROY ST   | 01/04/2022 |        | N   |                                  | 16.00 |
| 11/12/2021 | FENTON MI, 48430 | / /        | 0.0000 | N   |                                  | 0.00  |
|            |                  | 01/04/2022 |        | Y   |                                  | 16.00 |

Open

| GL NUMBER       | DESCRIPTION        | AMOUNT |
|-----------------|--------------------|--------|
| 536-000-740.000 | OPERATING SUPPLIES | 16.00  |

|            |                  |            |        |     |                                  |       |
|------------|------------------|------------|--------|-----|----------------------------------|-------|
| CITYOFFENT | CITY OF FENTON   | 12/14/2021 | 3902   | FOA | DEC 2021 BACTERIOLOGICAL SAMPLES |       |
| 45980      | 301 S LEROY ST   | 01/04/2022 |        | N   |                                  | 16.00 |
| 12/10/2021 | FENTON MI, 48430 | / /        | 0.0000 | N   |                                  | 0.00  |
|            |                  | 01/04/2022 |        | Y   |                                  | 16.00 |

Open

| GL NUMBER       | DESCRIPTION        | AMOUNT |
|-----------------|--------------------|--------|
| 536-000-740.000 | OPERATING SUPPLIES | 16.00  |

VENDOR TOTAL: 64.00

|            |                               |            |        |     |                    |        |
|------------|-------------------------------|------------|--------|-----|--------------------|--------|
| 0150       | HARTLAND CONSOLIDATED SCHOOLS | 12/06/2021 | 173032 | FOA | NOVEMBER 2021 FUEL |        |
| 45973      | 9525 E HIGHLAND ROAD          | 01/04/2022 |        | N   |                    | 158.15 |
| 12/06/2021 | HOWELL MI, 48843              | / /        | 0.0000 | N   |                    | 0.00   |
|            |                               | 01/04/2022 |        | N   |                    | 158.15 |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 101-239-860.000 | GASOLINE    | 72.17  |
| 536-000-860.000 | GASOLINE    | 85.98  |
|                 |             | 158.15 |

VENDOR TOTAL: 158.15

|            |                         |            |             |     |                             |            |
|------------|-------------------------|------------|-------------|-----|-----------------------------|------------|
| HDFA       | HARTLAND DEERFIELD FIRE | 01/01/2022 | 21-22 4TH Q | FOA | 4TH QTRLY PMT DUE BY 1/8/22 |            |
| 45989      | 3205 HARTLAND RD        | 01/04/2022 |             | N   |                             | 309,336.00 |
| 12/16/2021 | HARTLAND MI, 48353      | / /        | 0.0000      | N   |                             | 0.00       |
|            |                         | 01/04/2022 |             | N   |                             | 309,336.00 |

Open

| GL NUMBER       | DESCRIPTION                    | AMOUNT     |
|-----------------|--------------------------------|------------|
| 206-000-999.336 | CONTRIBUTION TO FIRE AUTHORITY | 309,336.00 |

VENDOR TOTAL: 309,336.00

|            |                                |            |          |     |                                      |           |
|------------|--------------------------------|------------|----------|-----|--------------------------------------|-----------|
| 0001       | HARTLAND TOWNSHIP GENERAL FUND | 01/04/2022 | 01042022 | FOA | 4TH FISCAL QTR 2021 SALARY ALLOCATIO |           |
| 45204      |                                | 01/04/2022 |          | N   |                                      | 42,498.91 |
| 01/04/2022 | ,                              | / /        | 0.0000   | N   |                                      | 0.00      |
|            |                                | 01/04/2022 |          | N   |                                      | 42,498.91 |

Open

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Page: 5/9

| Vendor Code  | Vendor name    | BOTH OPEN AND PAID | Post Date   | Invoice | Bank   | Invoice Description | Gross Amount |
|--------------|----------------|--------------------|-------------|---------|--------|---------------------|--------------|
| Ref #        | Address        |                    | CK Run Date | PO      | Hold   |                     | Discount     |
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|              |                |                    | Due Date    |         | 1099   |                     |              |

| GL NUMBER       | DESCRIPTION         | AMOUNT          |
|-----------------|---------------------|-----------------|
| 536-000-720.000 | ADMINISTRATIVE FEES | 22,595.81       |
| 590-000-720.000 | ADMINISTRATIVE FEES | 19,903.10       |
|                 |                     | <hr/> 42,498.91 |

|            |                                |            |        |     |                                     |          |
|------------|--------------------------------|------------|--------|-----|-------------------------------------|----------|
| 0001       | HARTLAND TOWNSHIP GENERAL FUND | 01/04/2022 | 010422 | FOA | JAN 1 - MAR 31, 2022 QTRLY RENT FOR |          |
| 45201      |                                | 01/04/2022 |        | N   |                                     | 3,246.00 |
| 01/04/2022 | ,                              | / /        | 0.0000 | N   |                                     | 0.00     |
|            |                                | 01/04/2022 |        | N   |                                     | 3,246.00 |

Open

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

VENDOR TOTAL: 45,744.91

|            |                        |            |        |     |                                     |          |
|------------|------------------------|------------|--------|-----|-------------------------------------|----------|
| 1548       | HORIZON LANDSCAPE INC. | 12/13/2021 | 16008  | FOA | NOV 2021 CUT DOWN TREE, REMOVE DEAD |          |
| 45966      | 11765 HIBNER RD        | 01/04/2022 |        | N   |                                     | 2,264.00 |
| 11/30/2021 | HARTLAND MI, 48353     | / /        | 0.0000 | N   |                                     | 0.00     |
|            |                        | 01/04/2022 |        | Y   |                                     | 2,264.00 |

Open

| GL NUMBER       | DESCRIPTION           | AMOUNT   |
|-----------------|-----------------------|----------|
| 101-265-802.000 | LAWN/SNOW MAINTENANCE | 2,264.00 |

VENDOR TOTAL: 2,264.00

|            |                                 |            |        |     |                                      |        |
|------------|---------------------------------|------------|--------|-----|--------------------------------------|--------|
| HUBBELROTH | HUBBELL, ROTH & CLARK, INC.     | 12/02/2021 | 192596 | FOA | M59 SAFETY PATH CONSTR ADMIN THRU 11 |        |
| 45969      | PO BOX 824                      | 01/04/2022 |        | N   |                                      | 819.00 |
| 12/02/2021 | BLOOMFIELD HILLS MI, 48303-0824 | / /        | 0.0000 | N   |                                      | 0.00   |
|            |                                 | 01/04/2022 |        | Y   |                                      | 819.00 |

Open

| GL NUMBER       | DESCRIPTION | AMOUNT |
|-----------------|-------------|--------|
| 401-444-969.005 | SIDEWALKS   | 819.00 |

|            |                                 |            |        |     |                                      |        |
|------------|---------------------------------|------------|--------|-----|--------------------------------------|--------|
| HUBBELROTH | HUBBELL, ROTH & CLARK, INC.     | 12/02/2021 | 192600 | FOA | BURROUGHS MATERIALS STUDY PLAN REVIE |        |
| 45974      | PO BOX 824                      | 01/04/2022 |        | N   |                                      | 630.00 |
| 12/02/2021 | BLOOMFIELD HILLS MI, 48303-0824 | / /        | 0.0000 | N   |                                      | 0.00   |
|            |                                 | 01/04/2022 |        | Y   |                                      | 630.00 |

Open

| GL NUMBER       | DESCRIPTION               | AMOUNT |
|-----------------|---------------------------|--------|
| 101-400-801.002 | CONSULTING - SITE REVIEWS | 630.00 |

|            |                                 |            |        |     |                                      |        |
|------------|---------------------------------|------------|--------|-----|--------------------------------------|--------|
| HUBBELROTH | HUBBELL, ROTH & CLARK, INC.     | 12/02/2021 | 192602 | FOA | TWP DRAINAGE INVESTIGATION STUDY PLA |        |
| 45975      | PO BOX 824                      | 01/04/2022 |        | N   |                                      | 525.00 |
| 12/02/2021 | BLOOMFIELD HILLS MI, 48303-0824 | / /        | 0.0000 | N   |                                      | 0.00   |
|            |                                 | 01/04/2022 |        | Y   |                                      | 525.00 |

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Page: 6/9

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|              |                | Due Date    |         | 1099   |                     |              |

| GL NUMBER       | DESCRIPTION               | AMOUNT |
|-----------------|---------------------------|--------|
| 101-400-801.002 | CONSULTING - SITE REVIEWS | 525.00 |

VENDOR TOTAL: 1,974.00

|            |                      |            |           |     |                                  |       |
|------------|----------------------|------------|-----------|-----|----------------------------------|-------|
| ORKIN      | ORKIN                | 12/10/2021 | 221333061 | FOA | PEST CONTROL AT HERO TEEN CENTER |       |
| 45965      | 21068 BRIDGE ST.     | 01/04/2022 |           | N   |                                  | 65.88 |
| 12/10/2021 | SOUTHFIELD MI, 48034 | / /        | 0.0000    | N   |                                  | 0.00  |
|            |                      | 01/04/2022 |           | N   |                                  | 65.88 |

Open

| GL NUMBER       | DESCRIPTION         | AMOUNT |
|-----------------|---------------------|--------|
| 101-265-801.000 | CONTRACTED SERVICES | 65.88  |

VENDOR TOTAL: 65.88

|            |                             |            |        |     |                    |       |
|------------|-----------------------------|------------|--------|-----|--------------------|-------|
| 1180       | PETER'S TRUE VALUE HARDWARE | 12/08/2021 | K60599 | FOA | GLOVES & BATTERIES |       |
| 45958      | 3455 W. HIGHLAND ROAD       | 01/04/2022 |        | N   |                    | 46.98 |
| 12/08/2021 | MILFORD MI, 48380           | / /        | 0.0000 | N   |                    | 0.00  |
|            |                             | 01/04/2022 |        | N   |                    | 46.98 |

Open

| GL NUMBER       | DESCRIPTION        | AMOUNT |
|-----------------|--------------------|--------|
| 536-000-740.000 | OPERATING SUPPLIES | 26.99  |
| 101-299-727.000 | SUPPLIES & POSTAGE | 19.99  |
|                 |                    | 46.98  |

VENDOR TOTAL: 46.98

|            |                     |            |               |     |                            |        |
|------------|---------------------|------------|---------------|-----|----------------------------|--------|
| SERVICEPRO | SERVICEPRO          | 12/14/2021 | NOVEMBER 2021 | FOA | NOV 2021 CLEANING SERVICES |        |
| 45987      | 7510 PARKWOOD DRIVE | 01/04/2022 |               | N   |                            | 880.00 |
| 12/14/2021 | FENTON MI, 48430    | / /        | 0.0000        | N   |                            | 0.00   |
|            |                     | 01/04/2022 |               | Y   |                            | 880.00 |

Open

| GL NUMBER       | DESCRIPTION         | AMOUNT |
|-----------------|---------------------|--------|
| 101-265-801.000 | CONTRACTED SERVICES | 880.00 |

|            |                     |            |              |     |                            |        |
|------------|---------------------|------------|--------------|-----|----------------------------|--------|
| SERVICEPRO | SERVICEPRO          | 12/14/2021 | OCTOBER 2021 | FOA | OCT 2021 CLEANING SERVICES |        |
| 45986      | 7510 PARKWOOD DRIVE | 01/04/2022 |              | N   |                            | 880.00 |
| 12/14/2021 | FENTON MI, 48430    | / /        | 0.0000       | N   |                            | 0.00   |
|            |                     | 01/04/2022 |              | Y   |                            | 880.00 |

Open

| GL NUMBER       | DESCRIPTION         | AMOUNT |
|-----------------|---------------------|--------|
| 101-265-801.000 | CONTRACTED SERVICES | 880.00 |

|            |                     |            |                |     |                             |        |
|------------|---------------------|------------|----------------|-----|-----------------------------|--------|
| SERVICEPRO | SERVICEPRO          | 12/14/2021 | SEPTEMBER 2021 | FOA | SEPT 2021 CLEANING SERVICES |        |
| 45985      | 7510 PARKWOOD DRIVE | 01/04/2022 |                | N   |                             | 880.00 |



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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 01/04/2022 - 01/04/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 7/9

| 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   |                     |              |

|            |                  |            |        |   |  |        |
|------------|------------------|------------|--------|---|--|--------|
| 12/14/2021 | FENTON MI, 48430 | / /        | 0.0000 | N |  | 0.00   |
|            |                  | 01/04/2022 |        | Y |  | 880.00 |

Open

|                 |                     |        |
|-----------------|---------------------|--------|
| GL NUMBER       | DESCRIPTION         | AMOUNT |
| 101-265-801.000 | CONTRACTED SERVICES | 880.00 |

VENDOR TOTAL: 2,640.00

|            |                       |            |            |     |           |       |
|------------|-----------------------|------------|------------|-----|-----------|-------|
| STAPLES    | STAPLES               | 12/11/2021 | 8064565390 | FOA | BATTERIES |       |
| 45967      | PO BOX 660409         | 01/04/2022 |            | N   |           | 52.10 |
| 12/11/2021 | DALLAS TX, 75266-0409 | / /        | 0.0000     | N   |           | 0.00  |
|            |                       | 01/04/2022 |            | N   |           | 52.10 |

Open

|                 |                    |        |
|-----------------|--------------------|--------|
| GL NUMBER       | DESCRIPTION        | AMOUNT |
| 101-299-727.000 | SUPPLIES & POSTAGE | 52.10  |

|            |                       |            |            |     |               |        |
|------------|-----------------------|------------|------------|-----|---------------|--------|
| STAPLES    | STAPLES               | 12/18/2021 | 8064639404 | FOA | MISC SUPPLIES |        |
| 46006      | PO BOX 660409         | 01/04/2022 |            | N   |               | 468.64 |
| 12/18/2021 | DALLAS TX, 75266-0409 | / /        | 0.0000     | N   |               | 0.00   |
|            |                       | 01/04/2022 |            | N   |               | 468.64 |

Open

|                 |                    |        |
|-----------------|--------------------|--------|
| GL NUMBER       | DESCRIPTION        | AMOUNT |
| 101-192-727.000 | SUPPLIES & POSTAGE | 30.27  |
| 101-299-727.000 | SUPPLIES & POSTAGE | 370.97 |
| 101-265-740.000 | OPERATING SUPPLIES | 67.40  |
|                 |                    | 468.64 |

VENDOR TOTAL: 520.74

|            |                      |            |        |     |                                      |          |
|------------|----------------------|------------|--------|-----|--------------------------------------|----------|
| SUNNY      | SUNNY HOMES INC      | 12/13/2021 | 121321 | FOA | RELEASE OF DEVELOPER PERFORMANCE BON |          |
| 45984      | 5897 SHADOW PINES CT | 01/04/2022 |        | N   |                                      | 2,150.00 |
| 12/13/2021 | HOWELL MI, 48843     | / /        | 0.0000 | N   |                                      | 0.00     |
|            |                      | 01/04/2022 |        | N   |                                      | 2,150.00 |

Open

|                      |                                 |          |
|----------------------|---------------------------------|----------|
| GL NUMBER            | DESCRIPTION                     | AMOUNT   |
| 101-000-283.000-0003 | PD SUNNY HOMES ACC BLDG REMOVAL | 2,150.00 |

VENDOR TOTAL: 2,150.00

|            |                            |            |         |     |                                      |       |
|------------|----------------------------|------------|---------|-----|--------------------------------------|-------|
| TOSHIBA    | TOSHIBA BUSINESS SOLUTIONS | 12/13/2021 | 5674206 | FOA | 9/25 - 10/24/21 - ESTUDIO2830C BLACK |       |
| 45981      | PO BOX 927                 | 01/04/2022 |         | N   |                                      | 18.84 |
| 12/13/2021 | BUFFALO NY, 14240          | / /        | 0.0000  | N   |                                      | 0.00  |
|            |                            | 01/04/2022 |         | N   |                                      | 18.84 |

Open

|           |             |        |
|-----------|-------------|--------|
| GL NUMBER | DESCRIPTION | AMOUNT |
|-----------|-------------|--------|

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 01/04/2022 - 01/04/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 8/9

| 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   |                     |              |

|                 |                            |            |         |     |                                      |       |
|-----------------|----------------------------|------------|---------|-----|--------------------------------------|-------|
| 101-299-930.000 | REPAIRS & MAINTENANCE      |            |         |     | 18.84                                |       |
| TOSHIBA         | TOSHIBA BUSINESS SOLUTIONS | 12/13/2021 | 5674208 | FOA | 10/25 - 11/24/21 - ESTUDIO2830C - BL |       |
| 45908           | PO BOX 927                 | 01/04/2022 |         | N   |                                      | 18.88 |
| 12/13/2021      | BUFFALO NY, 14240          | / /        | 0.0000  | N   |                                      | 0.00  |
|                 |                            | 01/04/2022 |         | N   |                                      | 18.88 |
| Open            |                            |            |         |     |                                      |       |

|                 |                       |        |
|-----------------|-----------------------|--------|
| GL NUMBER       | DESCRIPTION           | AMOUNT |
| 101-299-930.000 | REPAIRS & MAINTENANCE | 18.88  |

VENDOR TOTAL: 37.72

|            |                       |            |        |     |                           |        |
|------------|-----------------------|------------|--------|-----|---------------------------|--------|
| USA        | USA BLUE BOOK         | 12/07/2021 | 812363 | FOA | FREE CHLORINE REAGENT SET |        |
| 45957      | P.O. BOX 9004         | 01/04/2022 |        | N   |                           | 271.65 |
| 12/07/2021 | GURNEE IL, 60031-9004 | / /        | 0.0000 | N   |                           | 0.00   |
|            |                       | 01/04/2022 |        | N   |                           | 271.65 |
| Open       |                       |            |        |     |                           |        |

|                 |                    |        |
|-----------------|--------------------|--------|
| GL NUMBER       | DESCRIPTION        | AMOUNT |
| 536-000-740.000 | OPERATING SUPPLIES | 271.65 |

VENDOR TOTAL: 271.65

|            |                          |            |        |     |                                      |          |
|------------|--------------------------|------------|--------|-----|--------------------------------------|----------|
| VILLAGEMAN | VILLAGE MANOR RETIREMENT | 12/13/2021 | 121321 | FOA | RELEASE OF DEVELOPER PERFORMANCE BON |          |
| 45982      | 9501 E HIGHLAND RD       | 01/04/2022 |        | N   |                                      | 2,000.00 |
| 12/13/2021 | HOWELL MI, 48843         | / /        | 0.0000 | N   |                                      | 0.00     |
|            |                          | 01/04/2022 |        | N   |                                      | 2,000.00 |
| Open       |                          |            |        |     |                                      |          |

|                 |                      |          |
|-----------------|----------------------|----------|
| GL NUMBER       | DESCRIPTION          | AMOUNT   |
| 702-000-290.097 | VILLAGE MANOR ESCROW | 2,000.00 |

VENDOR TOTAL: 2,000.00

|            |                                   |            |           |     |                                  |        |
|------------|-----------------------------------|------------|-----------|-----|----------------------------------|--------|
| WOOD       | WOOD ENVIRONMENT & INFRASTRUCTURE | 12/22/2021 | H06103140 | FOA | WWTP LTM/REPORTING THRU 12/10/21 |        |
| 46004      | P.O. BOX 74008618                 | 01/04/2022 |           | N   |                                  | 660.00 |
| 12/22/2021 | CHICAGO IL, 60674-8618            | / /        | 0.0000    | N   |                                  | 0.00   |
|            |                                   | 01/04/2022 |           | N   |                                  | 660.00 |
| Open       |                                   |            |           |     |                                  |        |

|                 |                          |        |
|-----------------|--------------------------|--------|
| GL NUMBER       | DESCRIPTION              | AMOUNT |
| 101-441-801.007 | TREATMENT PLANT SAMPLING | 660.00 |

|            |                                   |            |           |     |                                     |          |
|------------|-----------------------------------|------------|-----------|-----|-------------------------------------|----------|
| WOOD       | WOOD ENVIRONMENT & INFRASTRUCTURE | 12/22/2021 | H06103141 | FOA | WTR SUPPLY ASSISTANCE THRU 12/10/21 |          |
| 46005      | P.O. BOX 74008618                 | 01/04/2022 |           | N   |                                     | 1,253.50 |
| 12/22/2021 | CHICAGO IL, 60674-8618            | / /        | 0.0000    | N   |                                     | 0.00     |
|            |                                   | 01/04/2022 |           | N   |                                     | 1,253.50 |
| Open       |                                   |            |           |     |                                     |          |

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 01/04/2022 - 01/04/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 9/9

| 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     |
|----------------------|--------------------------|------------|
| 101-441-801.007      | TREATMENT PLANT SAMPLING | 1,253.50   |
| VENDOR TOTAL:        |                          | 1,913.50   |
| TOTAL - ALL VENDORS: |                          | 377,532.42 |

FUND TOTALS:

|  |            |
|--|------------|
| Fund 101 - GENERAL FUND                        | 11,562.15  |
| Fund 206 - FIRE OPERATING                      | 316,107.74 |
| Fund 401 - CAPITAL PROJECTS FUND               | 819.00     |
| Fund 536 - WATER SYSTEM FUND                   | 23,044.43  |
| Fund 537 - WATER DEBT SERVICE FUND             | 850.00     |
| Fund 577 - CABLE TV FUND                       | 3,246.00   |
| Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND | 19,903.10  |
| Fund 702 - TRUST & AGENCY - NEW                | 2,000.00   |

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

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

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

**Date:** December 28, 2021

### **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 –\$18,375.24

December 30, 2021 Payroll - \$78,039.79

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

### **Attachments**

Post Audit Bills List 12.16.2021

Post Audit Bills List 12.29.2021

Payroll for 12.30.2021

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DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 12/16/2021 - 12/16/2021

Page 1/1

| Check Date | Bank | Check # | Payee                          | Description             | GL #            | Amount       |
|------------|------|---------|--------------------------------|-------------------------|-----------------|--------------|
| 12/16/2021 | FOA  | 41693   | CONSUMERS ENERGY               | UTILITIES - GAS         | 101-265-920.001 | 145.03       |
|            |      | 41693   |                                | UTILITIES - GAS         | 536-000-920.001 | 300.36       |
|            |      |         |                                |                         |                 | <hr/> 445.39 |
| 12/16/2021 | FOA  | 41694   | DTE ENERGY                     | UTILITIES - ELECTRIC    | 101-751-920.002 | 69.77        |
| 12/16/2021 | FOA  | 41695   | LIVINGSTON DAILY PRESS & ARGUS | PRINTING & PUBLICATIONS | 101-215-900.000 | 200.00       |
|            |      | 41695   |                                | PRINTING & PUBLICATIONS | 101-400-900.000 | 80.00        |
|            |      |         |                                |                         |                 | <hr/> 280.00 |
| 12/16/2021 | FOA  | 41696   | STAPLES                        | OPERATING SUPPLIES      | 101-265-740.000 | 33.41        |
|            |      |         | TOTAL - ALL FUNDS              | TOTAL OF 4 CHECKS       |                 | 828.57       |

--- GL TOTALS ---

|                 |                         |        |
|-----------------|-------------------------|--------|
| 101-215-900.000 | PRINTING & PUBLICATIONS | 200.00 |
| 101-265-740.000 | OPERATING SUPPLIES      | 33.41  |
| 101-265-920.001 | UTILITIES - GAS         | 145.03 |
| 101-400-900.000 | PRINTING & PUBLICATIONS | 80.00  |
| 101-751-920.002 | UTILITIES - ELECTRIC    | 69.77  |
| 536-000-920.001 | UTILITIES - GAS         | 300.36 |
|                 | TOTAL                   | 828.57 |

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 12/29/2021 - 12/29/2021

| Check Date | Bank | Check # | Payee              | Description              | GL #            | Amount         |
|------------|------|---------|--------------------|--------------------------|-----------------|----------------|
| 12/29/2021 | FOA  | 41697   | CONSUMERS ENERGY   | UTILITIES - GAS          | 101-265-920.001 | 584.83         |
| 12/29/2021 | FOA  | 41698   | DELTA DENTAL       | ACCRUED DENTAL BENEFITS  | 001-000-257.101 | 149.01         |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 101-192-716.000 | 58.56          |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 101-209-716.000 | 55.30          |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 101-215-716.000 | 84.58          |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 101-253-716.000 | 110.60         |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 101-400-716.000 | 156.47         |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 101-441-716.000 | 101.17         |
|            |      | 41698   |                    | EMPLOYMENT EXPENSE       | 536-000-716.000 | 29.28          |
|            |      |         |                    |                          |                 | <hr/> 744.97   |
| 12/29/2021 | FOA  | 41699   | DTE ENERGY         | UTILITIES - ELECTRIC     | 101-265-920.002 | 1,636.13       |
|            |      | 41699   |                    | STREET LIGHTS            | 101-448-921.000 | 21.41          |
|            |      | 41699   |                    | UTILITIES                | 101-567-920.000 | 14.91          |
|            |      | 41699   |                    | UTILITIES - ELECTRIC     | 101-751-920.002 | 44.87          |
|            |      | 41699   |                    | UTILITIES - ELECTRIC     | 206-000-920.002 | 62.70          |
|            |      | 41699   |                    | UTILITIES - ELECTRIC     | 536-000-920.002 | 2,921.98       |
|            |      |         |                    |                          |                 | <hr/> 4,702.00 |
| 12/29/2021 | FOA  | 41700   | MUTUAL OF OMAHA    | ACCRUED STD/LTD BENEFITS | 001-000-257.103 | 134.31         |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 101-192-716.000 | 91.59          |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 101-209-716.000 | 88.95          |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 101-215-716.000 | 60.77          |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 101-253-716.000 | 66.99          |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 101-400-716.000 | 107.35         |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 101-441-716.000 | 41.36          |
|            |      | 41700   |                    | EMPLOYMENT EXPENSE       | 536-000-716.000 | 80.22          |
|            |      |         |                    |                          |                 | <hr/> 671.54   |
| 12/29/2021 | FOA  | 41701   | PITNEY BOWES, INC. | REPAIRS & MAINTENANCE    | 101-299-930.000 | 99.00          |
| 12/29/2021 | FOA  | 41702   | POSTMASTER         | SUPPLIES & POSTAGE       | 101-299-727.000 | 530.00         |
| 12/29/2021 | FOA  | 41703   | PRIORITY HEALTH    | ACCRUED MEDICAL BENEFITS | 001-000-257.100 | 1,642.94       |
|            |      | 41703   |                    | EMPLOYMENT EXPENSE       | 101-192-716.000 | 1,081.76       |
|            |      | 41703   |                    | EMPLOYMENT EXPENSE       | 101-209-716.000 | 1,189.95       |
|            |      | 41703   |                    | EMPLOYMENT EXPENSE       | 101-215-716.000 | 1,730.83       |
|            |      | 41703   |                    | EMPLOYMENT EXPENSE       | 101-253-716.000 | 540.88         |
|            |      | 41703   |                    | EMPLOYMENT EXPENSE       | 101-441-716.000 | 1,487.46       |
|            |      | 41703   |                    | EMPLOYMENT EXPENSE       | 536-000-716.000 | 540.88         |
|            |      |         |                    |                          |                 | <hr/> 8,214.70 |
| 12/29/2021 | FOA  | 41704   | RESERVE ACCOUNT    | SUPPLIES & POSTAGE       | 101-191-727.000 | 145.57         |
|            |      | 41704   |                    | SUPPLIES & POSTAGE       | 101-209-727.000 | 113.42         |
|            |      | 41704   |                    | SUPPLIES & POSTAGE       | 101-215-727.000 | 0.53           |
|            |      | 41704   |                    | SUPPLIES & POSTAGE       | 101-247-727.000 | 5.83           |
|            |      | 41704   |                    | SUPPLIES & POSTAGE       | 101-253-727.000 | 32.68          |
|            |      | 41704   |                    | TAX COLLECTION           | 101-253-811.100 | 32.86          |
|            |      | 41704   |                    | SUPPLIES & POSTAGE       | 101-299-727.000 | 340.95         |

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 12/29/2021 - 12/29/2021

| Check Date        | Bank | Check # | Payee                  | Description                   | GL #            | Amount         |
|-------------------|------|---------|------------------------|-------------------------------|-----------------|----------------|
|                   |      | 41704   |                        | SUPPLIES & POSTAGE            | 101-400-727.000 | 56.38          |
|                   |      | 41704   |                        | SUPPLIES & POSTAGE            | 101-441-727.000 | 46.11          |
|                   |      | 41704   |                        | SUPPLIES/POSTAGE              | 536-000-727.000 | 4.77           |
|                   |      | 41704   |                        | SUPPLIES & POSTAGE            | 590-000-727.000 | 20.67          |
|                   |      |         |                        |                               |                 | <hr/> 799.77   |
| 12/29/2021        | FOA  | 41705   | VERIZON WIRELESS       | TELEPHONE                     | 101-265-851.000 | 567.77         |
|                   |      | 41705   |                        | TELEPHONE                     | 536-000-851.000 | 205.44         |
|                   |      | 41705   |                        | CONTRACTED SERVICES & RENTALS | 577-000-801.000 | 245.26         |
|                   |      |         |                        |                               |                 | <hr/> 1,018.47 |
| 12/29/2021        | FOA  | 41706   | VSP INSURANCE CO. (CT) | ACCRUED VISION BENEFITS       | 001-000-257.102 | 36.26          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 101-192-716.000 | 15.54          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 101-209-716.000 | 13.08          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 101-215-716.000 | 26.44          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 101-253-716.000 | 26.16          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 101-400-716.000 | 34.61          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 101-441-716.000 | 21.53          |
|                   |      | 41706   |                        | EMPLOYMENT EXPENSE            | 536-000-716.000 | 7.77           |
|                   |      |         |                        |                               |                 | <hr/> 181.39   |
| TOTAL - ALL FUNDS |      |         |                        | TOTAL OF 10 CHECKS            |                 | 17,546.67      |

--- GL TOTALS ---

|                 |                          |          |
|-----------------|--------------------------|----------|
| 001-000-257.100 | ACCRUED MEDICAL BENEFITS | 1,642.94 |
| 001-000-257.101 | ACCRUED DENTAL BENEFITS  | 149.01   |
| 001-000-257.102 | ACCRUED VISION BENEFITS  | 36.26    |
| 001-000-257.103 | ACCRUED STD/LTD BENEFITS | 134.31   |
| 101-191-727.000 | SUPPLIES & POSTAGE       | 145.57   |
| 101-192-716.000 | EMPLOYMENT EXPENSE       | 1,247.45 |
| 101-209-716.000 | EMPLOYMENT EXPENSE       | 1,347.28 |
| 101-209-727.000 | SUPPLIES & POSTAGE       | 113.42   |
| 101-215-716.000 | EMPLOYMENT EXPENSE       | 1,902.62 |
| 101-215-727.000 | SUPPLIES & POSTAGE       | 0.53     |
| 101-247-727.000 | SUPPLIES & POSTAGE       | 5.83     |
| 101-253-716.000 | EMPLOYMENT EXPENSE       | 744.63   |
| 101-253-727.000 | SUPPLIES & POSTAGE       | 32.68    |
| 101-253-811.100 | TAX COLLECTION           | 32.86    |
| 101-265-851.000 | TELEPHONE                | 567.77   |
| 101-265-920.001 | UTILITIES - GAS          | 584.83   |
| 101-265-920.002 | UTILITIES - ELECTRIC     | 1,636.13 |
| 101-299-727.000 | SUPPLIES & POSTAGE       | 870.95   |
| 101-299-930.000 | REPAIRS & MAINTENANCE    | 99.00    |
| 101-400-716.000 | EMPLOYMENT EXPENSE       | 298.43   |
| 101-400-727.000 | SUPPLIES & POSTAGE       | 56.38    |
| 101-441-716.000 | EMPLOYMENT EXPENSE       | 1,651.52 |
| 101-441-727.000 | SUPPLIES & POSTAGE       | 46.11    |
| 101-448-921.000 | STREET LIGHTS            | 21.41    |
| 101-567-920.000 | UTILITIES                | 14.91    |
| 101-751-920.002 | UTILITIES - ELECTRIC     | 44.87    |

12/28/2021 12:47 PM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 12/29/2021 - 12/29/2021

Page 3/3

| Check Date      | Bank | Check # | Payee                         | Description | GL # | Amount    |
|-----------------|------|---------|-------------------------------|-------------|------|-----------|
| 206-000-920.002 |      |         | UTILITIES - ELECTRIC          |             |      | 62.70     |
| 536-000-716.000 |      |         | EMPLOYMENT EXPENSE            |             |      | 658.15    |
| 536-000-727.000 |      |         | SUPPLIES/POSTAGE              |             |      | 4.77      |
| 536-000-851.000 |      |         | TELEPHONE                     |             |      | 205.44    |
| 536-000-920.002 |      |         | UTILITIES - ELECTRIC          |             |      | 2,921.98  |
| 577-000-801.000 |      |         | CONTRACTED SERVICES & RENTALS |             |      | 245.26    |
| 590-000-727.000 |      |         | SUPPLIES & POSTAGE            |             |      | 20.67     |
|                 |      |         | TOTAL                         |             |      | 17,546.67 |



Check Register Report For Hartland Township  
For Check Dates 12/30/2021 to 12/30/2021

| Check Date | Bank | Check Number | Name                             | Check Gross | Physical Check Amount | Direct Deposit | Status  |
|------------|------|--------------|----------------------------------|-------------|-----------------------|----------------|---------|
| 12/30/2021 | FOA  | DD7552       | BAGDON, KELLY M                  | 2,116.88    | 0.00                  | 1,498.32       | Cleared |
| 12/30/2021 | FOA  | DD7553       | BEAUDOIN, DIANA K                | 1,690.92    | 0.00                  | 1,424.63       | Cleared |
| 12/30/2021 | FOA  | DD7554       | BERNARDI, MELYNDA A              | 1,869.86    | 0.00                  | 1,447.95       | Cleared |
| 12/30/2021 | FOA  | DD7555       | BROOKS, TYLER J                  | 2,291.39    | 0.00                  | 1,621.55       | Cleared |
| 12/30/2021 | FOA  | 17087        | BURROUGHS, JEFFREY M             | 70.00       | 61.67                 | 0.00           | Open    |
| 12/30/2021 | FOA  | DD7556       | CASE, SUSAN E                    | 1,944.00    | 0.00                  | 1,224.48       | Cleared |
| 12/30/2021 | FOA  | DD7557       | CIOFU, LARRY N                   | 2,583.33    | 0.00                  | 1,865.46       | Cleared |
| 12/30/2021 | FOA  | DD7558       | COBB, SUSAN M                    | 34.20       | 0.00                  | 30.13          | Cleared |
| 12/30/2021 | FOA  | DD7559       | DRYDEN-HOGAN, SUSAN A            | 3,388.82    | 0.00                  | 2,414.12       | Cleared |
| 12/30/2021 | FOA  | EFT615       | FEDERAL TAX DEPOSIT              | 12,939.14   | 12,939.14             | 0.00           | Cleared |
| 12/30/2021 | FOA  | DD7560       | FOUNTAIN, WILLIAM J              | 2,583.33    | 0.00                  | 2,161.30       | Cleared |
| 12/30/2021 | FOA  | DD7561       | FOX, LAWRENCE E                  | 428.25      | 0.00                  | 377.28         | Cleared |
| 12/30/2021 | FOA  | DD7562       | GERMANE, MATTHEW J               | 500.00      | 0.00                  | 436.75         | Cleared |
| 12/30/2021 | FOA  | DD7563       | GREIG, DAVID F                   | 70.00       | 0.00                  | 64.65          | Cleared |
| 12/30/2021 | FOA  | DD7564       | GRISSIM, SUSAN L                 | 180.00      | 0.00                  | 166.23         | Cleared |
| 12/30/2021 | FOA  | DD7565       | HEASLIP, JAMES B                 | 2,979.50    | 0.00                  | 1,923.83       | Cleared |
| 12/30/2021 | FOA  | DD7566       | HORNING, KATHLEEN A              | 2,833.33    | 0.00                  | 2,056.61       | Cleared |
| 12/30/2021 | FOA  | 17090        | ICMA VANTAGEPOINT TRANSFER AGENT | 1,757.96    | 1,757.96              | 0.00           | Open    |
| 12/30/2021 | FOA  | 17091        | ICMA VANTAGEPOINT TRANSFER AGENT | 3,874.08    | 3,874.08              | 0.00           | Open    |
| 12/30/2021 | FOA  | 17092        | ICMA VANTAGEPOINT TRANSFER AGENT | 1,406.85    | 1,406.85              | 0.00           | Open    |
| 12/30/2021 | FOA  | 17093        | ICMA VANTAGEPOINT TRANSFER AGENT | 200.00      | 200.00                | 0.00           | Open    |
| 12/30/2021 | FOA  | DD7567       | JOHNSON, LISA                    | 2,321.30    | 0.00                  | 1,603.91       | Cleared |
| 12/30/2021 | FOA  | DD7568       | KENDALL, ANTHONY S               | 29.20       | 0.00                  | 26.97          | Cleared |
| 12/30/2021 | FOA  | DD7569       | KOPCZYK, MARY ANN                | 635.25      | 0.00                  | 559.66         | Cleared |
| 12/30/2021 | FOA  | DD7570       | LANGER, TROY D                   | 3,630.62    | 0.00                  | 2,564.05       | Cleared |
| 12/30/2021 | FOA  | 17088        | LAROSE, MICHELLE M               | 180.00      | 158.58                | 0.00           | Open    |
| 12/30/2021 | FOA  | DD7571       | LITTERAL, JON D                  | 70.00       | 0.00                  | 64.64          | Cleared |
| 12/30/2021 | FOA  | DD7572       | LOFTUS, DANIEL M                 | 800.00      | 0.00                  | 677.09         | Cleared |
| 12/30/2021 | FOA  | DD7573       | LOUIS, CASEY                     | 896.25      | 0.00                  | 576.50         | Cleared |
| 12/30/2021 | FOA  | DD7574       | LUCE, MICHAEL T                  | 3,250.00    | 0.00                  | 2,386.36       | Cleared |
| 12/30/2021 | FOA  | DD7575       | MCMULLEN, SUMMER L               | 680.00      | 0.00                  | 575.14         | Cleared |
| 12/30/2021 | FOA  | EFT616       | MI DEPT OF TREASURY              | 3,651.98    | 3,651.98              | 0.00           | Cleared |
| 12/30/2021 | FOA  | DD7576       | MITCHELL, KYLE J                 | 1,129.80    | 0.00                  | 876.23         | Cleared |
| 12/30/2021 | FOA  | DD7577       | MITCHELL, MICHAEL E              | 180.00      | 0.00                  | 166.23         | Cleared |

Check Register Report For Hartland Township  
For Check Dates 12/30/2021 to 12/30/2021

| Check Date             | Bank | Check Number | Name                  | Check Gross | Physical Check Amount | Direct Deposit | Status  |
|------------------------|------|--------------|-----------------------|-------------|-----------------------|----------------|---------|
| 12/30/2021             | FOA  | DD7578       | MORGANROTH, CAROL L   | 2,189.16    | 0.00                  | 1,681.42       | Cleared |
| 12/30/2021             | FOA  | DD7579       | MURPHY, THOMAS A      | 90.00       | 0.00                  | 79.29          | Cleared |
| 12/30/2021             | FOA  | DD7580       | O'CONNELL, DENISE     | 500.00      | 0.00                  | 350.06         | Cleared |
| 12/30/2021             | FOA  | 17089        | PETRUCCI, JOSEPH M    | 500.00      | 416.56                | 0.00           | Open    |
| 12/30/2021             | FOA  | DD7581       | SHOLLACK, DONNA M     | 2,278.14    | 0.00                  | 1,722.83       | Cleared |
| 12/30/2021             | FOA  | DD7582       | VERMILLION, KAREN L   | 1,875.28    | 0.00                  | 1,355.05       | Cleared |
| 12/30/2021             | FOA  | DD7583       | WEST, ROBERT M        | 4,258.33    | 0.00                  | 2,554.82       | Cleared |
| 12/30/2021             | FOA  | DD7584       | WYATT, MARTHA K       | 3,152.64    | 0.00                  | 2,284.33       | Cleared |
| Totals:                |      |              | Number of Checks: 042 | 78,039.79   | 24,466.82             | 38,817.87      |         |
| Total Physical Checks: |      |              | 7                     |             |                       |                |         |
| Total Check Stubs:     |      |              | 35                    |             |                       |                |         |

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 12-14-2021 Hartland Township Board Regular Meeting Minutes

**Date:** December 29, 2021

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for December 14, 2021.

### **Discussion**

Draft minutes are attached for review.

### **Financial Impact**

None

### **Attachments**

12-14-2021 HTB Minutes - DRAFT

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 14, 2021 – 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 (attending remotely from Hartland Township, MI), Trustee Germane, Trustee McMullen, Trustee O'Connell  
ABSENT: Trustee Petrucci

Also present were Hartland Township Manager Robert West and Public Works Director Michael Luce.

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

#### **Move to approve the agenda for the December 14, 2021, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: Trustee Petrucci

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

No one came forward.

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

#### **Move to approve the consent agenda for the December 14, 2021, Hartland Township Board meeting as presented.**

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

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

Voting Nay: None

Absent: Trustee Petrucci

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 11-30-2021 Hartland Township Board Regular Meeting Minutes
- d. 2022 Hartland Township Park Rental and Reservation Fees
- e. Public Works Operator I Wage Adjustment
- f. Confirm Supervisor's Appointment - Larry Ciofu to Township Liquor License Committee
- g. Confirm Supervisor's Appointment - Larry Fox to Planning Commission (01.01.2022-12.31.2025)

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 14, 2021 – 7:00 PM

## 7. Pending & New Business

### a. 2022 Hartland Township Board Meeting Schedule

Clerk Ciofu presented the 2022 Hartland Township Board Meeting Schedule to the Township Board. He stated meetings will be twice a month on the first and third Tuesdays of every month with only a couple of exceptions. One meeting in August will be on Wednesday, August 3 at 7:00 pm because Tuesday, August 2 is an Election Day. In November, because of the Christmas Holidays in December, we are going to hold three meetings in November, on the 1st, 15th, and the 29th. There will only be one meeting in December on the 13th.

#### **Move to approve the Resolution to set the 2022 Hartland Township Board Meeting Schedule.**

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

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

Voting Nay: None

Absent: Trustee Petrucci

Motion passed: 6-0-1

### b. Resolution – Sewer and Water Rates

Township Manager Bob West presented the revised water and sewer rate rates for 2022. He stated that the sewer rates begin January 1, 2022, because that is the County's fiscal year and the water rates begin April 1, 2022, because that is a Hartland Township system and that is our fiscal year. The only difference this year is that we do not have a rate increase but rather we have a rate reallocation. The revenue generated remains the same. He stated any portion of the utility bill is generally broken down into fixed cost and variable cost. We have taken the fixed cost and basically allocated it per residential equivalency unit (REU), versus what was formally per connection count. He stated this is a more fair and equitable distribution of the fixed cost based on the impact of a connection to the system, as a whole. This has been a reallocation in the works for many years and it has finally come to fruition this year and we are excited to launch these new rates.

#### **Move to approve the resolution setting rates for Sewer and Water Systems for 2022.**

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

Voting Nay: None

Absent: Trustee Petrucci

Motion passed: 6-0-1

### c. Dunham Road Pathway Connector Design Engineering

Manager West reported that in an effort to get the pathway connector from Settlers Park to the High School entrance completed in 2022, we have proposed conducting the design engineering throughout the winter, so that this project will be shovel ready come the 2022 construction season in the spring. He stated this is historically how we have done CIP projects which require engineering so that we do not waste the construction season which is very limited in the state of Michigan. We did receive a quote from our normal Township engineering firm, and it appears to be higher than what he and Public Works Director

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 14, 2021 – 7:00 PM

Michael Luce believe it should be. We have solicited some competitive quotes for the project, and we do have verbal confirmation of a price about two-thirds of the original quote. There is an opening where we could move forward with this prior to the next Board meeting. This is a unique anomaly where we are seeking approval of Public Works Director Luce to execute the design and engineering contract, with the Township Manager's approval, at a cost not to exceed \$29,740 which is the current quote from our Township engineering firm. He stated he believes there is a significant savings from the second quote, and he would like to proceed quickly as we would like to get the topography done next week, which is a normal slow time for engineering firms.

**Move to authorize the Public Works Director to execute a design engineering contract with the Township Manager approval in an amount not to exceed \$29,740 for the Dunham Road pathway connector to the High School entrance.**

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

Voting Nay: None

Absent: Trustee Petrucci

### 8. Board Reports

Trustee McMullen - No report  
Clerk Ciofu - No report  
Treasurer Horning - No report  
Trustee Germane - No report  
Trustee O'Connell - No report  
Supervisor Fountain - No report

[BRIEF RECESS]

### 9. Information / Discussion

#### a. Manager's Report

Manager West reminded the Board that the Township Holiday Party will be this Thursday at 4:00 p.m. and the Township offices will close at 4:00 p.m. The Township office will also be closed from Monday, December 20th through Thursday, December 23rd, and we will re-open on Monday, December 27<sup>th</sup>. He stated that the Community TV Channel is now airing the Hartland High School information and we are trying to reach out to the community in order to make the cable channel everything about Hartland, not just Hartland Township. Manager West commended the work of Communications Director Melynda Bernardi for all of her efforts on this project. He stated that he and Director Luce will be meeting with Hartland-Deerfield Fire Authority (HDFA) Chief Adam Carrol on the HDFA CIP Plan. There are multiple building improvements in the CIP plan and there is also a long-term goal of some form of building renovations. He stated they will be looking to fine tune the timing of the long-term expansion so as not to do short-term building maintenance that would be redone in a major renovation. This will be discussed at the Admin Committee before going to the Board. Adam Carroll will present the HDFA budget at a work session in January. Manager West reviewed the Michigan Inflation Rate computation resulting in a 3.3% inflation factor, which we will be using for our taxable values. The State has also issued baseline poverty exemptions and historically the

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

December 14, 2021 – 7:00 PM

Board of Review (BOR) had some flexibility to raise the poverty exemption within a certain range depending on how your County compares to the rest of the State. The State has basically removed this flexibility but will allow an increase to the poverty exemption. The majority of the municipalities in the County are increasing the poverty exemption by 25%. If we also did this, we would probably have only one to two new individuals that would apply for the poverty exemption. The would be required to be approved by the Board every year. Supervisor Fountain stated that this poverty exemption applies to anyone that owns a house in the Township. He also stated that the BOR can give an exemption of 100%, 50%, or 25%, under current regulations. The 25% increase in the poverty exemption level was approved by the BOR at this morning's meeting. Trustee Germane inquired as to the status of the Blaine Road speed limit situation. Manager West stated that the Michigan State Police (MSP) has reached out to him to request a resolution of support from the Township Board that indicates the Township will support the MSP speed study results. The Livingston County Road Commission (LCRC) has already done a speed study that resulted in a maximum speed limit of 35 mph. Manager West stated we would be willing to provide a resolution to support the 35-mph limit, but the local residents have asked us to not support the MSP speed study because they are afraid it will result in a higher speed limit. He stated that the MSP sets all speed limits in the state, but due to staffing issue have allowed Counties to do speed studies on local roads. We will go to our local legislators to try and get the LCRC approved speed study accepted by the MSP. There is much more work to do on this matter. Trustee Germane inquired as to what we could do to promote public safety in light of the Oxford Schools incident. Manager West stated he will be meeting with Hartland High School Superintendent Chuck Hughes to indicate that the schools are not alone on this issue, and to discuss options that possibly the Township, and the Partners in Progress, can do to help with this issue. He has also had conversations with the Livingston County Sheriff's office on this issue and did state that there is a resource officer at the high school.

- b. Closed Session: Annual evaluation of the Township Manager, at his request

**Move to go into closed session to discuss the annual evaluation of the Township Manager, at his request.**

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

Voting Nay: None

Absent: Trustee Petrucci

Board is in closed session at 7:35 p.m.

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

## 10. Adjournment

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

Motion made by Clerk Ciofu, Seconded by Trustee Germane

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

Voting Nay: None

Absent: Trustee Petrucci

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 12-14-2021 Hartland Township Board Closed Session Meeting Minutes

**Date:** December 29, 2021

### **Recommended Action**

Move to approve the Hartland Township Board Closed Session Meeting minutes for December 14, 2021.

### **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:** Confirm Supervisor's Appointment – Jon Litteral to Township Board of Review  
(01.04.2022-12.31.2022)

**Date:** December 30, 2021

### **Recommended Action**

Confirm Supervisor's Appointment of Jon Litteral to Township Board of Review for the term beginning January 4, 2022 through December 31, 2022.

### **Discussion**

Board of Review member Misty Sirch is no longer participating in the Township Board of Review as she has relocated her residence out of the Township. Her term expires on December 31, 2022 and the Hartland Township Supervisor is appointing current alternate Jon Litteral as an official member to fulfill the vacancy through December 31, 2022.

Approval of this agenda item will confirm the Township Supervisor's appointment.

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

**Submitted By:** Larry Ciofu, Clerk

**Subject:** Resolution – Hartland Band Boosters Charitable Gaming License

**Date:** December 30, 2021

### **Recommended Action**

Move to approve the resolution recognizing the Hartland Band Boosters, Inc. as a charitable nonprofit in the community for the purpose of obtaining a charitable gaming license

### **Discussion**

The organization, Hartland Band Boosters, Inc., is seeking recognition as a nonprofit organization in the Hartland community for the purpose of obtaining a charitable gaming license from the State of Michigan. This allows the nonprofit to take part in non-profit “gaming” such as raffles. The organization is seeking the gaming license for such reason. There is no event date set yet, rather Hartland Band Boosters, Inc is being proactive in securing this recognition from the Township. Approval from the State of Michigan will give the organization 18 months to hold its event.

Hartland Band Boosters, Inc. is a recognized 501(c)(3) organization.

### **Financial Impact**

None

### **Attachments**

Res 22-R001 – Charitable Gaming License - Hartland Band Boosters.  
Hartland Band Boosters Charitable Gaming License Request

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. 22-R001**

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING  
LICENSES**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on \_\_\_\_\_, 2022, at 7:00 p.m.

PRESENT:

ABSENT:

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

**BE IT RESOLVED** that the request from the Hartland Band Boosters Inc., asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license, be considered for approval.

**BE IT FURTHER RESOLVED** that the Hartland Township Board authorizes and directs the Clerk to complete the State of Michigan "LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES" form (BSL-CG-1153) for the approval.

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

**RESULT:**  
**MOVER:**  
**SECONDER:**  
**AYES:**  
**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 the Township Board of said Township at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2022.

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



## Hartland Band Boosters

P.O. Box 183  
Hartland, MI 48353

December 21, 2021

Mr. Larry Ciofu  
Hartland Township Clerk  
2655 Clark Rd  
Hartland, MI 48353

RE: State of Michigan Gaming/Raffle License – Status as a Non-Profit

Mr. Ciofu,

The Hartland Band Boosters is an organization dedicated to support the Bands of Hartland High School, Ore Creek Middle School, and Farms Intermediate School. We are a 501(c)(3) organization, with intent to conduct several raffles in 2022, to include items such as local restaurant gift baskets, salon/spa days, and future Band Camp fee waivers. On the appointed date(s) yet to be finalized, winners will be drawn via live broadcast on the Hartland Band Boosters Facebook page.

In order to obtain the required gaming license for this raffle, the Hartland Band Boosters Board of Directors respectfully requests completion of the Local Governing Body Resolution for Charitable Gaming Licenses, included with this letter.

Should you have questions, please contact our Board President, Ms. Elizabeth Taylor, at [president@hartlandbands.org](mailto:president@hartlandbands.org), or by calling her at (248) 921-2718. We appreciate your consideration and look forward to your reply. Thank you for your support!

Kindest Regards,

Scott Horst, Treasurer  
*Hartland Band Boosters*  
[www.hartlandbands.org](http://www.hartlandbands.org)



Charitable Gaming Division  
Box 30023, Lansing, MI 48909  
OVERNIGHT DELIVERY:  
101 E. Hillsdale, Lansing MI 48933  
(517) 335-5780  
www.michigan.gov/cg

## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

### APPROVAL

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

### DISAPPROVAL

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.  
BSL-CG-1153(R6/09)



## 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

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December 30, 2021

Hartland Township Board  
2655 Clark Road  
Hartland, MI 48353

Please accept this correspondence as a formal request for the annual evaluation of my performance as Hartland Township Manager in closed session.

Please feel free to contact me with any further questions or comments regarding this matter and thank you for your time.

Sincerely,

Robert M. West  
Township Manager