



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 Hartland Township Hall Wednesday, August 05, 2020 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.](#) Water Tower Vent Improvements (\$7,800)
7. Pending & New Business
8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Township Update
10. Closed Session
 - [a.](#) To review the written legal opinion of the Township Attorney, subject to attorney client privilege
11. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: July 28, 2020

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$91,425.41. The bills are available in the Finance office for review.

Notable invoices include:

\$48,950.00 – Ferguson Roofing – (Re-roof on fire station 61)

\$20,000.00 – Craig Johnson – (Release of developer performance bond)

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Bills for 08.05.2020

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/05/2020 - 08/05/2020
BOTH JOURNALIZED AND UNJOURNALIZED

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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		
ALLSTAR	ALLSTAR ALARM LLC	07/15/2020	287653	FOA	8/1 - 10/31/20 MONITORING AT FIRE ST	
43819	8345 MAIN STREET	08/05/2020		N		246.00
07/15/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		08/05/2020		Y		246.00

Open

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

ALLSTAR	ALLSTAR ALARM LLC	07/15/2020	287722	FOA	8/1 - 10/31/20 MONITORING AT TOWNSHI	
43818	8345 MAIN STREET	08/05/2020		N		717.00
07/15/2020	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		08/05/2020		Y		717.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	717.00

VENDOR TOTAL: 963.00

AMERICAN	AMERICAN PLANNING ASSOCIATION	07/20/2020	83993-2075	FOA	10/1/20 - 9/30/21 GROUP MEMBERSHIP	
43802	PO BOX 4291	08/05/2020		N		383.00
07/20/2020	CAROL STREAM IL, 60197-4291	/ /	0.0000	N		0.00
		08/05/2020		N		383.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-804.000	MEMBERSHIP & DUES	383.00

VENDOR TOTAL: 383.00

APPLIED	APPLIED IMAGING	07/21/2020	1573893	FOA	4/21/20 - 7/20/20 OVERAGES FOR RICOH	
43808	7718 SOLUTION CENTER	08/05/2020		N		203.07
07/21/2020	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		08/05/2020		N		203.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	203.07

VENDOR TOTAL: 203.07

BIGPDQ	BIG PDQ	07/08/2020	45898	FOA	DOOR HANGERS	
43842	7475 GRAND RIVER RD	08/05/2020		N		237.57
07/08/2020	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		08/05/2020		Y		237.57

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	237.57

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

VENDOR TOTAL: 237.57

BLUEBRIDGE	BLUE BRIDGE AERIAL IMAGERY	06/21/2020	1	FOA	WATER TOWER INSPECTION		
43801	12354 GOLDEN OAKS DR	08/05/2020		N		250.00	
06/21/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00	
		08/05/2020		Y		250.00	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	250.00

VENDOR TOTAL: 250.00

2900	BROWN DRILLING	07/13/2020	29848	FOA	WELL #2 CHLORINATED WELL		
43795	7215 HIGHLAND ROAD	08/05/2020		N		231.50	
07/13/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00	
		08/05/2020		Y		231.50	

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	231.50

VENDOR TOTAL: 231.50

CINTAS	CINTAS CORPORATION	06/29/2020	4054358113	FOA	MATS		
43786	P.O. BOX 630910	08/05/2020		N		40.29	
06/29/2020	CINCINNATI OH, 45263	/ /	0.0000	N		0.00	
		08/05/2020		N		40.29	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	40.29

VENDOR TOTAL: 40.29

CITYOFFENT	CITY OF FENTON	07/20/2020	3719	FOA	BACTERIOLOGICAL SAMPLES		
43800	301 S LEROY ST	08/05/2020		N		16.00	
07/20/2020	FENTON MI, 48430	/ /	0.0000	N		0.00	
		08/05/2020		Y		16.00	

Open

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

VENDOR TOTAL: 16.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	07/01/2020	69476	FOA	JULY 2020 - TRASH PICKUP AT ALL PARK		
43717	PO BOX 241	08/05/2020		N		300.00	
07/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00	

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

Open		08/05/2020		Y		300.00
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GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	07/05/2020	69962	FOA	AUG - OCT 2020 WEEKLY GARBAGE REMOVA	
43721	PO BOX 241	08/05/2020		N		184.00
07/05/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2020		Y		184.00

Open

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

VENDOR TOTAL: 484.00

DUSTCONTRO	DUST CONTROL, LLC DBA BIG BARNEY'S	07/10/2020	6871	FOA	DUST CONTROL	
43779	P.O. BOX 483	08/05/2020		N		1,400.00
07/10/2020	HOWELL MI, 48844	/ /	0.0000	N		0.00
		08/05/2020		Y		1,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,400.00

VENDOR TOTAL: 1,400.00

ETNA	ETNA SUPPLY COMPANY	07/15/2020	S103478842.001	FOA	WATER CLOSET, URINAL FLUSH VALVE	
43792	P.O. BOX 772107	08/05/2020		N		450.00
07/15/2020	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		08/05/2020		N		450.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-751-970.006	SPRANGER FIELD	450.00

VENDOR TOTAL: 450.00

FERGUSON	FERGUSON ROOFING INC	07/21/2020	7212020	FOA	RE-ROOF FIRESTATION 61	
43827	2015 MOORLANDS VIEW	08/05/2020		N		47,400.00
07/21/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		08/05/2020		Y		47,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	47,400.00

FERGUSON	FERGUSON ROOFING INC	07/27/2020	7272020	FOA	INSTALL 25 SHEETS OF 5/8 CDX	
43828	2015 MOORLANDS VIEW	08/05/2020		N		1,550.00

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

07/27/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00
		08/05/2020		Y		1,550.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	1,550.00

VENDOR TOTAL: 48,950.00

5888	FOSTER, SWIFT, COLLINS & SMITH	06/30/2020	789188	FOA	JUNE 2020	
43789	313 S. WASHINGTON SQUARE	08/05/2020		N		5,927.50
07/15/2020	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		08/05/2020		Y		5,927.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-826.000	LEGAL FEES	360.00
101-400-826.000	LEGAL FEES	112.50
101-209-826.000	LEGAL FEES	1,405.00
536-000-826.000	LEGAL FEES	967.50
590-000-826.000	LEGAL FEES	2,115.00
590-595-826.000	LEGAL FEES	922.50
206-000-826.000	LEGAL FEES	45.00
		5,927.50

VENDOR TOTAL: 5,927.50

MARKETEER	GEORGE MOSES CO	07/01/2020	070120	FOA	JULY 2020 - HALF PAGE	
43757	P.O. BOX 686	08/05/2020		N		165.00
07/01/2020	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		08/05/2020		N		165.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-956.000	FARMERS MARKET	165.00

VENDOR TOTAL: 165.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	08/05/2020	080520	FOA	PAYMENT DUE 8/15/20 PER AGREEMENT	
43197	HAYAA - FOOTBALL	08/05/2020		N		286.13
	P.O. BOX 359					
08/05/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2020		N		286.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	286.13

VENDOR TOTAL: 286.13

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

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	08/05/2020	080520	FOA	AUGUST 2020 - PAYMENT PER AGREEMENT	
43244	HAYAA - BASEBALL	08/05/2020		N		1,000.00
	P.O. BOX 110					
08/05/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2020		N		1,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,000.00

VENDOR TOTAL: 1,000.00

HCSA	HARTLAND COMMUNITY SOCCER ASSN	08/05/2020	080520	FOA	PAYMENT DUE 8/15/20 PER AGREEMENT	
43191	HARTLAND COMMUNITY EDUCATION	08/05/2020		N		669.84
	9525 HIGHLAND RD					
08/05/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2020		N		669.84

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	669.84

VENDOR TOTAL: 669.84

0150	HARTLAND CONSOLIDATED SCHOOLS	07/08/2020	172512	FOA	JUNE 2020 FUEL	
43745	9525 E HIGHLAND ROAD	08/05/2020		N		221.44
06/30/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2020		N		221.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	32.08
536-000-860.000	GASOLINE	189.36
		221.44

VENDOR TOTAL: 221.44

HYL	HARTLAND YOUTH LACROSSE	08/05/2020	080520	FOA	PAYMENT DUE 8/15/20 PER AGREEMENT	
43185	P.O. BOX 56	08/05/2020		N		286.13
08/05/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2020		N		286.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	286.13

VENDOR TOTAL: 286.13

1548	HORIZON LANDSCAPE INC.	07/01/2020	15054	FOA	WEEDING/TRIMMING	
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		OPEN				
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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		
43763	11765 HIBNER RD	08/05/2020		N		1,610.00
07/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		08/05/2020		Y		1,610.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	1,610.00

VENDOR TOTAL: 1,610.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020	179296	FOA	WALNUT RIDGE CONSTR OBSER THRU 5/2/2	
43830	PO BOX 824	08/05/2020		N		105.00
05/20/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		08/05/2020		Y		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.064	WALNUT RIDGE ESTATES, LLC	105.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020	179303	FOA	KOPPERT BIOLOGICAL CPR THRU 5/2/20	
43831	PO BOX 824	08/05/2020		N		623.00
05/20/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		08/05/2020		Y		623.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0014	KOPPERT BIOLOGICAL ADDITION	623.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020	179920	FOA	MILLERS KNOLL CONSTR OBSER THRU 5/30	
43832	PO BOX 824	08/05/2020		N		105.00
06/18/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		08/05/2020		Y		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.093	MILLERS KNOLL ESCROW	105.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020	179926	FOA	ARENA DR CONSTR OBSER THRU 5/30/20	
43833	PO BOX 824	08/05/2020		N		105.00
06/18/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		08/05/2020		Y		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0004	HARTLAND SPORTS CENTER EXPENSES	105.00

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020	179933	FOA	PANDA EXPRESS CONSTR OBSERV THRU 5/3	
43834	PO BOX 824	08/05/2020		N		455.00
06/18/2020	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		08/05/2020		Y		455.00

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.102	PANDA EXPRESS ESCROW	455.00
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020 179946
43835	PO BOX 824	08/05/2020
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		08/05/2020
		FOA KOPPERT BIOLOGICAL CONSTR OBSER THRU
		N 472.50
		N 0.00
		Y 472.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0014	KOPPERT BIOLOGICAL ADDITION	472.50
HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	07/27/2020 179947
43836	PO BOX 824	08/05/2020
06/19/2020	BLOOMFIELD HILLS MI, 48303-0824	/ / 0.0000
		08/05/2020
		FOA KOPPERT BIOLOGICAL CPR THRU 5/30/20
		N 665.00
		N 0.00
		Y 665.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0014	KOPPERT BIOLOGICAL ADDITION	665.00

VENDOR TOTAL: 2,530.50

ITRIGHT	I.T. RIGHT	07/08/2020 20164991
43783	PO BOX 160	08/05/2020
07/08/2020	BATH MI, 48808	/ / 0.0000
		08/05/2020
		FOA 7/8/20 - 7/7/21 SSL CERTIFICATE
		N 90.00
		N 0.00
		N 90.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	90.00

VENDOR TOTAL: 90.00

JOHNSONC	JOHNSON, CRAIG	07/15/2020 071520
43788	5801 MABLEY HILL	08/05/2020
07/15/2020	FENTON MI, 48430	/ / 0.0000
		08/05/2020
		FOA RELEASE OF DEVELOPER PERFORMANCE BON
		N 20,000.00
		N 0.00
		N 20,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-290.104	JOHNSON - ACC BLDG REMOVAL	20,000.00

VENDOR TOTAL: 20,000.00

1120	KIZCAM	07/13/2020 17510
43805	3280 W GRAND RIVER	08/05/2020
07/13/2020	HOWELL MI, 48855	/ / 0.0000
		FOA ENVELOPES
		N 274.93
		N 0.00

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		Due Date		1099		

Open		08/05/2020		Y		274.93
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GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	274.93

VENDOR TOTAL: 274.93

LCTA	LIVINGSTON COUNTY TREASURER'S ASSOC	07/27/2020	072720	FOA	2020 ANNUAL DUES	
43825	C/O JENNIFER EDEN, TYRONE TWP	08/05/2020		N		10.00
	8420 RUNYAN LAKE RD					
07/27/2020	FENTON MI, 48430	/ /	0.0000	N		0.00
		08/05/2020		N		10.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-804.000	MEMBERSHIP & DUES	10.00

VENDOR TOTAL: 10.00

LOWES	LOWES BUSINESS ACCT/SYNCB	07/01/2020	08952	FOA	PAPER TOWEL, AIR FRESHENER	
43838	P.O. BOX 530970	08/05/2020		N		31.04
07/01/2020	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		08/05/2020		N		31.04

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	31.04

LOWES	LOWES BUSINESS ACCT/SYNCB	07/07/2020	10041	FOA	TRASH CAN BAGS	
43839	P.O. BOX 530970	08/05/2020		N		17.09
07/07/2020	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		08/05/2020		N		17.09

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	17.09

LOWES	LOWES BUSINESS ACCT/SYNCB	07/15/2020	10105	FOA	MISC PARK SUPPLIES	
43840	P.O. BOX 530970	08/05/2020		N		65.24
07/15/2020	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		08/05/2020		N		65.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	65.24

LOWES	LOWES BUSINESS ACCT/SYNCB	07/16/2020	11106	FOA	DELTA LORAIN CH 2H	
43841	P.O. BOX 530970	08/05/2020		N		75.05
07/16/2020	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 08/05/2020 - 08/05/2020
BOTH JOURNALIZED AND UNJOURNALIZED

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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		

Open		08/05/2020		N		75.05
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GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	75.05

VENDOR TOTAL: 188.42

LCDPA	MICHIGAN.COM	07/09/2020	070920	FOA	8/1/20 - 1/31/21 SERVICE	ACCT #PA87
43764	PO BOX 742520	08/05/2020		N		100.01
07/09/2020	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		08/05/2020		N		100.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	100.01

VENDOR TOTAL: 100.01

ORKIN	ORKIN	07/22/2020	199564603	FOA	PEST CONTROL AT TWP HALL	
43822	21068 BRIDGE ST.	08/05/2020		N		66.85
07/22/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		08/05/2020		Y		66.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	07/02/2020	199565479	FOA	PEST CONTROL @ HERO TEEN CENTER	
43766	21068 BRIDGE ST.	08/05/2020		N		65.88
07/02/2020	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		08/05/2020		Y		65.88

Open

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

VENDOR TOTAL: 132.73

OVERHEADDO	OVERHEAD DOOR WEST COMMERCIAL, INC.	07/09/2020	32102	FOA	CHAIN CAME OFF DOOR AT FIRE STATION	
43803	4680 HATCHERY RD	08/05/2020		N		270.00
07/09/2020	WATERFORD MI, 48329	/ /	0.0000	N		0.00
		08/05/2020		N		270.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	270.00

OVERHEADDO	OVERHEAD DOOR WEST COMMERCIAL, INC.	07/22/2020	32217	FOA	SERVICE - DOOR STUCK CLOSED/UNIVERSA	
43837	4680 HATCHERY RD	08/05/2020		N		507.50

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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		

07/22/2020	WATERFORD MI, 48329	/ /	0.0000	N		0.00
		08/05/2020		N		507.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	507.50

VENDOR TOTAL: 777.50

PB PLUMBIN	PB PLUMBING	07/16/2020	4664	FOA	SETTLERS PARK - REPLACED URINAL DIAP	
43796	2440 W HIGHLAND RD, STE 104	08/05/2020		N		229.00
07/16/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2020		Y		229.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	229.00

VENDOR TOTAL: 229.00

1180	PETER'S TRUE VALUE HARDWARE	07/13/2020	53862	FOA	TRASH BAGS	
43772	3455 W. HIGHLAND ROAD	08/05/2020		N		27.98
07/13/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		27.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	27.98

1180	PETER'S TRUE VALUE HARDWARE	07/02/2020	K53730	FOA	TRASH BAGS	
43719	3455 W. HIGHLAND ROAD	08/05/2020		N		27.98
07/02/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		27.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	27.98

1180	PETER'S TRUE VALUE HARDWARE	07/07/2020	K53791	FOA	TRASH BAGS	
43737	3455 W. HIGHLAND ROAD	08/05/2020		N		49.94
07/07/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		49.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	49.94

1180	PETER'S TRUE VALUE HARDWARE	07/09/2020	K53822	FOA	FILTER	
43765	3455 W. HIGHLAND ROAD	08/05/2020		N		16.99
07/09/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00

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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		

Open		08/05/2020		N		16.99
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GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.99

1180	PETER'S TRUE VALUE HARDWARE	07/14/2020	K53882	FOA	LOOP HANDLE	
43785	3455 W. HIGHLAND ROAD	08/05/2020		N		15.99
07/14/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		15.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	15.99

1180	PETER'S TRUE VALUE HARDWARE	07/15/2020	K53906	FOA	VINE LOPPER	
43790	3455 W. HIGHLAND ROAD	08/05/2020		N		79.95
07/15/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		79.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	79.95

1180	PETER'S TRUE VALUE HARDWARE	07/16/2020	K53910	FOA	SAW FILES, CHAIN LOOPS	
43794	3455 W. HIGHLAND ROAD	08/05/2020		N		26.98
07/16/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		26.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	26.98

1180	PETER'S TRUE VALUE HARDWARE	07/23/2020	K54008	FOA	BOLTS	
43811	3455 W. HIGHLAND ROAD	08/05/2020		N		3.53
07/23/2020	MILFORD MI, 48380	/ /	0.0000	N		0.00
		08/05/2020		N		3.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	3.53

VENDOR TOTAL: 249.34

STAPLES	STAPLES	07/18/2020	8059049704	FOA	MISC SUPPLIES	
43799	PO BOX 660409	08/05/2020		N		147.89
07/18/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/05/2020		N		147.89

Open

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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		

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	138.40
101-253-727.000	SUPPLIES & POSTAGE	9.49
		147.89

STAPLES	STAPLES	07/25/2020	8059120176	FOA	MISC SUPPLIES	
43823	PO BOX 660409	08/05/2020		N		289.68
07/25/2020	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		08/05/2020		N		289.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	17.08
101-265-740.000	OPERATING SUPPLIES	42.56
101-751-740.000	OPERATING SUPPLIES	62.05
101-400-727.000	SUPPLIES & POSTAGE	27.98
101-265-740.000	OPERATING SUPPLIES	82.97
101-299-727.000	SUPPLIES & POSTAGE	10.87
101-265-740.000	OPERATING SUPPLIES	18.32
101-299-727.000	SUPPLIES & POSTAGE	27.85
		289.68

VENDOR TOTAL:

437.57

USA	USA BLUE BOOK	07/23/2020	305269	FOA	HYDRANT FLAGS, GREASE	
43829	P.O. BOX 9004	08/05/2020		N		364.40
07/23/2020	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		08/05/2020		N		364.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	364.40

VENDOR TOTAL:

364.40

SCADA	UTILITIES INSTRUMENTATION SERVICE	07/23/2020	530360884	FOA	CALIBRATE, FURNISH, INSTALL ACTION P	
43821	2290 BISHOP CIRCLE EAST	08/05/2020		N		874.54
07/23/2020	DEXTER MI, 48130	/ /	0.0000	N		0.00
		08/05/2020		Y		874.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	874.54

VENDOR TOTAL:

874.54

WALLACEJ	WALLACE, JOSEPH	07/22/2020	072220	FOA	REFUND OF PLD 20-002 APPLICATION FEE	
43810	2797 PRESTON LANE	08/05/2020		N		350.00
07/22/2020	HOWELL MI, 48855	/ /	0.0000	N		0.00

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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		

Open		08/05/2020		N		350.00
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GL NUMBER	DESCRIPTION	AMOUNT
101-000-622.000	ZONING FEES	350.00

VENDOR TOTAL: 350.00

WALSH	WALSH MUNICIPAL SERVICES, LLC	07/23/2020	072320	FOA	TOWNSHIP MANAGER LINKEDIN AD	
43813	2637 ELDERBERRY DRIVE	08/05/2020		N		68.00
07/23/2020	OKEMOS MI, 48864	/ /	0.0000	N		0.00
		08/05/2020		Y		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	68.00

VENDOR TOTAL: 68.00

WATERTECH	WATER TECH	07/19/2020	47868	FOA	JUNE 2020	
43824	718 S MICHIGAN	08/05/2020		N		974.00
07/19/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		08/05/2020		Y		974.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	974.00

VENDOR TOTAL: 974.00

TOTAL - ALL VENDORS: 91,425.41

FUND TOTALS:

Fund 101 - GENERAL FUND	12,687.02
Fund 206 - FIRE OPERATING	50,018.50
Fund 401 - CAPITAL PROJECTS FUND	450.00
Fund 536 - WATER SYSTEM FUND	4,477.39
Fund 577 - CABLE TV FUND	90.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	3,037.50
Fund 702 - TRUST & AGENCY - NEW	20,665.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: July 28, 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 - \$342,671.28

July 30, 2020 Payroll - \$73,966.67

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

Attachments

Post Audit Bills List 07.16.2020

Post Audit Bills List 07.27.2020

Payroll for 07.30.2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/16/2020	FOA	40507	ADVANCE CONCRETE	REPAIRS & MAINTENANCE SYSTEM		** VOIDED **
07/16/2020	FOA	40508	CHASE BANK	SUPPLIES & POSTAGE	101-191-727.000	169.56
		40508		SUPPLIES & POSTAGE	101-192-727.000	59.99
		40508		EDUCATION/TRAINING/CONVENTION	101-192-957.000	27.00
		40508		SUPPLIES & POSTAGE	101-209-727.000	58.23
		40508		MEMBERSHIP & DUES	101-209-804.000	201.00
		40508		SUPPLIES & POSTAGE	101-247-727.000	36.98
		40508		OPERATING SUPPLIES	101-265-740.000	623.39
		40508		TELEPHONE	101-265-851.000	40.00
		40508		REPAIRS & MAINTENANCE	101-265-930.000	11.96
		40508		SUPPLIES & POSTAGE	101-299-727.000	54.09
		40508		OPERATING SUPPLIES	101-441-740.000	79.97
		40508		REPAIRS & MAINTENANCE	101-448-930.000	360.00
		40508		CONTRACTED SERVICES	101-577-801.000	48.98
		40508		PRINTING & PUBLICATIONS	101-577-900.000	50.00
		40508		OPERATING SUPPLIES	536-000-740.000	1,109.08
		40508		CONTRACTED SERVICES	536-000-801.000	68.00
		40508		INTERNET	536-000-805.000	115.71
		40508		TELEPHONE	536-000-851.000	65.67
		40508		PRINTING & PUBLICATIONS	536-000-900.000	25.00
		40508		REPAIRS & MAINTENANCE TRUCKS	536-000-930.002	373.85
		40508		INTERNET	577-000-805.000	178.35
		40508		CABLE TV FEES	577-000-806.000	93.39
		40508		CAPITAL OUTLAY	577-000-970.000	1,910.35
						5,760.55
07/16/2020	FOA	40509	CIOFU, LARRY	MEMBERSHIP & DUES	101-215-804.000	20.00
07/16/2020	FOA	40510	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	51.00
		40510		STREET LIGHTS	101-448-921.000	150.27
		40510		UTILITIES - ELECTRIC	206-000-920.002	39.94
		40510		UTILITIES - GAS	536-000-920.001	19.84
						261.05
07/16/2020	FOA	40511	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	41.70
07/16/2020	FOA	40512	EJ USA, INC.	REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	342.10
07/16/2020	FOA	40513	GFL ENVIRONMENTAL	CONTRACTED SERVICES	536-000-801.000	369.25
07/16/2020	FOA	40514	GREN, EDWARD	ZONING FEES	101-000-622.000	75.00
07/16/2020	FOA	40515	HARTLAND SENIOR CENTER	APPROPRIATIONS SENIOR CITIZENS	101-901-999.000	11,000.00
07/16/2020	FOA	40516	HARTLAND TOWNSHIP TREASURER	UTILITIES - SEWER	101-265-920.004	116.93
		40516		UTILITIES - WATER	101-265-920.005	1,040.47
		40516		UTILITIES - WATER	101-463-920.005	1,308.69
		40516		UTILITIES - SEWER	101-751-920.004	126.74
		40516		UTILITIES - SEWER	536-000-920.004	835.40

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 07/16/2020 - 07/16/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						3,428.23
07/16/2020	FOA	40517	HUBBELL, ROTH & CLARK, INC.	CONSULTING - SITE REVIEWS	101-400-801.002	1,300.00
		40517		MICHIGAN FINANCIAL PLANNING	101-400-801.100-0011	490.00
		40517		WALDENWOODS CAMPGROUND IMPROVEMENTS	101-400-801.100-0012	2,107.00
		40517		KOPPERT BIOLOGICAL ADDITION	101-400-801.100-0014	539.00
		40517		BELLA VITA ASST LIVING	101-400-801.100-0015	10,069.00
		40517		SIDEWALKS	401-444-969.005	9,059.90
		40517		WATER CONSTRUCT IN PROGRESS	539-000-150.000	31,550.00
		40517		MILLERS KNOLL ESCROW	702-000-290.093	420.00
		40517		BELLA VITA CONSTRUCTION OBS	702-000-290.099	2,323.50
						57,858.40
07/16/2020	FOA	40518	HUNTINGTON NATIONAL BANK	BOND FEES	204-000-996.000	1,000.00
07/16/2020	FOA	40519	RESERVE ACCOUNT	SUPPLIES & POSTAGE	101-191-727.000	378.55
		40519		SUPPLIES & POSTAGE	101-192-727.000	1.50
		40519		SUPPLIES & POSTAGE	101-209-727.000	118.90
		40519		SUPPLIES & POSTAGE	101-215-727.000	0.50
		40519		SUPPLIES & POSTAGE	101-253-727.000	2.50
		40519		TAX COLLECTION	101-253-811.100	21.50
		40519		SUPPLIES & POSTAGE	101-299-727.000	73.70
		40519		SUPPLIES & POSTAGE	101-400-727.000	3.50
		40519		SUPPLIES & POSTAGE	101-441-727.000	1.00
		40519		SUPPLIES/POSTAGE	536-000-727.000	25.57
		40519		SUPPLIES & POSTAGE	590-000-727.000	25.58
						652.80
07/16/2020	FOA	40520	CHASE BANK	REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	860.05
TOTAL - ALL FUNDS						81,669.13
--- GL TOTALS ---						
101-000-622.000			ZONING FEES			75.00
101-191-727.000			SUPPLIES & POSTAGE			548.11
101-192-727.000			SUPPLIES & POSTAGE			61.49
101-192-957.000			EDUCATION/TRAINING/CONVENTION			27.00
101-209-727.000			SUPPLIES & POSTAGE			177.13
101-209-804.000			MEMBERSHIP & DUES			201.00
101-215-727.000			SUPPLIES & POSTAGE			0.50
101-215-804.000			MEMBERSHIP & DUES			20.00
101-247-727.000			SUPPLIES & POSTAGE			36.98
101-253-727.000			SUPPLIES & POSTAGE			2.50
101-253-811.100			TAX COLLECTION			21.50
101-265-740.000			OPERATING SUPPLIES			623.39
101-265-851.000			TELEPHONE			40.00
101-265-920.001			UTILITIES - GAS			51.00
101-265-920.004			UTILITIES - SEWER			116.93
101-265-920.005			UTILITIES - WATER			1,040.47
101-265-930.000			REPAIRS & MAINTENANCE			11.96

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-299-727.000				SUPPLIES & POSTAGE		127.79
101-400-727.000				SUPPLIES & POSTAGE		3.50
101-400-801.002				CONSULTING - SITE REVIEWS		1,300.00
101-400-801.100-0011				MICHIGAN FINANCIAL PLANNING		490.00
101-400-801.100-0012				WALDENWOODS CAMPGROUND IMPROVEMENTS		2,107.00
101-400-801.100-0014				KOPPERT BIOLOGICAL ADDITION		539.00
101-400-801.100-0015				BELLA VITA ASST LIVING		10,069.00
101-441-727.000				SUPPLIES & POSTAGE		1.00
101-441-740.000				OPERATING SUPPLIES		79.97
101-448-921.000				STREET LIGHTS		150.27
101-448-930.000				REPAIRS & MAINTENANCE		360.00
101-463-920.005				UTILITIES - WATER		1,308.69
101-577-801.000				CONTRACTED SERVICES		48.98
101-577-900.000				PRINTING & PUBLICATIONS		50.00
101-751-920.002				UTILITIES - ELECTRIC		41.70
101-751-920.004				UTILITIES - SEWER		126.74
101-901-999.000				APPROPRIATIONS SENIOR CITIZENS		11,000.00
204-000-996.000				BOND FEES		1,000.00
206-000-920.002				UTILITIES - ELECTRIC		39.94
401-444-969.005				SIDEWALKS		9,059.90
536-000-727.000				SUPPLIES/POSTAGE		25.57
536-000-740.000				OPERATING SUPPLIES		1,109.08
536-000-801.000				CONTRACTED SERVICES		437.25
536-000-805.000				INTERNET		115.71
536-000-851.000				TELEPHONE		65.67
536-000-900.000				PRINTING & PUBLICATIONS		25.00
536-000-920.001				UTILITIES - GAS		19.84
536-000-920.004				UTILITIES - SEWER		835.40
536-000-930.001				REPAIRS & MAINTENANCE SYSTEM		1,202.15
536-000-930.002				REPAIRS & MAINTENANCE TRUCKS		373.85
539-000-150.000				WATER CONSTRUCT IN PROGRESS		31,550.00
577-000-805.000				INTERNET		178.35
577-000-806.000				CABLE TV FEES		93.39
577-000-970.000				CAPITAL OUTLAY		1,910.35
590-000-727.000				SUPPLIES & POSTAGE		25.58
702-000-290.093				MILLERS KNOLL ESCROW		420.00
702-000-290.099				BELLA VITA CONSTRUCTION OBS		2,323.50
				TOTAL		81,669.13

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CHECK DATE FROM 07/27/2020 - 07/27/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/27/2020	FOA	40521	AIR 1 MECHANICAL SERVICE LLC	REPAIRS & MAINTENANCE	101-265-930.000	1,237.00
		40521		REPAIRS & MAINTENANCE BLD&GRDS	206-000-930.003	660.50
						1,897.50
07/27/2020	FOA	40522	AUDIO VISUAL INNOVATIONS INC	CAPITAL OUTLAY	577-000-970.000	25,791.73
07/27/2020	FOA	40523	BROWN DRILLING	REPAIRS & MAINTENANCE SYSTEM	536-000-930.001	3,625.00
07/27/2020	FOA	40524	CHLORIDE SOLUTIONS, LLC	ROAD CHLORIDE	101-463-969.002	21,352.67
07/27/2020	FOA	40525	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,678.80
		40525		UTILITIES - ELECTRIC	101-751-920.002	512.91
		40525		UTILITIES	209-000-920.000	14.59
		40525		UTILITIES - ELECTRIC	536-000-920.002	5,154.16
						7,360.46
07/27/2020	FOA	40526	DTE ENERGY-STREET LIGHTS	STREET LIGHTS	101-448-921.000	1,001.91
		40526		MILPOINT STREET LIGHT ESCROW	701-000-290.400	241.37
		40526		FIDDLERS GROVE STREETLIGHT	701-000-290.410	22.29
						1,265.57
07/27/2020	FOA	40527	ECONO PRINT	TAX PREPARATION	101-253-811.000	1,911.20
07/27/2020	FOA	40528	ETNA SUPPLY COMPANY	METER COSTS	536-000-741.000	135.24
07/27/2020	FOA	40529	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	268.00
07/27/2020	FOA	40530	HURON CEMETERY MAINTENANCE INC	LAWN/SNOW MAINTENANCE	209-000-802.000	5,755.00
07/27/2020	FOA	40531	JCI JONES CHEMICALS, INC	WATER TREAT. CHEMICALS	536-000-740.001	2,020.40
07/27/2020	FOA	40532	KOVACH, TOD	CAPITAL OUTLAY	101-265-970.000	3,800.00
07/27/2020	FOA	40533	LIVINGSTON COUNTY CLERK	CONTRACTED SERVICES	101-191-801.000	1,592.00
07/27/2020	FOA	40534	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	1,340.00
07/27/2020	FOA	40535	LIVINGSTON CTY.DRAIN COMMISSIO	LCDC CONTRACT SERVICES	590-000-801.008	168,316.67
07/27/2020	FOA	40536	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	131.27
		40536		EMPLOYMENT EXPENSE	101-172-716.000	37.11
		40536		EMPLOYMENT EXPENSE	101-192-716.000	89.03
		40536		EMPLOYMENT EXPENSE	101-209-716.000	92.20
		40536		EMPLOYMENT EXPENSE	101-215-716.000	60.10
		40536		EMPLOYMENT EXPENSE	101-253-716.000	62.26
		40536		EMPLOYMENT EXPENSE	101-400-716.000	107.85
		40536		EMPLOYMENT EXPENSE	536-000-716.000	76.50
						656.32
07/27/2020	FOA	40537	PREISS COMPANIES LLC	CONTRACTED SERVICES	101-751-801.000	1,860.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/27/2020	FOA	40538	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	102.29
		40538		ACCRUED VISION BENEFITS	001-000-257.102	44.83
		40538		EMPLOYMENT EXPENSE	101-172-716.000	37.28
		40538		EMPLOYMENT EXPENSE	101-192-716.000	74.56
		40538		EMPLOYMENT EXPENSE	101-209-716.000	72.04
		40538		EMPLOYMENT EXPENSE	101-215-716.000	120.17
		40538		EMPLOYMENT EXPENSE	101-253-716.000	144.08
		40538		EMPLOYMENT EXPENSE	101-400-716.000	102.98
		40538		EMPLOYMENT EXPENSE	536-000-716.000	37.28
						735.51
07/27/2020	FOA	40539	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,309.89
		40539		EMPLOYMENT EXPENSE	101-172-716.000	527.69
		40539		EMPLOYMENT EXPENSE	101-192-716.000	1,146.09
		40539		EMPLOYMENT EXPENSE	101-209-716.000	1,160.92
		40539		EMPLOYMENT EXPENSE	101-215-716.000	1,392.92
		40539		EMPLOYMENT EXPENSE	101-253-716.000	2,026.15
		40539		EMPLOYMENT EXPENSE	536-000-716.000	527.69
						8,091.35
07/27/2020	FOA	40540	SHRED-IT, C/O STERICYCLE, INC	CONTRACTED SERVICES	101-441-801.000	929.78
07/27/2020	FOA	40541	STAPLES	SUPPLIES & POSTAGE	101-192-727.000	87.80
		40541		SUPPLIES & POSTAGE	101-209-727.000	26.34
		40541		OPERATING SUPPLIES	101-265-740.000	152.80
		40541		SUPPLIES & POSTAGE	101-299-727.000	36.06
						303.00
07/27/2020	FOA	40542	USA BLUE BOOK	REPAIRS & MAINTENANCE TRUCKS	536-000-930.002	318.46
07/27/2020	FOA	40543	VERIZON WIRELESS	TELEPHONE	101-265-851.000	584.51
		40543		CONTRACTED SERVICES & RENTALS	577-000-801.000	341.28
						925.79
07/27/2020	FOA	40544	WOOD ENVIRONMENT &	TREATMENT PLANT SAMPLING	101-441-801.007	750.50
TOTAL - ALL FUNDS				TOTAL OF 24 CHECKS		261,002.15

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,309.89
001-000-257.101	ACCRUED DENTAL BENEFITS	102.29
001-000-257.102	ACCRUED VISION BENEFITS	44.83
001-000-257.103	ACCRUED STD/LTD BENEFITS	131.27
101-172-716.000	EMPLOYMENT EXPENSE	602.08
101-191-801.000	CONTRACTED SERVICES	1,592.00
101-192-716.000	EMPLOYMENT EXPENSE	1,309.68
101-192-727.000	SUPPLIES & POSTAGE	87.80
101-209-716.000	EMPLOYMENT EXPENSE	1,325.16
101-209-727.000	SUPPLIES & POSTAGE	26.34

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 07/27/2020 - 07/27/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-215-716.000			EMPLOYMENT EXPENSE			1,573.19
101-253-716.000			EMPLOYMENT EXPENSE			2,232.49
101-253-811.000			TAX PREPARATION			1,911.20
101-265-740.000			OPERATING SUPPLIES			152.80
101-265-851.000			TELEPHONE			584.51
101-265-920.002			UTILITIES - ELECTRIC			1,678.80
101-265-930.000			REPAIRS & MAINTENANCE			1,237.00
101-265-970.000			CAPITAL OUTLAY			3,800.00
101-299-727.000			SUPPLIES & POSTAGE			36.06
101-400-716.000			EMPLOYMENT EXPENSE			210.83
101-441-801.000			CONTRACTED SERVICES			929.78
101-441-801.007			TREATMENT PLANT SAMPLING			750.50
101-448-921.000			STREET LIGHTS			1,001.91
101-463-969.002			ROAD CHLORIDE			21,352.67
101-751-801.000			CONTRACTED SERVICES			1,860.00
101-751-920.002			UTILITIES - ELECTRIC			512.91
206-000-930.003			REPAIRS & MAINTENANCE BLD&GRDS			660.50
209-000-802.000			LAWN/SNOW MAINTENANCE			5,755.00
209-000-920.000			UTILITIES			14.59
536-000-716.000			EMPLOYMENT EXPENSE			641.47
536-000-740.001			WATER TREAT. CHEMICALS			2,020.40
536-000-741.000			METER COSTS			135.24
536-000-920.002			UTILITIES - ELECTRIC			5,154.16
536-000-930.001			REPAIRS & MAINTENANCE SYSTEM			3,625.00
536-000-930.002			REPAIRS & MAINTENANCE TRUCKS			318.46
577-000-801.000			CONTRACTED SERVICES & RENTALS			341.28
577-000-970.000			CAPITAL OUTLAY			25,791.73
590-000-801.008			LCDC CONTRACT SERVICES			168,316.67
701-000-290.300			MOBILE HOME FEES ESCROW			1,608.00
701-000-290.400			MILLPOINT STREETLIGHTS ESCROW			241.37
701-000-290.410			FIDDLERS GROVE STREETLIGHT			22.29
			TOTAL			261,002.15

Check Register Report For Hartland Township
For Check Dates 07/28/2020 to 07/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
07/30/2020	FOA	16756	GOODWIN, DENNIS R	192.66	149.49	0.00	Open
07/30/2020	FOA	16757	PETRUCCI, JOSEPH M	500.00	416.56	0.00	Open
07/30/2020	FOA	16758	ICMA VANTAGEPOINT TRANSFER AGENT	1,328.02	1,328.02	0.00	Open
07/30/2020	FOA	16759	ICMA VANTAGEPOINT TRANSFER AGENT	4,024.39	4,024.39	0.00	Open
07/30/2020	FOA	16760	ICMA VANTAGEPOINT TRANSFER AGENT	1,135.76	1,135.76	0.00	Open
07/30/2020	FOA	16761	ICMA VANTAGEPOINT TRANSFER AGENT	50.94	50.94	0.00	Open
07/30/2020	FOA	DD6626	BAGDON, KELLY M	2,027.86	0.00	1,438.26	Cleared
07/30/2020	FOA	DD6627	BEAUDOIN, DIANA K	1,459.71	0.00	1,242.28	Cleared
07/30/2020	FOA	DD6628	BERNARDI, MELYNDA A	872.17	0.00	651.37	Cleared
07/30/2020	FOA	DD6629	BROOKS, TYLER J	1,789.13	0.00	1,287.65	Cleared
07/30/2020	FOA	DD6630	CASE, SUSAN E	1,753.59	0.00	1,171.51	Cleared
07/30/2020	FOA	DD6631	CIOFU, LARRY N	2,583.33	0.00	1,906.08	Cleared
07/30/2020	FOA	DD6632	COLAIANNE, JOSEPH W	590.00	0.00	471.02	Cleared
07/30/2020	FOA	DD6633	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,355.94	Cleared
07/30/2020	FOA	DD6634	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,157.74	Cleared
07/30/2020	FOA	DD6635	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
07/30/2020	FOA	DD6636	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
07/30/2020	FOA	DD6637	GRISSIM, SUSAN L	142.50	0.00	131.59	Cleared
07/30/2020	FOA	DD6638	HARPER, GLENN E	500.00	0.00	416.56	Cleared
07/30/2020	FOA	DD6639	HEASLIP, JAMES B	2,938.79	0.00	1,757.46	Cleared
07/30/2020	FOA	DD6640	HORNING, KATHLEEN A	2,583.33	0.00	1,793.80	Cleared
07/30/2020	FOA	DD6641	JOHNSON, LISA	2,305.83	0.00	1,632.77	Cleared
07/30/2020	FOA	DD6642	KENDALL, ANTHONY S	28.66	0.00	26.46	Cleared
07/30/2020	FOA	DD6643	KLINE, CORI L	689.62	0.00	588.18	Cleared
07/30/2020	FOA	DD6644	KUMAR, ANDREW M	1,776.36	0.00	1,290.03	Cleared
07/30/2020	FOA	DD6645	LANGER, TROY D	3,533.12	0.00	2,506.02	Cleared
07/30/2020	FOA	DD6646	LENAGHAN, WILLIAM J	307.65	0.00	284.11	Cleared
07/30/2020	FOA	DD6647	LOUIS, CASEY	544.31	0.00	301.02	Cleared
07/30/2020	FOA	DD6648	MITCHELL, KYLE J	2,224.40	0.00	1,723.17	Cleared
07/30/2020	FOA	DD6649	MITCHELL, MICHAEL E	90.00	0.00	83.11	Cleared
07/30/2020	FOA	DD6650	MORGANROTH, CAROL L	2,129.22	0.00	1,635.21	Cleared
07/30/2020	FOA	DD6651	MURPHY, THOMAS A	90.00	0.00	79.29	Cleared
07/30/2020	FOA	DD6652	RUF, ANDREW J	940.50	0.00	785.95	Cleared
07/30/2020	FOA	DD6653	SHOLLACK, DONNA M	1,903.39	0.00	1,398.43	Cleared

Check Register Report For Hartland Township
For Check Dates 07/28/2020 to 07/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
07/30/2020	FOA	DD6654	VERMILLION, KAREN L	1,786.84	0.00	1,323.63	Cleared
07/30/2020	FOA	DD6655	VERMILLION, NATHANIAL J	383.80	0.00	315.58	Cleared
07/30/2020	FOA	DD6656	VETTRAINO, ALEXANDER D	983.25	0.00	805.39	Cleared
07/30/2020	FOA	DD6657	WEST, ROBERT M	3,632.36	0.00	2,393.54	Cleared
07/30/2020	FOA	DD6658	WYATT, MARTHA K	3,022.13	0.00	2,185.79	Cleared
07/30/2020	FOA	DD6659	MITCHELL, KYLE J	407.52	0.00	349.26	Cleared
07/30/2020	FOA	EFT549	FEDERAL TAX DEPOSIT	11,961.88	11,961.88	0.00	Cleared
07/30/2020	FOA	EFT550	MI DEPT OF TREASURY	3,738.16	3,738.16	0.00	Cleared
07/30/2020	FOA	EFT551	FEDERAL TAX DEPOSIT	62.36	62.36	0.00	Cleared
07/30/2020	FOA	EFT552	MI DEPT OF TREASURY	16.89	16.89	0.00	Cleared
07/28/2020	FOA	16762	AMERICAN FAMILY LIFE ASSURANCE CO	133.09	133.09	0.00	Open
Totals:				73,966.67	23,017.54	37,302.24	
Total Physical Checks:			7				
Total Check Stubs:			38				

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: Water Tower Vent Improvements

Date: July 29, 2020

Recommended Action

Approve the proposal for water tower vent improvements from Utilities Service Co., Inc in an amount not to exceed \$7,800 as presented.

Discussion

In April 2020, EGLE sent notices to all municipal water systems in the State of Michigan indicating new standards for water tower vents, screens and gaskets for fixtures atop the water tower. The new requirement was intended to ensure properly sealed hatches and screened openings for directly connected vents to the water storage area to prevent the entry of insects and rooftop water.

Although classified as a “reminder,” the letter highlights new standards that were previously not in place. Hatches shall be fitted with a solid water tight seal, and all air vents or other openings shall be screened with a non-corrodible #24 mesh. A new vent and hatch gaskets will be installed as part of the proposal. The gaskets are rubber and simply required periodic replacement. The vent and the gaskets are original and were installed in 2001.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

The services outlined in the proposal will be covered under the current budget, line item 536-000-930.001 – Repairs & Maintenance Water System.

Attachments

Suez Vent Proposal.pdf

Proposed Storage Tank Memo final.pdf



Proposal from
UTILITY SERVICE CO., INC.

535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069
Toll-free: 855-526-4413 | Fax: 478-987-2991
suez-na.com

Date: 7/10/2020

Submitted by: **Dan Kitchen**

Local Phone: **(269) 377-0771**

SFID: 66075

CN:

SO:

Proposal Submitted To: Hartland Township			Phone Number: (810) 632-7498		Fax Number:	
Street Address: 2655 Clark Road			Description of Work to be Performed: Miscellaneous Repairs			
City: Hartland		State: MI	Zip Code: 48353	Tank Name: Hartland Tank		
Accounts Payable Contact Name: Kyle Mitchell		Email: KMitchell@Hartlandtwo.com		Job Site Address: 9751 E. Highland		
Job Contact (Inspection Reports):		Email:		County / Parish:	Tank Size: 500KG	
					Tank Style: Pedisphere	

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

1. 24" Pallet Style Vent on the Roof of the Tank.
2. Rubber Gasket on Access Hatch to the interior wet on the Roof of the Tank.

Please sign and date this proposal and fax one copy to our office.

Seven Thousand Eight Hundred and -----00/100 Dollars \$7,800.00

Payment to be made as follows:

Payment Due in Full Upon Completion of Work – plus all applicable taxes

Remittance Address: Utility Service Co., Inc., P O Box 207362, Dallas, TX 75320-7362

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
USCI Signature

Daniel J. Kitchen

Note:

This proposal may be withdrawn by us if not accepted within Sixty (60) days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Fiscal Yr Beginning Month

Signature

Date of Acceptance

7/15/20

Printed Name

ROBERT M. WEST



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



LIESL EICHLER CLARK
DIRECTOR

TO: Community Water Supply Owner and Operator

FROM: Brian E. Thurston, P.E., Field Operations Section Manager
Drinking Water and Environmental Health Division,
Department of Environment, Great Lakes, and Energy

DATE: April 22, 2020

SUBJECT: Important Reminder Regarding Water System Storage Tanks

All parties involved with the design, construction, operations, and maintenance of storage tanks, must keep in mind the sanitary requirement to properly seal all hatches and screen all openings that are directly connected to the water storage area to prevent the entry of insects and rooftop water.

Hatches shall be fitted with a solid water tight seal, and all air vents or other openings shall be screened with a non-corrodible #24 mesh. While necessary for sanitary protection, the smaller mesh screen is more susceptible to plugging from frost, dust, and corrosion, which may result in excessive or negative air pressure in the tank. Both pressure conditions may affect the structural integrity of the tank, therefore, be advised that having an adequate self-resetting vacuum/pressure relief mechanism must be evaluated and installed.

To minimize the risk of sanitary deficiencies, the Department of Environment, Great Lakes, and Energy (EGLE) has created an Inspection Certification form to confirm the integrity of the tank during Sanitary Survey inspections. Please use the form attached to this memo to answer questions associated with periodic inspections and provide it to EGLE staff upon request for each tank in the system. Water systems with storage facilities that do not meet the standards described in the certification form, or that lack proper documentation, may receive a deficient rating in the storage category until resolved.

Please share this memo with any water supply contractors that may conduct service or maintenance work for the water supply.

Attachment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert West, Director of Public Works

Subject: To review the written legal opinion of the Township Attorney, subject to attorney client privilege

Date: August 5, 2020

Recommended Action

Motion to adjourn to closed session pursuant to section 8(h) of the Open Meetings Act to discuss a confidential written legal opinion with the Township Attorney, the Township Finance Director, and Township Director of Public Works.

Discussion

The written legal opinion of the Township Attorney will be forwarded to the Board under separate cover.

Attachments

None