

1. Call to Order - THE MEETING WAS CALLED TO ORDER BY SUPERVISOR WILLIAM FOUNTAIN AT 7:00 PM

2. Pledge of Allegiance

3. Roll Call

PRESENT: Larry N. Ciofu, William Fountain, Joe Colaianne, Matt Germane, Glenn Harper, Joe Petrucci
ABSENT: Kathie Horning

Also present was Township Manager James Wickman.

4. Meeting Agenda

a. Approval of Meeting Agenda

Move to approve the Agenda for the November 21, 2017 Hartland Township Board meeting as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Petrucci, Trustee
SECONDER:	Joe Colaianne, Trustee
AYES:	Ciofu, Fountain, Colaianne, Germane, Harper, Petrucci
ABSENT:	Horning

5. Call to the Public

No one came forward.

6. Approval of Consent Agenda

Move to approve the Consent Agenda for the November 21, 2017 Hartland Township Board meeting as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glenn Harper, Trustee
SECONDER:	Joe Petrucci, Trustee
AYES:	Ciofu, Fountain, Colaianne, Germane, Harper, Petrucci
ABSENT:	Horning

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. Board of Trustees - Special Meeting - Oct 24, 2017 6:30 PM
- d. Board of Trustees - Regular Meeting - Nov 7, 2017 7:00 PM

7. Pending & New Business

No pending or new business for this meeting.

8. Board Reports

Trustee Germane - Stated that the remediation system for the former Hartland 36 Gas Processing Plant started up on Thursday, November 16, 2017 and is running fine.

Trustee Harper - No report.

Trustee Petrucci - The Hartland-Deerfield Fire Authority (HDFA) will be having their annual Pheasant Hunt on December 2, 2017 at the Variety Farms Game Preserve and their annual Santa Day on December 9, 2017 at the

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HDFA Fire Station No. 61. The Fire Authority will also be celebrating their 90th Birthday on December 28th and more to come on this event.

Clerk Ciofu - No report.

Trustee Colaianne - No report.

Supervisor Fountain - No report.

[Brief Recess]

9. Information / Discussion

a. Water and Sewer Capacity Report

Public Works Director Bob West gave an update on the Water System. The Pilot Study for the filter enhancement was recently completed and the manufacturer is guaranteeing the improvements will double our capacity pending the Department of Environmental Equality (DEQ) approval. We submitted an application to the DEQ to double our capacity and the approval process can take from 6 to 8 months. The permits are good for two years and the project is ready to go out for bid when we are ready to go forward with the project. With the projects on the east side of the township looking at a community well, this project is basically not needed until another 300-400 connections are added to the system. By putting this project on hold for the time being, Director West presented the revised Water System Capital Improvement Project (CIP) plan. He highlighted the three projects related to the filter vessel that were moved out to 2020. It was noted that at the time we would need the Increased Filter Capacity, now projected for 2020, we would need to be exploring a new Distribution Well. The revised CIP plan includes the cost for the engineering of the new Distribution Well in 2020 and the installation of the Distribution Well in 2021. These three projects were not included in the Water Fund Cash Flow projections as they will be funded through sales of REU's. The Cash Flow projection currently includes a conservative estimate of 25 REU sales per year going forward, but Director West has already secured the next two year's REU sales through the Walnut Ridge development, which is purchasing each REU as they pull a home permit. Based on these conservative projections, the CIP indicates a very healthy reserve in the Water Fund Cash Balance projection. Director West provided background for the potential need for the Water Storage Garage for the 2019-2020 CIP Plan year. This is a conservative estimate if the Livingston County Building Department allows us to build a storage structure out of wood. If they require a steel building this estimate would be more accurate for the building. DPW recently completed the Asset Management Plan, which was due by December 31, 2017, and submitted it to the DEQ. Supervisor Fountain stated that we had enough money in the Water Fund to pay for the Increased Filter Capacity and the Engineering for the new Distribution Well. Director West stated that we would have available funds even if we did not have REU sales. Manager Wickman stated that from a cash flow perspective we would have to up-front the expense of the Increased Filter Capacity and reimburse the fund as the REU sales are made. Trustee Petrucci inquired as to how much strain we would be put on the existing wells if we doubled our filter capacity. Director West stated that our current three wells would not be strained if we doubled the filter capacity as we currently only run one well at a time for short periods. Our wells are rated at continuous pumpage duty and we could run all three wells at one time, so we have sufficient capacity with our wells. Manager Wickman wanted to ensure the Board that we have adequate water capacity for future demands and that developers are comfortable with having available water. Trustee Germane inquired as to the value in the Township running the water line to the Mayberry development and what would be the cost to do this. Manager Wickman stated that the cost to run a dual water line to the Mayberry site is estimated at \$3 million plus the cost of REU's. There are not many other developmental properties in the stretch that would hook into this line. Director West explained the limitations of the current line and to extend to this location he would recommend two lines, one on the north side and one on the south side of M-59. Mayberry is looking at a community well system that would have to be built at the Township standards. Trustee Germane is concerned that we may miss an opportunity to connect this area to the water system that may not come again. Manager Wickman stated that it would not be an issue if we ultimately took over a community well system, that was built to our standards, at this location as there is potential development to the east, and the mobile home park that could link into this system. Trustee Colaianne inquired as to water loss of our system. Director West stated that our water loss this year was 8.2% and indicated that random testing showed that some of our water meters run slow at low flow levels. The meters are over 14 years old in certain areas and a water meter replacement program will be undertaken. A brief discussion was held on the effects of the hard water on the meters, the costs of softening the water, and the percentage of usage of water for

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irrigation. A brief discussion was also held on the Mayberry property with regards to a community well system, cost to run water line to the site, possible SAD to fund the cost of this line.

DPW Director West gave a brief update on the Livingston Regional Sewer System Capacity Study completed in April of 2017. In summary all of our current pump stations have existing capacity to meet our current needs within our predetermined sewer district. The sewer system can support the full build out of our existing sewer district. If we go out of the sewer district to add another development, this may lead to upgrades to the existing pump stations. This study will be provided to developers outside the sewer district to do an impact study to determine the effect their development will have on the sewer system. It was discussed to have these developments pay for the upgrades, so as not to burden the existing sewer customers that paid for the existing system. Other issues discussed were the surcharges on existing pumps from pumps further down the line, and the Livingston County Drain Commission Capital Improvement Plan. Director West was pleased with the results of the Capacity Study

RESULT:	INFORMATIONAL
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b. Manager's Report

Manager Wickman stated that the Parks Site Plan Committee did look at the repairs we are making to the parking lots now that the Park's projects are wrapping up, including bringing in additional limestone and completing the grading to give us a good surface going into winter and next spring as well as for Winterfest in January. All repairs are within the scope and budget of the project and we will be under budget on this project even with the repairs. Heritage Park Ribbon cutting will be at noon at Winterfest on Saturday, January 27, 2017. The Partner's in Progress Administrators met last week and there was much positive feedback. The group wanted to get on the calendar for at least one meeting next year and the tentative dates are Wednesday, October 3, 2018 or Thursday, October 4, 2018. The group is working on the items from the last meeting and we may schedule a meeting between now and October to review the progress on these items. Manager Wickman stated that there will be updates to the Board Policy Manual, Administrative Policy Manual and Employee Handbook for review by the Board in the near future. Discussion was held on the current time clock process versus a switch to a time sheet format and the Board had no issues with this. Manager Wickman to send out red-lined versions of the policies as completed. The Administrative Assistant position has been posted and we have received over 75 resumes to date. The deadline for accepting resumes is next Wednesday. The State of Michigan has released the Inflation Factor for the multiplier on Capped Value at 2.1%.

Trustee Germane inquired as to the background of the Livingston County Board of Commissioners decision to approve a one year funding agreement for the Economic Development Council (EDC) rather than a three year agreement. Manager Wickman explained the rationale of the original one-third funding model from each of the County, the Cities and Townships, and the Private Sector. Not all of the municipalities originally signed on and the County stepped up and funded more than a third. The goal of the EDC was to get back to the one-third model and held the three year County contribution to \$200,000. The County agreed to a one year funding for \$175,000. The full Board of the EDC will meet in January to discuss if the County's decision is sustainable for EDC. There is work to be done with the Municipalities and the Private Sector going forward. Trustee Colaianne inquired as to whether it was an issue of understanding the benefit of the EDC on economic development. Manager Wickman was unsure of the full reasoning as it is difficult to quantify the effects of EDC on specific projects that came into the County, but believes correcting the one-third funding model was an important consideration in the decision. Trustee Germane inquired as to the information sent out regarding traffic studies being done, specifically with regards to a M-59 and Hacker road light. Discussion was held on the speed study for Bergin Road and the traffic study that the County will pursue for M-59 and Hacker. Supervisor Fountain stated that with regards to the Manager's review, the Administrative Committee discussed just doing the yearly review in January and Manager Wickman was in agreement with this decision at this stage of the year. Clerk Ciofu gave an overview of the process for setting the Manager's Goals and Objectives for 2018 to be completed in December, and the process for the 2017 Manager's Review to be completed by the end of January, 2018.

c. Draft Strategic Plan

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Manager Wickman reviewed the drafts of the 2018 Strategic Plan, the 2018 Staff Action Plan and provided a tentative schedule of Board Work Sessions for 2018. Most of the items on the 2018 Strategic Plan are items that need further discussion in Board Work Sessions. Specific strategic items briefly discussed were Partners in Progress, Hartland Business Association and the idea of business friendliness, discussion with Township Engineer on construction observation, the Parks plans for smaller projects, and commercial retail development. Supervisor Fountain highlighted the tentative schedule of Board Work Session and commended the job of the Manager in putting this together. Trustee Germane inquired as to whether we plan to continue on our improved communications with the Hartland Deerfield Fire Authority (HDFA), Police and County Commissioner's by scheduling periodic meetings with these group's. Manager Wickman stated that the Police review is on the agenda for September and the HDFA is a standing one in August. We do have room to add these other entities if the Board would like to do so. Supervisor Fountain stated that these types of meetings could be put on a separate calendar and that we are trying to schedule a meeting with Township representatives, business leaders and the County regarding the Commercial Rehabilitation District in the near future.

RESULT: INFORMATIONAL

d. Meeting Video Streaming Online

Manager Wickman reviewed the reliability issues we have had with regards to our online media streaming of meetings and the time has come to find a different solution. In addition to correcting the reliability issues, we have an opportunity to improve the quality of the broadcast with a high definition version and the accessibility of the broadcast. By going to a live stream company with a higher quality product we could also put this out on Facebook Live and You-Tube Live, along with the cable channel broadcast. The cost per month would be significantly less than what we are paying now. There would be an up-front investment in equipment, that would be PEG fund eligible, but the return on investment based on the cost savings would be just a few years. The Board agreed that we need to have a reliable streaming broadcast and we should go forward with evaluating another alternative.

RESULT: INFORMATIONAL

10. Adjournment

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

RESULT: APPROVED [UNANIMOUS]
MOVER: Matt Germane, Trustee
SECONDER: Glenn Harper, Trustee
AYES: Ciofu, Fountain, Colaianne, Germane, Harper, Petrucci
ABSENT: Horning

Submitted by,



Larry N. Ciofu
Clerk