

**HOWELL TOWNSHIP BOARD REGULAR MEETING**  
**December 12, 2016**  
**Howell Township Hall**  
**6:30. p.m.**

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jonathan Hohenstein	Treasurer
Jean Graham	Clerk
Matthew Counts	Trustee
Carolyn Eaton	Trustee
Harold Melton	Trustee

**MEMBERS ABSENT:**

Supervisor Coddington called the meeting to order at 6:30 p.m. It was confirmed that all Board Members have taken the oath of office. New Board Members were welcomed.

The roll was called. All rose for the Pledge of Allegiance.

**CALL TO THE BOARD:**

**MOTION** by Hohenstein seconded by Counts, **“TO APPROVE THE DECEMBER 12, 2016 AGENDA AS AMENDED, ADD ITEM 9B5 – BOARD REP TO PLANNING COMMISSION.”** Motion carried.

**APPROVAL OF MINUTES:**

**MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE THE NOVEMBER 14, 2016 REGULAR MEETING MINUTES AS PRESENTED.”** Motion carried. (See November 14, 2016 Meeting Minutes) **MOTION** by Counts, seconded by Hohenstein, **“TO APPROVE THE NOVEMBER 14, 2016 CLOSED SESSION MEETING MINUTES AS PRESENTED.”** Motion carried.

**CORRESPONDENCE:**

See list.

**CALL TO THE PUBLIC:**

John Dinsmore from Lee & Associates wanted to know about the Offer Purchase from Mr. and Mrs. Paul on a 10 acre parcel on Tooley Road. It was the consensus of the board to hold a Special Board Meeting on December 19<sup>th</sup>, 2016 at 6:30 p.m. here at the Howell Township Hall, in order to go into Executive Session.

John Mills 1750 Oak Grove Road – Gave his endorsement for Dar Howard for the open seat position on the Township Board.

**UNFINISHED BUSINESS:**

- A. OPEN TRUSTEE POSITION – Supervisor Coddington invited the contenders who sent letters explaining their desire to be considered for the open seat on the Township Board to speak.
- 1) Adam Dale of 3707 Wescott Court.
  - 2) Alex Hansen of 3513 Amber Oaks Dr.
  - 3) Dar Howard of 963 Nancy Ann Dr.

Each contender gave a short synopsis about themselves and why they would like to serve on the Township Board. There were two other contenders, one did not show to the meeting and one withdrew their name.

**NOMINATION** by Counts for Dar Howard. **NOMINATION** by Hohenstein for Adam Dale. **NOMINATION** by Melton for Alex Hansen. A hand vote was taken: Adam Dale - 2 votes, Alex Hansen – 0 votes, Dar Howard – 4 votes. Dar Howard received the most votes. **MOTION** by Eaton, seconded by Melton, **“TO APPOINT DAR HOWARD IN THE OPEN TRUSTEE POSITION BEGINNING WITH THE NEXT BOARD MEETING.”**

Discussion followed. Motion carried. The other two contenders were encouraged to apply for the open seat positions that are on the Planning Commission and the ZBA.

- B. ALLEN ROAD PROJECT – Treasurer Hohenstein reported he did not have the current bid for the project. Discussion followed to explain what the project is about to the new board member. This will be brought back to future meeting.

**NEW BUSINESS:**

- A. 2017-2018 RE-APPOINTMENTS TO THE BOARD OF REVIEW – Supervisor Coddington read letter from Assessor Brent Kilpela for his recommendation for re-appointments to the 2017-2018 Board of Review as follows: Re-appointing Bill Graham, Steve Tervo and Sue Daus with John Hubbel as the alternate. **MOTION** by Hohenstein, seconded by Graham, **“TO APPROVE THE APPOINTEES TO THE BOARD OF REVIEW AS PRESENTED.”** Discussion followed. Motion carried.
  
- B. COMMITTEE APPOINTMENTS –
  - 1. Board Representative to the ZBA – **MOTION** Counts, seconded by Hohenstein, **“TO APPOINT CAROLYN EATON AS BOARD REP TO THE ZBA.”** Motion carried. **MOTION** by Hohenstein, seconded by Counts, **“TO APPOINT DAR HOWARD AS THE ALTERNATE BOARD REP TO THE ZBA.”** Motion carried.
  - 2. Board Representative to the Airport - Discussion because the Township does not have a voting position on the Airport Board but can only attend the meeting, is it worth paying a rep to go to meetings. **MOTION** by Melton, seconded by Counts, **“TO TABLE THIS POSITION UNTIL MORE INFORMATION IS GIVEN ABOUT WHAT A BOARD REPRESENTATIVE HAS WITH THE AIRPORT BOARD.”** Motion carried.
  - 3. Board Representative to MHOG – There are two seats from the Township. The Supervisor automatically attends these meetings plus one other Township Board Member. **MOTION** by Hohenstein, seconded by Graham, **“TO APPOINT DAR HOWARD AS BOARD REP TO MHOG.”** Motion carried. **MOTION** by Hohenstein, seconded by Graham, **“TO APPOINT CAROLYN EATON AS THE ALTERNATE BOARD REP TO MHOG.”** Motion carried.
  - 4. Board Representative to HAPRA – **MOTION** by Hohenstein, seconded by Counts, **“TO APPOINT JEAN GRAHAM AS BOARD REP TO THE HAPRA.”** Motion carried. **MOTION** by Counts, seconded by Hohenstein, **“TO APPOINT HAROLD MELTON AS THE ALTERNATE BOARD REP TO THE HAPRA.”** Motion carried.
  - 5. Board Representative to the Planning Commission – **MOTION** by Hohenstein, seconded by Graham, **“TO APPOINT MATT COUNTS AS BOARD REP TO THE PLANNING COMMISSION.”** Motion carried.
  - 6. OTHER COMMITTEES – Other committees that need a Township Board Representative will placed on future meeting agenda.
  
- C. 2017 TOWNSHIP CALANDER –The calendar for the proposed 2017 Howell Township Board Meetings was presented. **MOTION** by Eaton, seconded by Graham, **“TO ACCEPT THE LIST OF TOWNSHIP MEETINGS DATES FOR 2017.”** Motion carried unanimously. Township Board Meetings are the 2<sup>nd</sup> Monday of the month, Planning Commission Meetings are the 4<sup>th</sup> Tuesday of the month and the ZBA Meetings are as needed on the 3<sup>rd</sup> Monday of the month.

- D. HOWELL TOWNSHIP INSURANCE POLICY – Clerk Graham presented the renewal for the Howell Township Insurance Policy. Discussion followed on which properties are current on the policy, which properties need to be removed and which properties need to be added.
- E. SEWER/WATER SYSTEM EQUITY FEES – Supervisor Coddington stated that by the Township Ordinance the Tap-in fees automatically increase by 5% on January 1<sup>st</sup> unless the Township Board votes not to let that happen. **MOTION** by Hohenstein, seconded by Eaton, **“TO LEAVE THE SEWER/WATER SYSTEM EQUITY FEES AT THE CURRENT RATE OF \$4,830.00 FOR 2017 AND TO REMOVE THE MHOG PRICE INCREASE THAT WAS ADDED IN OCTOBER OF 2016.”** Discussion followed. Motion carried 5 to 1.
- F. MHOG PRICE INCREASE – Supervisor Coddington stated that this issue needed to be re-visited. The decision that was made in October 2016 on the MHOG price increase was a misunderstanding. The \$3,500.00 price increase will now only apply to those properties within the water districts that have not been assessed in the past. This is for any new REU’s. **MOTION** by Eaton, seconded by Hohenstein, **“TO LOWER TAP-IN FEES ON ANY CURRENT ASSESSED PROPERTIES TO \$4,830.00 AND TO ONLY INCREASE FUTURE ADDITIONAL WATER REU’S THAT HAVE NOT BEEN ASSESSED BY AN ADDITIONAL \$3,500.00 PER REU. TOTAL OF \$8,330.00 PER NEW WATER REU WITH THE \$3,500.00 GOING TO MHOG.”** Discussion followed. Motion carried.
- G. 2017 SUMMER TAX COLLECTION HOWELL PUBLIC SCHOOLS RESOLUTION – **MOTION** by Hohenstein, seconded by Counts, **“TO ACCEPT RESOLUTION #12.12.419 TO COLLECT SUMMER TAXES FOR HOWELL PUBLIC SCHOOLS AT \$3.00 PER PARCEL.”** Discussion followed. A roll-call vote was taken: Coddington – yes, Counts – yes, Eaton – yes, Graham – yes, Hohenstein – yes, Melton – yes. Motion carries 6 to 0.
- H. 2017 SUMMER TAX COLLECTION FOWLerville COMMUNITY SCHOOLS RESOLUTION – **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT RESOLUTION #12.12.420 TO COLLECT SUMMER TAXES FOR FOWLerville COMMUNITY SCHOOLS AT \$3.00 PER PARCEL.”** Discussion followed. A roll-call vote was taken: Melton – yes, Hohenstein – yes, Coddington – yes, Counts – yes, Eaton – yes, Graham – yes. Motion carries 6 to 0.
- I. 2017 SUMMER TAX COLLECTION LESA RESOLUTION – **MOTION** by Hohenstein, seconded by Eaton, **“TO ACCEPT RESOLUTION #12.12.421 TO COLLECT SUMMER TAXES FOR LESA AT \$3.00 PER PARCEL.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Counts – yes, Eaton – yes, Coddington – yes, Graham – yes, Melton – yes. Motion carries 6 to 0.
- J. CLERK TRAINING MTA – Clerk Graham expressed a desire to attend upcoming Clerk Training. It was a consensus of the board to check if there is enough in the budget too see what is available for the Clerk Training and for the Deputy Clerk to continue her training.
- K. 2<sup>nd</sup> EMERGENCY BACK-UP PERSON FOR ALARM SYSTEM – Clerk Graham indicated that this issue has been taken care of. First person is Zoning Administrator Joe Daus, seconded person is Clerk Jean Graham.

**REPORTS:**

- A. SUPERVISOR:  
(Coddington)

- Usual report.
- B. TREASURER:  
(Hohenstein)
- Started collecting Winter Taxes. The Summer Tax Collection rate is about 96% with residents still coming in to pay.
- C. CLERK:  
(Graham)
- All the deputies have been appointed. Deputy Supervisor – Brent Kilpela, Deputy Treasurer – Carol Makushik, Deputy Clerk – Debby Johnson.
  - The Business Licenses are being worked on.
  - Deputy Clerk Johnson would like to roll over some vacation time. With 3 elections this year it is hard to take time. **MOTION** by Hohenstein, seconded by Eaton, **“TO ALLOW DEPUTY CLERK JOHNSON TO ROLL OVER AN ADDITIONAL 40 HOURS OF VACATION.”** Discussion followed. Motion carried.
  - The cleaning company is requesting a \$5.00 increase per cleaning. They clean every other week. **MOTION** by Graham, seconded by Hohenstein, **“TO APPROVE A \$5.00 INCREASE PER CLEANING FOR THE CARE FREE CLEANING COMPANY.”** Discussion followed. Motion carried.
- D. ZONING:  
(Prepared by Daus)
- See Land Use Permit Listing.
- E. ASSESSING:  
(Prepared by Assessor Kilpela)
- See report.
- F. AIRPORT:
- No report.
- G. FIRE AUTHORITY:  
(Coddington)
- Renewed contract for Attorney for the Fire Authority.
  - Set the meeting schedule.
  - Discussion on the millage that was passed.
  - MMRA – Explanation on refund.
  - Discussion on adding on to the main station.
- H. MHOG:  
(Coddington)
- Clarification on Tap-In fees.
  - Approved Master Operating Agreement.
  - Working on easement for the transmission line.
  - Approved design standard change for going underneath the roads to meet the state standards.

I. PLANNING COMMISSION:

(Counts)

- No November Meeting.

J. ZONING BOARD OF APPEALS (ZBA):

- No meeting.

K. WEBSITE:

(Counts)

- All is going well.

L. WWTP:

(Hohenstein)

- Went over 3 months' worth of reports with Jerry Livernois.
- Approved the lagoon pump but will not help with the muskrat problems.
- Clarifiers are in need of repair.
- Finished the Tooley Road Pump Station.
- Jerry Livernois would like to do an Asset Management Survey to go over equipment to help get better idea of a timeline of needed repairs and replacements.

M. HAPRA:

- No report.

**CALL TO PUBLIC:**

Steve Tervo, 2426 Fisher Road – Expressed his concerns about not enough residents are attending the Township Board Meetings. Also expressed his concerns about keeping the cost of water expense down.

Adam Dale, 3707 Wescot – Expressed his gratitude for Township Board hearing him earlier in the meeting and stated he would still like to be involved with the Township.

**DISBURSEMENTS REGULAR AND CHECK REGISTER:**

**MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH DECEMBER 6, 2016 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

**ADJOURNMENT:** **MOTION** by, Hohenstein, seconded by Counts, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:00 p.m.

Approved: \_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_  
Jean Graham  
Howell Township Clerk

As Presented: \_\_\_\_\_ X \_\_\_\_\_

As Amended: \_\_\_\_\_

As Corrected: \_\_\_\_\_

\_\_\_\_\_  
Mike Coddington  
Howell Township Supervisor

Dated 1/9/2017 \_\_\_\_\_

Signed: \_\_\_\_\_

Debby Johnson, Recording Secretary Recording Secretary