

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

Howell Township Hall

December 11, 2017

6:30. p.m.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Dar Howard	Trustee
Harold Melton	Trustee
Sally Newstead	Trustee

MEMBERS ABSENT:

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called.

Supervisor Coddington welcomed new Board Member Sally Newstead.

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA: MOTION by Howard, seconded by Melton, **“TO APPROVE THE DECEMBER 11, 2017 AGENDA AS PRESENTED.”** Motion carried.

APPROVAL OF MINUTES:

MOTION by Hohenstein, seconded by Graham, **“TO APPROVE THE NOVEMBER 13, 2017 REGULAR MEETING MINUTES AS CORRECTED: UNDER NEW BUSINESS, ITEM E, IN THE MOTION, INSERT THE WORD ‘ACCEPT’.”** Motion carried. (See November 13, 2017 Meeting Minutes)

CORRESPONDENCE:

See list.

CALL TO THE PUBLIC:

- Alex Hansen, 3513 Amber Oaks Drive – 1) Wanted to know about the Annual Clean-up Day and would like to participate. (We will put you on the list and contact you when we start preparing for the event.) 2) Wanted to know if the newly appointed Trustee gave her political persuasion when asked at the last meeting. (She did answer the question to the Boards satisfaction.) 3) Wanted to know the process for re-appointing the positions to the Planning Commission. (Normally the Board re-appoints members who have been on it because it takes time to get understanding and the training needed.) 4) Question the safety of the M-59 and Oak Grove intersection. Has concerns about the amount of accidents that happen there and not having a left-turn lane. (There was a study done and the State stated they did not see a need for a left-turn lane according to the traffic counts recorded. There has been some timing changes done on the light.) 5) Has concerns about the blind spot coming out of Oak Grove Meadows.
- Mike Tipton, 552 Olde English Circle – 1) Stated the number of participation for the Annual Clean-up Day was down. He would again like to help out with the project. (The public is welcomed to help, you will be added to the list.) 2) Wanted to know about the Board of Review. (The Board of Review will have its organization meeting tomorrow and you are welcomed to observe.) 3) Believes the Annual Audit in January, will show a 1.4 million dollar excess in operating budget that has accumulated over the last 4 to 5 years. He is interested in how those monies will be used because the uses are limited.

- Bill Park, 437 N. Burkhart Road – Stated he is a realtor. Wanted to know about agenda item 9B and why it was limited to Commercial Realtors. (The Board feels that the Commercial Realtors will have more knowledge of larger developments.) Mr. Park stated that there are 15,000 realtors in the MLS System. He believes that some of the non-commercial realtors can do just as good of a job in listing properties.
- Christian Bugeja from Chestnut Real Estate – Agrees with Mr. Park that it should be opened up to other realtors.

UNFINISHED BUSINESS:

A. OFFICE EMERGENCY LIGHTS, BIDS

Clerk Graham stated that the Township Hall's 22 emergency lights are failing. Most do not work at all. The Township has received bids from 3 different companies. Each company submitted two bids; one bid is to replace just the batteries and each unit takes 2 batteries. The 2nd bid is to replace the entire light unit. The bids for replacing the entire unit with LED lights is only slightly higher than replacing just the batteries in the old units. **MOTION** by Hohenstein, seconded by Howard, **"TO ACCEPT THE BID FROM CRAMPTON ELECTRIC CO TO REPLACE THE 22 EMERGENCY LIGHT UNITS, NOT TO EXCEED \$2,325.00."** Discussion followed. Motion carried.

B. LISTING AGREEMENT FOR VACANT PROPERTIES SALES, COMMERCIAL REALTOR RESUMES

Supervisor Coddington reminded the Board that at last month's meeting it was decided to put this out to other realtors. Each applicant's application should be looked over carefully. It was the consensus of the Board to allow the staff and a couple Board members to talk with the applicants. The staff are the ones who deal with the REU's and connection fees. Appointments will be set up in January. The staff should choose their top 3 applicants and then their top choice out of the 3. This will be brought back to February Meeting.

NEW BUSINESS:

A. AGREEMENT FOR COLLECTION OF SUMMER SCHOOL TAXES

Treasurer Hohenstein stated that the office has received the agreements with Howell Public Schools and Fowlerville Community Schools for collection of Summer Taxes at the rate of \$3.00 per parcel. We have not yet received the agreement from LESA.

- 1) **MOTION** by Hohenstein, seconded by Graham, **"TO ACCEPT THE AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES FOR HOWELL PUBLIC SCHOOLS AT \$3.00 PER PARCEL."** Discussion followed. Motion carried.
- 2) **MOTION** by Hohenstein, seconded by Howard, **"TO ACCEPT THE AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES FOR FOWLerville COMMUNITY SCHOOLS AT \$3.00 PER PARCEL."** Discussion followed. Motion carried.

B. SEWER/WATER SYSTEM EQUITY FEES

- Treasurer Hohenstein stated that according to our ordinance, if the Board takes no action, the Water and Sewer Connection Fees automatically go up by 5% starting January 1, 2018. Howell Township has the lowest connection fees in the area. Discussion followed on how these fees are used. **MOTION** by Howard, seconded by Melton, **"TO LEAVE THE 2018 HOWELL TOWNSHIP WATER AND SEWER CONNECTION FEES AT THE SAME RATE OF \$4,830.00 EACH."** Discussion followed. Motion carried.
- Treasurer Hohenstein explained that there is a contradiction in the Township Ordinance #238, Section 6 that does not align with Ordinances #169 and #181. It was the consensus of the Board to take more time and get more clarification and bring this back to the Board.

C. 3rd AGREEMENT TO EXTEND LAND PURCHASE AGREEMENT, CHESTNUT DEVELOPMENT

Clerk Graham stated that Chestnut Development, LLC would like to extend the agreement until June 6, 2018. Supervisor added that this has to do with property over by Pineview Village with road and access issues and not the fault of Chestnut Development. **MOTION** by Hohenstein, seconded by Howard, **“TO ACCEPT THE 3RD AGREEMENT TO EXTEND LAND PURCHASE AGREEMENT WITH CHESTNUT DEVELOPMENT, LLC.”** Discussion followed.

D. 2018 MEETING CALANDER

The 2018 Howell Township Board Meeting Calendar was presented. **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT THE 2018 BOARD MEETING CALENDAR AS PRESENTED.”** Motion carried.

E. RE-APPOINTMENT TO THE PLANNING COMMISSION

- There are 3 members on the Planning Commission whose terms expire at the end of December. Andrew Sloan, and Peter Manwiller. Also Martha Haglund who was just appointed to replace Commissioner Dale whose term is also ending December 31st. **MOTION** by Howard, seconded by Counts, **“TO APPOINT THE SLATE OF COMMISSIONERS OF; ANDREW SLOAN, PETER MANWILLER AND MARTHA HAGLUND TO THE HOWELL TOWNSHIP PLANNING COMMISSION WITH TERM EXPIRING DECEMBER 31, 2020.”** Discussion followed. Motion carried.
- Carolyn Eaton who recently resigned from the Township Board was the Board Alternate to the Planning Commission. Her appointment needs to be filled. Discussion followed. **MOTION** by Counts, seconded by Hohenstein, **“TO APPOINT DAR HOWARD AS THE ALTERNATE BOARD REPRESENTATIVE TO THE PLANNING COMMISSION.”** Discussion followed. Motion carried.

F. APPOINTMENT TO THE ZONING BOARD OF APPEALS

- Tom Knight who has been on the “ZBA” Zoning Board of Appeals for many years has decided not to seek re-appointment. His term ends December 31st. **MOTION** by Hohenstein, seconded by Counts, **“TO PLACE THIS POSTION IN THE LOCAL PAPER AND ON THE WEBSITE.”** Discussion followed. Motion carried.
- Previous Board Member Carolyn Eaton was the Board Representative to the ZBA. Her position needs to be refilled. **MOTION** by Counts, seconded by Graham, **“TO APPOINT SALLY NEWSTEAD AS THE BOARD REPRESENTATIVE TO THE ZBA.”** Discussion followed. Motion carried.

REPORTS:

A. SUPERVISOR:

(Coddington reported on the following item)

- That he is handling the normal phone calls and follow-ups.

B. TREASURER:

(Hohenstein reported on the following item)

- Starting to collect Winter Taxes.

C. CLERK:

(Graham reported on the following items)

- Employees C. Makushik would like to roll over 27 extra hours and D. Johnson would like to roll over 20 extra vacation hours. D. Johnson will be using a large portion of saved vacation hours in February. **MOTION** by Melton, seconded by Howard, **“TO ALLOW THE ROLL OVER OF**

VACATION HOURS FOR C. MAKUSHIK AND D. JOHNSON AS REQUESTED.” Discussion followed. Motion carried.

- The office shredder no longer works. There are certain documents that need to be cross shredded according to State Mandate Retention Schedule. The office manager is looking into new commercial shredders. They are running anywhere from \$1,300.00 to \$1,700.00. **MOTION** by Howard, seconded by Hohenstein, **“TO PURCHASE A NEW CROSS SHREDDER NOT TO EXCEED \$1,750.00.”** Discussion followed. Motion carried.
- Moving forward with the ACH program to do the water billing. There is no charge from the bank to the Township and the customers are not charged. It is a program where a residents can sign up to have their water/sewer bills automatically deducted every month from their bank accounts. It is possible that this could be up and running by February.
- Also looking into getting a machine that prints, folds and stuff envelopes for certain billings, instead of contracting this out.

D. ZONING:

(Prepared by Daus)

- See report.

E. ASSESSING:

(Prepared by Assessor Kilpela)

- See report.

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following item)

- See last month's report. No new meeting.

G. MHOG:

(Supervisor Coddington reported on the following item)

- See last month's report. No new meeting.

H. PLANNING COMMISSION:

(Counts reported on the following items)

- There was no November meeting.
- There is a Special Meeting tomorrow night for expansion on a parking lot.

I. ZONING BOARD OF APPEALS (ZBA):

(Howard reported on the following item)

- There was no meeting.

J. WEBSITE:

(Howard reported on the following item)

- The website is working well. The alert popups seemed to be a big help to the residents.

K. WWTP:

(Hohenstein reported on the following item)

- Greg Tataro attended his first WWTP Meeting since joining as a consultant.
- He would like to get all the lift stations and pipes in the GIS systems. Will talk with the WWTP Manager Livernois about this.

- A sludge valve has been broken for a while, Mr. Tatara should have bids on this by next Board Meeting.
- Discussion followed on the GIS system

L. HAPRA:

(Graham reported on the following item)

- The new HAPRA manager has started.

CALL TO PUBLIC:

- Bill Park, 437 N. Burkhart Road – Congratulated the Board on a great job. He also stated he has sat in on other Board Meetings and things did not run as smooth as they did tonight.
- Christian Bugeja, 3630 Amber Oaks Drive – stated that his wife works at MHOG.

CLOSED SESSION:

MOTION by Counts, seconded by Hohenstein, **“TO ENTER INTO CLOSED SESSION, PROPERTY AGREEMENT AT 8:17 P.M.”** Motion carried.

MOTION by Counts, seconded by Hohenstein **“TO RE-ENTER INTO REGULAR SESSION AT 8:29 P.M.”** Motion carried.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Melton, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH DECEMBER 6, 2017 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: **MOTION** by Newstead, seconded by Counts, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:30 p.m.

APPROVED:

As Presented: X

Jean Graham
Howell Township Clerk

As Amended: _____

Mike Coddington
Howell Township Supervisor

As Corrected: _____

Dated 01.08.2018

Debby Johnson
Recording Secretary