

## HOWELL TOWNSHIP BOARD REGULAR MEETING

### MINUTES

Howell Township Hall

June 11, 2018

6:30. p.m.

#### **MEMBERS PRESENT:**

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

#### **MEMBERS ABSENT:**

Dar Howard      Trustee

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

All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA:** MOTION by Melton, seconded by Howard, “**TO APPROVE THE JUNE 11, 2018 AGENDA AS PRESENTED.**” Motion carried.

#### **APPROVAL OF MINUTES:**

**MOTION** by Hohenstein, seconded by Graham, “**TO APPROVE THE MAY 14, 2018 BUDGET MEETING MINUTES AS PRESENTED.**” Motion carried. (See May 14, 2018 Budget Meeting Minutes)

**MOTION** by Hohenstein, seconded by Graham, “**TO APPROVE THE MAY 14, 2018 REGULAR SESSION MEETING MINUTES AS PRESENTED.**” (See May 14,, 2018 Regular Meeting Minutes)

**MOTION** by Hohenstein, seconded by Counts, “**TO APPROVE THE MAY 14, 2018 CLOSED SESSION MINUTES AS PRESENTED.**” Motion carried.

#### **CORRESPONDENCE:**

No additions.

#### **CALL TO THE PUBLIC:**

- Mike Tipton, 552 Olde English Cir. – commented on the Township website and the resolution against being considered by the Livingston County Commissioners.
- Judith Minton, 552 Olde English Cir. – commented on the May 14<sup>th</sup> Board Meeting Minutes and the upcoming Fireworks season.
- Jeff Smith, 3762 Mason Road – Commented on a Burkhart Road property.

#### **NEW BUSINESS:**

##### A) PAY RAISES

- Clerk Graham went over the Human Resource Committee’s recommendations for pay raises for the staff, for Special Board Meetings, the Planning Commission, the Zoning Board of Appeals, Howell Parks and Recreation, and Board of Review. Questions and comments were taken from the Board members.
- **MOTION** by Counts, seconded by Newstead, “**TO APPROVE THE RECOMMENDATIONS FROM THE HUMAN RESOURCE COMMITTEE FOR STAFF INCREASES AT THE PART TIME AND FULL TIME RATES AS PRESENTED.**” Discussion followed. Motion carried.

- Discussion on when the Planning Commission took a cut in pay several years back when the economy was in recession. This recommendation will bring them back to the prerecession rate. The Zoning Board of Appeals is starting to get much busier now. With the recommendation the Board of Review pay will stay the same amount; they will work longer days but fewer number of days.
- Discussion on when a Board member sits on another committee, as a Board member, they receive the same amount of pay as the committee members receive.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT PAY INCREASES FOR PLANNING, ZONING, PARK & RECREATION, BOARD OF REVIEW AND SPECIAL BOARD MEETINGS AS PRESENTED.”** Discussion followed. Motion carried.
- **MOTION** by Hohenstein, seconded by Newstead, **“TO ACCEPT RESOLUTION #06.18.444 TO ESTABLISH TOWNSHIP OFFICER’S SALARY FOR SUPERVISOR AT THE SAME RATE AS LAST YEAR OF \$30,000.00 FIXED ANNUAL.”** Discussion followed. A roll-call vote was taken: Melton – yes, Hohenstein – yes, Coddington – abstained, Counts – yes, Newstead – yes, Graham – yes. Motion carries 5 to 0.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT RESOLUTION #06.18.445 TO ESTABLISH TOWNSHIP OFFICER’S SALARY FOR TREASURER AT THE SAME RATE AS LAST YEAR OF \$30,000.00 FIXED ANNUAL.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Counts – yes, Newstead – yes, Coddington – yes, Graham – yes, Melton – yes. Motion carries 6 to 0.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT RESOLUTION #06.18.446 TO ESTABLISH THE TOWNSHIP OFFICER’S SALARY FOR CLERK AT THE SAME RATE AS LAST YEAR OF \$30,000.00 FIXED ANNUAL.”** Discussion followed. A roll-call vote was taken: Counts – yes, Coddington – yes, Melton – yes, Hohenstein – yes, Newstead – yes, Graham – abstained. Motion carries 5 to 0.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT RESOLUTION #06.18.447 TO ESTABLISH THE TOWNSHIP OFFICER’S SALARY FOR TRUSTEE AT THE SAME RATE AS LAST YEAR OF \$5,000.00 FIXED ANNUAL.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Counts – yes, Newstead – yes, Graham – yes, Coddington – yes, Melton – yes. Motion carries 6 to 0.

B) ADDITIONAL STAFF DISCUSSION

- Treasurer Hohenstein stated that there is a need for additional coverage in the office when there are staff members out in the field, at meetings, out on vacation or taking personal time. There has been discussion to have Carol Makushik be able to help with assessing and some of the other areas in the office as needed. Then hire someone to cover some of Carol’s area in the Treasurer’s department. Plan for this position to be part time with the possibility of becoming full time. Discussion followed. It was the consensus of the Board to place an ad for this position.

**REPORTS:**

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Been busy with the Township’s real estate properties.

- Working with the Human Resource Committee.
- B. TREASURER:  
(Treasurer Hohenstein reported on the following item)
- There is an issue that needs to be addressed with the G2G program and them asking to have access to all our accounts. Discussion followed.
- C. CLERK:  
(Clerk Graham reported on the following items)
- The final cost for the yearly Township Clean-up Day was \$2,768.92 which is slightly lower than last year. There were 100 cars/trucks that came through the line which is slightly higher than last year. .
  - Reported that a couple of people were let go from HAPRA.
- D. ZONING:  
(Prepared by Zoning Administrator Daus)
- See report.
- E. ASSESSING:  
(Prepared by Assessor Kilpela)
- See report.
- F. FIRE AUTHORITY:  
(Supervisor Coddington reported on the following items)
- Past the budget for 2018/2019.
  - Did an amendment to the 2017/2018 budget.
  - Upgrade the software for reporting emergency incidences.
  - Marion Township fire station's roof was leaking so repairs are being done.
  - The stakes are in the ground for the new addition to the fire station and hopefully will be completed for their Fall Open House.
- G. MHOG:  
(Supervisor Coddington reported on the following items)
- The final easement has been secured for the Cross County Easement.
  - The Howell Township water tower is going to be repainted. At this time it will be painted with a lower end paint that will get us through until the end of the contract with T-Mobile when their cellular equipment will be then be removed from the tower. This paint should last 8 to 10 years.
  - Discussion on the parcel of land on Mason Road where MHOG wells were planned but were never put in. It is uncertain of who actually owns that parcel that was donated by the Parker family. It is believed that MHOG owns it but a title search is being done to make sure.
- H. PLANNING COMMISSION:  
(Trustee Counts reported on the following items)
- There were 2 Planning Commission meetings in May.
  - Operating Engineers and Fernco Development received their Final Site Plan approvals.
  - Approved the temporary Fireworks stand to go out at Angelo's Party Store.

- Special Meeting for EM-TCK and North Winds and were approved ^given^ Final Site Plan approval upon several contingences.
- Discussion on sidewalks.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Newstead reported on the following item)

- A variance was approved for Leo's Coney Island for additional parking spaces along Tractor Drive.

J. WWTP:

(Treasurer Hohenstein reported on the following item)

- Jerry Livernois from the WWTP explained on the recycle pump. The pump has been replaced several times before. The pump is ~~undersize~~ ^undersized^ for the need. Questions and concerns were taken from the Board. Discussion on installing a new pump and keeping the old pump as a backup pump.
- **MOTION** by Graham, seconded by Hohenstein, **"TO APPROVE THE FIVE YEAR PLUS 1 PROGRAM FROM KENNEDY INDUSTRIES AT \$3,800.00 PER YEAR AS PRESENTED."** Discussion followed. Motion carries.
- There are issues with the pumps at the Burkhart Ridge pump station not running as efficiently as they should be. The cost of repairing the two pumps is the same as purchasing one new pump. You need to have at least two pumps. There are no records showing that the pumps have been repaired or replaced in eighteen years. Burkhart Ridge is our largest water user.
- **MOTION** by Graham, seconded by Hohenstein, **"TO ACCEPT THE BID FROM KENNEDY INDUSTRIES TO REPAIR THE TWO PUMPS NOT TO EXCEED \$27,135.00 AS PRESENTED."** Discussion followed. Motion carries.

K. HAPRA:

(Clerk Graham reported on the following item)

- See Clerk's Report above.

**CALL TO PUBLIC:**

- No response.

**CLOSED SESSION:**

- Discussion on Township Properties
- **MOTION** by Counts, seconded by Hohenstein, **"TO ENTER INTO CLOSED SESSION AT 7:48 P.M."** A roll-call vote was taken: Coddington – yes, Graham – yes, Counts – yes, Melton – yes, Hohenstein – yes, Newstead – yes. Motion carries 6 to 0.

**RE-ENTER REGULAR SESSION:**

- **MOTION** by Counts, seconded by Hohenstein, **"TO RE-ENTER INTO REGULAR SESSION AT 8:23 P.M."** Motion carried.
- **MOTION** by Hohenstein, seconded by Melton, **"TO ACCEPT THE ACTIONS AS PRESENTED IN CLOSED SESSION."** Discussion followed. Motion carries.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, seconded by Counts, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH JUNE 6, 2018 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 8:25 p.m.

**APPROVED:**

As Presented: \_\_\_\_\_  
Jean Graham  
Howell Township Clerk

As Amended: \_\_\_\_\_  
Mike Coddington  
Howell Township Supervisor

As Corrected:       X      

Dated:       07.09.2018        
Debby Johnson  
Recording Secretary