

**HOWELL TOWNSHIP REGULAR BOARD MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
August 9, 2021
6:30 P.M.

MEMBERS PRESENT:

Mike Coddington Supervisor
Jean Graham Clerk
Jonathan Hohenstein Treasurer
Matthew Counts Trustee
Harold Melton Trustee
Jeff Smith Trustee

MEMBERS ABSENT:

Empty Seat

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

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA:

August 9, 2021

MOTION by Counts, seconded by Hohenstein, **“TO APPROVE THE AUGUST 9, 2021 AGENDA AS PRESENTED.”** Discussion followed. Motion carried.

APPROVAL OF BOARD MEETING MINUTES:

JULY 12, 2021

A) REGULAR BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Graham, **“TO APPROVE THE JULY 12, 2021 REGULAR MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried. (See July 12, 2021 Regular Meeting Minutes.)

CORRESPONDENCE:

No additions. No questions.

CALL TO THE PUBLIC:

No Response

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A. APPOINT TRUSTEE POSITION

There is an open Board Trustee position vacated by Evan Rudnicki because of moving from the Township. Michael Newstead has applied for this position. Mr. Newstead introduced himself and stated that he has lived in the Township most of his life. He is a graduate from Howell High School and also served in the Army and graduated from EMU. He once served on the Fowlerville Library Board. He is currently employed at The University of Michigan. He believes he can serve on the Board well. Questions were taken from the Board.

MOTION by Graham, seconded by Hohenstein, **“TO ACCEPT MICHAEL NEWSTEAD FOR THE OPEN SEAT OF BOARD TRUSTEE.”** Discussion followed. Motion carried. This position is until the 2022 Election. At that time the position is opened again for election for a term of 2 years. In 2024 the entire Board will be up for re-election.

B. END OF THE YEAR BUDGET

Deputy Supervisor Kilpela gave a synopsis of the report for the end of the year budget:

Revenue and Expenditure Report, period ending 06/30/2021. When we first started this year’s budget we were coming out of the COVID shut-down. There were a lot of unknowns at that time and the State had revised their budget at least 4 times. At this time there are no budget amendments.

General Fund: all major categories are in line.

Expenditures: Purchased a new scanner for elections, laptops for staff to work from home, a multifunction copier, re-sealed and re-stripped the parking lot, replaced the toilets and a sewer line outside of the building. Legal fees were high. We were 14% under budget for expenditures.

Road Fund: We are in line with our Road Mileage.

Rec Fund: Funded HAPRA and kept our membership.

Sewer/Water Fund: The property sales for Union at Oak Grove and 3150 Crandall Road were unbudgeted revenue. Connection fees for Chestnut Woods and Union at Oak Grove were also great forms of new revenue.

Utility Billing: Income increased by 8% over last year. Had to purchase Flow Meter. There were Biolac repairs but this saved us chemical expense and electrical expense.

The Township as a whole we are 54% ahead on revenues and 10% under budget on expenditures.

Cash Flow Using Budgeted Revenue: Deputy Supervisor Kilpela explained the Bond Payments, General Fund, Road Fund and Parks & Rec Fund and how this collates with the Projected Net Revenue from the 2021-2022 adopted budget.

Cash Flow Using Historical Average Revenue: Chart explaining the historical average for bond payments and the General Fund.

General Obligation Bonds: Chart showing how long to pay off the Sewer/Water Districts.

The Township will receive money from the COVID Relief Fund. Part of this money may be used towards some of the WWTP projects.

The Deputy Supervisor Kilpela took questions and comment from the Board. The Board thanked Brent Kilpela for his good job and explanations of the Township Money.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Handled some of the calls while the Zoning Administrator was out on vacation.
- Met with the Drain Commission at Chestnut Crossing regarding their retention pond that is not retaining. Discussion followed.
- Handled a couple calls dealing with the HAPRA Melon Fest.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Looking with Deputy Supervisor Kilpela into the Sewer Rate to see if the rate is where it should be according to our growth rate.
- Comcast has proposed another expansion of broadband to the southwestern corner of the Township. The rough estimate is about \$750,000.00 of which we would be responsible for about \$430,000.00. This will serve about 183 additional locations. The COVID Relief Fund could help support this project.

MOTION by Graham, seconded by Hohenstein and with Friendly Amendments by Coddington and Hohenstein, **“TO APPROVE THE ESTIMATE OF \$427,000.00 FOR COMCAST TO SERVE THE 183**

ADDITIONAL LOCATIONS WITH THE UNDERSTANDING THAT IF THE ACTUAL COST IS MUCH HIGHER THAT THIS ISSUE WILL COME BACK TO THE BOARD FOR RE-APPROVAL. FINANCING FOR THIS PROJECT WILL COME FROM THE COVID RELIEF FUNDING.” Discussion followed. Motion carried.

C. CLERK:

(Clerk Graham reported on the following items)

- Our Pension program representative will be coming into the office on August 17 for anyone who has questions for him. This includes Board members.
- Still looking for a place to hold our elections. We have tried several different places and they have said no. Other places we have looked into but the parking is not sufficient.
- There is a need to have some tree removal at Pioneer Cemetery. So far we have only received 1 quote. Will bring this back to the Board at the next meeting.
- The Utility Billing computer is having issues. Received a quote from our IT person for \$1,350.00 to replace this needed computer. **MOTION** by Graham, seconded by Melton, **“TO REPLACE THE UTILITY COMPUTER NOT TO EXCEED \$1,500.00.”** Discussion followed. Motion carried.
- New position, Assistant Deputy Clerk. Several good applications came in and were interviewed. There was one that was above the others. Although this person has no election background they do have BSA and assessing background which would be helpful to the office. This applicant would not accept the \$20.00 an hour starting wage but is asking for \$25.00 an hour. Discussion followed. **MOTION** by Smith, seconded by Counts, **“APPROVE TO GRANT THE CLERK AUTHORITY TO HIRE THE TOP CANDIDATE SHE IS LOOKING FOR AT \$25.00 AN HOUR.”** Discussion followed. Motion carried.

D. ZONING:

(See Zoning Administrator Daus’s prepared written report)

E. ASSESSING:

(See Assessor Kilpela’s prepared written report)

- Required paperwork for the COVID Relief Fund has been submitted.
- Discussion on Fly Overs for mapping.

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Had election for officers. The positions stayed the same.
- A grant was received through the COVID Relief. Monies have come in but there are discretions on what the monies can be used for.

G. MHOG:

(Trustee Counts reported on the following items.)

- Chestnut Crossing and the retention pond issues.
- Water meters are on back order.
- Did a bond adjustment in July and saved some money.
- Systems and demands was discussed.
- The water plant parking lot needs resurfacing.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- There was no meeting in July.

I. ZONING BOARD OF APPEALS (ZBA):

- No report.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See report included in the packet.
- WWTP Plant Manager, Matthew Holtz, gave a synopsis of Inframark’s Monthly Report dealing with issues at the WWTP.
- Mr. Holtz took questions and comments from the Board.
- **MOTION** by Hohenstein, seconded by Smith, **“TO APPROVE PAYMENT FOR \$4,000.00 TO LASHBROOK AND \$11,000.00 TO PETE BLACK.”** Discussion followed. Motion carried.
- Mr. Holtz discussed manholes.

K. HAPRA:

(Clerk Graham reported on the following items)

- The Beer Tent event at the Melon Fest has been cancelled.
- Drag Queen Bingo has moved to the Howell Theater.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- Realtor Scott Griffith from Griffith Realty gave an update on the purchase of Township owned property located on Burkhart Road. The purchaser did not close on the property on the agreed upon date. Discussion with the Board and it is their consensus that the Township has acted in good faith and that, the purchaser has not done what is expected on their end to close in a timely matter. The Board unanimously agree that the purchaser is out of contract. The realtor will put the property back up for sale. **MOTION** by Graham, seconded by Hohenstein, **“NOT TO EXCEPT THE EXTENSION AND TO PUT THE PROPERTY BACK ON THE MARKET.”** Discussion followed. Motion carried.

CALL TO THE PUBLIC:

No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Melton, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF JULY 31, 2021 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: MOTION by Graham, seconded by Counts, **“TO ADJOURN.”** Motion carried. The meeting adjourned (8:13 pm.)

As Presented: _____ X _____

Howell Township Clerk
Jean Graham

As Amended: _____

As Corrected: _____

Mike Coddington
Howell Township Supervisor

Dated: _____ 09.13.2021 _____

Debby Johnson, Recording Secretary