

**HOWELL TOWNSHIP REGULAR BOARD MEETING  
MINUTES**

3525 Byron Road  
Howell, MI 48855  
September 13, 2021  
6:30 P.M.

**MEMBERS PRESENT:**

Mike Coddington      Supervisor  
Jonathan Hohenstein      Treasurer  
Matthew Counts      Trustee  
Harold Melton      Trustee  
Mike Newstead      Trustee  
Jeff Smith      Trustee

**MEMBERS ABSENT:**

Jean Graham      Clerk

Supervisor Coddington called the meeting to order at 6:32 p.m.

All rose for the Pledge of Allegiance.

**4) APPROVAL OF THE AGENDA:**

September 13, 2021

**MOTION** by Counts, seconded by Hohenstein, **"TO APPROVE THE SEPTEMBER 13, 2021 AGENDA AS PRESENTED."** Discussion followed. Motion carried.

**5) APPROVAL OF BOARD MEETING MINUTES:**

AUGUST 9, 2021

REGULAR BOARD MEETING MINUTES

**MOTION** by Hohenstein, seconded by Melton, **"TO APPROVE THE AUGUST 9, 2021 REGULAR MEETING MINUTES AS PRESENTED."** Discussion followed. Motion carried. (See August 9, 2021, Regular Meeting Minutes.)

**6) CORRESPONDENCE:**

No additions. No questions.

**7) CALL TO THE PUBLIC:**

No Response.

**UNFINISHED BUSINESS:**

None.

**8) NEW BUSINESS:**

A. CEMETERY TREE REMOVAL, DRIVEWAY AND BUDGET AMENDMENT

Tree Removal

Pioneer Cemetery – Three dead trees that run along the front property line need to be removed because if they fall they could end up in the road or fall on several headstones. There is another large tree that has several branches that need to be removed. Hoping to keep this old tree. Two bids were submitted; Chris's Tree Service LLC and Allan's Tree Service LLC. Discussion on making sure they have insurance in case of any damage to headstones. Discussion on having the tree company take out the split rail fence and running through their chipper. By taking out the fence first it will make their job easier with the fence out of the way. **MOTION** by

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Hohenstein, seconded by Counts, **“MOVE TO GO WITH CHRIS’ TREE SERVICE AT \$1,500.00 AS PROPOSED AS LONG AS THEY ARE WILLING TO TAKE DOWN THE FENCE AT NO EXTRA COST AND CAN PROVIDE LIABILITY INSURANCE FOR THE TOWNSHIP. TO USE ALLEN’S TREE SERVICE AS AN ALTERNATE AS PROPOSED.”** Discussion followed. Motion carried.

#### Driveway

The driveway at Pioneer Cemetery has needed repair for several years. A few years ago gravel was applied to the southwest end of the drive where it gets very wet and cars have gotten stuck. All that gravel has sunk into the ground and is now gone. Three bids have been submitted; Stamper and Sons Excavating, Bowman Excavating Inc., and Fairbanks Trenching & Constructors Inc. All three brought different ways of dealing with the driveway issues. Discussion on maintenance. **MOTION** by Counts, seconded by Newstead, **“TO APPROVE CEMETERY DRIVEWAY IMPROVEMENT BID FROM BOWMAN EXCAVATING, INC. AS PRESENTED.”** Discussion followed. Motion carried.

#### Budget Amendment

The cemetery budget will need to be amended for the added expenses. Discussion on cemetery fences. **MOTION** by Counts, seconded by Hohenstein, **“TO INCREASE THE CEMETERY GROUNDS CARE & MAINTENANCE EXPENSE FROM \$5,000.00 TO \$20,000.00 TO COVER ADDITIONAL REPAIRS.”** Discussion followed. Motion carried.

#### B. 2020 CENSUS REPORT:

Treasurer Hohenstein stated this report shows the population growth from 2010 to 2020. Howell Township has increased by 17.8 percent. That is an increase of 1,191 in population. The total Howell Township population as of the 2020 Census is 7,893.

#### C. SEWER RATE UPDATE:

Treasurer Hohenstein stated that Deputy Supervisor Kilpela, Carol Hanus from Utility Billing, and himself have been looking into the sewer rate charged by Howell Township. Three recommendations were proposed. A unit is 1,000 gallons. Treasurer Hohenstein explained the following recommendations.

- 1) Recommend to keep the minimum sewer bill at \$25.69, but change the usage from 3 units to 2 units or less. (This will save the Township a yearly loss of \$2,279.40 and eliminate the confusion to customers.)
- 2) Recommend to change the residential sewer flat rate to 4 units per month. (This change would reduce the Township’s revenue by \$15,740.76 per year, but would be more in line with what metered customers are paying.)
- 3) Recommend to change the commercial sewer flat rate to (Monthly Residential Sewer Flat Rate x the most recent Sewer Audit REU calculations). (This formula will allow for changes to the commercial sewer flat rate as the Board changes the residential sewer flat rate and as we gain more information with future sewer audits.)

Discussion followed on doing this study every 5 years.

**MOTION** by Hohenstein, seconded by Smith, **“TO ACCEPT THE SEWER RATE UPDATE AS PRESENTED.”** Discussion followed. Motion carried.

#### D. PATHWAY FEASIBILITY

Treasurer Hohenstein reminded the Board that a few years ago the Board approved a Pathway Ordinance. Tetra Tech has given a bid to do a Pathway Feasibility Study. The area includes Oak Grove Road from Barron Road to M-59. The pathway would be located on the west side of Oak Grove Road. Their study will show the

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cost of pathways. If part of the pathway will need to be a boardwalk, what easements are needed, and other possible issues. Sidewalks are the responsibility of the property owner where pathways are the Township's responsibility.

This study will help the Board to determine if it is feasible for the Township going forward on these types of projects. **MOTION** by Hohenstein, seconded by Smith, **"TO ACCEPT THE BID FOR THE FEASIBILITY STUDY FROM TETRA TECH NOT TO EXCEED \$14,000.00 AS PRESENTED."** Discussion followed. Motion carried.

E. GENERATOR BIDS FOR HOWELL TOWNSHIP:

Treasurer Hohenstein informed the Board that after the last big storm that came through the area, the Township Hall lost power and the building got 2 to 3 inches of water in the basement. When the building loses power the office gets shut down. There is a concern if this were to happen on an election day. Three bids for generators have been submitted from K & J Electric, Crampton and ION. Discussion on how large and the type of generator the Township needs to run the building. **MOTION** by Smith, seconded by Newstead, **"TO ACCEPT THE BID FROM ION FOR THE 45 KW GENERAC GENERATOR, WITH THE EXCEPTION; TO ASK THEM FOR ANOTHER BID BASED ON A 60 KW GENERAC GENERATOR. IF THAT BID COMES IN LESS THAN THE BID FROM K & J ELECTRIC FOR \$47,781.00 THEN WE ACCEPT ION'S NEW BID. THIS WILL BE AT THE SUPERVISOR'S DESECRATION. IF AFTER ION'S EXPLANATION THE SUPERVISOR IS SATISFIED WITH STAYING WITH THE 45 KW GENERAC GENERATOR THEN WE ACCEPT THE ORIGINAL BID AS WRITTEN. IF AFTER ION'S EXPLANATION THE SUPERVISOR FEELS IT SHOULD BE UPGRADED TO THE 60 KW GENERAC GENERATOR, THEN WE PROCEED WITH THE NEW BID."** Discussion followed. Motion carried.

**9. REPORTS:**

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Mason and Burkhart drainage. Much discussion with engineers from the County and Gronow about his retention pond.
- Meeting with the Vice-President of Properties for Tanger Outlet. Their vision for improving leasing.
- Possibility using the outlet for elections. We would have to provide security.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Explained the American Rescue Plan Act (ARPA) Funds. We were approved for \$756,754.00 and will be receiving that in 2 payments with the first one within 30 days and the second payment within twelve months.
- Comcast – Good news is that in the section at Milett and Layton Roads, our share will now only be \$15,000.00 compared to the \$46,815.00 original quoted.
- Showed the tax collection thus far. Tomorrow, Tuesday the 14<sup>th</sup>, is the last day before a 1% interest on the tax bill.

C. CLERK:

(Clerk Graham reported on the following items)

- No report.

D. ZONING:

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(See Zoning Administrator Daus's prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Personnel Committee meeting to discuss if the Fire Chief was included in the annual increase or not.
- Approved the County Farm tax.
- Open House is scheduled for October.
- Had the Awards Ceremony two weeks ago.

G. MHOG:

(Trustee Counts reported on the following items.)

- We saved \$281,000.00 by refinancing the bonds.
- Chestnut Crossing retention pond's water is draining across Howell Township property onto MHOG property.
- Meter horns are still hard to obtain. If MHOG runs out of meters, then just a blank would be put in and a flat rate would be charged until an actual meter can be installed.
- Working with Security Consultants.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- There was no meeting in August.

I. ZONING BOARD OF APPEALS (ZBA):

- There was no meeting in August.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See the report included in the packet.
- Quote from Cummins for a part of the Lambert Dr. Lift Station. **MOTION** by Hohenstein, seconded by Melton, **"TO ACCEPT THE QUOTE FROM CUMMINS FOR THE LAMBERT DR LIFT STATION AS PRESENTED."** Discussion followed. Motion carried.
- SCADA – This is the software that is used to run the plant and the stations. At the time we do not have an operator that is ready to run this program. The plan is to postpone this until next year. July 2022 is when the contract expires with our current operator. We plan to go out for bids early next year. Hopefully, get this program running by next year. COVID funds will pay for this software. In the meantime, this is run by phone lines. Would like to upgrade all the stations to the KISM from Kennedy so that all the stations will be on the same system. The cost is \$16,310.00. **MOTION** by Counts, seconded by Newstead, **"TO APPROVE THE QUOTE FROM KENNEDY TO INSTALL KISM CONTROLS ON THE REMAINDER OF THE PUMP STATIONS NOT TO EXCEED \$16,310.00 AS PRESENTED."** Discussion followed. Motion carried.

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- Invoice from Pete Black Plumbing that was approved at the last meeting. The invoice states it is from Johnson Plumbing Mechanical and not Pete Black. Also, the Township address is incorrect. It was the consensus to get this invoice corrected.
- To put the plant operation out for bid. Spicer Group submitted a proposal for a Request for Proposal (RFP) and bidding assistance for \$7,000.00. **MOTION** by Counts, seconded by Smith, **"TO ACCEPT SPICER GROUP'S PROPOSAL FOR WWTP OPERATIONAL REQUEST FOR PROPOSAL."** Discussion followed. Motion carried.

K. HAPRA:

(See Clerk Graham's prepared written report)

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- Received another offer on the North Burkhart property. We presented a counteroffer; they countered back with a lower bid than their original bid, we rejected this offer..
- Resolution on vacant land on Mason Road #4706-32-400-013. Trustee Smith explained this is to remove some of the restrictions on this piece of property. **MOTION** by Hohenstein, seconded by Melton, **"TO ACCEPT RESOLUTION 09.21.496, A RESOLUTION REMOVING RESTRICTIONS ON V/L MASON ROAD, HOWELL, MI 48843, PARCEL IDENTIFICATION NUMBER 4706-32-400-013 AS PRESENTED."** Discussion followed. A roll-call vote was taken: Smith – yes, Melton – yes, Hohenstein – yes, Coddington – yes, Counts – yes, Newstead – yes. Motion carries 6 to 0.

CALL TO THE PUBLIC:

No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

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

**ADJOURNMENT:** **MOTION** by Melton, seconded by Smith, **"TO ADJOURN."** Motion carried. The meeting adjourned (8:03 pm.)

As Presented:     X    

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

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

Dated: October 11, 2021

Jean Graham

Howell Township Clerk  
Jean Graham

Mike Coddington

Mike Coddington  
Howell Township Supervisor

Unavailable for signature JB  
Debby Johnson, Recording Secretary