

**HOWELL TOWNSHIP REGULAR BOARD
MEETING MINUTES**

3525 Byron Road Howell, MI 48855

January 10, 2022

6:30 P.M.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Jeff Smith Trustee

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

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA:

January 10, 2022

MOTION by Counts seconded by Hohenstein, **“TO APPROVE THE JANUARY 10, 2022 AGENDA AS SUBMITTED.”** Discussion followed. Motion carried.

APPROVAL OF BOARD MEETING MINUTES:

December 13, 2021

A) REGULAR BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Melton, **“TO APPROVE THE DECEMBER 13, 2021 REGULAR MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried.

CORRESPONDENCE:

No additions. No questions.

CALL TO THE PUBLIC:

Martha Haglund, 5042 Preston Road, Howell MI informed the Board she had researched Grants for the Pathway Feasibility Study for Oak Grove Road and would like to offer her assistance.

NEW BUSINESS:

A. Private vs. Public – Pump Station: Union at Oak Grove Apartment Complex

Treasurer Hohenstein summarized the January 5, 2022 Pump Station Annex Group meeting. A discussion was held regarding allowing private pump stations and creating Township specifications for each. Tracy Anderson, Design Engineer from Spicer Group was present and participated in the discussion. It was agreed by the Board that development collection systems should be either all private or public but not a combination of each. **MOTION** by Counts, seconded by Newstead, **“TO ALLOW AND CREATE TWO DIFFERENT TYPES OF STANDARDS FOR PRIVATE OR TOWNSHIP OWNED PUMP STATIONS WITHIN THE TOWNSHIP. TO ADOPT THE SPECIFICATION PRESENTED BY SPICER GROUP IN THE JANUARY 6, 2022 LETTER FOR SANITARY SEWER STANDARDS PHASE AND MINIMUM PUMP STATION STANDARD PHASE.”** Discussion followed. Motion Carried.

B. Personnel Policies and Procedures Manual

Clerk Graham presented the Board with a revised copy of the Howell Township Personnel Policies and Procedures Manual. The updated manual has been reviewed by the Township attorneys. A Discussion was held regarding changes made to the manual. **MOTION** by Hohenstein, seconded by Newstead **“TO APPROVE THE HOWELL TOWNSHIP PERSONNEL POLICIES AND PROCEDURES MANUAL AS PRESENTED.”** Discussion followed. Motion Carried.

C. Pathway Feasibility Study: Oak Grove Road Multi Use Pathway Feasibility Study

Treasurer Hohenstein presented the Board with the Oak Grove Road Multi Use Pathway Feasibility Study created by Tetra Tech. Martha Haglund, 5042 Preston Road, Howell MI was present and discussed with the Board different Grants that may be available to aid in the cost of the project. Board agreed to move forward to see if the property owners want a pathway and to see if Livingston County Planning Department would be interested in sponsoring the Township for Grant requests.

D. Howell Township Clean-Up Day

Clerk Graham presented to the Board a Howell Township Clean-Up Day flyer for Saturday, May 14, 2022. The annual Township clean-up day will be held at the Livingston County Spencer Hardy Airport on Tooley Road. The Board agreed to move forward with the project.

E. Approval of Changes to Board of Review

Assessor Kilpela submitted a letter to the Board asking for the following changes be made to the Board of Review:

- Add Mr. Jonathan Dekoninck as a new alternate Board of Review member.
- Move Mr. Aaren Currie to a Board of Review member alternate position.
- Add Ms. Carol Makushik as a Board of Review member.

MOTION by Graham, seconded by Counts, **“MOVE TO ACCEPT THE REQUEST MADE BY BRENT KILPELA TO ACCEPT THE CHANGES TO THE BOARD OF REVIEW.”** Discussion followed. Motion carried.

REPORTS:

A. SUPERVISOR:

Supervisor Coddington advised the board that he is currently working with the Livingston County Road Commission and the Livingston County Drain Commission regarding drainage issues on Bowan and Brewer Roads. He is also working with the Howell Township Zoning Department on how to handle zoning violations within the Township.

B. TREASURER:

Treasurer Hohenstein updated the Board on the following:

- MiSignal has acquired the bond needed to fulfill the Board’s METRO Act requirement.
- Summer Tax Bill collection is at 98% and Winter Tax Bill collection is at 49%. Both are on track for this time of the year.
- The Federal Government has new ARPA rules on how funds can be spent. Treasurer Hohenstein will keep apprised of current and future updates.

C. CLERK:

Clerk Graham presented to the Board two bids for repair work to the fence on the M-59 pathway between Tooley and Crestwood Roads. **MOTION** by Counts, seconded by Newstead **“TO APPROVE THE QUOTE**

PRESENTED BY HANDY FENCE WITHOUT THE METAL MESH ALONG WITH FENCE REPAIR WORK NEEDED ON THE NORTHERN SECTION OF THE M-59 PATHWAY EAST OF BYRON ROAD.” Discussion followed. Motion carried.

Clerk Graham respectfully asked the Board to approve the cost for the Deputy Clerk to attend a class with MAMC Basic Institute. **MOTION** by Hohenstein, seconded by Melton **“MOVE TO ACCEPT THE RECOMMENDATION TO SEND DEPUTY CLERK TO THE MAMC BASIC INSTITUTE TRAINING AS PRESENTED WITH THE APPLICABLE FEES.** Discussion followed. Motion carried.

Clerk Graham respectfully asked the Board to approve reimbursement for her MAMC annual membership fee. **MOTION** by Counts, seconded by Newstead **“TO REIMBURSE CLERK GRAHAM \$60.00 MAMC ANNUAL MEMBERSHIP FEE.”** Discussion followed. Motion carried.

D. ZONING:

(See Zoning Administrator Daus’s prepared written report)

E. ASSESSING:

(See Assessor Kilpela’s prepared written report)

F. FIRE AUTHORITY:

Supervisor Coddington informed the Board that the Howell Fire Authority Annual Audit was approved. Howell Fire Department will be adding two new full-time positions and has been approved to purchase new Kenwood radios.

G. MHOG:

Clerk Graham presented to the Board the new 2022 MHOG Meter Package Pricing. No action is needed by the Board as the current Township Water and Sewer Ordinance allows for such increases.

H. PLANNING COMMISSION:

Trustee Newstead gave the Board an update from the December 28, 2021 Planning Commission Meeting.

I. ZONING BOARD OF APPEALS (ZBA):

No update at this time.

J. WWTP:

Treasurer Hohenstein updated the Board on the December 16, 2021 Wastewater Treatment Plant Meeting. A termination of contract letter was mailed to Inframark on January 3rd. The Board asked Treasurer Hohenstein to email Inframark the termination letter as well due to the lack of response from Inframark since the letter was mailed.

K. HAPRA

Clerk Graham gave the Board a review of the December 21, 2021 Howell Parks and Recreation Meeting.

L. Property Committee

Treasurer Hohenstein informed the Board that Scott Griffith’s contract as the Township’s real estate agent expires on January 30, 2022. Treasurer Hohenstein respectfully asks the Board to approve extending Mr. Griffith’s contract to January 30, 2024. **MOTION** by Graham, seconded by Hohenstein **“TO ACCEPT THE**

EXTENSION AGREEMENT WITH GRIFFITH REALTY THROUGH 2024.” Discussion followed. Motion carried.

Treasurer Hohenstein informed the Board that the sale of Heritage Square property on Mason Road closed on Friday, January 7, 2022.

Treasurer Hohenstein informed the Board that the contract between Howell Township and JMF Properties LLC (Pineview property) has expired. A discussion was held regarding whether or not the Township would like to extend the contract to develop the Pineview property. **MOTION** by Hohenstein, seconded by Newstead **“TO EXTEND THE CONTRACT FOR 60 DAYS WITH NO ADDITIONAL DEPOSIT REQUIRED WITH ANOTHER 60 DAY EXTENTION AVAILABLE WITH A DOWN PAYMENT AMOUNT EQUAL TO DOUBLE THE DOWN PAYMENT(S) MADE.”** Discussion followed. Motion carried.

CALL TO THE PUBLIC:

No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Graham, **“TO APPROVE THE REGULAR DISBURSEMENTS AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: MOTION by Graham, seconded by Newstead, **“TO ADJOURN.”** Motion carried. The meeting adjourned (8:42 pm).

As Presented: _____ X _____

Howell Township Clerk
Jean Graham

As Amended: _____

As Corrected: _____

Mike Coddington
Howell Township Supervisor

Dated: _____ February 14, 2022 _____

Teresa Murrish, Recording Secretary