

**HOWELL TOWNSHIP BOARD REGULAR MEETING**  
**February 8, 2016**  
**Howell Township Hall**  
**6:30. p.m.**

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Carolyn Eaton	Clerk/Zoning Administrator
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Lois Kanninen	Trustee
Michael Tipton	Trustee

**MEMBERS ABSENT:**

Dar Howard	Trustee
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Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called. All rose for the Pledge of Allegiance.

**CALL TO THE BOARD: MOTION** by Hohenstein, seconded by Tipton, **“TO APPROVE THE FEBRUARY 8, 2016 AGENDA AS AMENDED: ADD APPROVAL OF MINUTES OF JANUARY 11, 2016 CLOSED SESSION MEETING, CORRECT ITEM 12M, TO HAPRA.”** Motion carried unanimously.

**APPROVAL OF MINUTES: MOTION** by Hohenstein, seconded by Counts, **“TO APPROVE THE JANUARY 11, 2016 REGULAR MEETING MINUTES AS PRESENTED.”** Motion carried unanimously. (See January 8, 2016 Minutes) **MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE THE JANUARY 11, 2016 CLOSED SESSION MEETING MINUTES AS PRESENTED.”** Motion carried unanimously.

**CORRESPONDENCE:**

See list. Add: MRWA – Small System Effective Utility Management Workshop, LIVINGSTON FARM BUREAU – Farmer’s Education Day

**CALL TO THE PUBLIC:**

Mark Johnson, Livingston County Airport – expressed his concerns over a Water/Sewer Utility Bill in which he was given a penalty for late payment. He believes it was sent on time. (Township received the payment after the due date.)

**AUDITOR’S REPORT:**

Neil Hammerbacher from the Audit Firm of Gabridge & Company, PLC gave their Annual Financial Report Year Ended June 30, 2015. His report included Financial Highlights, Net Assets and Fixed Assets. He also reported that the township General Fund is considered healthy. Questions and comments were taken from the board members. Mr. Hammerbacher complemented the staff and their ~~cooperation~~ ^cooperation^ and Accounting Clerk Kilpela with his record keeping.

**MOTION** by Eaton, seconded by Counts, **“TO DEVIATE TO ITEM 10, OLD BUSINESS.”** Motion carried unanimously.

**OLD BUSINESS:**

- A. MHOG WATER OPERATING AGREEMENT 2011 DISCUSSION – Supervisor Coddington explained that MHOG Water Authority adopted the Master Operating Agreement in 2011. At that time Howell Township requested to retain ownership of their own distribution lines. Howell Township is the only municipality that has retained their lines. Discussion followed. **MOTION** by Eaton, seconded by Hohenstein, **“TO TURN THE WATER LINES OVER TO MHOG IN THEIR NEW MASTER**

**AGREEMENT.**” Further discussion followed. A roll-call vote was taken: Coddington – yes, Eaton – yes, Counts – yes, Tipton – yes, Hohenstein – yes, Kanninen – yes. Motion carries 6 to 0.

**PUBLIC HEARINGS:**

- A. AMEND INDUSTRIAL DEVELOPMENT DISTRICT #5, RESOLUTION – Clerk/Zoning Administrator Eaton explained that Magna which is in Industrial Development District #5, purchased the property adjacent to them to allow for an addition to their building. The new purchased adjacent property is not within the district. Magna would like to amend District #5 to the new combined property legal located at 3705 W. Grand River in Howell Township. **MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE RESOLUTION #02.16.397, COMBINING THE TWO LOTS AND AMENDING THE ACREAGE AND LEGAL DESCRIPTION FOR INDUSTRIAL DISTRICT #5.”** Discussion followed. A roll-call vote was taken: Kanninen – yes, Hohenstein – yes, Tipton – yes, Coddington – yes, Eaton – yes, Counts – yes. Motion carried 6 to 0.
  
- B. ANTOLIN INTERIORS USA, INC, TRANSFER IFT, CERTIFICATE 2012-415, RESOLUTION – Fred Dillingham from LBDA, explained the sale of the company, there is a transfer required of names on the certificate from the previous company, Magna, to the current company, Antolin Interiors USA. LLC. **MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE RESOLUTION #02.16.398, FOR THE APPLICATION OF ANTOLIN INTERIORS USA, INC FOR INDUSTRIAL FACILITIES EXEMPTION, TRANSFER OF CERTIFICATE #2012-415, REAL AND PERSONAL PROPERTY.”** Discussion followed. A roll-call vote was taken: Tipton – yes, Hohenstein – yes, Eaton – yes, Kanninen – yes, Counts – yes, Coddington – yes. Motion carried 6 to 0.
  
- C. ANTOLIN INTERIORS USA, INC, TRANSFER IFT, CERTIFICATE 2011-506, RESOLUTION – Clerk/Zoning Administrator Eaton explained this is the same reason as the previous transfer but with a different certificate. **MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE RESOLUTION #02.16.399, FOR THE APPLICATION OF ANTOLIN INTERIORS USA, INC FOR INDUSTRIAL FACILITIES EXEMPTION TRANSFER OF CERTIFICATE #2011-506, PERSONAL PROPERTY.”** Discussion followed. A roll-call vote was taken: Eaton – yes, Kanninen – yes, Counts – yes, Coddington – yes, Hohenstein – yes, Tipton – yes. Motion carried 6 to 0.
  
- D. ANTOLIN INTERIORS USA, INC, NEW IFT, RESOLUTION - Clerk/Zoning Administrator Eaton and Fred Dillingham from Livingston Business Development Associates, gave an overview of the new addition to the facility, 112,000 square foot to the existing 326,000 square foot building. This will create 53 new jobs and retain 116 jobs for 169 positions. This is now the largest manufacturing facility in the county. The requested Abatement is requested for real property in the amount of \$11,706,000.00, for 10 years **MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE RESOLUTION #02.16.400, FOR THE APPLICATION OF ANTOLIN INTERIORS USA, INC, FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR REAL PROPERTY OVER 10 YEARS.”** Discussion followed. A roll-call vote was taken: Tipton – yes, Eaton – yes, Coddington – yes, Kanninen – yes, Counts – yes, Hohenstein – yes. Both Mr. Dillingham and Mr. Stauffer from Grupo thanked Clerk/Zoning Administrator Eaton for her work through this process.

**NEW BUSINESS:**

- A. NETWORK SERVICES GROUP, LLC, WEBSITE PROPOSAL – Clerk/Zoning Administrator Eaton informed the board that the contract has been accepted and signed. Trustee Counts who has been

working on this project added, that this company is much easier and faster to work with than the one the township had been pursuing to contract with.

- B. ROAD WORK – Treasurer Hohenstein presented proposals from Culver Excavating Inc., for 3 different road improvement projects. Discussion followed. It was the consensus of the board to put a hold on the Allen Road between Owosso Road and Crandall Road to a later date when Cohoctah Township will help in cost sharing for this project. The consensus was to go with Allen Road between Oak Grove Road and Byron Road with a cost share with Cohoctah Township. Crandall Road between Burkhart and Allen Road. Crandall Road between Warner and Marr Roads. The township will proceed once we receive the agreements with Livingston County.
- C. CHLORIDE BID – Treasurer Hohenstein stated that the township has contracted with MCS for the past several years. They have issued a bid for 2016 at \$0.1695 per gallon which is the same as 2015. **MOTION** by Hohenstein, seconded by Counts, **“TO ACCEPT BID FOR 2016 FROM “MCS” MICHIGAN CHLORIDE SALES, LLC AT \$0.1695 PER GALLON.”** Discussion followed. Motion carried unanimously.
- D. BURKHART ASSISTED LIVING REU EVALUATION – Clerk/Zoning Administrator Eaton explained that the new Assisted Living Facility going in on Burkhart Road has asked that the REU’s be re-evaluated. Other facilities of the same size and usage have fewer REU’s assigned to their buildings. A spreadsheet showing other facilities water usage was presented. The outcome of the research was confirmed by MHOG at 7.0 REU’s. They were charged 10.5 REU’s per building and would like it reduced to 7 REU’s due to the findings. **MOTION** by Eaton, seconded by Hohenstein, **“TO CARRY OVER THE EXCESS 3.5 REU’S OVER TO NEXT BUILDING AND GOING FORWARD, ASSIGNING 0.33 REU’S PER UNIT OR 7 REU’S FOR 21 UNIT BUILDING.”** Motion carried unanimously.

**REPORTS:**

- A. SUPERVISOR – Supervisor Coddington reported that he attended the Howell Township Planning Commission Open House for the revised Master Plan. He thought it went well. He would like to see a permanent spot on the website for township feedback.
- B. TREASURER – Treasurer Hohenstein reported tax collection is continuing and we are slightly behind where we were at this time last year. A spreadsheet of chargebacks was presented of those properties that he does not want to go to the county for tax collection. **MOTION** by Hohenstein, seconded by Counts, **“TO WITHHOLD THE TAX AND SPECIAL ASSESMENTS PAYMENTS FROM THE COUNTY CHARGEBACKS AS PRESENTED. THE LIST MAY CHANGE IF ENTITIES PAY THEIR TAX BILLS.”** Motion carried unanimously. (see attached)
- C. CLERK/ZONING 1) See report. 2) Tribar had submitted an application for an addition to their building and have paid for the REU’s. They have cancelled that addition. They would like to have the payment of the REU’s reimbursed. **MOTION** by Eaton, seconded by Hohenstein, **“TO REIMBURSE TRIBAR FOR THE .64 REU’S DUE TO THE CANCELATION OF PERMIT.”** Discussion followed. Motion carried unanimously. 3) Just prior to the increase of tap-in fee a resident was told the price of the tap-in fee was \$4,600.00. The increase added an additional \$230.00 each for tap-in fee to water and sewer. He is requesting that he be allowed to pay the 4600.00 each since he was quoted the lower price just prior to it being raised by the board. **MOTION** by Tipton, seconded by Eaton, **“TO ALLOW THE RESIDENT TO PAY THE ORIGINAL QUOTED 4600.00 EACH FOR WATER AND SEWER.”** Motion carried 5 to 1.

4) Jeff Layer has stepped down from the Planning Commission. We are taking letters stating a request to be on the Planning Commission and their interest in the position.

D. ASSESSING – See Report.

E. AIRPORT – Discussion of larger plans coming in at the Livingston County Airport.

F. FIRE AUTHORITY – Supervisor Coddington reported: 1) Signed off from PA152 Cost Sharing because our Fire Authority is funded through a mileage. 2) Trying to get some of the Fire Works Bills in Lansing rescinded. 3) Discussion on police protection.

G. MHOG – Supervisor Coddington reported: 1) Tap-In Fees and Master Operating Agreement. 2) Transwest Well House.

H. PLANNING COMMISSION – Supervisor Coddington reported that the Open House went well.

I. ZONING BOARD OF APPEALS – No report.

J. WEBSITE – Trustee Counts thanked the board for continuing with the project in his absence.

K. WWTP – Treasurer Hohenstein reported: 1) Plant is running well. 2) DEQ is happy how things are proceeding. 3) There are some pipes that will need to be replaced and will need to start budgeting for these type of projects.

L. LUCY ROAD – 1) No new updates.

**CALL TO PUBLIC:**

Gary Browning, 4748 Deal Road – is still concerned about the road dead ending at his driveway and there is not enough room for large trucks to turn around without using his driveway. Wants a cul-de-sac placed at end of road.

**EXECUTIVE SESSION CLIENT ATTORNEY PRIVILEGE RECOMMENDATION FOR PROPERTY NEGOTIATION:**

**MOTION** by Counts, seconded by Hohenstein, **“TO ENTER INTO EXECUTIVE SESSION CLIENT ATTORNEY PRIVILEGE PROPERTY NEGOTIATION AT 8:27 P.M.”** A roll-call vote was taken: Eaton – yes, Kanninen – yes, Hohenstein – yes, Tipton – yes, Coddington – yes, Counts - yes. Motion carried 6 to 0.

**MOTION** by Eaton, seconded by Counts **“TO RETURN TO REGULAR SESSION AT 9:09 PM”** Motion carried 6 to 0.

**MOTION** by Counts, seconded by Hohenstein **“TO CONTINUE ON WITH THE PROPOSED PURCHASE AGREEMENTS AS DISCUSSED IN CLOSED SESSION TO INCLUDE THE RECOMMENDATIONS PRESENTED BY THE ATTORNEY”**. Motion carried 6 to 0.

**DISBURSEMENTS REGULAR AND CHECK REGISTER:**

**MOTION** by Counts, seconded by Kanniainen, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH FEBRUARY 8, 2016 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Motion carried unanimously

**ADJOURNMENT:** **MOTION** by, Counts, seconded by Hohenstein **“TO ADJOURN.”** Motion carried. The meeting adjourned 9:11 p.m.

Approved:       X      

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Carolyn Eaton  
Howell Township Clerk

As Presented: \_\_\_\_\_

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

As Corrected:       X      

\_\_\_\_\_  
Mike Coddington  
Howell Township Supervisor

Dated       03/14/2016      

Signed: \_\_\_\_\_  
      Debby Johnson  
      Recording Secretary