

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

Howell Township Hall

June 12, 2017

6:30. p.m.

MEMBERS PRESENT:

Mike Coddington Supervisor
Jean Graham Clerk
Jonathan Hohenstein Treasurer
Matthew Counts Trustee
Carolyn Eaton Trustee
Dar Howard Trustee
Harold Melton Trustee

MEMBERS ABSENT:

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 Counts, seconded by Howard, **"TO APPROVE THE JUNE 8, 2017 AGENDA AS AMENDED: REMOVE ITEM 12, CLOSED SESSION."** Motion carried.

APPROVAL OF MINUTES:

MOTION by Hohenstein, seconded by Howard, **"TO APPROVE THE MAY 8, 2017 REGULAR MEETING MINUTES AS CORRECTED: UNDER ITEM D, KENNELS - CHANGE THE WORD IN-SITE TO INSIGHT, UNDER NEW BUSINESS D LIFTING FRAME, CHANGE THE WORD USEABLE TO PURPOSE, AND CHANGE THE WORD SECONDED TO SECOND, UNDER REPORTS, FIRE AUTHORITY, ADD THE WORD TO."** Motion carried. (See May 8, 2017 Meeting Minutes)

CORRESPONDENCE:

See List.

CALL TO THE PUBLIC:

47th District State Representative Hank Vaupel gave an update as to what is happening at the State Level. He reported that the budget is being worked on, along with auto insurance no fault legislations. Will be breaking soon for in district work but the office will still be open for questions.

UNFINISHED BUSINESS:

- A. HAPRA, ARTICLES OF INCORPORATION – Paul Rogers from the Howell Area Parks & Recreation Authority presented the 4th amended "Articles of Incorporation" for HAPRA. Howell Township and some of the other entities had several issues they wanted changed. Mr. Rogers addressed those issues and the changes that were made to the text. The final draft was approved by the HAPRA Board at their May Meeting. Supervisor Coddington took questions from the Board. **MOTION** by Hohenstein, seconded by Graham, **"TO ACCEPT THE FINAL DRAFT OF THE 'ARTICLES OF INCORPORATION' FOR HAPRA AS PRESENTED."** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Counts – yes, Eaton – yes, Howard – no, Graham – yes, Coddington – yes, Melton – no. Motion carried 5 to 2. (Articles of Incorporation will take effect July 1, 2017. For full text, see "Articles of Incorporation", HAPRA.)

NEW BUSINESS:

- A. SEVERN TRENT ASSET ANALYSIS REPORT: Jerry Livernois from Severn Trent presented the May 2017, "Wastewater Infrastructure Asset Analysis Report". The report names every piece of equipment

at the near 20 year old Howell Township Wastewater Treatment Plant. Each piece was examined to find out: 1) equipment cost 2) installation cost 3) replacement cost 4) year it was acquired 5) expected years of useful life 6) the criticality of the piece for operations 7) the condition of the piece 8) how well it performs the function that it is supposed to do 9) then a value is assigned to it showing a percentage of what is at risk. It also showed the top 10 items that are in need of repair or replacement. The plan should be re-evaluated every 10 years. The Board is pleased with the report but would like it also to be put into some type of spreadsheet for future use to show the updates and changes.

- B. TRANS WEST LIFT STATION – Treasurer Hohenstein stated the Howell Township Board previously approved to re-do the Trans West Lift Station. In the process, it was discovered there are no by-pass valves in place thus not allowing the change of pumps. There are two solutions: 1) to put the by-pass in or 2) to rent the pumps. Plant Manager, Livernois, explained the difference between the two solutions. Supervisor Coddington took questions from the Board. **MOTION** by Howard, seconded by Graham, **“TO APPROVE THE LEASE OPTION FOR THE TRANS WEST LIFT STATION AS PRESENTED IN THE AMOUNT NOT TO EXCEED \$125,000.00.”** Discussion followed. Motion carried.

Air Conditioner - Plant Manager, Livernois explained the need to replace the air conditioner for Oak Grove #5 Lift Station. Received bid from Ice Qube, Inc for \$2,286.00. **MOTION** by Howard, seconded by Hohenstein, **“TO PURCHASE, BUT NOT TO EXCEED \$2,500.00, THE UPGRADE OF THE AIR CONDITIONER, FOR THE OAK GROVE #5 LIFT STATION.”** Discussion followed. Motion carried.

Construction a lifting frame – Plant Manager, Livernois explained the need to construct a lifting frame for the Micro Strainer. **MOTION** by Howard, seconded by Hohenstein, **“TO PURCHASE THE GANTRY CRANE FOR \$1,565.88 FROM TEFT WELDING AND FABRICATING.”** Discussion followed. Motion carried.

Wastewater Treatment Plant painting project - Discussion took place on the painting that is needed at the Wastewater Treatment Plant. The bids are old. It was the consensus to have those bids resubmitted and to also inquire what the off season prices are.

Pontoon boat – Plant Manager Livernois explained the difference between the quotes that have been submitted. One quote is to modify the existing boat. The 2nd quote is to build one from scratch. Discussion took place about the pontoon having wheels. **MOTION** by Howard, seconded by Melton, **“TO MODIFY THE EXISTING PONTOON, NOT TO EXCEED \$3,300.00 FROM TEFT WELDING AND FABRICATING.”** Further discussion took place. Motion carried 6 to 1.

- C. PROPOSAL FOR MAINTENANCE OF PARKING LOT – Treasurer Hohenstein stated that the parking lot is starting to get several cracks. The cracks are minimal but want to fix them before they get worse. The Township has received 3 bids. Treasurer Hohenstein explained the difference in pricing by the cost per foot and what would be used to fill the cracks. **MOTION** by Eaton, seconded by Hohenstein, **“TO GO WITH ALAN’S ASPHALT MAINTENANCE, INC. FOR \$418.00 TO FILL THE TOWNSHIP PARKING LOT CRACKS.”** Discussion followed. Motion carried.
- D. BS&A, BUILDING DEPARTMENT NET PROGRAM FOR ZONING – Treasurer Hohenstein explained we currently do not have a BS&A Program for the Zoning and Building. Zoning Administrator Daus is requesting the BS&A Program. He explained he would be able to link everything together and it will be easier for needed reports. There is money in the budget that is collected from permit and site plan

review fees. **MOTION** by Graham, seconded by Howard, **"TO ACCEPT PURCHASE FOR THE BS&A ZONING AND BUILDING PROGRAM FOR \$14,495.00.)** Discussion followed. Motion carried.

- E. MTA HOWELL TOWNSHIP PRINCIPLES OF GOVERNANCE – MTA Michigan Township sent a mission statement encouraging every township board to adopt the Principles of Governance as an official policy. It is a statement of principles or code of conduct. **MOTION** by Eaton, seconded by Melton, **"TO SIGN THE PRINCIPLES OF GOVERNANCE FOR HOWELL TOWNSHIP."** Discussion followed. Motion carried.
- F. PAY RAISES FOR OFFICE STAFF – Clerk Graham explained the percentage raise spreadsheet that the Human Resource Committee put together along with their recommendation. Trustee Eaton explained that when the Deputy Clerk become full time it was when money was tight. She did not get the raise for the new position only that she got the more hours. She did not receive the same raise as the others. Trustee Eaton would like this to be addressed at this time. **MOTION** by Eaton, seconded by Melton, **"TO RECOMMEND .25 AN HOUR INCREASE FOR DEPUTY CLERK JOHNSON AND A 2% INCREASE FOR OFFICE STAFF: BRENT KILPELA, JOE DAUS, JANE ALEXANDER, DEBBY JOHNSON, CAROL MAKUSHIK AND THE SPLIT ACCOUNTING CLERK POSITIONS KILPELA AND GRAHAM."** Discussion followed. Motion carried.

Deputy Clerk Johnson who is a full time employee did not take the Health Insurance Plan when it was offered because that plan did not benefit her. She is requesting that she receive, in lieu of the insurance, a stipend for health cost. Discussion followed. It was the consensus that this be brought back to the board after looking at what other townships are paying for in lieu of insurance for their employees.

- G. RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY – Treasurer Hohenstein stated that in 2008 when the economy was bad the Township Board took a large cut in pay. Things are getting better and believes it is time to start raising that back up. **MOTION** by Hohenstein, seconded by Eaton, **"TO ACCEPT RESOLUTION #06.17.429 TO ESTABLISH TOWNSHIP OFFICER YEARLY SALARY FOR THE SUPERVISOR AT \$30,000.00."** Discussion followed. A roll-call vote was taken: Eaton – yes, Hohenstein – yes, Howard – yes, Melton – yes, Coddington – no, Graham – yes, Counts – yes. Motion carried 6 to 1. **MOTION** by Eaton, seconded by Graham, **"TO ACCEPT RESOLUTION #06.17.430 TO ESTABLISH TOWNSHIP OFFICER YEARLY SALARY FOR THE TREASURER AT \$30,000.00."** Discussion followed. A roll-call vote was taken: Coddington – yes, Howard – yes, Graham – yes, Counts – yes, Melton – yes, Hohenstein – yes, Eaton – yes. Motion carried 7 to 0. **MOTION** by Hohenstein, seconded by Eaton, **"TO ACCEPT RESOLUTION #06.17.431 TO ESTABLISH TOWNSHIP OFFICER YEARLY SALARY FOR THE CLERK AT \$30,000.00."** Discussion followed. A roll-call vote was taken: Howard – yes, Melton – yes, Hohenstein – yes, Graham – yes, Eaton – yes, Counts – yes, Coddington – yes. Motion carried 7 to 0. **MOTION** by Hohenstein, seconded by Counts, **"TO ACCEPT RESOLUTION #06.17.432 TO ESTABLISH TOWNSHIP OFFICER YEARLY SALARY FOR THE TOWNSHIP TRUSTEES AT \$5,000.00."** Discussion followed. A roll-call vote was taken: Graham – yes, Eaton – no, Counts – yes, Coddington – yes, Hohenstein – yes, Melton – yes, Howard – yes. Motion carried 6 to 1.

REPORTS:

- A. SUPERVISOR:
(Coddington)

- Update on trying to acquire the easement for the manhole at Warner Rd.

B. TREASURER:

(Hohenstein)

- Went to MTA regarding Road funding. He reported that the calculations are still being done the same way as they were done in the 1940's. At that time more people lived in the cities so they received more of the road funding. Now more people live in the townships but the township still receive no road funding.
- The Township's S&P rating has been increased from an AA- to AA.
- The landscaping around the Township Hall has started. We had inmates come in and clean out all the old plants and weeds. From the Framers' Group, Marlas Greiger, has purchased half of the new plants that will be planted and will be purchasing the other half soon. We are under budget. Trustee Eaton asked if she be allowed to take some of the irises that are towards the back of the building that need to be split anyway. They were originally from her grandfather's farm. It was the consensus it was okay for her to take some of the irises.
- The deadline for the contract at the Wastewater Treatment Plant is being looked at.
- The state has changed the Tax Foreclosure process. It is now done through Title Check. You can now look these up online. The Township has no parcels in foreclosure for this year.
- At the Livingston County Treasurers Meeting, accepting credit cards was discussed. The Township does not accept them at the counter at this time. This will be looked into further. The Township does take credit card payments for Utility Billing and Tax payments online.

C. CLERK:

(Graham)

- Thanked everyone who participated at the Township Clean-up Day. It went well and stayed under budget.
- Discussion on magnetic name badges for office staff and new name plates for all Board members. It was the consensus to get more than one bid for the name badges and bring this back to the board but to hold off on the name plates at this time.

D. ZONING:

(Prepared by Daus)

- See Land Use Permit Listing.

E. ASSESSING:

(Prepared by Assessor Kilpela)

- See report.

F. FIRE AUTHORITY:

(Coddington)

- Chief gave an update on the aerial truck.
- The leases on all the fire stations are up.

G. MHOG:

(Howard)

- Acquiring the properties for the Marion Cross Country Project is almost complete.
- Painting the fire hydrants and washing the water towers.
- Had to replace a large pump.

H. PLANNING COMMISSION:
(Counts)

- Chestnut Development will be putting in leased units at the corner of Mason and Burkhart Roads pending on their Site Plan Review.
- A temporary fireworks stand will be at Angelo's at the corner of Mason and Burkhart.
- More discussion on the Kennels. Believe a lot of the wording has been cleared up and should be seeing the final draft soon.

I. ZONING BOARD OF APPEALS (ZBA):
(Howard)

- No meeting

J. WEBSITE:
(Counts)

- Nothing new to report.

K. WWTP:
(Hohenstein)

- The Utility Clerk, Assessor and Treasurer are working together on a rate study to determine if the Township's Sewer Rate is where it should be.

L. HAPRA:
(Graham)

- No report.

CALL TO PUBLIC:

No Response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Counts, seconded by Hohenstein, "TO APPROVE THE REGULAR DISBURSEMENTS THROUGH JUNE 7, 2017 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH." Discussion followed. Motion carried.

ADJOURNMENT: MOTION by Hohenstein, seconded by Howard, "TO ADJOURN." Motion carried. The meeting adjourned 9:09 p.m.

APPROVED:

As Presented: _____

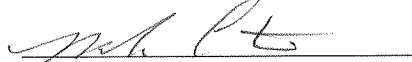
As Amended: _____

As Corrected: X _____

Dated 07.10.2017 _____



Jean Graham
Howell Township Clerk



Mike Coddington
Howell Township Supervisor



Debby Johnson
Recording Secretary