

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

3525 Byron Road

Howell, MI 48855

August 13, 2018

6:30. p.m.

MEMBERS PRESENT:

Mike Coddington Supervisor
Jean Graham Clerk
Matthew Counts Trustee
Dar Howard Trustee
Harold Melton Trustee
Sally Newstead Trustee

MEMBERS ABSENT:

Jonathan Hohenstein Treasurer

Also in attendance: Deputy Supervisor, Brent Kilpela

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 Melton, seconded by Howard, **“TO APPROVE THE AUGUST 13, 2018 AGENDA AS PRESENTED.”** Motion carried.

APPROVAL OF MINUTES:

MOTION by Howard, seconded by Newstead, **“TO APPROVE THE JULY 9, 2018 REGULAR SESSION MEETING MINUTES AS PRESENTED.”** Motion carried. (See July 9, 2018 Regular Meeting Minutes)

CORRESPONDENCE:

No additions.

CALL TO THE PUBLIC:

- Alex Hansen, 3513 Amber Oaks Drive – candidate for Livingston County Commissioner, District 5, spoke on the conditions of Livingston County Roads. He would like to see some funding to help improve the roads come from the Delinquent Tax Fund.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. END OF THE YEAR FINANCIAL REPORT – BRENT KILPELA

- Kilpela explained the Revenue and Expenditure Report for the period ending 6/30/2018, stating that revenues are good for this year and that the Township is within budget on the expenditures. Discussion on the Township’s technology. The Township is in good shape but computers only last a few years and they will need to be upgraded again.
- Explanation on the General Obligation Bonds, Cash flow using budget revenue and Cash Balances.
- (See report for full explanation. Available at the Township Office.)

B. AMENDMENTS TO THE BUDGET – BRENT KILPELA

- Kilpela explained the office hired a new employee to help take care of the front desk to allow Deputy Treasurer Makushik to work in Zoning to help with permits and other areas. This expense was not on the original budget.

- In the General Fund Collection Fee/Schools Income has changed as it has been discovered that collection from LESA has not been done correctly. We now are not able to collect the amount that has been collected in the past.
- **MOTION** by Howard, seconded by Counts, **“TO AMEND GENERAL FUND BUDGET, LINE ITEM 101-402-703.02 ZONING CLERICAL EXPENSE TO \$12,500.00 AND LINE 101-000-067.00 GEN FUND COLLECTION FEE/SCHOOLS INCOME DOWN TO \$10,500.00.”** Discussion followed. Motion carried.

C. RESOLUTION 08.18.448 FOR SALE OF PROPERTY

- Clerk Graham explained that the 5 Resolutions are for approval to allow Supervisor Coddington, Treasurer Hohenstein or Clerk Graham to sign the agreement of sale on properties.
- **MOTION** by Counts, seconded by Melton, **“TO APPROVE RESOLUTION #08.18.448 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Graham – yes, Newstead – yes, Counts – yes, Coddington – yes, Melton – yes, Howard – yes. Motion carries 6 to 0.
- **MOTION** by Counts, seconded by Howard, **“TO APPROVE RESOLUTION #08.18.449 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Melton – yes, Graham – yes, Coddington – yes, Newstead – yes, Counts – yes, Howard – yes. Motion carries 6 to 0.
- **MOTION** by Counts, seconded by Newstead, **“TO APPROVE RESOLUTION #08.18.450 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Graham – yes, Newstead – yes, Howard – yes, Melton – yes, Coddington – yes, Counts – yes. Motion carries 6 to 0.
- **MOTION** by Counts, seconded by Newstead, **“TO APPROVE RESOLUTION #08.18.451 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Melton – yes, Coddington – yes, Graham – yes, Howard – yes, Newstead – yes, Counts – yes. Motion carries 6 to 0.
- **MOTION** by Counts, seconded by Newstead, **“TO APPROVE RESOLUTION #08.18.452 AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Newstead – yes, Melton – yes, Counts – yes, Graham – yes, Howard – yes, Coddington – yes. Motion carries 6 to 0.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following item)

- Met with Inframark about communications. They also have a new middle management person.
- Met with the Drain Commission about the Earl property and the water issue on that property.
- Attended the Howell Township Recreation Plan Open House. It was lightly attended but did receive some good feedback from those residents who attended.

B. TREASURER:

(See Treasurer Hohenstein’s prepared written report.)

C. CLERK:

(Clerk Graham reported on the following items)

- Got through the August Primary Election. It went well. Waiting for the County/State to clear this election.
- There are a few dead trees on the Township Hall property that need to be removed. We have 2 bids that came in. Recommending Chris’ Tree Service.
- **MOTION** by Melton, seconded by Howard, **“TO ACCEPT BID FROM CHRIS’ TREE SERVICE FOR \$1,200.00 TO REMOVE 6 TREES.”** Discussion followed. Motion carried.

D. ZONING:

(See Zoning Administrator Daus' prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Had election of officers and they stayed the same.
- Received hazmat truck.
- The new addition is coming along well and hope to be in by the Fall Open House.

G. MHOG:

(Trustee Howard reported on the following items)

- Water usage is up because of the dry summer.
- Cross Country Main is closer to finalizing.
- Paid bills.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Working on the Sign/Billboard Ordinance. Had the Township Planner and Township Attorney at the last meeting to work on certain issues within the ordinance.
- Would like to have the Township Board input.

I. ZONING BOARD OF APPEALS (ZBA):

(See synopsis of the Zoning Board of Appeals Report)

J. WWTP:

(See Treasurer Hohenstein's prepared written report)

- Clerk Graham stated that there are 3 bids that need approval.
- Recommending Holzer Electric, Inc. for meter at \$6,750.00. **MOTION** by Graham, seconded by Howard, **"TO ACCEPT THE BID FROM HOLZER ELECTRIC, INC NOT TO EXCEED \$6,750.00 FOR METER AND INSTALLATION AS PRESENTED."** Discussion followed. Motion carried.
- Recommending Inframark's proposal for Preparation of a Mercury Pollutant Minimization Program for \$3,750.00. **MOTION** by Graham, seconded by Melton, **"TO ACCEPT THE BID FROM INFRAMARK NOT TO EXCEED \$3,750.00 FOR PREPARATION OF A MERCURY POLLUTANT MINIMIZATION PROGRAM AS PRESENTED."** Discussion followed. Motion carried.
- Recommending Cummins Sales and Service for Planned Equipment Maintenance Agreement at \$3,977.86. **MOTION** by Graham, seconded by Counts, **"TO ACCEPT THE BID FROM CUMMINS SALES AND SERVICE NOT TO EXCEED \$3,977.86 FOR PLANNED EQUIPMENT MAINTENACE AGREEMENT AS PRESENTED."** Discussion followed. Motion carried.

K. HAPRA:

(Clerk Graham reported on the following items)

- Showed a "Course Demographics Participation Counts" for municipalities that are involved.
- Howell Parks is looking for volunteers for the upcoming Melon Festival. Contact Jaimie Geeraerts at the Howell Parks and Recreation.

L. HOWELL TWP. RECREATION PLAN:

(Clerk Graham reported on the following item)

- Information collected from the Howell Township Recreation Plan and from the surveys that have been collected.

CALL TO PUBLIC:

- John Mills, 1750 Oak Grove Road – 1) had questions about the Resolutions that was discussed earlier. (The resolutions to allow either the Supervisor, Treasurer or Clerk to sign any agreements that may come about on Township properties for sale.) 2) had a question on the Budget Report and it was explained. 3) Wanted to know who the Deputy Supervisor is. (Brent Kilpela.) 4) Wanted to know about the Township’s Computer Support item from the budget. (We hire a company for support.) 5) Wanted to know about our participation in the Howell Recreation. (We are full members now.)

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Counts, seconded by Grahams, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH AUGUST 8, 2018 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: **MOTION** by Howard, seconded by Newstead, **“TO ADJOURN.”** Motion carried. The meeting adjourned 7:29 p.m.

APPROVED:

As Presented: _____ X _____	_____ Jean Graham Howell Township Clerk
As Amended: _____	_____ Mike Coddington Howell Township Supervisor
As Corrected: _____	
Dated: _____ 09.10.2018 _____	_____ Debby Johnson Recording Secretary