

**HOWELL TOWNSHIP BOARD REGULAR MEETING**

**MINUTES**

3525 Byron Road  
Howell, MI 48855  
September 10, 2018  
6:30. p.m.

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Dar Howard Trustee

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 Hohenstein, seconded by Counts, “**TO APPROVE THE SEPTEMBER 10, 2018 AGENDA AS AMENDED: ADD ITEM 8 NEW BUSINESS A, COMMERCIAL AND INDUSTRIAL SEWER USER AUDIT.**” Motion carried.

**APPROVAL OF MINUTES:**

MOTION by Hohenstein, seconded by Melton, “**TO APPROVE THE AUGUST 13, 2018 REGULAR SESSION MEETING MINUTES AS PRESENTED.**” Motion carried. (See August 13, 2018 Regular Meeting Minutes)

**CORRESPONDENCE:**

No additions.

**CALL TO THE PUBLIC:**

- Jerry Terrell, 1762 Brewer Road – Filed a complaint about 1800 Brewer Road. Mr. Terrell read several issues he believes the 1800 Brewer Road resident is in violation of. (The Township is aware of this and has tried but has been unsuccessful in contacting the owner. There have been citations issued to the property owner which could proceed into a Court Order. We are working on it.) Mr. Terrell would like to be kept aware of any proceedings.
- Judith Minton, 552 Olde English Circle – Stated that she spoke at the Livingston County Board Meeting on Environmental Impact and Water Pollution. She believes that the de-icing at the Livingston County Airport is flowing into the ground water. With the airport expansion she has concerns that increase of the de-icing will be contributing to even more ground water pollution.
- Mike Tipton, 552 Olde English Circle – Stated he believes that the two resignations included in the Board Packet should have been agenda items and not amongst the reports. Mr. Tipton also gave his opinion on the legality of what a board member’s intent is when they submit their resignation.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**A. COMMERCIAL AND INDUSTRIAL SEWER USER AUDIT**

- Treasurer Hohenstein reported that there has not been a Commercial and Industrial Sewer User Audit done since 2006. The Township’s engineer has recommended that this needs to be done more

frequently. Some of the cost of the audit may be off-set by finding industrial users that are using more water than they have REU's for.

- Supervisor Coddington agrees that this needs to be done so that the Township will know where the large users are at. Spicer has done the audit in the past and knows the system and where the lift stations are at.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT THE BID FROM SPICER GROUP FOR THE COMMERCIAL AND INDUSTRIAL SEWER USER AUDIT, NOT TO EXCEED \$22,000.00 AS PRESENTED.”** Discussion followed. Motion carries.

**REPORTS:**

**A. SUPERVISOR:**

(Supervisor Coddington reported on the following items)

- Working/discussion on Township properties.
- Sewer Connections and locating some of the taps.

**B. TREASURER:**

(Treasurer Hohenstein reported on the following items)

- The landscaping around the gazebo is completed by the student working on her Master Gardening Certificate.
- The newly hired staff employee was offered a better position elsewhere. We are looking into filling that position.
- All of the Township road work scheduled for this year has been completed and is under budget.
- The Tax Collection rate is at 65% with one week left to collect.
- The previous Township Clean-Up Days have been the weekend before Memorial Day. That will be May 18, 2019 for the next year. It was the consensus of the Board to put that on the Winter Tax Notices.

**C. CLERK:**

(Clerk Graham reported on the following items)

- We have received a letter of resignation from ZBA Member Sarah Tinsley effected immediately. Sarah is moving out of the Township.
- Received a notice from Board Member Sally Newstead that she has put her house up for sale and will be moving out of the Township. She will continue on the Board until she has a move out date and then will send a letter of resignation signifying that she will no longer be eligible to be on the Township Board.
- The Howell Area Parks and Recreation will be having a seniors' dance on Friday, September 29<sup>th</sup>. Tickets are available.
- The Township hall has several windows that need to be replaced. We are looking into the cost of replacement. This will be brought back to the Board.
- Most of Michigan Municipalities have received a FOIA on the 2016 Election. It is from a group called EMILY. It is a very timely procedure to copy and then redact the personal information. They group will have to pay one-half of the estimated cost before that copying will be done. Once that check clears, copying will begin. We set a completion date for after the General Election. We have not heard back from the EMILY group.

**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)

- Accepted the Tax Rate Form.
- Audit is being done.
- The Main Station building addition is coming along and should be completed be ready for the Fall Open House.

G. MHOG:

(Supervisor Coddington reported on the following items)

- Much time was spent on the Capital Improvement for the distribution system.
- Approved contractor for the testing for the backflow.
- The DPW Audit is completed.
- Purchased a used skid loader.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Hatch was approved for their building and parking expansion.
- Leo's Coney Island was approved for their building and parking expansion.
- Discussion on the Sign Ordinance with the Township Attorney involved. The Planning Commission is getting very close to completing the ordinance.

I. ZONING BOARD OF APPEALS (ZBA):

(No meeting to report on.)

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See report.

K. HAPRA:

(Clerk Graham reported on the following items)

- The building that houses The HIVE is up for sale. There is a possibility of working something out with HAPRA to purchase the building.
- Melon Fest had 950 runners. The final sales are not yet available.
- There is a need for more soccer fields.

**CALL TO PUBLIC:**

- Mike Tipton, 552 Olde English Circle – Questioned why at the first Call to the Public the Board answered another resident's questions but he did not received an answer for his question. (Because your issue was going to be discussed as an agenda item.) Mr. Tipton asked, what is the Township lawyer's opinion about when a Board Member decides to move and still be on the Board? (The State law says, when they are no longer a resident of Howell Township.) Mr. Tipton also gave his opinion of HATCH's reputation on treating employees.
- Judith Minton, 552 Olde English Circle – Stated that the minutes that is released to the newspaper there is no mention about the Call to the Public. Those residents who speak are not mentioned in the article.

She believes the Township should pay the extra expense to have those comments from the public be published. (It is the practice of the Township to only publish a synopsis of the meeting. A synopsis only mentions any action or motion that was voted on and the outcome of that vote.)

**CLOSED SESSION MEETING:**

- **MOTION** by Melton, seconded by Graham, **“TO ENTER INTO CLOSED SESSION MEETING AT 7:22 P.M.”** A roll-call vote was taken: Graham – yes, Newstead – yes, Hohenstein – yes, Melton – yes, Coddington – yes, Counts – yes. Motion carries 6 to 0.
- **MOTION** by Graham, seconded by Counts, **“TO ENTER BACK INTO REGULAR SESSION MEETING AT 8:13 P.M.”** Motion carried.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, seconded by Graham, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH SEPTEMBER 5, 2018 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

**ADJOURNMENT:** **MOTION** by Hohenstein, seconded by Melton, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:14 p.m.

**APPROVED:**

As Presented: _____ <b>X</b> _____	_____ Jean Graham Howell Township Clerk
As Amended: _____	_____ Mike Coddington Howell Township Supervisor
As Corrected: _____	_____ Debby Johnson Recording Secretary
Dated: _____ 10.08.2018 _____	