

**HOWELL TOWNSHIP BOARD REGULAR MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
August 12, 2019
6:30 P.M.

MEMBERS PRESENT:

Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Harold Melton	Trustee
Evan Rudnicki	Trustee
Jeff Smith	Trustee

MEMBERS ABSENT:

Mike Coddington	Supervisor
Jean Graham	Clerk

Treasurer Hohenstein 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:

AUGUST 12, 2019

MOTION by Counts, seconded by Rudnicki, **“TO APPROVE THE AUGUST 12, 2019 AGENDA AS PRESENTED.”** Discussion followed. Motion carries.

JULY 8, 2019 MEETING MINUTES

MOTION by Counts, seconded by Smith, **“TO APPROVE THE JULY 8, 2019 MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carries. (See July 8, 2019 Regular Meeting Minutes)

CORRESPONDENCE:

No additions.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

END OF THE YEAR FINANCIAL REPORT & BUDGET AMENDMENTS- BRENT KILPELA

Kilpela explained the Revenue and Expenditure Report for the period ending 6/30/2019. The report included 2018-2019- Amended Budget, 2018-2019 Activity and 2018-2019 % Budget Used.

- Kilpela explained that there is a need for a Budget Amendment for Township At Large to complete this fiscal year. His recommendation is to borrow \$10,000.00 from the Township Hall Grounds Equipment and Repair Expense Account leaving that account with a balance of \$10,000.00 and moving it to Township At Large Legal Expense. **MOTION** by Counts, seconded by Rudnicki, **“TO DECREASE TOWNSHIP HALL GROUNDS EQUIPMENT & REPAIR EXPENSE FROM \$20,000.00 TO \$10,000.00 AND TO INCREASE TOWNSHIP AT LARGE LEGAL EXPENSE FROM \$107,000.00 TO \$117,000.00.”** Discussion followed. Motion carried.
- Some positive things outside of the normal operations: purchase of 7 office chairs, replaced the phone system, replaced 6 windows, had some trees removed around the Township Hall, had our Annual Clean-Up Day and paid for the 2018 Parks and Recreational Master Plan.

- Kilpela explained that there is a need for Budget Amendment in the Road Fund. His suggestion is to borrow \$45,000.00 from the Road Fund Balance, and move to Road Improvement Expense to pay for the remainder of the Allen Road Project that was completed in June, 2019. **MOTION** from Rudnicki, seconded by Melton, **“TO INCREASE THE ROAD IMPROVEMENT EXPENSE ACCOUNT BY \$45,000.00.00 FROM \$259,000.00 TO \$304,000.00 AND DECREASE THE ROAD FUND BALANCE ACCOUNT BY \$45,000.00.”** Discussion followed. Motion carried.
- Overall, Kilpela stated, “This was a positive year”.
- Kilpela explained CASH FLOW using Budgeted Revenue and using Historical Average Revenue.
- The General Obligation Bonds chart showed the sewer/water districts that the Township has left to pay. Discussion on when certain bonds may be able to be paid off early.
- Complete charts are available at the Township Office.
- The Board thanked Kilpela for the work he puts into the budget.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington absent)

- No report.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- G to G: Report from G to G, showing how residents are utilizing the in-office credit card payment machine when making their payments.
- Computers: One computer was destroyed during a power outage so the office is down a computer. The one extra computer the office did have was being used for Board of Review. The Supervisor’s computer does not work any longer. The Deputy Clerk’s computer was not updated last time because of programming issues with QVF (Qualified Voter File) and other programs that she needed on her computer. QVF is making changes to their programs and her computer will need to be updated to be able to work with the QVF changes. The estimated cost for each computer is \$700.00 plus installation. **MOTION** by Smith, seconded by Melton, **“TO REPLACE 2 COMPUTERS, NOT TO EXCEED \$3,000.00 FROM MICRO WORKS.”** Discussion followed. Motion carried.
- Mason Road Project: The County Road Supervisor states that this is the highest priority road on his list. Marion Township’s supervisor has been contacted to see if they are interested in cost sharing with the County and Howell Township.

C. CLERK:

(Clerk Graham absent)

- No report.

D. ZONING:

(See Zoning Administrator Daus’ prepared written report)

E. ASSESSING:

(See Assessor Kilpela’s prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington absent)

- No report.

G. MHOG:

(Trustee Counts reported on the following items)

- Gallon Usage: June 2019 usage was a little over 50 million gallons which was 30% down from last year at this time due to the wet spring and early summer.
- Storage Building: They have chosen a contractor for the project.
- Marion Township: Their tower will be painted this year.
- Mason Road Property: A quick claim deed from the County to MHOG was done. Discussion on easements for a park to our property is still in process.
- Hydrant testing: Testing and some painting on hydrants are being done.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- See July 23, 2019 Planning Commission Synopsis

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- No meeting in July.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- Personnel: WWTP will come to the next Township Meeting to explain their need for an additional full time position.
- UV System: Requesting, not to exceed \$30,000.00 plus shipping cost for an additional UV system module for a backup in the event of failure one of the current modules. It is the consensus of the Board to make a decision after WWTP visits at the next meeting.

K. HAPRA:

(Clerk Graham absent)

- No report.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- Pine View property: There has been some inquires on this property. The offer from Steve Gronow has never formally been accepted or signed. Another buyer has put an offer on the property. Discussion on what this potential buyer is offering. The Property Committee has recommended their letter of intent.
- Parcel #4706-25-100-028, aka Doc Earl Property: The potential buyer insists on using their documents and not the Township's documents for their offer. They stated they would pay for our attorney fees to review it. Waiting for that payment to be made before going further.
- Mason and Burkhart project: Christian Bugeja from Chestnut Development stated they are still interested in the property and will offer a temporary easement to the park until all issues with MHOG have been resolved and then offer a permanent easement. An offer will be submitted soon.

CALL TO PUBLIC:

George Hillman, Bowen Road: Wanted to know about the Sewer Debt Fee that he has been paying. Would like to know about if and when this debt is going to be paid off. (The fund is still not strong enough on its own to dissolve it.) He believes that the residents who live 200 feet from the line and are not hooked into the sewer system should also have to pay the same Debit Fee he is paying. He also asked who made the decision that if your is house is 200 feet or more from the sewer line you do not have to pay the Debt Fee even if they do not want to hook into the system. (It is a State Law.)

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Rudnicki, seconded by Smith, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH AUGUST 7, 2019 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carries.

CLOSED SESSION:

CONFIDENTIAL LEGAL OPINION

- **MOTION** by Counts, seconded by Rudnicki, **“TO ENTER INTO CLOSED SESSION TO DISCUSS CONFIDENTIAL LEGAL OPINION REGARDING CROSSROADS LITIGATIONS AT 7:28 P.M.”** A roll-call vote was taken: Counts – yes, Melton – yes, Hohenstein – yes, Smith – yes, Rudnicki – yes. Motion carries 5 to 0.
- **MOTION** by Counts, seconded by Smith, **“TO RE-ENTER INTO REGULAR SESSION AT 8:53 P.M.”** A roll-call vote was taken: Hohenstein – yes, Counts – yes, Rudnicki – yes, Smith – yes, Melton – yes. Motion carries 5 to 0.
- **MOTION** by Counts, seconded Rudnicki, **“MOVE TO ADOPT THE RECOMMENDATION OF THE TOWNSHIP ATTORNEYS IN PROVIDING A RESPONSE TO CROSSROADS, OUTDOOR, LLC’S OFFER TO SETTLE IN CROSSROADS OUTDOOR LLC v HOWELL TOWNSHIP, CASE NO.18-13133.”** Discussion followed. A roll-call vote was taken: Smith – yes, Counts – yes, Melton – yes, Hohenstein – yes, Rudnicki – yes. Motion carries 5 to 0.

ADJOURNMENT: **MOTION** by Melton, seconded by Smith, **“TO ADJOURN.”** Motion carries. The meeting adjourned 8:58 p.m.

As Presented: X

Howell Township Clerk
Jean Graham

As Amended: _____

Mike Coddington
Howell Township Supervisor

As Corrected: _____

Dated: 09.09.2019

Debby Johnson, Recording Secretary