

**HOWELL TOWNSHIP BOARD REGULAR ELECTRONIC MEETING**

**MINUTES**

3525 Byron Road

Howell, MI 48855

June 8, 2020

6:30 P.M.

**MEMBERS PRESENT:**

Mike Coddington Supervisor  
Jean Graham Clerk  
Jonathan Hohenstein Treasurer  
Matthew Counts Trustee  
Harold Melton Trustee  
Evan Rudnicki Trustee  
Jeff Smith Trustee

**MEMBERS ABSENT:**

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called.

**APPROVAL OF THE AGENDA:**

June 8, 2020

**MOTION** by Melton, seconded by Counts **“TO APPROVE THE JUNE 8, 2020 AGENDA AS PRESENTED.”**

Discussion followed. Motion carried by unanimous consent.

**MAY 11, 2020 MEETING MINUTES:**

BUDGET MEETING MINUTE

A) **MOTION** by Hohenstein seconded by Rudnicki, **“TO APPROVE THE MAY 11, 2020 BUDGET MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent. (See May 11, 2020 Budget Meeting Minutes)

B) REGULAR BOARD MEETING MINUTES

**MOTION** by Hohenstein seconded by Melton, **“TO APPROVE THE MAY 11, 2020 MEETING MINUTES AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent. (See May 11, 2020 Regular Meeting Minutes)

**CORRESPONDENCE:**

None

**CALL TO THE PUBLIC:**

No response.

**UNFINISHED BUSINESS**

APPROVAL OF BUDGET 2020-2021

**MOTION** by Graham, seconded by Rudnicki, **“TO APPROVE THE HOWELL TOWNSHIP 2020-2021 BUDGET AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent. (Budget is on the Howell Township Website or you may request to see a copy at the Howell Township Office)

**NEW BUSINESS:**

A. HOWELL TOWNSHIP CLEANING BIDS

Clerk Graham informed the Board that the current cleaning company has retired. Three bids have been submitted. Discussion on making sure sanitizing is included. Perfect Maintenance has references from other townships and 1<sup>st</sup> National Bank. They will also do extra cleaning after the Election. There are no long term contracts required so if they do not work out, it is easy to cancel the contract. **MOTION** by Graham, seconded

by Melton, **“TO ACCEPT BID FROM PERFECT MAINTENANCE CLEANING SERVICES WITH THE ADD ON OF USING EPA SANITIZING FOR THE CLEANING OF THE HOWELL TOWNSHIP HALL.”** Discussion followed. Motion carried by unanimous consent.

#### B. PAY RAISES JULY 2020-JUNE 2021

Hourly Employees - Clerk Graham reported on the recommendation for hourly employees from the Human Resources Committee (HR). The recommendation is for 5%, but done in increments. The first roll out of 3% will start with the beginning of the 1<sup>st</sup> quarter, which is July. If the budget is still in good standing an additional 1%, starting with the 2<sup>nd</sup> quarter in October. Then if the budget is still good, another 1% starting with the 3<sup>rd</sup> quarter in January 2021. Treasurer Hohenstein added that these time frames are when the Board meets with Accounting Clerk, Brent Kilpela to go over the Township Budget. A lot of how the budget's standing will depend on the Constitutional Revenue Sharing the Township will receive. Supervisor Coddington added that the Revenue Sharing is better than what was first predicted.

- **MOTION** by Rudnicki, seconded by Hohenstein, **“TO APPROVE THE HUMAN RESOURCE COMMITTEE’S RECOMMENDATION OF PAY RAISES FOR HOURLY EMPLOYEES AT THE RATE OF 3% FOR THE 1<sup>ST</sup> QUARTER, AN ADDITIONAL 1% FOR THE 2<sup>ND</sup> QUARTER AND 1% FOR THE 3<sup>RD</sup> QUARTER AS LONG AS THE BUDGET STAYS IN GOOD STANDING.”** Discussion followed. Motion carried by unanimous consent.

Board of Review – Clerk Graham stated that the Board of Review has gone from 3 meetings to 2 meetings. It is the recommendation of the HR to increase the Board of Review to \$80.00 per meeting if meeting is 4 hours or less.

- **MOTION** by Graham, seconded by Smith, **“TO APPROVE THE INCREASE FROM \$60.00 PER MEETING TO \$80.00 PER MEETING IF 4 HOUR OR LESS.”** Discussion followed. Motion carried by unanimous consent.

Board Salaries – Clerk Graham stated that the HR does not make recommendation concerning the Board Salaries that is strictly done by the Board. Treasurer Hohenstein stated he felt it was best to leave the Board Salaries at the current rate for this year.

- **MOTION** by Hohenstein, seconded by Rudnicki, **“TO HAVE NO RAISES FOR SUPERVISOR, TRESURER, CLERK OR TRUSTEES.”** Discussion followed. Motion carried by unanimous consent.

HAPRA, Planning Commission, ZBA – Each Board member that is on another committee is paid compensation for that meeting. Some out of township committees pay attending members and some do not. HAPRA does not pay their attendees. The Township pays for the Clerk to attend this meeting. Discussion on the different wages Board member receive depending on which committee they are on. Some meetings require prep time before the meeting.

- **MOTION** by Counts, seconded by Smith, **“TO SET THE PAY RATE AT \$80.00 PER MEETING FOR BOARD MEMEBERS ATTENDING MEETINGS.”** Discussion followed. Motion was rescinded. Further discussion took place.
- **MOTION** by Graham, seconded by Melton, **TO LEAVE THE WAGE FOR PLANNING COMMISSION, ZONING BOARD OF APPEALS AND THE HAPRA AT THE CURRENT RATE.”** Discussion followed. Motion carries with one dissenting vote.

#### C. ELECTIONS

Clerk Graham discussed what is planned and what is required so far for protecting the inspectors and the voters for those who will vote in person on Election Day. We will have face masks, face shields, gloves, spray bottles with disinfectant spay and hand sanitizer for the inspectors. There will be hand sanitizer at the begging and the end for voters. The voter will receive a pen when they fill out their application to vote and then taking that pen with them and using it to vote their ballot and dropping off the pen in a box at the end to be sanitized and then reused. Some municipalities will be using a plastic screen in front of their Electronic Poll Book Station where you prove your identity and receive your ballot. Also a screen in front of the application table. This cost will run

over \$900.00. Discussion followed. It was the consensus of the Board not to purchase the plexiglass screening for the two tables.

**REPORTS:**

**A. SUPERVISOR:**

(Supervisor Coddington reported on the following items)

- Attending several meetings with the County.
- I decided to shut down the office Thursday the 4<sup>th</sup> because of the concerns of possible protesting/rioting coming into the County. Discussion on the rumors of possible groups coming in again this coming Thursday.
- Working on some legal issues.

**B. TREASURER:**

(Treasurer Hohenstein reported on the following items)

- See prepared written report in packet.
- There is money left in the 2019/2020 Budget for technology. Accounting Clerk Kilpela has stated it is a good time to replace two more computers. To replace two computers with the labor is approximately \$3,000.00. There was also discussion on having laptops. It is not recommended by the Township's IT person because of programming issues, you would still need desk computers. **MOTION** by Hohenstein, seconded by Counts, **"TO ACCEPT THE QUOTE FROM DELL AND MICRO WORKS FOR TWO NEW COMPUTERS AND INSTALLATION NOT TO EXCEED \$3,000.00."** Discussion followed. Motion carried by unanimous consent. It was suggested to reach out to other townships to see how they were able to work from home through this pandemic.
- Clerk Graham is asking for a 2<sup>nd</sup> monitor for her computer. Some of the other staff are using two monitors.
- Byron Road is being repaved this summer. The quote to extend the sidewalk from the end of the Trilogy's (The Willows) sidewalk to Henderson Road is estimated at \$120,000.00. Discussion on sharing cost with Rolling Oaks and Howell City. Commission Haglund is looking further into this. Further discussion followed.
- Removing the Howell Sewer Debt Fee starting for the July Billing cycle. A letter will be sent to 160 residents explaining why this fee is being removed. Would like the Board's approval to send the letter. It is the consensus of the Board that this is a good idea.
- Internet availability. Comcast will be sending a map showing the availability within the Township. Would like to look into expanding that availability next year. Discussion followed.

**C. CLERK:**

(Clerk Graham reported on the following items)

- The germ protection glass has been put in at the front desk. The office will be open to the public from 9am until 1pm for this week. The office will be totaly open from 8am until 5pm starting June 15<sup>th</sup>. The staff will try and wipe down the counter and wipe the pens after each use.

**D. ZONING:**

(See Zoning Administrator Daus's prepared written report)

**E. ASSESSING:**

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Adopted the Howell Fire Authority Budget.
- Approved the Articles of Incorporation.
- Approved the sale of a 1999 engine.
- Chief Pless gave his notice of retirement coming in August. In the process of looking for a replacement.

G. MHOG:

(Trustee Counts reported on the following items)

- See prepared written report in packet.
- There was a decrease in usage even though residents were home more, the commercial districts were down on their usage because of COVID-19.
- Looking into creating a wellhead protection ordinance for all those townships that do not have one. They are wanting all 4 townships to have an ordinance. Discussion followed
- Gave a synopsis on the Sanitorium Road Transmission Main, the Cross Country Main and EGLE.
- Working on another Emergency Response Plan due next year.
- Bought a new pump for the Georgetown Water Booster.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- See prepared written report in packet.
- Westview Capital Rezoning on the 23 acre property behind John Mills's property. A lot of discussion on the increase traffic pattern this project will create. The Planning Commission was split 3-3 on allowing the new zoning. This will go to the Board.
- The Annex Group site plan was approved pending approval from the other required entities. A traffic study is being required for this.
- Crossroads was tabled because the Consent Judgement was not available for review.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- No meeting this month.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See prepared written report in packet.
- Still waiting on the Township attorney review for adding additional personnel at the WWTP.
- Trans West – Inframark has agreed to pay for the cleanup at HATCH.
- Waiting for a quote to get parts for the aerators. Recommending to get spare parts before having to replace with brand new parts. Discussion on buying older parts versus new parts.

K. HAPRA.

(Clerk Graham reported on the following items)

- There was a virtual meeting in May. Discussion on bringing employees back from the COVID lockdown.
- Waiting for approvals from Howell City to open the parks.
- Discussion on summer camps; perhaps doing virtual settings.
- Moving forward with the new recreation building.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- The purchaser for Pineview, due to the virus, is requesting an extension on the contract agreement. The Property Committee recommends to extend the amendment to May 22<sup>nd</sup>. **MOTION** by Rudnicki, seconded by Melton, **“TO APPROVE THE AMENDMENT DATE TO START MAY 22, 2020.”** Discussion followed. Motion carried by unanimous consent.

**CALL TO THE PUBLIC:**

No response.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, seconded by Counts, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF JUNE 3, 2020 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carries by unanimous consent.

**ADJOURNMENT: MOTION** by Graham, seconded by Rudnicki, **“TO ADJOURN.”** Motion carried by unanimous consent. The meeting adjourned 8:20 p.m.

As Presented:   X  

\_\_\_\_\_  
Howell Township Clerk  
Jean Graham

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

As Corrected: \_\_\_\_\_

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

Dated:   07.13.2020  

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Debby Johnson, Recording Secretary