

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

Howell Township Hall

April 9, 2018

6:30. p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Sally Newstead Trustee

Supervisor Coddington called the meeting to order at 6:33 p.m. The roll was called.

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA: MOTION by Melton, seconded by Hohenstein, **“TO APPROVE THE APRIL 9, 2018 AGENDA AS PRESENTED.”** Motion carried.

APPROVAL OF MINUTES:

MOTION by Howard, seconded by Hohenstein, **“TO APPROVE THE MARCH 12, 2018 MEETING MINUTES AS PRESENTED.** Motion carried. (See March 12, 2018 Meeting Minutes)

CORRESPONDENCE:

None.

CALL TO THE PUBLIC:

- Holly Ward Lamb, introduced herself as the new director for Howell Carnegie Library. She has been with the library for 24 years.
- A. J. Sloan, 5770 Crandall Road - 1) A request on behalf of the Township (PC) Planning Commission and the Township (ZBA) Zoning Board of Appeals, in which he is a member, to take into consideration and deliberation; that since the Board received a raise last year, it would be fair to restore the PC and the ZBA pay of \$50.00 per meeting, to the pre-recession rate of \$80.00 per meeting. Most meeting run at least 2 hours long. 2) Martha Haglund who is a new member on the Planning Commission has an interest in parks and recreation. He is asking the Board to grant some funding for her and the Township Planner to work on this issue and to look into writing some grants for parks and recreation.3) Stated that he is a concerned citizen who happens to be on the Planning Commission and the following is his opinion and it not representative of the Planning Commission. The tabling of the application of the sign permit for the American Legion, “we have effectively sent out the invitation to lawyer up”. He wants the American Legion to be able to continue to serve the community. He also stated his concern on the moratorium of sign/billboard permits and the time that the American Legion submitted their application. He is asking the Board to reconsider their position on including the American Legion into the moratorium.

UNFINISHED BUSINESS:

A. BREWER MEADOWS EXTENSION

- They have submitted their fees and plans and are moving forward. Discussion followed.

NEW BUSINESS:

A) GIS INTEGRATION SERVICES

- Greg Tatara from MHOG spoke on a proposal for “GIS” Geographic Information- System regarding Howell Township sanitary sewer system. This will give an aerial view of the Township that will also show the location of where more than 167,000 liner feet of sanitary sewer lines and will be of great importance to the sanitary sewer operations. The data will be constantly updated. Four firms were solicited and 3 submitted proposals. Giffels Webster is the one we believe is the best qualified.
- Tesha Humphriss also from MHOG showed a presentation of what the maps will look like, how they can be used for maintenance and other services that can be used through GIS.
- Treasurer Hohenstein added that it will be very helpful to the Township staff in helping residents with questions. When residents come in the staff have to use old drawings to try and determine where the leads are for their lines.
- Jason Mayer from Giffels Webster explained the different types of cost of the program.
- Questions and comments from the Board.
- **MOTION** by Howard, seconded by Hohenstein, **“TO APPROVE THE PROPOSAL FROM GIFFELS WEBSTER FOR GIS INTEGRATION SERVICES FOR \$32,530.00, PLUS THE LICENSE FEES.”** Discussion followed. Motion carried.

B) THOMSON PLASTIC REZONING

- John Dinsmore from Lee & Associates on behalf of Thomson Plastics. Stated that the building has set empty for many years. Thomson Plastics would like the building for warehousing of their products that are manufactured at a building across the street. They would like to rezone the parcel from “RSC” Regional Service Commercial to “HC” to Heavy Commercial. The previous tenant used the building to sell product to the public which is allowed in RSC Districts. Thomson Plastics would be selling to wholesalers and not to the public. The use is basically the same.
- Tom Talbois is an executive for Thomson Plastics. The plant opened in Howell Township in 2014. They have two more plants in the south. They lease about 40,000 square feet of a 200,000 square foot building at 3970 Parsons Rd. Thomson Plastics manufactures plastic injection molding. They have no more room for warehousing. The building across the street is ideal for warehousing on 4100 Lambert Drive. There will be no manufacturing at the 4100 Lambert Drive, only warehousing. The facility will need some loading docks. There should only be about 10 trucks a day coming and going from this building. There are no future plans other than warehousing.
- Questions from the Board.
- **MOTION** by Howard, seconded by Melton, **“TO APPORVE THE REZONING FOR PARCEL #4706-29-200-005 AT 4100 LAMBERT DRIVE, FOR THOMSON PLASTICS, FROM “RSC” REGIONAL SERVICE COMMERCIAL TO “HC” HEAVY COMMERCIAL AS PRESENTED.”** Discussion followed. Motion carries 5 to 1.

C) PROPOSAL FOR HOWELL TOWNSHIP RECREATION PLAN

- Supervisor Coddington stated that the Township Planners submitted a 2019-2023 Recreation Plan. This will give us directions over the next several years on how and where the Township will want to go with pathways, parks and recreation. This will help find out what our residents want. This will allow the township to apply for grants.
- Discussion followed.
- **MOTION** Counts, seconded by Melton, **“TO APPROVE THE PROPOSAL FOR HOWELL TOWNSHIP RECREATION PLAN AS PRESENTED.”** Discussion followed. Motion carries.

D) DISCUSSION ROAD IMPROVEMENT PROJECTS

- Treasurer Hohenstein reported we only received one bid for dust control. Chloride Solutions is the company we have used for the past several years. They have not raised their rates of \$.1825 per gallon/9000 gallons per load.
- Discussion followed.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT THE BID FROM CHLORIDE SOLUTIONS AT THE RATE OF \$.1825 PER GALLON FOR CHLORIDE FOR 2018.”** Discussion followed. Motion carries.
- Treasurer Hohenstein discussed the roads that need to be worked on. Livingston County Road Commission and Culver Excavating Inc. submitted bids for Brewer Road, Fisher Road, Henderson Road and Layton Road. Culver Excavating included Allen Road, the County Road Commission did not. Cohoctah is now able to cost share for Allen Road if done in a two year project. Treasurer Hohenstein suggest a 10% buffer on these bids.
- There was some discussion about Byron Road. It was the consensus of the Board to not do Byron Road this year as that would be the only project that would be able to be done. The County is supposed to cost share for this road, but they would only pay for one quarter of the total cost.
- Treasurer Hohenstein suggests for this year’s projects to choose Allen Road, Brewer Road and Layton Road. Culver’s is lower than the County on every project except Layton.
- Supervisor Coddington added that the Township does have the Road Millage renewal on the ballot in August. If that passes we will be able to more projects over the next few years.
- It was suggested to see if Culver’s will match the County’s bid for Layton Road if they are given the other road projects.
- **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT THE BIDS FROM CULVER EXCAVATING INC, FOR ALLEN ROAD, BREWER ROAD AND IF WILLING TO MEET THE LIVINGSTON COUNTY ROAD COMMISSION BID FOR LAYTON ROAD INCLUDING EXCAVATING WORK LISTED ON THE BID AS PRESENTED WITH A 10% BUFFER ON ALL BIDS FOR BUDGETING PURPOSES.”** Discussion followed. Motion carries.

E) SEWER AND WATER COST PER REU PROPOSED

- Treasurer Hohenstein stated that is very confusing to try and calculate the cost per REU in those districts where the bonds have been paid off, for any new customers. A formula was developed so the office staff could show the resident how it is calculated. This formula will go forward as other districts are paid off.
- Discussion followed.
- **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT THE WATER/SEWER COST PER REU AS PROPOSED.”** Discussion followed. Motion carries.

F) G2G CLOUD SOLUTIONS, CREDIT CARD SOLUTION FOR HOWELL TOWNSHIP

- Treasurer Hohenstein stated the office has been looking into getting a credit card terminal at the counter. Several customers have requested that we get one to accept payments for taxes, utility bill, dog licenses, planning and zoning permits, etc. We only have online credit payments for taxes and utility payments. G2G from Oakland County had everything from training and hardware and updates free to the Township. They are close so they can send a team, the other companies are not close enough to offer this kind of system help. G2G and BSA do not work with each other. The office would need another monitor but it keeps the fees low to the customer, while providing everything the Township needs.
- Discussion followed.

- **MOTION** by Howard, seconded by Counts, **“TO TABLE THE DECISION FOR G2G UNTIL THE NEXT MEETING TO BRING BACK ADDITIONAL INFORMATION AND A RESOLUTION NUMBER.”** Discussion followed. Motion carries.

RPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Working on the Power Plant Education Program in Handy Township
- Went to the Howell Area Parks Recreation Authority Session
- Asking around about a development that would focus on Habitat for Humanity, Wounded Warriors, etc. to allow a non-profit to purchase lots to build homes. There is need for lots.

B. TREASURER:

(Treasurer Hohenstein reported on the following item)

- No further report

C. CLERK:

(Clerk Graham reported on the following items)

- The Township has 3 elections this year. Handy will be handling the May Election since we only have a handful of voters in the Fowlerville School District. Fowlerville Schools have an issue on the May Election, Howell Schools do not.
- Pay for the election works have not gone up in several years. Would like to raise their hourly rate for Chairpersons from \$12.00 to \$14.00 per hour and Inspectors rate from \$10.00 to \$12.00 per hour depending on their duties.
- **MOTION** by Graham, seconded by Howard, **“TO ACCEPT THE PAY RAISE FOR ELECTION INSPECTORS AS LISTED.”** Discussion followed. Motion carries.
- Update on ACH Billing for Utility Billing – there is one person on the system and there are no problems with the system. The Utility Clerk is ready to go forward with asking other customers if they want to be added to the ACH Billing.
- E-billing is available to those customers who do not want a hard copy of their bill through the mail. This is going well.
- We still have two outstanding Business Licenses that are overdue. Ferrell Gas had been contacted and they are supposed to be sending out their check with the late fee. Six Corners Antiques have not replied to any of the letters that have been sent. A registered letter has been sent and have not still have not heard back. Discussion followed. **MOTION** by Howard, seconded by Hohenstein, **‘TO SEND LETTER INFORMING THEM THAT IF THEY DO NOT COMPLY THE MATTER WILL BE TURNED OVER TO A COLLECTION AGENCY.’** Discussion followed. Motion carries.

D. ZONING:

(Prepared by Zoning Administrator Daus)

- See report.

E. ASSESSING:

(Prepared by Assessor Kilpela)

- See report.

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Explained the Fire Authority Budget.
- **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT THE HOWELL AREA FIRE AUTHORITY 2018/2019 ANNUAL BUDGET AS PRESENTED.”** Discussion followed. Motion carries.
- Received a donation for the Special Response Team.
- Annual banquet was a success.
- Received a letter from the State for underfunding of their retirements system. The accountant shows that they are in the top 99% of being a fully funded retirement system.

G. MHOG:

(Trustee Howard reported on the following items)

- Lots of minor projects are getting completed.
- Closer to finishing up the Cross County Main.
- Operating Engineers is considering building a new building. They are asking to bring the line in from Fisher Road.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Operating Engineers for Preliminary Site Plan for an additional building for classrooms.
- Thomson Plastics approved rezoning to go to the Board for approval.
- A request for a billboard by The American Legion Hall. This application was tabled as there is a moratorium in place for all billboards and sign permits.

I. ZONING BOARD OF APPEALS (ZBA):

- No March Meeting.

J. WEBSITE:

(Trustee Counts reported on the following item)

- Nothing new to report.

K. WWTP:

(Treasurer Hohenstein reported on the following item)

- Having Greg and Jim from MHOG helping manage with different matters has been very helpful, time saving and cost saving.

L. HAPRA:

(Clerk Graham reported on the following items)

- Meeting to set a 5 year plan. A very informative meeting.

CALL TO PUBLIC:

- Christian Bugeja Amber Oaks Drive and Township Realtor would like to present the idea that when there is an offer to let the realtor know what is going on in a quicker time, “time kills the deal”.
- Mark Epley from the American Legion wanted to remind the Board if they have any questions they can get a hold of him at the American Legion. He is willing to come any time and answer

any questions the Board may have. He also stated that their application for the billboard was a year in advance of the moratorium that went into effect. He believe that they answered all the questions that was given to them at the last Planning Commission Meeting.

- John Mills, 1750 Oak Grove Road – 1) Wanted to know if the information that you can get from the GIS Building in the city the same. Why doesn't the County utilize this and offer throughout the County? 2) Suggest that when someone wants to be on the agenda, they would be handed information stating that they have time limit on how long their presentation is allowed. 3) The Township chose not to work on Byron Road. He has concern about the trees that have been taken out on past road improvement projects. He would like to know if this going to happen when the Township does decide to do Byron Road. He stated that there is an ambience driving down Byron Road that he would hate to lose those trees. (The Township requests the least amount of trimming on the tree as possible. However the Township really does not have any control what gets rimmed/removed.) 4) On Preston Road there is a large pile of aggregate as the result of the pipeline. Culver bought that aggregate. If that aggregate is going to be used on the new road improvement projects, the Township should get some sort of reduced pricing on those projects. 5) Steve Gronow has a sign across the street from Mr. Mills place and a sign from the previous realtor is still there. He would like to know if that sign will be removed.

CLOSED SESSION:

A) Discussion on Township Properties

- **MOTION** by Graham, seconded by Howard, **"TO ENTER INTO CLOSED SESSION AT 8:59 P.M."** A roll-call vote was taken: Graham – yes, Howard – yes, Hohenstein – yes, Melton – yes, Coddington – yes, Counts – yes. Motion carried 6 to 0.
- **MOTION** by Howard, seconded by Hohenstein, **"TO ENTER INTO REGULAR SESSION AT 9:50 P.M."** Motion carried.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Howard, **"TO APPROVE THE REGULAR DISBURSEMENTS THROUGH APRIL 3, 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 Howard, **"TO ADJOURN."** Motion carried. The meeting adjourned 9:52 p.m.

APPROVED:

As Presented: <u> X </u>	_____ Jean Graham Howell Township Clerk
As Amended: _____	_____ Mike Coddington Howell Township Supervisor
As Corrected: _____	
Dated <u> 05.14.2018 </u>	_____ Debby Johnson Recording Secretary