

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

Howell Township Hall

May 14, 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
Sally Newstead	Trustee

MEMBERS ABSENT:

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 Howard, “**TO APPROVE THE MAY 14, 2018 AGENDA AS AMENDED: ADD APRIL 24TH PLANNING COMMISSION MEETING CLOSED SESSION.**”

Motion carried.

APPROVAL OF MINUTES:

MOTION by Hohenstein, seconded by Graham, “**TO APPROVE THE APRIL 9, 2018 MEETING MINUTES AS PRESENTED.**” Motion carried. (See April 9, 2018 Meeting Minutes)

MOTION Counts, seconded by Hohenstein, “**TO APPROVE THE APRIL 9, 2018 CLOSED SESSION MEETING MINUTES AS PRESENTED.**” Motion carried.

CORRESPONDENCE:

No additions.

CALL TO THE PUBLIC:

- Judith Minton, 552 Olde English Cir. – Reported on preparations for the upcoming Township Spring Clean-Up. Signs on the event have been getting rotating throughout the community. Kroger’s have graciously donated towards snacks for the event. There are several volunteers signed up to work. Clerk Graham added that someone has offered to provide lunch.
- Maureen Wright from LACASA – Stated that LACASA is a 501c3 that has been providing services in Livingston County for over 35 years. Some of their services include protection for victims of child abuse, neglect and domestic violence, as well as education against these types of abuse and violence. They have outgrown their building and are looking at having a mobile office in the parking lot. Because LACASA is a non-profit, she is requesting that the Township waive the application fee and the Temporary Use Permit. (It was the consensus of the Board to get back to her as there is a need to look into what the previous policy has been on waiving fees.)

UNFINISHED BUSINESS:

A. G2G CLOUD SOLUTIONS (Credit Card Solution for Howell Township)

- Jim Taylor, from Oakland County explained that several other governmental offices are using G2G. This is a service to allow residents to pay with a credit card at the counter. He explained the services that G2G will provide for the Township.

- Treasurer Hohenstein stated that a G2G representative came to the office and gave a presentation on how the system will work. Treasurer Hohenstein also stated that the Township already has a credit card system that can be used on line that works very well. The G2G program will be used for counter payments only. Several residents have been asking for the option to be able to make credit card payments. Treasurer Hohenstein has talked with other offices that are using G2G and has not heard of any negative comments. The Township will not pay any fees to use the system; it is the people who use their credit cards that will incur the fees.
- **MOTION** by Melton, seconded by Howard, **“TO ENTER INTO G2G RESOLUTION.”** Discussion followed. Motion carried.

B. G2G RESOLUTION

- **MOTION** by Hohenstein, seconded by Howard, **“TO ACCEPT RESOLUTION #05.18.442, A RESOLUTION TO APPROVE AN AGREEMENT FOR I.T. SERVICES BETWEEN HOWELL TOWNSHIP AND THE G2G CLOUD SOLUTIONS.”** Discussion followed. A roll-call vote was taken: Melton – yes, Coddington – yes, Graham – yes, Howard – yes, Newstead – yes, Counts – yes, Hohenstein – yes. Motion carries 7 to 0.

C. BREWER MEADOWS, PUD APPROVAL

- Brent LaVanway from Boss Engineering along with property owner Michael Furnari and Bob Halso from Tiburon Fairview, explained the project for Brewer Meadows, LLC to go in on the west side of Brewer Road. This was a Township owned property but was purchased by Michael Furnari in 2014. They received their Preliminary PUD approval in 2015. The Planning Commission in April gave their recommendation to the Board for Final PUD approval. The project has a total of 111 units to be constructed in 3 phases. They have received their MPEQ approval for their wetlands. They have also been working with other required governmental agencies. They are seeking the Board’s approval for their Final PUD. There are some contingences from the Planning Commission that they are working on to bring them into compliance.
- Bob Halso gave some history on getting the project started.
- Because there are new members on the Board from when the financial agreement was signed Supervisor Coddington explained the original agreement is still valid but because of time lapses with some of the agreement, there is a need to review this agreement to make sure everything is complete and up to date.
- Questions were taken from the Board.
- **MOTION** by Counts, seconded by Hohenstein, **“TO APPROVE BREWER MEADOWS’ FINAL SITE PLAN PUD AS RECOMMENDED FROM THE PLANNING COMMISSION, PENDING ALL FINAL APPROVALS FROM REGULATING AUTHORITIES INCLUDING MHOG, ENGINEER’S REPORT, PLANNER’S REPORT, DRAIN AND ROAD COMMISSIONS’ REPORTS AND PENDING THE FINAL OUTCOME FROM THE ROAD DISCUSSION.”** Discussion followed. A roll-call vote was taken: Newstead – yes, Hohenstein – yes, Melton – yes, Counts – yes, Graham – yes, Howard – yes, Coddington – yes. Motion carries 7 to 0.

NEW BUSINESS:

A) SEAL COATING HOWELL TOWNSHIP PARKING LOT – BIDS

- Treasurer Hohenstein reported that several companies have submitted bids to repair cracks, seal and re-strip the parking lot.
- **MOTION** by Howard, seconded by Melton, **“TO APPROVE THE BID FROM J. C. PEARON & SONS CONTRACTING, LLC FOR THE REPAIRS TO THE TOWNSHIP HALL PARKING LOT.”** Discussion followed. Motion carried.

B) RESOLUTION ADOPTING A GENERAL APPROPRIATIONS ACT

- **MOTION** by Hohenstein, seconded by Counts, **“TO ACCEPT RESOLUTION #05.18.443, A RESOLUTION ADOPTING A GENERAL APPROPRIATIONS ACT.”** Discussion followed. A roll-call vote was taken: Counts – yes, Graham – yes, Coddington - yes, Melton – yes, Howard – yes, Hohenstein – yes, Newstead – yes. Motion carries 7 to 0.

C) WASTE WATER TREATMENT PLANT

- Treasurer Hohenstein reported that are some issues that need approval.
 - 1) Sand Filters: Explained there are filters that need to be repaired and the different options that have been submitted for these repairs. **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT PARKSON’S BID TO REHABILITATE THREE OF THE SAND FILTERS NOT TO EXCEED \$120,000.”** Discussion followed. Motion carries.
 - 2) Chemical Storage Cabinets: The current storage cabinets were previously painted but the type of chemicals that are being stored are still destroying the cabinets. The cabinets were not made to house these types of chemicals. It is proposed to purchase 3 chemical cabinets. Only 1 bid has been submitted. It is the consensus of the Board to try and get more bids or other options to purchase chemical cabinets.
 - 3) Loss of light: This is a safety issue. Repairs had to be made immediately. **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT THE WORK THAT HAS ALREADY BEEN DONE FOR \$2,500.00 TO REPAIR LIGHTS AT THE WWTP.”** Discussion followed. Motion carried.
- Other issues:
 - 1) For information: The Waste Water Treatment Plant received its State Permit to discharge into the Shiawassee River. Inframark who runs the WWTP will be submitting a bid for the cost of certain mandated testing. It is recommended to have our legal counsel review this.
 - 2) Manhole on Brewer Road: It was discovered that the manhole at Brewer Road has sunk and is a lot lower than it should be therefore causing the lines not to work properly. It is the consensus of the Board to allow the WWTP Committee to move forward to have this issue resolved.

RPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following item)

- Has been working with Brewer Meadows.

B. TREASURER:

(Treasurer Hohenstein reported on the following item)

- There is a concern of when we do get the credit card service implemented in the office, what do we do when there is no one from the treasury department in the office? We can’t cross train anyone from the clerk’s department because of rules that prohibit the clerk’s and treasury department crossing each other’s lines. Most of the time someone from the treasury department is here but that is not always possible. To hire someone is not feasible because it will not

happen that often plus which department do you put them under and not cross department lines. One solution is to have a sign that states "we are unable to take credit card payments at this time". There will be a study to see how often this happens.

C. CLERK:

(Clerk Graham reported on the following items)

- The insurance company will be coming out to look at equipment, furniture, computers, etc. and update the list that we are insured for.
- A collection agency has been contacted about the one business that has not paid their 2018 Business License yet. The cost of the agency to handle this will be 50% of the collected amount, since it is under \$1,000. It was the consensus of the Board to first send a letter before handing over to the collection agency informing them that we have done so. Give them two weeks to respond with payment. It was also recommended to contact the Zoning Administrator to see if he has contacted this same business about cleaning up area around their building.

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)

- The fire truck is back.
- The Fire Authority has received a grant from Fire House Subs.
- Received a FEMA grant for the Special Response Unit.
- Paid bills.
- The new building addition is proceeding forward. It is narrowed down to two builders

G. MHOG:

(Trustee Howard reported on the following items)

- Working towards getting the water tower repainted. Having issues with T-Mobile getting to temporarily remove their equipment so the tower can be painted.
- There is an Issue with one of the pump stations. In order to add the required chlorine, it will be necessary to have dirt excavated.
- The Cross County Easement is close to being finished.
- Paid bills.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Brewer Meadows received their recommendation to the Board for Final PUD approval
- North Winds Investment for their preliminary site plan approval for an addition to their existing building.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Howard reported on the following item)

- North Winds Investment was approved for two variances for their parking lot, to allow for trucks to be able to turn around.

J. WEBSITE:

(Trustee Counts reported on the following item)

- Nothing new to report.
- Since the website is up and running well, it was the consensus of the Board to remove this item from the Reports section of the agenda.

K. WWTP:

(Treasurer Hohenstein reported on the following item)

- See item 9C under New Business.

L. HAPRA:

(Clerk Graham reported on the following item)

- Working on the 5 year plan.

CALL TO PUBLIC:

- John Mills 1750 Oak Grove – 1) asked the Treasurer what hours he works. (Tuesdays and Thursdays) 2) Suggested that a document on Howell Township Water/Sewer be created. 3) Inquired about noise ordinances. Has concerns about the noise large trucks create from using their exhaust breaks. (It was suggested that he contact Howell City since those trucks are breaking within the City limits.) 3) Inquired if any Board member meets with the Livingston County Road Commission about the multiple housing projects going in and if the roads can handle the traffic. (We do not meet with their Board. They will require a traffic study be done where there is a traffic problem.) 4) Wanted to know if the Board approved the bid for the chemical cabinets talked about earlier. (No the Board did not approve that bid, they will look into getting more bids.) He suggested a Tote cabinet. Farmers use these totes for their chemicals but not sure if it is recommended for the types of chemicals used at the WWTP.

CLOSED SESSION:

A) Discussion on Township Properties

B) Planning Commission’s Closed Session

- **MOTION** by Graham, seconded by Hohenstein, **“TO ENTER INTO CLOSED SESSION AT 7:58 P.M.”** A roll-call vote was taken: Coddington – yes, Counts – yes, Newstead – yes, Graham – yes, Hohenstein – yes, Melton – yes, Howard – yes. Motion carries 7 to 0.

RE-ENTER REGULAR SESSION:

- **MOTION** by Howard, seconded by Counts, **“TO ENTER INTO REGULAR SESSION AT 8:15 P.M.”** Motion carried.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Counts, seconded by Howard, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH MAY 9, 2018 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: MOTION by Counts, seconded by Hohenstein, **"TO ADJOURN."** Motion carried. The meeting adjourned 8:16 p.m.

APPROVED:

As Presented: X

As Amended:

As Corrected:

Dated: 06.11.2018

Jean Graham
Howell Township Clerk

Mike Coddington
Howell Township Supervisor

Debby Johnson
Recording Secretary