

HOWELL TOWNSHIP BOARD REGULAR MEETING
March 28, 2011
Howell Township Hall
7:00. p.m.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Carolyn Eaton	Clerk
Larry Hammond	Treasurer
Dar Howard	Trustee
John Hubbel	Trustee
Jim Phelan	Trustee

MEMBERS ABSENT:

Carolyn Henry

Also Present: Lynn Meissner, Township Financial Director/Manager

Supervisor Coddington called the meeting to order at 7:00 p.m. The roll was called. All rose for the Pledge of Allegiance.

CALL TO THE BOARD: MOTION by Hubbel, seconded by Phelan, “**TO APPROVE THE MARCH 28, 2011 AGENDA AS AMENDED; ADD 11H, PLANNING COMMISSION, REMOVE 10B, ROAD CONTRACT UPDATE AND 10C, CROP CONTRACT REVIEW.**”
Motion carried unanimously.

APPROVAL OF MINUTES: MOTION by Hubbel, seconded by Howard, “**TO APPROVE THE MARCH 14, 2011 REGULAR BOARD MEETING MINUTES AS PRESENTED.**”
Motion carried unanimously.

FINANCIAL DIRECTOR/MANAGER’S REPORT: Manager Meissner reported on the “Advantage Livingston” and the Launch of the Livingston County Strategic Growth Plan. The presentation will be April 13, 2011 at 7:30 p.m. at the Crystal Gardens. Manager Meissner also reported that the Delinquent Personal Property Tax Roll has been turned over into the Delinquent Personal Property Program and that the new tax notices have been sent out. She also will be gathering information from the different departments for the Projected Budget for this coming year. She is also working on a project with Brighton Charter, Tyrone, Hartland and Handy Townships about Delinquent Special Assessments, they will put together a presentation to give to the county about the impacts of the Special Assessments and how it affects the whole county. She is going to look into the issue of getting township maps to have available for residents.

CORRESPONDENCE: See attached.

CALL TO THE PUBLIC: No Response.

OLD BUSINESS:

A. Clean-Up Day 2011 – **MOTION** by Eaton, seconded by Howard, “**TO SCHEDULE MAY 21, 2011 AS HOWELL TOWNSHIP CLEAN-UP DAY.**” Discussion followed. Manager Meissner will get estimates on advertising in newspaper verses sending out postcards. She also will plan to place on the web-site and possibly flyers in local grocery stores. Motion carried unanimously.

B. MHOG, Prior Agreements – **MOTION** by Phelan, seconded by Eaton, “**ADOPTED RESOLUTION NUMBER 03.11.284 MHOG PRIOR AGREEMENTS.**” A roll call vote was taken, Coddington-yes, Eaton-yes, Howard-yes, Hubbel-yes, Hammond-yes, Phelan-yes. Motion carried unanimously.

C. MHOG, Master Agreement – **MOTION** by Eaton, seconded by Hubbel, “**ADOPTED RESOLUTION NUMBER 03.11.285 MHOG, MASTER AGREEMENT.**” A roll call vote was taken, Howard-yes, Hammond-yes, Phelan-yes, Coddington-yes, Hubbel-yes, Eaton-yes. Motion carried unanimously.

D. Bond Debt Refinance Update – See attached. Report came back not recommending refinancing. It would cost 14 million plus dollars more to pay off debt for a 10 year extension. Treasurer Hammond recommended if it was done in the future not placing water on the refinancing, that with the new rates it should be able to take care of itself. On the sewer he recommends taking out 1 or 2 sewer districts.

E. Sewer Demand Charge Discussion – It was discussed if the township were to force connections (which is legal to do) and the people still were not connecting, the township could then charge a Readiness to Serve Charge. Another option was discussed, to tell the public that they have to hook-up and if they want to delay the hook-up they could have a “Debt Retirement Fee” in lieu of hooking up. Another option discussed was a 2-step process. The 1st step, everyone would have to hook-up by a certain date. Step 2, in cases of hardship, (this would be looked at case by case situation) possible agreement to paying a “Debt Retirement Fee”. If the township reassessed everyone in the district for delinquencies, it would have to be proven that there has been a benefit increase to the property.

NEW BUSINESS:

A. Chloride Contract – Bid was submitted at the same amount as last year. See attached. **MOTION** by Eaton, seconded by Phelan, “**TO ACCEPT CHLORIDE CONTRACT FROM MBH MARKETING, LLC, AS PRESENTED.**” Motion carried unanimously.

D. Process for Appointing Treasurer and Trustee Discussion – It was reported that there has been 4 applicants for each position. **MOTION** by Eaton, seconded by Phelan, “**TO HAVE ALL APPLICANTS FOR THE TREASURER AND TRUSTEE POSITIONS BE INTERVIEWED BY THE HUMAN RESOURCE COMMITTEE AND THEN HAVE THE HUMAN RESOURCE COMMITTEE BRING THEIR RECOMMENDATION BACK TO THE BOARD AT THE NEXT MEETING.**” Motion carried unanimously. **MOTION** by Hammond, seconded by Howard, “**TO APPOINT SUPERVISOR MIKE CODDINGTON TO THE HUMAN RESOURCE COMMITTEE REPLACING TREASURER LARRY HAMMOND.**” Motion carried unanimously.

E. Fire Authority Budget – See attached. **MOTION** by Hubbel, seconded by Howard, **“TO ACCEPT THE FIRE AUTHORITY BUDGET AS PRESENTED.”** Motion carried unanimously.

REPORTS:

A. Supervisor – Nothing new to report.

B. Treasurer – Treasurer Hammond reported that the township has settled with the county. It was also reported a letter has been delivered to the county about opting out of the Revolving Fund of approximately 15 parcels. Treasurer Hammond also presented that in his absences, he would like the board to appoint Carol Makushik as Acting Treasurer with compensation for her time for Board Meetings. **MOTION** by Hammond, seconded by Phelan, **“TO APPOINT CAROL MAKUSHIK AS ACTING TREASURER, NOT TO EXCEED 45 DAYS FROM APRIL 1, 2011, OR UNTIL A NEW TREASURER IS APPOINTED, WHICH EVER COMES FIRST. SHE WOULD HAVE ALL THE DUTIES OF TREASURER EXCEPT FOR VOTING RIGHTS.”** Motion carried unanimously.

C. Clerk/Zoning – Clerk and Zoning Administrator Eaton reported that the house on 2220 Byron Rd. is contracted to be taken down as soon as the Frost Laws are off. Michigan Automatic Turning has finished the interior of the building and a C of C has been issued. It is their hope that they will be running at full force within a month. Also reported that the new Ann Taylor store has opened and Christopher Banks are in the process of redoing a store. On the issue of the resignations of Treasurer Hammond and Trustee Phelan, **MOTION** by Eaton, seconded by Hubbel, **“TO ADOPT RESOLUTION 03.11.286- RECOGNITION OF LAWRENCE HAMMOND AS PRESENTED.”** A roll call vote was taken. Howard-yes, Phelan-yes, Eaton-yes, Coddington-yes, Hubbel-yes, Hammond sustained. Motion carried unanimously. **MOTION** by Eaton, seconded by Hubbel, **“TO ADOPT RESOLUTION 03.11.287 - RECONGNITION OF JAMES PHELAN AS PRESENTED.”** A roll call vote was taken. Coddington-yes, Hammond-yes, Howard-yes, Eaton-yes, Hubbel-yes, Phelan sustained. Motion carried unanimously.

D. Airport – None

E. MHOG – Approved Township Lease License Agreement. Approved Elevated Storage Tank Booster Station and the painting of Genoa Township tower. MHOG was called out to the Magna fire to help open valves to get the pressure needed by the Fire Department. Jean Inman and plant operators are working on a program to filter water from the Retaining Pond and then be able to discharge into our system. **MOTION** by Eaton, seconded by Phelan, **“TO REPLACE JIM PHELAN WITH DAR HOWARD AS BOARD REPRESENTATIVE TO MHOG, LEAVING JOHN HUBBEL AS ALTERNATE.”** Motion carried unanimously.

F. Fire Authority – Mr. Coddington reported of the Magna Fire. That a bill is being sent to Magna to recover cost for expenses. There were 20 sets of turn out gear and 1800 feet of hose lost. There are also other personal cost and other expenses in other departments. Total expense of fire estimating approximately 100 thousand dollars and 1.2 million gallons of water.

G. Assessing – See attached.

H. Planning – See Board Minutes.

DISBURSEMENTS: MOTION by Eaton, seconded by Hubbel, **“TO PAY REGULAR DISBURSEMENTS AS PRESENTED.”** Motion carried unanimously.

CALL TO PUBLIC: No response.

ADJOURNMENT: MOTION by Phelan, seconded by Hammond, **“TO ADJOURN.”** Motion carried. The meeting adjourned at 8:03 p.m.

Approved: _____

Dated: _____

Signed: _____

Carolyn Eaton
Howell Township Clerk

Mike Coddington
Howell Township Supervisor