

**HOWELL TOWNSHIP BOARD REGULAR MEETING**  
**June 13, 2011**  
**Howell Township Hall**  
**7:00. p.m.**

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Carolyn Eaton	Clerk
Jonathon Hohenstein	Treasurer
Matthew Counts	Trustee
Carolyn Henry	Trustee
Dar Howard	Trustee

**MEMBERS ABSENT:**

John Hubbel Trustee

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 Eaton, seconded by Henry, **“TO APPROVE THE JUNE 13, 2011 AGENDA AS PRESENTED.”** Motion carried unanimously.

**APPROVAL OF MINUTES: MOTION** by Counts, seconded by Howard, **“TO APPROVE THE MAY 23, 2011 REGULAR BOARD MEETING MINUTES AS CORRECTED, UNDER CALL TO THE PUBLIC, CHANGE GREEN OUT LANDSCAPE CENTER TO GREEN UP LANDSCAPE CENTER.”** Motion carried unanimously. See May 23, 2011 Board Packet for minutes.

**CORRESPONDENCE:** See attached. Add MTA Training and MHOG Water Authority Report.

**FINANCIAL DIRECTOR/MANAGER’S REPORT:** See attached. Manager Meissner reported that she had been spending a lot of time with residents and taking them into the conference room to keep things confidential and talking with them, explaining the process of things and to see if they may be a candidate for hardship. She also is helping with several residents in assisting them with filing USDA Rural Home Applications for Grants. Manager Meissner reported that there are 22 hardship applications submitted at this time. Manager Meissner believes that when the residents come in and after talking with them, they are having a better understanding of the sewer situation. Some residents were stating that they were having trouble finding contractors to do the connection. The township will get a list from the county of contractors and have that list available for those in need of one. The Manager also reported that there are 4 to 5 residents applying for Veterans Relief. The Manager and the Clerk have been measuring and have found so far that there are 26 houses that are past the 200 foot minimum setback. Also, there are 4 to 5 address that should not have been on the list, and 4 addresses that were already

connected to the system. That is decreasing the list of names by 34 from the original list of 264 names required to connect to the sewer system.

Treasurer Hohenstein added that he had been in touch with 1<sup>st</sup> National Bank and they are willing to set up Savings Accounts for Howell Township Residents who live in the sewer districts to help them save up the \$2,500.00 for the connection fee. Residents could go to the main branch downtown or the VG branch to open this account. When the resident has reached the \$2,500.00 it would roll over to the township and pay their connection fee. If by December 31, 2011 they do not have the full amount of \$2,500.00 it would just stay in the account for them as a savings account. Howell Township residents may also apply for a loan from 1<sup>st</sup> National Bank for the connection fee at a .25% reduced rate in interest. He will get this in writing from the bank.

### **CALL TO THE PUBLIC:**

Joe Kot, 1485 W. Barron Rd. – Mr. Kot stated he thinks there should be a PA System set for the Board Meetings for those who are hearing impaired. He also stated that the required Hook-Up is not the way to go. He suggested that those residents who are delinquent in their tax payments should have to put on bake sales and garage sales to help fund the sewer system.

### **OLD BUSINESS:**

A. SFR Zoning Amendment, File 01.11.02 – See attached. Clerk/Zoning Administrator Eaton stated that the Township and County Planning Commissions both approved this amendment. Township Planner, Bob Hotaling explained the zoning change in his report. When the Sewer District was set up, all properties, when they are split would have to connect to the sewer system. However, water/sewer is not available to all properties. The following paragraph would be added to the current language in Section 6.01 PURPOSE. “The language of this PURPOSE shall not preclude development of existing lots and parcels where sewer/water are not available provided they or any future subdivision of them can meet the onsite water supply and wastewater disposal permit requirements of the Livingston County Public Health Department and other requirements of the SFR Zoning District and this Zoning Ordinance.” **MOTION** by Eaton, seconded by Howard, **“TO APPROVE THE SFR ZONING DISTRICT CHANGES, FILE #01.11.02 AS RECOMMENDED BY THE HOWELL TOWNSHIP PLANNING COMMISSION AND THE LIVINGSTON COUNTY PLANNING COMMISSION.”** Motion carried unanimously.

B. Hardship Update – Evaluation Procedures for Deferment of Sewer Connection Fee, see attached. Manager Meissner stated that the evaluation procedures for hardship are similar to those for hardship for taxes. If qualified for hardship it will not wave the fee but, defer the fee for one (1) year. Hardship qualifiers will not automatically be deferred for the following year. Each case shall be reviewed upon application after the first year. On the Evaluation Procedures of Deferment of Sewer Connection Fee, it was decision of the board to add #7: If fee changes the next year, resident is responsible for that year’s rate. An appeal process will also be added, that if a resident was turned down for deferment, they would have 30 days to file for an appeal. A Hardship Committee will be established consisting of the assessor, the treasurer and (yet to be determined) an at-large member, perhaps from the Board of Appeals or a Bank person. The Evaluation Procedures will be brought back to the Township Board at the next meeting to be approved.

C. Road Projects, Fonson Bids – Bid Proposal, see attached. Manager Meissner commented that there has been good responses from residents for the work done on roads last year by Fonson. Manager Meissner has talked with Jerry House from the Road Commission about the bids and they have been reconstructed as it has been determined that not as much work was needed as first thought, on Emmons and Burke Roads. The 3,200 feet of Fisher Road, south of Barron is shared with Oceola Township thus, the cost will be shared with them. There was discussion about the two sections of Allen Road needing repair, 2,575 feet of Allen Road from Fleming Road east to Crandall and 2,800 feet of Allen Road from Crandall Road east to Burkhart Road. These two sections of Allen Road are shared with Cohoctah Township. Cohoctah Township has declined in participating in repairs for this project. The board will look into the Cohoctah resident culverts that are scheduled to be replaced. If these older culverts are left in place and will not hinder the flow and since they belong to the residents of Cohoctah Township, Howell Township will not replace. **MOTION** by Eaton, seconded by Counts, **“TO APPROVE THE FONSON BID PROPOSALS AS PRESENTED FOR ALL LISTED ROADS EXCEPT THE TWO ALLEN ROAD SECTIONS.”** Motion carried unanimously.

D. Partial Payment, Fahey Response – It was the advice of the township attorney “not to get involved with the Partial Payment procedure”. 1<sup>st</sup> National Bank has agreed to set up accounts for those residents who wish to do partial payments. See notes under the Manger/Financial Director Report.

#### **NEW BUSINESS:**

A. Fiscal Year 2011-2012 Budget, Discussion – See attached. See notes under Manager/Financial Director Report. It was the decision of the board to bring back the completed Budget to the next meeting.

#### **REPORTS:**

A. Supervisor – Supervisor Coddington has been talking with several residents about the Sewer Connections and helping the community understand the situation.

B. Treasurer – Treasurer Hohenstein stated that there will be an ad in the local newspaper regarding deferred payments for taxes. If a resident qualifies, their Summer Taxes would be deferred until the Winter Taxes are due. Treasurer Hohenstein also reported of residents not understanding what the water/sewer rate amounts are. The Water/Sewer Billing Cards are too small and there is not enough lines on them to include all the different ways calculating of charges that may occur on a bill. The township Accounting Clerk has checked with BS&A and it would be too costly to change software programs or to change billing cards. Posting of the Sewer/Water Rates will be on the Township Website, in the Township Newsletter and in the Township Office. The question was asked about another possible sewer rate hike. This item will be placed on the next meeting agenda.

C. Clerk/Zoning – See attached.

D. Airport – Trustee Henry reported about the de-icing and the collecting and releasing of the contaminated water going into the Howell Township Sewer System if and when the airport connect. It was affirmed that if they have come up with a new process that may be

acceptable, engineering needs to look at that process to make sure it is within MHOG safety ordinances.

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

**CALL TO PUBLIC:** No response.

**ADJOURNMENT:** **MOTION** by Counts, seconded by Hohenstein, **“TO ADJOURN.”** Motion carried. The meeting adjourned at 8:23 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Carolyn Eaton  
Howell Township Clerk

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

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

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

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Debby Johnson  
Recording Secretary