



**JOINT WATER/SEWER BOARD OF THE CITY OF BUCHANAN AND
BUCHANAN TOWNSHIP**

MONDAY, MAY 15, 2023 – 7:00 AM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

THE JOINT WATER SEWER BOARD OF THE CITY OF BUCHANAN AND BUCHANAN TOWNSHIP, in compliance with the Open Meetings Act, hereby gives notice of a regular meeting to be held in the Chamber of Buchanan City Hall.

** Comments may be submitted in writing at least 72 hours in advance to the City Clerk at clerk@cityofbuchanan.com*

I. Call to Order

The meeting was called to order by Chairman Thomas Gordon at 7:00 A.M.

II. Pledge of Allegiance

Gordon led in the Pledge of Allegiance.

III. Roll Call

Record to show that all the posting requirements were met with the rescheduled meeting.

Present: Chairman Thomas Gordon, Supervisor of Buchanan Township Mindy Cole-Crocker, Commissioner Patrick Swem, Commissioner Dan Vigansky, Brian Murphy.

Absent: None

Staff: Interim City Manager, Tim Lynch; City Treasurer, Deborah Perez; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Water Operator in Charge, Craig Miller; Wastewater Operator in Charge, Andy Warner

IV. Approve Agenda

Motion made by Cole-Crocker, supported by Vigansky to approve the agenda as presented. Voice vote carries unanimous.

V. Public Comment - Agenda Items Only

No public present.

VI. Approve Minutes

A. *Consider approving Minutes from February 6, 2023.*

Minutes were not approved; they will be presented at the August meeting with amendments made by Gordon and Murphy.

VII. Unfinished Business

VIII. New Business

A. *Water/Sewer Budget 2023-2024 presented by City Manager Tim Lynch.*

Lynch presented the Water and Sewer operating, maintenance and capital improvement budget for FY 2023-2024 (See Attachment A).

The proposed budget for operation Revenue is \$3,027,500.00 and Expenses at \$2,622, 946.00 with the expenses including all bond and loan payments. Lynch touched on favorable interest rates, as

well as additional savings of twenty thousand dollars anticipated due to the wastewater plant being on the I&M water/sewer tariff. We have a grant for potholing on the water side and that will allow us to explore the water system and potentially allow for additional state funding as we go forward, depending on the results.

Lynch has recommendations on the accounting side and well as contractual side to be tracked and broke out to achieve savings. As well as going out for competitive bidding. Going forward there will be challenges with retirement funds, utilities, getting raw materials.

Lynch went over the Budget Summary, Water & Sewer Revenue Budget, Water & Sewer Operating and Maintenance Budget, Proposed New/ Replacement Equipment, and Capital Improvements Expenditures.

This budget is focusing on tracking productivity and efficiency to continue cost-saving procedures.

Motion made by Cole-Crocker, seconded by Swem to recommend approval of the water/sewer budget FY 23-24 to the City Commission and Township Board of Trustees, as presented. Roll call vote carries unanimously.

B. Discussion for tap-in process between city and township.

Cole-Crocker asked for a process between city and township for water/sewer tap-ins. In recent years there has been a lack of communication between the township and city, about tap-ins. Langston has offered a process that was used at her previous municipality. She will present the process at the next JWSB meeting for recommendation.

C. Water Report- Craig Miller

Water is turned on for all City parks, the cemetery, and downtown and spring hydrant flushing has been completed. The 8" meter at the Clark testing lab should be going in soon. There was discussion on how they'd like to charge for the ready to serve and other processes if necessary.

Miller spoke on the water loss report. There were roughly five water main breaks in about a week, two of which could have been leaking for some time. Since they've been fixed, the total water pumped has gone down.

D. Wastewater Report- Andy Warner

The Wastewater plant has been doing more septage. They have been working on annual reports, employee training, sampling, and maintenance.

IX. Public Comment - Non-Agenda Items Only

X. Adjournment

The meeting was adjourned by Gordon at 8:36 A.M.