

May 7, 2024



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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, May 07, 2024 at 2:30 PM  
Hamburg Township Hall Board Room

### MINUTES

#### CALL TO ORDER

Supervisor Hohl called the meeting to order at 2:30 pm.

#### PLEDGE TO THE FLAG

#### ROLL CALL OF THE BOARD

#### PRESENT

Pat Hohl  
Mike Dolan  
Bill Hahn  
Chuck Menzies  
Cindy Michniewicz  
Patricia Hughes

#### ABSENT

Jason Negri

#### CALL TO THE PUBLIC

A call was made with no response.

#### CONSENT AGENDA

Motion by Michniewicz, Seconded by Menzies, to approve the consent agenda as presented.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

1. Township Coordinator Report - April 2024
2. Parks & Recreation - Approved Minutes - March 26, 2024
3. Senior Center Report - April 2024
4. Parks & Rec - Park Use Request - PYA (Football) - 2024 Season

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5. 4-2-24 Hamburg Township Board of Trustees Special Joint Meeting Minutes
6. 4-16-24 River Run Sun SAD 2nd Public Hearing Minutes
7. 4-16-24 Crystal Dr & Crystal Beach Sub SAD 2nd Public Hearing Minutes
8. 4-16-24 Zukey & Redding Dr SAD 2nd Public Hearing Minutes
9. 4-16-24 Teahan Meadows Sub SAD 2nd Public Hearing Minutes
10. 4-16-24 Board of Trustees Regular Meeting Minutes
11. 4-16-24 Board of Trustees Special Strategic Planning Meeting Minutes
12. Parks & Rec - Hamburg Flyer's Field - Updates to Regulations - March 2024
13. Bills List 05.07.24

#### **APPROVAL OF THE AGENDA**

Motion by Hohl, Seconded by Hughes, to approve the agenda, moving all sight plan reviews to be presented before unfinished business and also postpone topic 14, Administrative Fee Schedule to a later meeting.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

#### **CURRENT BUSINESS**

14. Request for approval of HPUD amendment Chilson Commons shopping center

Motion by Hohl, Seconded by Hughes, to temporarily suspend the meeting at 3:30 pm to hold the two scheduled SAD public hearing meetings.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

Supervisor Hohl recalled the meeting to order at 3:45 pm.

Motion by Dolan, Seconded by Hughes, to deny any change to the PUD related to the curb cut on M-36.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

Motion by Dolan, Seconded by Hahn to approve the boundary adjustment, as proposed by the applicant.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

15. Final Site Plan Application for General Planned Unit Development (GPUD23-001)  
Motion by Hohl, Seconded by Hahn, to approve final site plan application for the general planned unit development 23-001 for the proposed two-phase project. Phase 1 will include a gas station building of 5475 sq ft., attached to a mixed-use retail/residential building as well as a gas station canopy with twelve pumps installed on parcel B. Phase 2 will include 40 for-rent tenant townhomes in eight buildings with between 4-7 units in each building, and a 1400 sq ft community center/office management building on parcel A, with conditions 1-4 inclusive, the

project does meet the site plan reviews standard A-L section 36-73 sub-paragraph 7 of the zoning ordinances as discussed at the April 17, 2024 planning commission meeting, as as presented in the staff report.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

16. Zoning Map Amendment (ZMA) 24-0001

Motion by Hohl, Seconded by Michniewicz, to approve the ZMA 24-0001 to change the zoning of the parcel commonly know as 9300 Hamburg Rd, tax ID 4715-24-103-038 from medium density residential to neighborhood service zoning ordinance section 36-177 as directed, and direct staff to approve it.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

17. Updated Public Safety SOP

Motion by Hohl, Seconded by Hughes, to approve the updated SOP 300-25, as presented in the packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

18. Hamburg Township Fire Department Millage Proposal

Motion by Hohl, Seconded by Menzies, to support the Fire Department Millage Resolution, as presented in the packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

**UNFINISHED BUSINESS**

19. Proposed Budget FY 24/25

To be discussed at the May 21, 2024 Board of Trustees Special Meeting.

20. Administrative Fee Schedule Update – 24.25 FY - 2nd Reading

Tabled - to be reviewed and discussed at a future meeting.

**CURRENT BUSINESS**

21. Resolution to Establish 45-Day Special Assessment Pay-Off Schedule

Motion by Hohl, Seconded by Menzies, to establish a 45 day based special assessment payoff schedule as presented in the packet.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

22. Winans Drive - Road Maintenance Contract Bid Results

Motion by Hohl, Seconded by Menzies, to award a two-year contract to Bob Myers Excavating and Big Barney's for the Winan's Drive Road Maintenance SAD.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

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23. AT&T Metro Act Right of Way Permit Extension  
Motion by Dolan, Seconded by Michniewicz, to approve the Metro Act ROW extension as presented.  
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes
  
24. WWTP Licensing Compensation  
Motion by Hohl, Seconded by Dolan, to approve the licensing stipends as presented in the memo dated May 1, 2024 to DPW staff who achieve their L1 L2 at \$1000, D License at \$2000, and C License at \$3000, and eliminate and give no further consideration to the 10% increases that have been routinely provided for those licensures in the past.  
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes
  
25. DPW Ten Hour Workday  
Motion by Dolan, Seconded by Hahn, to authorize the DPW to work a 10 hour workday and direct Michelle in HR to make all the needed changes in our policies to support the presentation to the board in the work study meeting, to be implemented May 20, 2024.  
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

**CALL TO THE PUBLIC**

A call was made with no response.

**BOARD COMMENTS**

None.

**ADJOURNMENT**

Motion by Menzies, Seconded by Hahn, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Hughes

The meeting was adjourned at 5:03 pm.

Respectfully submitted,



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Jennifer Daniels  
Recording Secretary



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Mike Dolan  
Township Clerk