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EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Jason B. Negri, Supervisor
Hamburg Township Board of Trustees

Re: **Approved Municipal Utilities Committee Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: September 9th, 2025

Sewer Committee Members Present: Negri, Menzies, Daniels

Sewer Committee Members Absent: None

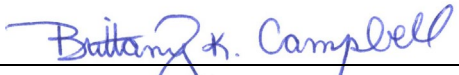
Text of Motion: MOTION BY MENZIES, SECONDED BY NEGRI TO APPROVE THE MINUTES OF THE AUGUST 12th, 2025 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Negri, Menzies, Daniels Absent: None Nays: None

MOTION CARRIED.

State of Michigan }
County of Livingston }
Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.



BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: September 9th, 2025

HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
TUESDAY, AUGUST 12th, 2025 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139

1. CALL TO ORDER

The meeting was called to order by Menzies at 2:30 p.m.

Roll Call of the Committee:

Present: Menzies, Daniels, Negri arrived late to meeting

Absent: None

Also Present: James Roth, Tony Randazzo, Brittany Campbell and Ryan Ward

2. CALL TO THE PUBLIC

Menzies opened the call to the public and seeing no response, closed the call to the public.

3. CORRESPONDENCE

There was no correspondence to be addressed at this meeting.

4. APPROVAL OF THE AGENDA

MOTION BY DANIELS, SECONDED BY MENZIES TO APPROVE THE AGENDA AS PRESENTED.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

Unfinished Business:

- A. PFAS/PFOS Discussion
- B. Manhole Inspection Program
- C. 200 Series Grinder Pump Replacements

Current Business:

- A. DPW Monthly Report – July 2025 Statistics
- B. Wastewater Treatment & Administration Policies and Procedures Update
- C. Grinder Pump Core Purchase Request
- D. Young Direct Sewer Connection Agreement – 3685 E. M-36
- E. Private Road Improvement SAD Engineering Escrow Refund – Orchard Village
- F. Private Road Improvement SAD Engineering Escrow Refund – River Run
- G. Private Road Improvement SAD Engineering Escrow Refund – Forest Creek Ct.
- H. Private Road Improvement SAD Engineering Escrow Refund – Fox Point Beach
- I. Private Road Improvement SAD Engineering Escrow Refund – Bob White Beach
- J. Sanitary Sewer Connection Options – 10636/10640 Pine Bluff Ave.

5. APPROVAL OF THE MINUTES

MOTION BY MENZIES, SECONDED BY DANIELS TO APPROVE THE MINUTES OF THE JULY 8th, 2025 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

6. UNFINISHED BUSINESS

A. PFAS/PFOS Discussion.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

B. Manhole Inspection Program.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

C. 200 Series Grinder Pump Replacements.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – July 2025 Statistics. Randazzo noted that the wastewater treatment plant (WWTP) was in compliance for the month of July. Merit Labs has started the residential PFAS testing for the thirty-four homes in the Buck Lake area as a part of the grant work. The DPW staff has sampled another three pump stations for PFAS, with the remaining six to be sampled this month for the grant work. Randazzo noted that twenty monitoring wells will also undergo the PFAS testing. The sludge haul began this week at the WWTP. Randazzo stated that the Township is still waiting on the blower fan for the Rustic State odor control system. It should be delivered later this month. Randazzo also noted that the muffin monster approved at the last meeting has been ordered and should be here in about six weeks.

Ward reported that a new pump junction box was installed at the Kress Road pump station making it easier to service any pump in the wet well.

It was also noted that grinder pump service calls were lower for the month of July. Lastly, Ward noted that Randazzo and he interviewed someone for the seasonal part-time laborer position. The new employee will be working Tuesday through Friday until the end of October.

MOTION BY MENZIES, SECONDED BY DANIELS TO NOTE THE DPW MONTHLY REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

B. Wastewater Treatment & Administration Policies and Procedures Update. Campbell provided the Committee with the updated copy of the Administrative Policies and Procedures manual. Campbell noted that the final version was prepared using the comments, suggestions, changes and other recommendations submitted by the Committee members.

MOTION BY DANIELS, SECONDED BY MENZIES TO FORWARD THE UPDATED WASTEWATER TREATMENT ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL TO THE BOARD WITH THE RECOMMENDATION TO APPROVE AS AMENDED.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

C. Grinder Pump Core Purchase Request. Randazzo explained that the part order will be placed with a different vendor resulting in a cost savings for the Township. Menzies asked if this ordered would be affected by the new tariffs. Randazzo stated that it is possible future part orders will be subject to higher pricing or shipping charges due to tariffs.

MOTION BY DANIELS, SECONDED BY MENZIES TO RECOMMEND TO THE BOARD TO AUTHORIZE THE PURCHASE OF TEN (10) 2000 SERIES GRINDER PUMP CORES, WITH ADAPTER KITS, IN THE AMOUNT OF \$17,500.00 TO BE PURCHASED UNDER GL CODE 590-527.000-751.200.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

D. Young Direct Sewer Connection Agreement – 3685 E. M-36.

MOTION BY MENZIES, SECONDED BY DANIELS TO APPROVE THE YOUNG AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

E. Private Road Improvement SAD Engineering Escrow Refund – Orchard Village. Campbell noted that construction for a number of the private road improvement SADs has been completed. The final invoices for the Engineering review services have been received by the Township and Campbell confirmed the final costs for each district with the Engineer. At this time all funds remaining in the pre-paid \$1,200.00 Engineering Review Escrow accounts should be refunded to the SAD participants. Campbell has calculated the amount of the refunds to be issued to each SAD and recommends that the Committee authorize the Accounting Department to prepare the refund checks as requested.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE ORCHARD VILLAGE SUBDIVISION SAD IN THE AMOUNT OF **\$561.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

F. Private Road Improvement SAD Engineering Escrow Refund – River Run.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE RIVER RUN SUBDIVISION SAD IN THE AMOUNT OF **\$856.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

G. Private Road Improvement SAD Engineering Escrow Refund – Forest Creek Ct.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE FOREST CREEK COURT SAD IN THE AMOUNT OF **\$368.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

H. Private Road Improvement SAD Engineering Escrow Refund – Fox Point Beach.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE FOX POINT BEACH SUBDIVISION SAD IN THE AMOUNT OF **\$736.50**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

I. Private Road Improvement SAD Engineering Escrow Refund – Bob White Beach North.

MOTION BY MENZIES, SECONDED BY DANIELS TO AUTHORIZE THE SUPERVISOR TO FORWARD THE REQUEST TO THE ACCOUNTING DEPARTMENT TO REFUND THE SURPLUS FUNDS REMAINING IN THE ENGINEERING REVIEW FEE ESCROW ACCOUNT FOR THE BOB WHITE BEACH NORTH SAD IN THE AMOUNT OF **\$639.00**. ONCE THE CHECK HAS BEEN ISSUED IT SHOULD BE FORWARDED TO THE UTILITIES COORDINATOR WHO SHALL PREPARE A LETTER FOR THE SPECIAL ASSESSMENT DISTRICT AND MAIL IT ALONG WITH THE REFUND CHECK.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

J. Sanitary Sewer Connection Options – 10636/10640 Pine Bluff Ave. Jim Roth addressed the Committee regarding the estimated sewer connection costs and asked if there was any way to reduce the fees. Campbell noted that the DPW and Utilities staff discussed the matter to try and determine any way that the cost could be reduced. A duplex grinder pump station was suggested to serve both homes on the property that would save over \$2,000.00 versus installing a single unit for each home. Roth then asked if there was any way to split the property so that he could separate his home from the rental cottage and sell off that house. The Committee suggested that he speak with the Zoning Administrator to see if the property could be split. Ward suggested that the other way to save money at this time is to only connect the home with the failing septic to the sewer system at this time. That would like cost between \$22,000.00 to \$25,000.00 versus the estimate charges of \$47,400.00 to connect both houses to the sewer system. Randazzo noted that a large portion of the cost was abandoning the on-site septic and drywell tanks. Something that the homeowner could look into doing himself to reduce the cost.

Mr. Roth asked if the Township could remove one of the tap fee charges. Campbell noted that the tap fee is set at one per single family home by Ordinance and could not be reduced. The estimated charges are all set by contract pricing or by Township ordinance and could not be changed. Mr. Roth stated that he would like to look at his options with the Zoning department before making a final decision.

MOTION BY MENZIES, SECONDED BY DANIELS TO TABLE UNTIL THE HOMEOWNER HAS THE OPPORTUNITY TO SPEAK WITH THE ZONING ADMINISTRATION TO MAKE HIS DECISION REGARDING THE SEWER CONNECTION.

Ayes: Menzies, Daniels

Absent: Negri

Nays: None

Motion passed.

Supervisor Negri joined the Committee meeting at this time. The Committee briefly discussed Mr. Roth's sewer connection options with Negri as well as other issues discussed during the meeting.

8. CALL TO THE PUBLIC

Seeing no requests to address the Sewer Committee, Negri closed the call to the public.

9. INFORMATIONAL/EDUCATIONAL MATERIAL

There was no information and/or educational material available for this meeting.

10. ADJOURNMENT

MOTION BY MENZIES, SECONDED BY DANIELS TO ADJOURN THE MEETING.

Ayes: Negri, Menzies, Daniels

Absent: None

Nays: None

Motion passed.

The meeting was adjourned at 3:02 p.m.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Respectfully submitted,



Brittany K. Campbell

Hamburg Twp. Utilities/Special Projects Coordinator