

1.0 INTRODUCTION

1.1 Purpose

The Ordinance No. 69H administrative policies and procedures manual shall be adopted to provide for the efficient and uniform application of administrative policies and procedures pursuant to Hamburg Township Ordinance No. 69H, the Wastewater Treatment and Administration Ordinance, where such procedures have not been provided for under State law. This policy and procedure manual supersedes any and all prior practices and policies of the Township, oral or written, and rescinds prior policies, procedures or general Township rules previously in effect.

2.0 TOWNSHIP BOARD ADMINISTRATION

2.1 Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the Ordinance No. 69H administrative policies and procedures manual at any time.

2.2 Authority Delegated from the Board

The Municipal Utilities Committee was established by the Township Board of Trustees as a public body to address those issues related to the municipal provided utilities, including but not limited to sanitary sewer, water, infrastructure improvements, etc. and to make recommendations to the Township Board of Trustees. In the interest of promoting the efficient operation of the Township, and pursuant to MCLA41.96, as well as implied powers of the Township Board, the Hamburg Township Board has assigned the authority to exercise the following non-statutory administrative responsibilities of Ordinance No. 69H to the Municipal Utilities Committee, in accordance with the specific policies and procedures contained herein.

2.3 Authority to Interpret the Provisions of this Manual

The Municipal Utilities Committee shall provide to the Township Board of Trustees, department heads and employees, interpretations to implement the provisions of the Ordinance No. 69H administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this manual.

2.4 Committee Meeting Administration

2.4(a) Postings. The Township Supervisor, or by his or her authorization the Utilities Coordinator acting in the capacity as Secretary to the Municipal Utilities Committee, shall be responsible for posting all regular and special meetings of the Municipal Utilities Committee in conformance with the Michigan Open Meetings Act.

2.4(b) Meeting Agenda. The Utilities Coordinator in consultation with the Supervisor and Utilities Director shall prepare the agenda at least 5 days prior to every Municipal Utilities Committee meeting. Any Committee member who desires to have an item placed on the agenda will notify the Utilities Coordinator at least 10 days prior to the meeting. A copy of the proposed agenda shall be made available to every Committee member, along with all supporting documentation and correspondence addressed to the Committee, at least 4 days prior to the Committee meeting. When a need to place an item on the agenda arises after this deadline, the business item may be added to the agenda by a majority vote of the Committee.

Department heads who desire to have any business placed on the agenda shall notify the Utilities Coordinator with a cover memo and supporting documentation at least 10 days prior to the Municipal Utilities Committee meeting.

The proposed agenda shall be approved by majority vote following the roll call of the Committee members at each Municipal Utilities Committee meeting. The agenda shall conform to the following format:

1. Call to Order
2. Call to the Public
3. Correspondence
4. Approval of the Agenda
5. Approval of the Minutes
6. Unfinished Business
7. Current Business
8. Call to the Public
9. Informational/Educational Material
10. Adjournment

2.4(c) Committee Meeting Cancellation. The Municipal Utilities Committee (MUC) monthly meeting agenda and packet shall be created, assembled and distributed by the Utilities Coordinator. Upon determination that there is either a lack of a quorum available on the date of the meeting or that there are no items needing immediate action by the Committee the Utilities Coordinator at her discretion may cancel the meeting. A cancellation notice of the meeting shall be posted on the Township website.

In the event that the regularly scheduled monthly MUC meeting is cancelled, the Utilities Coordinator shall be authorized to forward the DPW monthly report to the Township Board for its review as an agenda item. All remaining agenda items shall be forwarded for inclusion in the next regularly scheduled meeting packet.

2.4(d) Committee Rules. All Committee meetings shall be conducted in the spirit of Robert's Rules of Order. However, the Chairman of the meeting shall deviate as necessary.

2.4(e) Public Participation. Members of the public shall have the opportunity, under Call to the Public, to address the Committee for no more than three (3) minutes on any item that is not on the agenda as well as on any item. The Committee may suspend the time limitation when warranted. When all persons who wish to address the Committee have been heard, the Chairman shall announce that public comment is concluded.

2.4(f) Committee Correspondence. Each Committee member shall receive with the meeting agenda, a copy of written correspondence addressed to the Municipal Utilities Committee requesting Committee action. A motion may be made to consider the correspondent's request under new business. If no motion is made to consider the request, the correspondence will be received and filed. Informational written correspondence that does not require Committee action will be forwarded to Committee members in a timely fashion.

2.4(g) Committee Consultants. The Municipal Utilities Committee reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Engineer
3. Bond Counsel
4. Other (As Appropriate)

A letter of agreement shall be executed between the Township Board of Trustees and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes
7. Which Township officials are authorized to direct work or assign tasks to consultants.

Consultants shall serve at the pleasure of the Board, but in no case shall the term of the agreement with any consultant exceed the end of the then current Board's term of office. The Board shall establish a line item for consulting services within the cost center of each Township official who is authorized to assign tasks to a consultant. The official may incur costs in utilizing a consultant for pertinent business up to the amount appropriated by the Board.

2.4(h) Direction and Control of Day-to-Day Administration. To promote efficient administration of the wastewater treatment and administration ordinance, the Township Board authorizes the Municipal Utilities Committee members, including but not limited to the Supervisor, Utilities Director, Utilities Coordinator and DPW Field Superintendent, to provide day-to-day direction and control over all Township activities pursuant to Ordinance No. 69H that are not assigned to State law to another official, and to provide a liaison between the Committee and the various Township departments.

Committee members should make all inquiries, requests or complaints directed at department heads or employees to the Township Supervisor or Utilities Director. Any directives, complaints or requests made by a member of the Committee directly to a department head or employee, shall be brought to the attention of the Supervisor or Utilities Director prior to initiating any response.

3.0 SEWER CONNECTIONS AND REU REVIEWS

3.1 Sewer Connection for Single Building Unit

In the event a property is within 400 feet of an existing sewer line, the owner shall be permitted to make an application for an immediate connection together with the \$200.00 non-refundable application fee. A cost estimate will be prepared by Hamburg Township to complete the connection and submitted to the property owner. The property owner, upon payment of all costs estimated to complete the connection, would then be scheduled for construction of the connection to the Hamburg Township Sanitary Sewer System (HTSSS).

- In the event that the sewer connection application submitted by the property owners is for a new home to be constructed in Hamburg Township, a Land Use permit will not be issued until such time as the Agreement for Sewer Connection has been signed by the property owner(s) and all estimated fees for connection have been paid in full.

In the event that the hook-up to the HTSSS can be made by connecting into an existing curb stop with check valve, the property owner shall have the option to hire a township approved Contractor to complete the sewer connection, provided that the Contractor used is on the Township's approved list or who can qualify for training, at the contractor's own expense, with the Township Engineer and DPW Field Superintendent.

The Utilities Department may also provide the property owner with an estimate of cost utilizing the Township's Blanket Contract Agreement to calculate the estimated charges for the proposed sewer connection for a cost comparison. Once the property owner chooses a township approved Contractor to complete the sewer connection, the owner will be required to provide a signed *Agreement Regarding Use of Approved Contractor for Sewer Connection* guaranteeing the use of an approved contractor prior to receiving final approval of the sewer connection.

If it is determined by the DPW Field Superintendent or Township Engineer that the sewer connection will require tapping into a live sewer main or transmission line, the Township will send the project out for competitive bid. Connections requiring live main taps of the sewer system shall be completed by those Contractors authorized and approved by the DPW Field Superintendent and the Municipal Utilities Committee. Contractors performing live main sewer taps shall uphold all insurance and warranty assurances. The results of the bid shall be sent to the property owner(s) for review. The sewer connection shall be completed using the township approved Contractor selected by the property owner(s).

In the event a property owner experiences a failed septic system, has completed the requirements of the Hamburg Township Policies and Procedures for the Establishment of Contract Special Assessment Districts (S.A.D.), and qualifies under the Hardship rules established by the Board of Trustees, the