



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Patrick J. Hohl, 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: August 9th, 2023

Sewer Committee Members Present: Hohl, Hahn, Michniewicz

Sewer Committee Members Absent: None

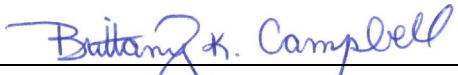
Text of Motion: MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE MINUTES OF THE JULY 12th, 2023 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Hahn, Michniewicz 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: August 9th, 2023

HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, JULY 12th, 2023 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139

1. CALL TO ORDER

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

Roll Call of the Committee:

Present: Hohl, Hahn, Michniewicz

Absent: None

Also Present: Brittany Campbell, Tony Randazzo and Ryan Ward

2. CALL TO THE PUBLIC

Hohl 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 HOHL, SUPPORTED BY HAHN TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 7.L. UNDER CURRENT BUSINESS.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

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 – June 2023 Statistics
- B. MacLeod Sewer Connection Cost Review – 9081 Riverside Dr.
- C. Adams Sewer Connection Cost Review – 10800 Merrill Rd.
- D. Norfolk Development Corp. Sewer Connection Agreement – 5696 Trail Side Ln.
- E. Norfolk Development Corp. Sewer Connection Agreement – 5690 Trail Side Ln.
- F. Blake Anthony Homes Sewer Connection Cost Review – 5707 Warren Woods Ln.
- G. Blake Anthony Homes Sewer Connection Cost Review – 5733 Warren Woods Ln.
- H. Sewer Tap REU Review – Police Department Building Addition
- I. Policies & Procedures for Gravity Sewer Connections & Deactivations
- J. Request to Re-Activate Quarterly Sewer O & M Billing – 5300 E. M-36
- K. Hopwood Sewer Damage Invoice Dispute – 4191 Shoreview Ln.
- L. 2022/2023 Fiscal Year Sewer REU/Tap Tracker

5. APPROVAL OF THE MINUTES

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE MINUTES OF THE JUNE 14th, 2023 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

6. UNFINISHED BUSINESS

A. PFAS/PFOS Discussion.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

B. Manhole Inspection Program.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

C. 200 Series Grinder Pump Replacements.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – June 2023 Statistics. Randazzo reported that the wastewater treatment plant (WWTP) was in compliance for the entire month of June. Results for the PFAS testing for the two resident wells located on Buck Lake indicated one home was non-detect for all PFAS compounds while the other had a handful of detections for PFAS out of 28 parameters. All were below the drinking water limits set by EGLE. Randazzo stated that the State was happy with the results and offered the name of a company that can provide testing that is much more cost effective. Unfortunately, the State will only accept those test results if there is a no-detect result, if there is any PFAS detected the Township will have to confirm with the current testing facility. Randazzo stated that the Township is still trying to get a few more samples at Buck Lake. Lastly, Randazzo stated that Biotech is still planning to perform a late summer sludge haul and noted that the Township is receiving much better service now than in the past.

Ward presented the Committee with the DPW field report noting that the staff had purchased a battery powered transfer pump to start sampling with only one (1) technician being needed instead of the two that were previously needed to collect samples for the sodium testing. This allows the DPW staff to complete the sodium sampling much more efficiently. Ward also noted that staff met with W.J. O'Neil who will be installing the new heat exchanger system and have approved the design.

MOTION BY HOHL, SUPPORTED BY HAHN 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: Hohl, Hahn, Michniewicz Absent: None Nays: None
Motion passed.

B. MacLeod Sewer Connection Cost Review – 9081 Riverside Dr. Campbell reported that the estimated construction charges under the blanket contract pricing agreement were \$10,183.96. The actual construction charges were \$10,183.96 leaving an excess balance of \$0.00 – a total wash of fees. As, a result no refund or invoice is due to the property owner.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO NOTE THE UTILITIES COORDINATOR'S COST REVIEW AND TO CLOSE OUT THE SEWER CONNECTION FILE.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None
Motion carried.

C. Adams Sewer Connection Cost Review – 10800 Merrill Rd. Campbell reported that the estimated construction charges under the blanket pricing contract were \$10,399.20. The actual construction charges were \$11,395.42, a difference of \$996.22. The actual footage for the 4" building sewer connection was 16 ft. resulting in the installation of 6 feet more than the estimated footage of 10 feet. In addition, a total of 256 feet of service lateral was installed versus the 210 feet included in the estimate. The addition footages installed for the building sewer connection and the sewer service lateral resulted in a balance due of \$996.22. As a result, the total shortage of \$996.22 should be billed to the property owner.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ REQUESTING THE ACCOUNTING DEPARTMENT TO INVOICE THE PROPERTY OWNER IN THE AMOUNT OF \$996.22 FOR ADDITIONAL SEWER CONSTRUCTION CHARGES AS OUTLINED IN THE SEWER CONNECTION AGREEMENT.

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None
Motion passed.

D. Norfolk Development Corp. Sewer Connection Agreement – 5696 Trail Side Ln.

MOTION BY HOHL, SUPPORTED BY HAHN TO APPROVE THE NORFOLK DEVELOPMENT CORPORATION AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

E. Norfolk Development Corp. Sewer Connection Agreement – 5690 Trail Side Ln.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE NORFOLK DEVELOPMENT CORPORATION AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

F. Blake Anthony Homes Sewer Connection Cost Review – 5707 Warren Woods Ln.

Campbell explained that the estimated construction charges under the blanket pricing contract were \$4,454.63. The actual construction charges were \$5,183.14, a difference of \$728.51. The actual footage for the 4" building sewer connection was 17 ft. resulting in the installation of 5 feet more than the estimated footage of 12 feet. In addition, a total of 48 feet of service lateral was installed versus the 35 feet included in the estimate. In addition, the Contractor had to replace the damaged curb box and install a new check valve. The addition charges resulted in a balance due of \$728.51. As a result, the total shortage of \$728.51 should be billed to the property owner.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ REQUESTING THE ACCOUNTING DEPARTMENT TO INVOICE THE PROPERTY OWNER IN THE AMOUNT OF \$728.51 FOR ADDITIONAL SEWER CONSTRUCTION CHARGES AS OUTLINED IN THE SEWER CONNECTION AGREEMENT.

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None

Motion passed.

G. Blake Anthony Homes Sewer Connection Cost Review – 5733 Warren Woods Ln.

Campbell noted that the estimated construction charges under the blanket pricing contract were \$4,550.98. The actual construction charges were \$5,089.42, a difference of \$538.44. The actual footage for the sewer service lateral was 50 ft. resulting in the installation of 10 feet more than the estimated footage of 40 feet. In addition, the Contractor had to replace the damaged curb box and install a new check valve for the lot. The addition charges resulted in a balance due of \$538.44. As a result, the total shortage of \$538.44 should be billed to the property owner.

MOTION BY HOHL, SUPPORTED BY HAHN REQUESTING THE ACCOUNTING DEPARTMENT TO INVOICE THE PROPERTY OWNER IN THE AMOUNT OF \$538.44 FOR ADDITIONAL SEWER CONSTRUCTION CHARGES AS OUTLINED IN THE SEWER CONNECTION AGREEMENT.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

H. Sewer Tap REU Review – Police Department Building Addition. Campbell presented the Committee with the sewer tap REU review completed for the new building addition approved for the Police Department. The proposed 2,000 square foot addition to the Police Department will result in an additional 1.50 REUs at the rate of \$7,500.00 per REU for a total due of \$11,250.00 to be paid into the sewer Enterprise fund.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO FORWARD THE REU REVIEW TO THE BOARD WITH THE RECOMMENDATION TO INVOICE THE TOWNSHIP FOR THE POLICE DEPARTMENT BUILDING ADDITION SEWER TAP FEES IN THE AMOUNT OF \$11,250.00 TO BE DEPOSITED INTO THE SEWER ENTERPRISE FUND.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

I. Policies & Procedures for Gravity Sewer Connections and Deactivations. Campbell provided the Committee with the draft of the Policies and Procedures for Gravity Sewer Connections and Deactivations. Campbell explained that the since we are now moving toward more gravity sewer districts that we needed the policies and procedures in place to deal with the sewer connections and de-activations. Hohl stated that he, Randazzo and Ward have all reviewed the policies and are good with them.

MOTION BY HOHL, SUPPORTED BY HAHN TO FORWARD TO THE BOARD WITH THE RECOMMENDATION TO ADOPT THE POLICIES AND PROCEDURES FOR GRAVITY SEWER CONNECTIONS AND DEACTIVATIONS AS WRITTEN.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

J. Request to Re-Activate Quarterly Sewer O & M Billing – 5300 E. M-36. Campbell explained that the property owner requested that the sewer O & M charges be deactivated due to a fire suffered at the property. The Committee agreed to the request and deactivated the sewer bill back to November 14th, 2022. The Committee also directed the DPW Foreman to monitor the water meter for any water usage at the building with the understanding once the water use commenced that the sewer O & M charges would be re-activated. Campbell noted that the DPW staff reported that the site used over 2,000 gallons of water between June 13, 2023 and July 5th, 2023. At this time the sewer O & M charges should be resumed.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO RE-ACTIVATE THE SEWER O & M CHARGES FOR THE PROPERTY LOCATED AT 5300 E. M-36 AS OF JUNE 1, 2023.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

K. Hopwood Sewer Damage Invoice Dispute – 4191 Shoreview Ln. Randazzo explained that he received a complaint from the property owner in regards to a sewer repair invoice in the amount of \$362.40. The property owner questioned why he was billed for 2 hours of staff time when they were only on site for 10 minutes in his opinion. Randazzo explained to the homeowner that staff responded to an after-hours call and that they are paid for a flat 2-hour period for coming in to respond to a call. Hohl noted that staff had to drive to the WWTP, drive to the property and complete the repair and back so the owner should be billed for the time the Township has to pay the staff for.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ THAT THE SEWER INVOICE IN THE AMOUNT OF \$362.40 WILL STAND.

Ayes: Hohl, Michniewicz

Absent: Hahn

Nays: None

Motion passed.

Randazzo will contact the property owner to let him know that the sewer invoice will not be changed or waived.

L. 2022/2023 Fiscal Year Sewer REU/Tap Tracker. Campbell provided the Committee with the sewer REU and tap fee tracking sheet showing that the Township added just over eighty-two (82.25) new REUs to the sanitary sewer system and collected \$336,375.00 in tap fees for the 2022/2023 fiscal year. Campbell noted that the REU fees collected reflect the increase of the sewer tap fee from \$4,500.00 to \$7,500.00 as adopted by the Township Board on September 6, 2022.

MOTION BY HOHL, SUPPORTED BY HAHN TO FORWARD TO THE BOARD AS AN INFORMATIONAL AGENDA ITEM.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

8. **CALL TO THE PUBLIC**

Seeing no requests to address the Sewer Committee, Hohl 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 MICHNIEWICZ, SUPPORTED BY HOHL TO ADJOURN THE MEETING.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

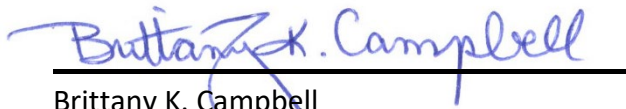
Nays: None

Motion passed.

The meeting was adjourned at 2:46 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 Township Utilities Coordinator