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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: **Wastewater Treatment & Administration Policies & Procedures
Manual Update**

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

Date of Meeting: August 12th, 2025

Sewer Committee Members Present: Menzies, Daniels

Sewer Committee Members Absent: Negri

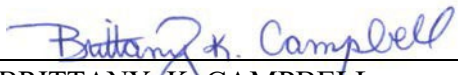
Text of Motion: MOTION BY DANIELS, SECONDED BY MENZIES TO FORWARD
THE UPDATED WASTEWATER TREATMENT ADMINISTRATIVE
POLICIES & PROCEDURES MANUAL TO THE BOARD WITH THE
RECOMMENDATION TO APPROVE AS AMENDED.

Ayes: Menzies, Daniels Absent: Negri 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.

 Date: August 12th, 2025
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR



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CODE OF GENERAL ORDINANCES - CHAPTER 14 ENVIRONMENT; ARTICLE III. – WASTEWATER TREATMENT AND ADMINISTRATION

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Municipal Utilities Committee Members

Jason Negri, Supervisor
Jennifer Daniels, Treasurer
Chuck Menzies, Trustee
Tony Randazzo, Utilities Director
Ryan Ward, DPW Field Superintendent
Brittany Campbell, Utilities/Special Projects Coordinator

Adopted:
January 12, 2011
Amended September 15, 2015
Amended August ____, 2025

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

List of Attachments

Attachment A:	Roberts Rules of Order
Attachment B:	Code of General Ordinances Appendix 1 – Table of Unit Factors
Attachment C:	Sewage Backup and/or Overflow Event Forms
Attachment D:	Sodium Testing Work Plan
Attachment E:	Affidavit of Lien and Noncompliance with Ordinance

1.0 INTRODUCTION

1.1 Purpose

The Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration policies and procedures manual has been adopted to provide for the efficient and uniform application of the administrative policies and procedures pursuant to the Code of General Ordinances, where such procedures have not been provided for under State law. This policy and procedure manual shall supersede 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 pursuant to the Code of General Ordinances for Hamburg Township, Chapter 14 – Environment; Article III., Wastewater Treatment and Administration 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 pursuant to the Code of General Ordinances, Chapter 14 – Environment; Article III., Wastewater Treatment and Administration 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 Code of General Ordinances 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 their 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. Orderly meetings will be conducted using parliamentary procedure and utilizing Robert's Rules of Order simplified per the attached guide to conduct meetings fairly and efficiently. Please refer to **Attachment A** to the administrative manual for detailed guide.

Motions

- All motions must be seconded, and are adopted by a majority vote unless otherwise noted.
- All motions may be debated.
- Each motion presented for consideration is entitled to full and free debate with each Committee member being given fair and equal time for discussion.
- Every member has rights equal to every other member and shall fully participate in the meetings.

Points

- Point of Order: When a Committee member believes that the rules of the Committee are being violated, he/she can make a Point of Order (or raise a question of order) thereby calling upon the chair for a ruling and an enforcement of the rules.
- Point of Information: a request for information on a specific question, either about process or about the content of the motion.

Amendments

- An amendment is a motion to change, to add words to, or to omit words from, a pending motion.

Table

- A motion to table is to set aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority decides.

Abstaining

- A Municipal Utilities Committee member must abstain {refrain from voting} when he/she has a conflict of interest.
- A Committee member has a conflict of interest when he or she, individually, has a direct personal financial interest in the matter before the Committee.
- If a Committee member or commission member has a conflict of interest, he or she shall recuse him or herself. The person must remove him or herself from participating in any discussions, hearings deliberations and information gathering regarding that decision.
- The Municipal Utilities Committee cannot force a member to abstain. Where there is no conflict of interest, a Committee Member has a duty to vote.

Updated by Municipal Utilities Committee 2-18-25

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 the Code of General Ordinances 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 and Easement Grant forms have 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 Contractor will complete the sewer connection pursuant to the Blanket Contract Agreement. Connections requiring live main taps of the sewer system shall be completed by the approved Contractor authorized and approved by the DPW Field Superintendent and the Municipal Utilities Committee. The Contractor performing live main sewer taps shall uphold all insurance and warranty assurances. The sewer connection shall be completed by the approved Contractor as directed through the Blanket Contract Agreement.

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 property owner may qualify under the Contract S.A.D. program. The application information and estimate of cost may be forwarded to the Municipal Utilities Committee to determine the amount that shall be financed through the Township. The amount financed shall be on a sliding scale up to one hundred percent (100%) based on the hardship and needs of the applicant. Final approval of subject advance shall lie with the Board of Trustees.

Connections to the Sewer System other than as specifically described in Section 3.1, must first be approved by the Municipal Utilities Committee. If approved by the Municipal Utilities Committee then such application shall be submitted to the Board of Trustees for who may grant final approval.

The grinder pump installation and sewer connection shall not be scheduled by the Township until such time as the estimated sewer connection charges are paid in full or financing by the Township Board of Trustees has been approved for Contract SAD sewer hook-ups. Upon receipt of payment the Utilities Department shall schedule the work to be completed by the Township's approved Contractor.

3.2 Contract Special Assessment District (S.A.D.) Sewer Connections

The following procedures apply to owners of existing single-family homes who seek to connect a single-family residence to the Hamburg Township Sewer System and who want to finance the cost through the Township and agree to participate in a Contract Special Assessment District (CSAD). New construction is not eligible for this program. Eligibility for this program is based on financial hardship. Complete disclosure of the applicant's personal financial information as outlined in the application and checklist for this program must be made available to the Hamburg Township Board of Trustees. Applicants must comply with all requirements for sewer connections as mandated by any local, state or federal regulations.

The property owner shall meet with the Township Supervisor and Utilities Coordinator to discuss the application requirements and to review the required documents for Contract S.A.D. financing. Meetings shall be scheduled with the Utilities Coordinator by calling (810) 231-1000 Ext. 210.

If the property owner chooses to apply for CSAD financing, the owner shall submit to the Township Utilities Department a completed application to participate in a CSAD along with a non-refundable application fee of \$200.00 and all documents listed on the checklist of required CSAD financing information.

The DPW Field Superintendent will meet with the property owner on location to determine a grinder pump station location and prepare a site plan.

The Municipal Utilities Committee will review the site plan, obtain any necessary engineering input and determine whether the proposed connection applied for complies with the sewer master plan, all governmental rules and regulations, and is in the best interest of the Township.

In the event the proposed connection is determined by the Municipal Utilities Committee not to meet the above requirements, the property owner will be notified of this finding.

In the event the proposed connection is determined by the Municipal Utilities Committee to meet the above requirements, the Utilities Department will thereafter prepare an estimate of the cost to complete the sewer connection to the property owner's residence.

- The Utilities Department will then supply the estimated costs to the property owner.

The application information and estimate of cost will then be forwarded to the Township Board with a recommendation of the amount to be financed through the Township. The amount financed shall be on a sliding scale up to one hundred percent (100%) based on the hardship and needs of the applicant.

The interest rate at which the sewer connection fees shall be financed shall range from five percent (5%) to eight (8%) based on the hardship determination. The Municipal Utilities Committee shall forward their recommendations to the Township Board for final review and approval of the application for CSAD financing.

The property owner will then execute a contract similar to that which is attached hereto together with any easements deemed necessary by Hamburg Township on forms drafted by the Township.

Pursuant to this contract, the property owner agrees to pay, among other things, all costs of installation, the appropriate connection fee per the Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration (formerly Ordinance #69H), all equipment charges, legal costs, engineering costs, an administration fee of \$600.00, and to allow any delinquent payments to be added to the Township annual ad valorem tax roll.

The application process to participate in a CSAD may take up to six (6) weeks; however, special meetings of the Municipal Utilities Committee and the Township Board may be called in the case of emergencies in which the home has a failed septic system and has no means of on-site sewage disposal.

Upon final approval of the CSAD financing request and signed contract by the Township Board of Trustees and the applicant, the Utilities Coordinator shall be authorized to schedule the sewer installation and connection.

3.2(a) Bond Financing of Contract S.A.D.s

1. In the event the Supervisor determines that a sufficient number of executed Contracts have been received to warrant funding through the sale of a bond, he may summarize them and present them to the Hamburg Township Board of Trustees for approval to seek bond funding.
2. Once the Supervisor has submitted the executed Contracts to the Board, no additional applications will be accepted for inclusion in the contemplated bond sale.
3. In the event the Township Board approves the bond financing, the Supervisor shall, with the aid of financial and legal service, obtain bids for the construction of the sewer connections.
4. Upon receipt of the bond proceeds, the Supervisor shall authorize the construction of the property owners' connections to the Hamburg Township Sewer System.

3.3 S.A.D. Assessment Notification

Once completed, a copy of the Proposed Assessment Roll for a new special assessment district shall be forwarded to the Accounting Department prior to the 2nd Public Hearing to confirm the roll for the purpose of creating the district database in the billing records.

Upon adoption of the Resolution to Confirm the Assessment Roll by the Township Board, which will state the following:

- a) Amount of the confirmed Special Assessment Roll;
- b) The month and day the first installment is due and when subsequent installments are due; and

- c) The date interest begins to accrue on the unpaid installments - 45 days after date of confirmation; (Township shall try to make that date the first of a month).

The Utilities Coordinator shall send notice to each property owner within the special assessment district notifying them that the Roll has been confirmed by the Township, indicating the amount of their individual assessment, that the 30-day appeal has begun to run from the date of confirmation of the roll and that they may prepay their assessment amount in full within forty-five (45) days from the date the roll is confirmed by the Township to avoid interest charges.

Property owners who have signed up to finance their sewer extension and/or connection charges through a Contract S.A.D. Agreement shall be notified that an Assessment Roll listing the individual sewer projects has been adopted by the Board, the amount of their individual assessment, that the 30-day appeal period has begun to run from the date of confirmation of the roll, and that they may prepay their assessment amount in full within forty-five (45) days from the date the Resolution Confirming the Contract S.A.D. Projects Special Assessment Roll is adopted by the Township to avoid interest charges.

Any sewer connection payments made by property owners after the 45-day grace period shall bear interest calculated from the date interest commences (try to make that date the first of a month) as stated in the confirming resolution to the payoff date.

3.4 Accessory Dwelling Units/Guest House Sewer Connections

The following shall apply to all property owners wishing to connect an accessory dwelling unit or guest house to the Hamburg Township Sanitary Sewer System (HTSSS). Hamburg Township acknowledges that a new house trend exists for residents wishing to care for aging parents or family members. The Township shall work proactively with the Planning Commission to assist residents in fulfilling their family house needs.

1. Property owners wishing to construct or add an accessory dwelling unit or guest house on their property must first apply for and be approved for a Land Use Permit.
2. Accessory dwelling units/guest houses measured at 600 square feet or less shall be charged for the sewer capital cost at a rate of one half (1/2) of the tap fee for the special assessment district in which the property is located. Structures over 600 square feet shall be charged for one (1) tap fee for the special assessment district in which the property is located.
3. Pursuant to the Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Ordinance, upon connection of the accessory structure to the Hamburg Township Sanitary Sewer System, users shall be charged for the additional sewer operation and maintenance fees to be billed on a quarterly basis.
4. The Owner, or their approved Contractor, shall be required to apply for a Sewer Connection permit from the Utilities Department prior to completing the sewer connection. Only those approved Contractors who have attended Township training and provided the necessary insurance policies will be issued a permit to complete the sewer connection.

5. At the time the Sewer Connection permit is issued, the Owner shall be responsible for the Department of Public Works (DPW) inspection fee of \$100.00 to be paid at the time the permit is issued.
6. The Owner, or his Contractor, will be required to contact the Utilities Coordinator at least 24-hours in advance of the date and time they wish to have their sewer connection inspected.
7. All sewer connections must be made by tying into the existing 4" building sewer line. The new 4" building sewer line from the accessory structure shall be joined using a "Y" connection to the existing line and must meet all Livingston County building and plumbing codes. No ninety-degree (90°) elbows will be allowed.
8. If the accessory dwelling unit or guest house is located across a roadway or in a position in which the 4" building sewer line cannot meeting the County building code for gravity fall into the existing building sewer line, the Owner shall be required to make application for a new sewer connection, including the tap fee, Township administration, grinder pump station and all on-site construction charges, at their expense, to complete a new sewer connection for the accessory structure to be paid in full prior to completion of the work.

3.5 Commercial and Development Project Sewer Connections

The following procedures will apply to all property owners who are seeking to connect a multi-residential or commercial development project to the Hamburg Township Sanitary Sewer System (HTSSS). Any property owner seeking to connect more than one building unit to the HTSSS shall comply with the following Procedures for Development Projects:

1. The Property Owner shall submit to the Township Utilities Department a completed application for a Sewer Extension Agreement together with a non-refundable application fee of \$1,000.00 to be used for preliminary feasibility analysis and cost estimating purposes.
2. The Property Owner shall submit all project plans to the Hamburg Township Planning Commission for review and approval. Said plans shall contain all information on a checklist pursuant to standards established by the Municipal Utilities Committee regarding proposed connection to the Hamburg Township Sanitary Sewer System (HTSSS) and shall be reviewed by the Township's engineer.
3. A copy of the development project plan shall be submitted to the Municipal Utilities Committee for review and comment. Recommendations shall be forwarded to the Planning Commission prior to their issuance of a recommendation for final site plan approval.
4. Upon approval, by the Municipal Utilities Committee, of engineering to provide sewer service to the development project, an "Estimate of Cost" shall be developed for the project. The Township and Property Owner will then enter into a Sewer Extension Agreement listing the estimated costs for all on-site and off-site work to be done in order to bring sewer service to the development. The property owner shall pay all costs of installation, the appropriate connection fee per the Code of General Ordinances, all equipment charges, legal costs, engineering costs, as well as an administration fee of 2% of the estimated total project cost to the Township in accordance with the Agreement.

5. To ensure the correct sizing and configuration, all sewage pumping stations required for development or commercial sewer connection and/or extension projects shall be designed by the Township Engineer. Pump station designs by the property owner or developer's engineer and/or a sewage pump manufacturer shall not be accepted or authorized by the Township.
6. The property owner shall also be responsible for all on-site engineering and construction costs to construct the sewer collection system within the development project. The Property Owner shall further comply with the *Sewer Extension Requirements for Proposed Developments*.
7. The Developer of any project development including more than ten (10) houses must deposit in escrow with the Township an amount equal to \$1.50 per lineal foot for the length of sewer line to be installed for the on-site sewer construction to cover the cost of the inspections to be completed by the Township Engineer and DPW Field Superintendent. These fees shall be paid prior to the preparation of the EGLE Part 41 sewer construction permit application form.
8. The DPW Field Superintendent will make all sewer main construction and installation inspections, grinder pump installation inspections, and any other necessary sewer inspections. Upon completion of all such inspections, the property owner shall dedicate the approved sewer lines within the development to Hamburg Township for operation and maintenance.
9. If an existing multi-residential or commercial development project connected to the sanitary sewer system applies for a site plan amendment or change of use, the property owner must submit a sewer tap fee review application, along with a non-refundable \$200.00 application fee, for a preliminary engineering analysis to determine if any further sewer engineering work needs to be done to accommodate the new structure and/or use, to propose a budget for said work, and determine if the new structure or change of use of the existing structure will cause any changes in the REUs (residential equivalent units) assigned to the project. See **Attachment B**.
10. If a commercial development project opts to use three phase, 208-volt electrical service the property owner must install a transformer with the ability to convert to 240 volts in order to utilize existing Township pumps in case of an emergency or temporary repair. The power supplied to the pump station(s), either by line or transformer, must be 240 volts and shall be provided at the property owner's expense.
11. If a failure of the sanitary sewer system occurs at a commercial or industrial property the Department of Public Works (DPW) staff shall make all reasonable attempts to contact the Owners of the property directly prior to engaging in any repairs to the sewer system.
12. In an attempt to avoid sewer line blockages and expensive repairs to the system Developers shall have the option to build a complete looped sewer system or post a bond for a period of ten (10) years after the sewer line has been dedicated and accepted by the Township. The bond shall be released in incremental amounts based upon project build out with a minimum twenty-five percent (25%) retainage of the total value of the bond. The bond amount shall be limited to one hundred percent (100%) of the Engineer's estimate of project cost.
13. Final release of the bond retainage shall be made to the Developer at the end of the ten-year period or final project build out and approval by Hamburg Township whichever occurs first.

Property Owners will be provided with a copy of the *Approved Contractors List* so the owner may choose an authorized Contractor to perform the sewer line construction and grinder pump installation within the development project.

3.6 Sewer Extension Requirements for Proposed Developments

The following items are the main areas which the Township wishes to address for new developments extending sanitary sewer lines to serve their properties; however, they are in no particular order.

- For all new homes being constructed, the electrical service line and the gravity line to the grinder pump station will be located in the same trench.
- The Township will be called for all inspections involving air testing (150 p.s.i.) for two hours to detect possible leaks in all new sewer mains, including all air relief structures, valves, and new sewer tie-ins to existing mains.
- Copies of all engineering services and plans for the project will be provided to the Township by the developer.
- Two (2) copies of all as-built prints and individual as-built lead sheets for each lot shall be provided to the Township by the developer, as well as 1 copy of Mylar as-built prints.
- G.I.S. mapping information for the new development shall be provided to the Township in .dwg or .dgn format with GPS points on the corners of the property. As-built lead sheets will include the electrical and gravity feed lines to the grinder pump.
- Common Easements for each lot allowing the Township access to maintain and service the lateral sewer connection and grinder pump station will be included in the language of the Master Deed and By-Laws of the development. Easements will also provide the Township access to install and maintain a possible community water system in the future.
- A five (5) year warranty on all force mains, and service laterals, up to and including the curb box, will be required to be provided by the contractor installing the sewer main extension lines for the development.
- During all construction, if any damage is caused to the force main and/or service laterals including the curb stops/boxes, the developer will be responsible for the cost of the repairs and the Township's Department of Public Works (DPW) employees' time.
- The Developer's electrician will be required to connect the electrical lines from the meter box to the disconnect box and control panel for the grinder pump station. Up to 50' of cable and the control panel will be provided with the grinder pump. The 60 amp disconnect box must be provided by the developer.
- A wire lead is to be included on the force main and service laterals up to the grinder in order to be located for MISS DIG purposes.

- Ownership of the sewer force mains for the development will be turned over to the Township at the time the force main becomes active in order for the Township to operate and maintain those lines.
- Hamburg Township will accept responsibility of the sewer service leads upon occupancy of the residential structure.

3.7 Policies and Requirements for the Purchase, Installation and Inspection of Water Meters within Pine Creek Bluffs

The following procedures shall apply to all property owners who are seeking to connect, or have connected, a residential or commercial building unit to the Hamburg Township Sanitary Sewer System (HTSSS). In Accordance with the Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration, upon connection to the Hamburg Township Sewer System, all residential and non-residential users shall have a water meter, of the size and type approved by the Township, installed on the user's water supply.

- Pursuant to the Hamburg Township/River Place/Abbey Limited Partnership Water Service Agreement dated April 26th, 2001, the Developer and/or future residents/customers are responsible to pay for any and all expenses or costs incurred to provide water to their property.
- Any person desiring to connect to the water system shall be responsible for payment of the water tap fee; such rate shall be established by the City of Brighton, plus a fee of \$700.00 to cover the Township's costs for the water meter installation, inspection and administration of each individual connection.
- The cost of both the meter and installation shall be paid for by the user with the installation to be made and approved by the Township DPW staff. The water meters shall be purchased through the Township at the rate set by the Board of Trustees.
- At the time of application for water connection and payment of the water meter and tap fees, the Township shall provide the user with the water meter horn (or template) and the water meter touch pad reader which shall be installed by the user, or their designated representative, prior to the installation of the water meter by the Township DPW staff.
- The Hamburg Township Department of Public Works (DPW) shall inspect and install the water meter, at the expense of the user, at the time that the building unit connects to the sanitary sewer system and the grinder pump activation is completed.
- Prior to the sanitary sewer installation and start-up, the builder and/or property owner is responsible to have the water meter horn (template) installed along with the water meter touch pad reader unit mounted, wired and prepared to be activated. Failure to have this work completed at the time of the request for the sanitary sewer grinder pump activation and start-up will result in an immediate rejection of the service request.
- The date of the installation and inspection approval or rejection shall be established by the DPW staff. The builder and/or property owner shall pay a re-inspection fee of \$50.00 to the Township for any rejected inspections during the grinder pump start-up and installation of the water meter.

- h. The Hamburg Township DPW shall read the meter on a quarterly basis and keep a log of the water usage for the user's residential or commercial building unit.
- i. The user will pay operation, maintenance and equipment replacement charges based on a per gallon rate.
- j. The per gallon rate charge shall be the same as the rate provided in the Franchise Agreement, with annual adjustments as necessary to be made by the City of Brighton.
- k. The Township shall own, operate and maintain the MIU water metering system within the Pine Creek Bluffs development.
- l. The City of Brighton shall own, operate and maintain all other aspects and components of the water system located within the development and any off-site improvements.

4.0 COMMERCIAL AND INDUSTRIAL (NON-RESIDENTIAL) SEWER USE REGULATIONS

4.1 Installation and Reading of Water Meters

The following shall apply to all property owners who are seeking to connect, or have connected, an industrial or commercial building unit to the Hamburg Township Sanitary Sewer System (HTSSS). Upon connection to the HTSSS, a non-residential user shall have a water meter, of the size and type approved by the Township, installed on the user's water supply.

The cost of both the meter and installation shall be paid for by the user with the installation to be made by the owner's contractor and approved by the Township. The water meters shall be purchased through the Township at the rate set by the Board of Trustees.

The Hamburg Township Department of Public Works (DPW) shall inspect the installation of the water meter, at the expense of the user, at the time that the building unit connects to the sanitary sewer system or by a deadline to install a water meter as established by the Township. The date of the installation and inspection approval or rejection shall be maintained by the DPW.

- The user shall pay a re-inspection fee of \$50.00 to the Township for any rejected inspections on the installation of the water meter.

The Hamburg Township DPW shall read the meter on a quarterly basis and keep a log of the water usage for the user's industrial/commercial building unit.

After two (2) years of meter readings have been obtained, the REUs assigned to the premises may be re-determined upon request of the property owner based on said meter readings using an equation, as set forth by the Code of General Ordinances, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration, the numerator of which shall be the meter readings, in gallons, for the twenty-four (24) month period and the denominator of which shall be **108,000** gallons.

The resulting number of REUs, which shall not in any event be less than one (1), shall be multiplied by the requisite connection fee, direct or indirect, to determine if any adjusted connection fees for the premises are due to the Township.

If the new number of REUs is less than the number of REUs originally assigned, there will be no refund of connection fees already paid. However, the subsequent operation and maintenance (O&M) rate shall be adjusted to the new REU allocation.

Non-residential users shall have the option to pay any additional connection fees in installments pursuant to the terms of a written agreement to be entered between the Township and the user providing for annual installment payments to the Township for a period of time not to extend beyond the period of debt retirement, at a rate not more than one percent (1%) higher than the rate of interest on the bonds sold for the initial construction of the System. See the Code of General Ordinances for further details of the installment agreement arrangements.

The DPW shall continue to read the water meter on a quarterly basis to record water usage for the building.

- For any subsequent enlargement, addition, extension, or improvements to any structure or change of use of the building, the Township shall require a review and re-determination of the REUs for that structure. The user shall submit to the Township an Application for Development Project Sewer Tap Review along with a non-refundable application fee in the amount of \$200. The Township Engineer shall then review the application to determine if the change or improvement will increase the REUs for the premise.

Upon finding by the Township after such REU review and re-determination that additional connection fees are required, the owner shall immediately pay the required additional fees and/or enter into an installment payment agreement with the Township.

4.2 Grease Trap Installation and Monitoring

All Food Service Establishments (FSEs) will have a 2-compartment outdoor grease trap in addition to any indoor traps. All in-ground outdoor grease traps must conform to Michigan Plumbing Codes and the standards set forth in the Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Ordinance. All outdoor traps will have a capacity of 1500 gallons or greater as deemed necessary by the Hamburg Township Engineer. Hamburg Township shall inspect the plumbing into, and out of, the grease traps. The Township will also:

- 1) Inspect location for proper depth and compaction of soil.
- 2) Inspect grease trap unit to ensure it meets State and Township standards.
- 3) Inspect plumbing to the trap being sure all effluent building lines enter the trap before going into the pump station.
- 4) The Hamburg DPW will make checks to determine the frequency of pump-outs by a certified grease hauler using a Vactor type machine to remove the grease.
- 5) A schedule of inspections will be made and records kept for the frequency of clean outs required by each FSE.
- 6) DPW staff request copies of pump-out records to be included in the Township's records; frequency of pump-outs may vary from site to site.

4.3 Prevention of Discharge of Harmful Materials into Township Sanitary Sewer System

The following section of the duly enacted Code of General Ordinances, which prohibits discharge into the Hamburg Township Sanitary Sewer System (hereafter “HTSSS”) shall apply to ~~of~~ all materials that exert or cause unusual concentrations of inert suspended solids, such as but not limited to, fuller’s earth, lime slurries, and lime residues, or of dissolved solids, such as but not limited to, sodium chloride and sodium sulfate (hereafter “Wrongful Materials”).

1. The Hamburg Township Department of Public Works continually tests and sends out notification letters to property owners connected to the HTSSS explaining alternative methods for the disposal of sodium discharge from water softeners as well as the Township’s requirement for use of potassium chloride in all salt discharging water softening systems.
2. The Township Board has adopted a policy to enforce the provisions of the Ordinance relating to the discharge of Wrongful Materials into the HTSSS, and to establish penalties against those property owners who fail to comply with the ordinance requirements.

4.3(a) Penalties and Fines for Noncompliance

The following penalties and fines shall apply to any residential or commercial user found discharging sodium chloride into the HTSSS:

- A.) Upon confirmation by the DPW staff that a property is discharging sodium chloride into the HTSSS, the owner will be given a 30-day notice to correct the situation, including the approved alternative methods for disposal of water softener discharge.
- B.) The Township will then re-test and issue a Notice of Violation if sodium chloride is still being used. A Notice of Violation shall allow a period of thirty (30) days to correct the violation and/or to remove and dispose of the non-compliant self-regenerating water softener.
- C.) Any person violating this Ordinance after issuance of a Notice of Violation and the subsequent thirty (30) day period shall pay a Class E Municipal infraction fine to the Township in the amount of seventy five (\$75.00) dollars per REU per quarterly operation and maintenance (O & M) billing cycle, and each subsequent O & M billing period until two (2) sampling tests, conducted fifteen (15) days apart, show that sodium is no longer being used as a regenerate in the water softening appliance.
- D.) Fines for property owners found in violation exceeding two (2) quarterly O & M billing cycles shall be elevated to a Class C Municipal Civil infraction, which is equal to two hundred and fifty (\$250.00) dollars per REU for each quarterly billing period thereafter until such time as the violation has ceased.

5.0 INSTALLATION, CONNECTION AND EXTENSION OF THE HAMBURG SANITARY SEWER SYSTEM

5.1 Contractor Selection

In order to secure the most competitive pricing and responsive scheduling times for our residents, Hamburg Township has entered into a three-year Blanket Sewer Installation Agreement to secure a single Township Contractor to provide a variety of services related to the construction and extension of the Hamburg Township gravity and low-pressure sanitary sewer systems including but not limited to grinder pump installations, relocations, replacements and emergency sewer repairs. The Contract was awarded by the Township Board of Trustees after an extensive bid request process.

During the blanket contract period, the Township Contractor shall be the only Contractor authorized to perform work on the Township's sanitary sewer system, including live sewer main tap-ins, grinder pump installations, sewer connections, relocations, replacements and emergency sewer repair work. No other Contractor will be authorized or permitted to work on the Township sanitary sewer system.

During the blanket contract period the Township will not be training or adding any additional Contractors to the Township's approved Contractor list. Work on the Township's sanitary sewer system is limited to only the Township Contractor pursuant to the blanket contract agreement. This policy shall supersede 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.

For those sewer connections that can be made by connecting into an existing curb stop with box, a Contractor found on the Township's current approved Contractor list may complete the grinder pump installation and sewer connection between the house and grinder pump station. The Contractor will be required to pull a Sewer Connection Permit with Hamburg Township as well as the Livingston County Building Department.

- The Contractor must have a current Certificate of Liability and Worker's Comp Insurance policy on file with the Township naming Hamburg as an additional insured on the policy.
- Contractor must also warrant the materials and workmanship provided for any work completed on the Township sewer system for a period of five (5) years from the date installation is completed and approved.
- The Contractor will be required to submit an "as-built" drawing of the sewer installation to the Township within seven (7) business days after installation is complete and inspected by the Township DPW staff.

In the event the Township no longer wishes to enter into a Blanket Sewer Installation Agreement with a single Township Contractor, the Township may return to the practice of training and authorizing those Contractors interested in providing sewer installation and connection services for the Township. The following requirements, upon re-instatement by the Township Board, would be applicable for all qualified Contractors.

Any licensed contractor who meets the following qualifications shall be added to the Approved Contractor List for Sewer Connections:

- a. They have completed training in the installation of grinder pumps supplied by the Hamburg Township Department of Public Works (DPW) or by an engineering firm designated by the Hamburg Township Board of Trustees, and
- b. They currently have on file with the Township a copy of the required insurance, and

- c. They have executed an agreement to warrant the materials and workmanship for a period of five years from the date installation is completed.

Any Contractor may be removed from the approved list for cause by the Municipal Utilities Committee. Prior to removal from the approved list, the Municipal Utilities Committee shall give the Contractor 10 days written notice to appear before the Committee to show cause why they should not be removed from the list. After having received written notice, and after having had an opportunity to object to their removal in a hearing before the Municipal Utilities Committee, the Committee shall have final authority to determine whether or not the Contractor shall remain on the list.

5.2 Sewer Installation and Inspection Requirements

As development of the Hamburg Township Sanitary Sewer System (HTSSS) continues to grow it has come to our attention that many residential properties do not have “as-built” drawings for their on-site grinder pump installations. Hamburg Township strives to be as accurate as possible when responding to Miss Dig marking requests; however, it becomes very difficult if there is no tracer wire used during the sewer line installation or when the tracer wire is broken.

In order to alleviate this problem, the Township has revised the sewer installation and inspection policies to require that the Contractor and/or builder who hires a Township authorized Contractor must provide “as-built” grinder pump installation drawings as part of the Township approval process. The new sewer installation procedures and procedures are as follows:

1. All new installation of sewer main line extensions, service laterals and electric cables, from the curb stop to the grinder pump station as well as the electrical line installed from the grinder to the Control Panel, must be **wrapped** with a continuous length of tracer wire. Number 12 wire should be used by the Contractor. Any sewer main line, service lateral or electric cable installed without a tracer wire will be rejected and a \$50.00 re-inspection fee will be imposed.
2. All materials used during a sewer installation must comply with the typical installation materials as provided in the Hamburg Township Contractor Training Manual. All piping used shall be **black** High-Density Polyethylene (HDPE) pipe made specifically for sanitary sewer connections. Service laterals must be black 1 ½” HDPE SDR 11 pipe. Compression-type fittings are required to provide a smooth inner passage. No 90-degree connection shall be allowed for installation of the service lateral and not more than one (1) 45-degree connection shall be permitted by the Township.
3. Before beginning any 4” PVC building sewer connection the service lateral must be pressurized before hook-up into the grinder station. Laterals must be pressurized with air or water to insure there are no blockages. Once the approved Contractor or property owner has completed the cleanout of the sewer service lateral it must be inspected and verified by the Hamburg Township DPW staff prior to the hook-up of the building sewer line into the grinder pump station.
4. At the start-up inspection while everything is exposed (i.e. curb box location, electrical service line, 1 ½” service lateral, 4” gravity plumbing connection, etc.) the Contractor must have complete knowledge of the sewer component locations, measurements and depths of the sewer structures. A sample of the information required will be provided for the Contractor’s reference.

5. Sewer installation inspections and grinder pump activations will be completed Monday – Friday between the hours of 8:00 a.m. to 2:30 p.m. All inspections must be scheduled at least 24-hours in advance with the Utilities Coordinator by calling (810) 231-1000 ext. 210 or (810) 222-1193 during normal business hours Monday through Thursday from 7:30 a.m. to 5:00 p.m. If the property owner or their Contractor calls for an inspection after 3:30 p.m. there will be a \$100.00 after-hours inspection/sewer activation fee charged.
6. Any Contractor who fails to pay the after-hours inspection fee will not be issued the work approval tag for the job and will not be permitted to pull any permits to work on the Township sanitary sewer system until such time as all delinquent balances are paid in full. Any work not completed or done incorrectly at the time of an after-hours inspection will result in an additional \$50.00 re-inspection fee after the deficiencies have been corrected by the Contractor.
7. After inspection is completed by the Hamburg Township DPW technicians the Contractor will be notified that they will be able to pick-up the yellow approval card from the Hamburg Township Utilities Department upon submittal of the grinder pump installation “as-built” drawing. Contractors will be allowed up to seven (7) business days after installation is complete and inspected to turn in the drawing for the property. Additional Grinder Pump Location sheets for the “as-built” drawings are available through the Utilities Department.
8. If the “as-built” drawings are not submitted to the Utilities Coordinator within the allotted time period, the sewer installation will be rejected and a \$50.00 re-inspection fine will be imposed. This fine must be paid and the “as-built” drawing(s) submitted to the Township before the sewer installation will be approved. Contractors will be responsible for accurately showing the work performed during the sewer connection.
9. Height of Grinder Pump Cans. After the finish grade is completed, many of the cans are too low. Grinder pump cans have to be a minimum of 3” to 6” above final grade. Air flow must be maintained to the grinder pump located inside of the can. Contractors shall be required to verify final grade with the builder/homeowner and install accordingly.
10. During inspection if it is noted that the grinder pump can is too low the Contractor will be required to dig it up and raise the height of the can. It is recommended that the grinder pump stations be installed on the low side of the home to ensure proper gravity flow of wastewater into the grinder pump.

In unusual situations that require an extension of the grinder pump can the Township will sell the approved extension kit, however, if it is installed incorrectly by the Contractor they will be required to correct the problem at their expense. If a service call is made to the Township as a result of the installation of an extension kit the Contractor will be charged for the service call and may be put on probation for improper workmanship.

11. Proper Depth of Curb Stops. Many times, during inspection it is noted that the curb boxes are buried below ground surface. The Township prefers and will require that the curb boxes to be left at the depth of final grade not below grade. If the box is installed correctly, there is more than enough adjustment to lower just below grade if the homeowner wishes to not have it interfere with the lawn or landscaping. Having the curb stop exposed allows the Township to check each one for proper installation, operation, and accessibility during the start-up and activation of each pump.

This will also make marking the locations of the curb stops more efficient if the Township can see the box rather than have to search for them.

12. Installation of the Grinder Pump Control Panel. All new installations will require that the conduit going into the control boxes must be securely sealed. The manufacturer has notified the Township there is a problem with beetles crawling in and shorting out the boards. Contractors may use a caulking (duct) sealer to make them bug proof. If you have any questions regarding the type of sealant to use please contact the DPW Field Superintendent at (810) 231-8158 for assistance.

5.3 Extensions of the Hamburg Sanitary Sewer System

Application shall be made on a form developed by the Hamburg Township Municipal Utilities Committee and approved by the Hamburg Township Board of Trustees. Fees shall be submitted in accordance with the approved Hamburg Township schedule of fees.

Upon receipt of a complete application and fees, the application shall be forwarded to the Township Engineer for an estimate of costs associated with the sewer extension. In review of the application, the Township Engineer shall take into consideration the following:

Application requirements:

1. Scaled drawing showing the bearings and distances of property lines. In the case of platted lots, a copy of the existing lot layout shall be provided.
2. A scaled plot plan showing the location of existing/proposed drive(s), utilities easements, building footprint(s), well location, existing utilities and significant natural features (wetlands, floodplain, drainage courses, streams and woodlands).
3. Main extensions shall be to the extent necessary to service the primary facility requesting service. In the event that the service lateral is within 30 feet of an existing drive, the main shall be extended beyond the existing drive to avoid future disturbance to the drive. Extensions may continue through to adjoining parcels at the request of the applicant.

Exemptions:

Desired exemptions from this policy may be considered upon written request submitted, and just cause shown by property owner, along with a scaled site plan for review and recommendation by the Hamburg Township Municipal Utilities Committee and Township Board approval.

6.0 FINANCIAL ADMINISTRATION OF HAMBURG SANITARY SEWER SYSTEM

6.1 Sewer O & M Billing Reviews

The following policies and procedures shall apply to all property owners connected to the Hamburg Township Sanitary Sewer System (HTSSS). Under the Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Ordinance, upon connection to the Hamburg Township Sewer System, all residential and non-residential users shall begin paying for sewer operation and maintenance to be billed on a quarterly basis.

1. The date in which the operation and maintenance (O & M) billings for the property begin shall be the date of the sewer service activation inspection and grinder pump start-up completed by the Township Department of Public Works (DPW).
2. In the absence of a sewer service activation completed by the DPW, the Township shall use the date of the Certificate of Occupancy, either temporary or final, for the property as the date in which to begin the O & M billings.
3. The Accounting Department shall create and mail the O & M billing statements on a quarterly basis pursuant to the Code of General Ordinances.
4. To ensure that all properties connected to the HTSSS are being billed for O & M charges the Accounting Department shall provide a report of all "Inactive" O & M billing accounts to the Utilities Coordinator at the start of the fiscal year and the calendar year.
5. The Utilities Coordinator shall review all of the "Inactive" accounts to determine if the property is still inactive or has completed the sewer connection and should be charged for O & M.
6. Any changes to the status of an "Inactive" O & M billing account will be communicated to the Accounting Department by the Utilities Coordinator via email and written memo along with a copy sent to the Utilities Director.
7. If non-payment of the O & M charges is found to have occurred over a significant period of time (1-year or longer), the Township may choose to enter an Operation and Maintenance Cost Reimbursement Agreement with the property owner to collect the fees due under the Ordinance.

6.2 Sewer Refund Calculation Guidelines

After each sewer project has been completed, all associated costs accrued on behalf of the project will be forwarded to the Utilities Department for review. A determination will be made using a calculation guide form and checklist. If the project costs are less than the estimated amount, the property owner will be issued a refund. However, in the event the cost exceeds the estimated project fees, the property owner shall be solely responsible for the immediate payment of any such overruns. The following guidelines shall apply to all property owners who have participated in a sewer extension or direct connection to the Hamburg Township Sanitary Sewer System:

- a. Deposit of Estimated Fees – The estimated sewer project costs shall be deposited into a non-interest-bearing Escrow account.
- b. Oversizing Credit - If a sewer line size is increased to serve the best interest of the Hamburg Township Sanitary Sewer System (HTSSS), the Township shall contribute a pre-determined material upsizing cost on a per foot basis as estimated by the Township Board and as may be periodically amended.
- c. Charge for Legal Fees – Any legal fees charged against the project are to be paid by the property owner as part of their Agreement for Sewer Extension and/or Connection, unless there is a judgment against the Township or if the Township agrees to a consent order.

- d. Charge for Inspection Fees – If the sewer project is a direct connection, the inspection fees shall be included in the \$600.00 Administration fee. If the project involves an extension of the sewer main line, then the cost of the inspection fees shall be calculated at 4% of the total project cost.
- e. Charge for Engineering Costs – Property owners shall be responsible for all engineering costs associated with their sewer connection project. All legal fees and charges shall be broken out separately and will not be combined on the Engineer’s Opinion of Probable Project Cost.
- f. Charge for Contractor Costs – Property owners shall be responsible for all contractor costs to complete the sewer connection and/or extension project.
- g. Per Foot On-Site Costs – Property owners shall be responsible for all on-site costs, including but not limited to the service lateral, optional building sewer connection, and optional electrical connection as stated in their Agreement for Sewer Connection and/or Extension.
- h. Additional Charges – Property owners shall be responsible for any additional or miscellaneous charges resulting from their sewer extension and/or connection.
- i. Approval and Issuance of Sewer Refunds – The Utilities Coordinator shall provide the Municipal Utilities Committee with the sewer extension and/or connection Calculation Guide including all charges the property owner is responsible for, including the actual construction charges. The Committee shall review the refund request and provide their recommendation for approval or reason for denial to the Director of Utility Services. Sewer refunds up to \$1,000.00 (provided that the funds are available pursuant to the Enterprise Fund budget) shall be approved by the DPW/Utilities Department Head. Refunds between \$1,000.01 and \$5,000.00 require the approval of a Township Administrator (Supervisor, Clerk, or Treasurer). Refunds exceeding \$5,000.00 must receive Municipal Utilities Committee approval.
- j. Issuance of Sewer Extension/Connection Invoices – In the event the cost exceeds the estimated project fees; the property owner shall be solely responsible for the immediate payment of any such overruns. The Accounting Department shall issue an invoice to the property owner pursuant to the Agreement for Sewer Connection. The Agreement shall constitute a special assessment lien on the Property in accordance with Act 188, Public Acts of 1954, as amended, MCL 41.721 *et seq* (“Act 188”) for any unpaid amounts that may become due and owing. The Township shall have all rights to enforce this lien as provided under Act 188 and the laws of the State of Michigan, including but not limited to placing delinquent special assessments on the Township’s Ad Valorem property tax roll.

6.3 Resolution of Additional Charges for the 4” PVC Pipe Building Sewer Connections

For those sewer installations completed under a Special Assessment District (SAD), the following course of action shall be taken for those property owners seeking to dispute the charges for the additional pipe installed over and above the ten (10) foot allotment included in the *Grinder Pump Station Connection Agreement* to complete their 4” PVC gravity building sewer connection into the grinder pump station. These policies and procedures shall apply to those property owners who hired the Township Contractors to complete their building sewer connection and claim that the Township Contractor located their grinder pump station farther away from their home for monetary purposes.

1. The Utilities Coordinator shall provide the property owner with their *Grinder Pump Location Sheet* showing that the Contractor was not involved in the grinder pump location process and that the property owner, along with the Township Engineer, chose the location and signed-off on the sheet approving that location prior to the installation and construction phase of the sewer project.
2. Property owners wishing to dispute the additional pipe footage charges for their sewer hook-up may, at their own expense and/or effort, re-expose the 4" PVC building sewer pipe.
3. Owners should be aware that the electrical cable for the grinder pump is often laid in the same trench as the 4" PVC building sewer pipe, therefore extreme caution should be used while digging up the pipe. Prior to excavation or digging the property owner or their contractor is required to call MISS DIG. Property owners must call three (3) working days before they dig pursuant to the law. Owners shall be advised to call **811** to request staking of their utility's locations.
4. Once the pipe is exposed the property owner may request the DPW field personnel to inspect the pipe in order to verify the actual pipe footage by calling (810) 231-8158.
5. Upon verification that the measurement is accurate an inspection fee of \$50.00 will be added to the amount of the invoice due for the additional pipe.
6. If the inspection reveals that the pipe footage is incorrect the amount of the invoice will be reduced or waived based upon the actual measurement and no inspection fee will be charged.
7. Property Owners shall be responsible to restore the property at their own expense and/or effort in the event that the line is re-exposed regardless of the outcome.

6.4 Costs and Expenses Incurred in Providing Services for Owner Related Sewer Repairs

Pursuant to the Code of General Ordinances, the Owner of a building or premises, or his authorized representative, shall be responsible, at his own cost, for the installation, connection and maintenance of the building sewer for such building or premises up to and including its connection with the Public Sewer (hereafter "HTSSS"); and

1. The Owner and, where appropriate, his authorized representative, shall indemnify and hold the Township, its officers, agents, employees, and representatives free and harmless from any liability or responsibility for all injury, loss or damage that may result directly or indirectly from the installation, connection or maintenance of the sanitary sewer system.
2. The Township DPW staff has responded to and has incurred costs as a result of increasing numbers of sewer emergency calls from the Owner for owner related sewer repairs, including but not limited to, building sewer pipe blockages, shut-off power breakers, etc, without reimbursement by the Owner.
3. The Township Board has adopted a policy to: i) enforce the provisions of the Code of General Ordinances for Hamburg Township, Michigan, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Ordinance relating to obligation of the Owners to repair and maintain their portion of the HTSSS as specified within the Ordinance, and ii) for the

reimbursement to the township for any and all costs or expenses incurred by the Township in making Owner repairs or maintenance that are otherwise the Owner's responsibility under the terms of the Ordinance, as amended.

4. The Township shall be authorized to recoup all costs and expenses associated with sewer emergency calls for Owner related operation and/or maintenance services to ensure that all sanitary sewer system users connected to the HTSSS comply with the Ordinance.
5. The Owner of a premises connected to the HTSSS shall be liable for the costs and expenses of acquiring, installation, and maintenance of the building sewer pipe and all privately owned structures and appurtenances connected to the public sanitary sewer system.
6. If the Township provides repairs or services for Owner related operation and/or maintenance services, including but not limited to, building sewer pipe blockages, shut-off power breakers, or Owner caused damage to the public sewer system, the Owner shall be responsible for the full and prompt reimbursement to the Township for all Township DPW staff time, costs, labor, and/or materials incident to said operation and maintenance plus a 10% administrative fee.
7. Any unpaid charges or costs for such operation or maintenance may, at the option of the Township, be added to the ad valorem tax bills of the property benefitted by the said township repairs or services.
8. Owners not in compliance with this policy shall be responsible for all cleanup costs or expenses if sewer service is disconnected, and will be subject to and must pay all costs relating to any startup of the system associated with the re-activation of sewer service.

6.5 Replacement of Damaged Grinder Pump Cans

DPW personnel who encounter a damaged or leaking grinder can, through a sewer emergency call or other on-site observations, shall make a report to the DPW Field Superintendent including the property address and extent of the grinder can damage and/or possible ground water infiltration.

The DPW staff shall then determine how the damage may have occurred. If the damage resulted from natural failure the Township will replace the grinder can through the sewer Enterprise operation and maintenance (O & M) fund at no charge to the property owner. Restoration of the property after the new grinder can installation shall include topsoil, grass seed, and straw as needed.

- If it is determined that the damage to the grinder can resulted from neglect or direct action by the property owner, installer, or other persons, it shall be the responsibility of the owner or person(s) who caused the malfunction to reimburse the Township for all expenses associated with replacing or repairing the grinder can.

In the event that the grinder can damage creates an emergency situation the DPW field technician shall be authorized to make all immediate repairs necessary to prevent spills or contamination and to maintain sanitary sewer service for the property. The Committee will then review the written report from the DPW Field Superintendent to settle any billing issues.

Property owners may contact the Utilities Coordinator and request to be added to the next Municipal Utilities Committee agenda to dispute any charges resulting from the replacement or repair of their grinder can.

6.6 Cost Recovery for Damages to the Hamburg Township Sanitary Sewer System (HTSSS)

In cases where the owner of properties, its agents or assigns, has damaged the HTSSS through the owner's intention, misuse, negligence or intentional acts, the Township pursuant to the Code of General Ordinances, Chapter 14 – Environment; Article III. has the authority to recover the costs incident to the said damages. Therefore, in order to implement the policies of said Ordinance, the following procedures shall apply to all properties connected to the (HTSSS):

1. When the Township becomes aware of damages to the HTSSS, the Department of Public Works (DPW) shall conduct an on-site inspection to determine the extent of the damages.
2. The damage shall be documented by the DPW staff, including photographs, observation notes, etc., before the equipment or parts are removed from the property and taken to the Township's repair facility.
3. The DPW staff shall maintain a secure storage bin or locker in order to retain the damaged equipment or parts that shall be tagged with the date and property address from where they were recovered. Pursuant to the Consumer Protection Act the property owner shall have the right to inspect any and all damaged equipment or parts at their request.
4. DPW staff shall then develop and/or obtain estimates for all necessary repairs.
5. The DPW Field Superintendent shall then notify the Utilities Coordinator of the damages and repair estimate, providing the necessary documentation to draft a report to be presented to the Municipal Utilities Committee at the next available meeting date.
6. The Committee shall make the final determination if the property owner is to be billed for the damaged sewer equipment or parts. If it is concluded that the property owner is responsible, a request to invoice the owner will be forwarded to the Accounting Department along with a copy of the DPW report.
14. If the Committee determines that the property owner is not responsible for the sewer damage, the DPW staff will be notified that the equipment and/or parts may be properly disposed of or returned to E-One if found to be under warranty.
15. Once the cost for making all of the said repairs has been established pursuant to the Ordinance, including all authorized administrative fees, the Township, at its discretion, may pursue collection for the recovery of these costs.
16. The Accounting Department shall send an invoice to the property owner setting forth all of the costs and administrative fees relating to the repair of the damages as may have been incurred by the Township for the repairs.
17. A copy of the invoice shall be forwarded to the Utilities Department by the Accounting staff. The Utilities Coordinator shall monitor and oversee the recovery of the costs for the damages and to otherwise coordinate all communication with owners, their agents, or assigns, relating to the recovery of the costs incurred by the Township.

18. In addition to the foregoing, the Township may file a lien against the affected property for the costs and administrative fees as have been determined by the Township. Any unpaid charges or costs for such repairs may, at the option of the Township, be added to the ad valorem tax bills of the property benefitted by the said Township repairs or services.

6.7 Sewage Backup and/or Overflow Claims

As defined and limited under PA 170 of 1964, as amended by PA 222 of 2001: In order for a property owner to claim compensation for damages resulting from a sewage backup or overflow event, PA 170 of 1964, as amended by PA 222 of 2001, requires the claimant to show that all of the following existed at the time of the sewage backup event:

- a.) The governmental agency was an appropriate governmental agency
- b.) The sewage disposal system had a defect.
- c.) The governmental agency knew, or in the exercise of reasonable diligence should have known, about the defect.
- d.) The governmental agency, having the legal authority to do so, failed to take reasonable steps in a reasonable amount of time to repair, correct, or remedy the defect.
- e.) The defect was a substantial proximate cause of the event and the property damage or physical injury.

Upon receipt of the initial report of a grinder pump emergency or failure, DPW personnel shall respond to the call, inspect the site and fill out a "Sewer Backup Form" (see **Attachment C**) and submit it to the Utilities Director within 48-hours of responding to sewer emergency call.

The inspection and report of the damage shall be conducted by the DPW staff to determine the cause of the sewage backup and/or equipment failure.

The property owner may verbally report any sewage backup damages to the Utilities Director within 3 days of the event. All backup damage claims must be submitted to the Township in writing within 45 days after the date the damage was discovered. Failure to provide proper notice will bar property owner claims under 1964 PA 170/Act No. 222, Public Acts of 2001.

Upon receipt of the DPW report, the Utilities Director shall provide the property owner with the *Sewer Backup Information Cover Letter* along with the two-page form titled "Inventory of Damages" and the form titled "Notice of Claim" that must be submitted to the Township within 45 days of the date the damage was discovered.

Once the property owner has submitted its Inventory of Damages and Notice of Claim forms, and the DPW staff has completed its investigation and full report, the Utilities Director shall forward all documentation to the Municipal Utilities Committee for their review and recommendation to the Hamburg Township Board of Trustees.

If the Township Board of Trustees determines that the Township is responsible for damages, the owner may be reimbursed in an amount determined appropriate by the Board. The Township Board shall have final jurisdiction over such claims and their decision shall be binding.

7.0 PROPERTY AND SEWER EQUIPMENT MANAGEMENT

7.1 Surplus Grinder Pump Sales

The Hamburg Township Board has authorized the Utilities Director to negotiate the sale of up to 60 grinder pumps at a single unit price of \$7,500.00 each or multi-unit prices to be determined by the Township Board, each with the proceeds to go to the Enterprise Fund. The following procedures have been established for the sale of surplus grinder pump stations:

- The Utilities Director and/or interested parties shall make contact to negotiate the sale of Simplex grinder pump station units. The total number of grinder pump stations sold by the Township shall not exceed sixty (60) units.
- The Utilities Director shall notify the Utilities Coordinator of a pending sale, including purchaser's name, mailing address, telephone number and number of grinder pump units to be purchased through Hamburg Township.
- The Utilities Coordinator shall complete a *Grinder Pump Station Sales* form to be reviewed and approved by the Utilities Director. The Coordinator shall also prepare the *Grinder Pump Release Authorization* form to be issued to the Purchaser upon receipt of payment in full for the grinder pump station(s) and any other miscellaneous sewer related equipment purchased.
- Two copies of the *Grinder Pump Station Sales* form shall be made and taken to the Treasurer's office. Both copies should be stamped with the register receipt, one copy for the Treasurer and one copy for the Utilities Department. A copy of the check shall also be attached to the Utilities Department form.
- A copy of the Grinder Pump Station Sales form and proof of payment shall then be forwarded to the Accounting Department so that the proceeds from the grinder pump sale may be correctly tracked and coded to the Enterprise Fund.
- Upon receipt of payment in full the Utilities Coordinator shall issue the *Grinder Pump Release Authorization* form to the Purchaser. The Purchaser shall then take the Release Authorization form to the WWTP Maintenance Garage to pick-up the grinder pump station(s) between the hours of 8:00 a.m. to 3:00 p.m. Monday through Friday. Pick-ups shall be arranged in advanced through the Utilities Department.
- The Utilities Coordinator shall keep track of the total number of grinder pump units sold and will forward a monthly report to the Utilities Director and Accountant to ensure that the number of units relieved from inventory is up to date and accurate.

In the event that the Township does not have a surplus of grinder pump stations available in inventory sales to outside parties will cease until such time as determined by the Municipal Utilities Committee and the Utilities Director.

7.2 Management of Sewer Rehabilitation Projects

The following actions shall affect all properties located within a Special Assessment District or other area connected to the Hamburg Township Sanitary Sewer System (HTSSS) undergoing rehabilitation of said sewer system. Any property owner(s) requesting to alter their existing grinder pump location or connection to the Hamburg Township Sewer System during the course of a rehabilitation project shall comply with the provisions of the policies and procedures below:

1. The DPW staff shall compile a list of those grinder pump stations to be replaced as part of the sewer rehabilitation project. A schedule shall be made indicating the priority for the replacement of each grinder pump station.
2. The DPW Field Superintendent will meet with the property owner on site to determine the location of the existing grinder pump station and prepare a site plan for the Township Contractor to be used during the construction phase of the project. The DPW Superintendent shall also note any unusual circumstances or issues regarding the on-site conditions for the grinder can replacement.
3. In the event that the property owner wishes to have the grinder pump station moved during the rehabilitation project the DPW Field Superintendent must verify and approve the new location. Any relocation initiated by the owner shall be at their expense. The Utilities Department will supply the estimated costs to the property owner which shall be paid in full prior to completion of the new grinder pump installation.
4. If the grinder pump relocation is initiated by the Township due to logistical or construction issues the relocation shall be completed at the Township's expense.
5. If an adequate 4" PVC building sewer connection is available the Township Contractor shall re-attach the existing pipe into the new grinder pump station. Any upgrades, including installation of a new building sewer pipe, shall be at the homeowner's expense with the exception of the grinder pump Control Panel.

In the event the 4" PVC building sewer pipe must be replaced the property owner may hire an approved contractor to complete the hook-up or may do the work themselves. Whoever completes the sewer hook-up shall be required to pull a permit with the Township and Livingston County as well as schedule the inspection and re-activation of their grinder pump station to be completed by the Hamburg Township DPW technicians.

7.3 Demolition of Existing Structures Connected to Hamburg Sanitary Sewer System

The Property Owner or Contractor must contact Hamburg Township Utilities Department to schedule an appointment for an inspection of the grinder pump abandonment. All appointments must be made at least **24 – 48 hours** in advance of the date of the desired appointment.

The Property Owner or Contractor must dig a trench along 4" gravity plumbing connection to grinder pump, cut the 4" PVC line near inlet of grinder pump station and properly cap off the line going into pump station. The Property Owner or their Contractor is advised to save the electrical wires going to grinder pump station for use during re-connection or purchase replacement wire later.

- The Grinder Pump station abandonment should be done prior to electrical shut-off. Power is needed to pump out contents of the grinder pump station. If there is no power to the site, please let the Utilities Coordinator know when scheduling inspection. The Property Owner or Contractor should not back-fill the trench/hole until the Hamburg Township DPW has completed their inspection and approval of the sewer line disconnection.

Once the grinder pump abandonment is inspected and approved, the DPW Technicians will remove the pump from the grinder can and unlock the Control Panel located on the side of the existing structure. The Owner or Contractor must remove and retain the original Control Panel for use during re-connection to sewer system.

- Once the Utilities Department has received the approved sewer disconnection notice from the DPW staff, the Utilities Coordinator will forward the notification to the Accounting Department to request that the quarterly operation and maintenance (O & M) charges be suspended until further notice.
- Property Owner may contact the Utilities Coordinator at (810) 231-1000 Ext. 210 to confirm de-activation of the sewer O & M monthly billings. The quarterly sewer O & M billing does not stop until the DPW inspection has been completed.

7.4 De-Activation of Gravity Sewer Connections

Certain situations may occur that would facilitate the de-activation of a gravity sewer connection. Examples of these types of situations may include but are not limited to the demolition of an existing structure, renovations and/or additions to a structure that do not allow occupancy or use of the building during the construction work, damage due to fire or other natural disasters, etc.

- The property owner or Contractor must contact the Hamburg Township Utilities Department to schedule an appointment for inspection of the disconnected building sewer line to de-activate the quarterly sewer O & M monthly billings. All appointments must be made at least **24 – 48 hours** in advance of the date of the appointment.
- The property owner or Contractor must dig a trench along the 4" gravity plumbing connection, cut the 4" PVC line near the building foundation or at the street going into the gravity main and properly cap off the gravity main side line with a PVC glued fitting.
- Once the disconnection of the building sewer line is inspected and approved, the DPW staff will submit the Sewer Service De-Activation form to the Utilities Coordinator. The Utilities Coordinator will forward the notification to the Accounting Department to request that the quarterly operation and maintenance (O & M) charges be suspended. **The quarterly sewer O & M billing does not stop until the DPW inspection has been completed.**

7.5 Sanitary Sewer Service Re-Connections and Re-Activation

The Property Owner or their Contractor will be responsible to contact the Township in advance at such time they wish to reconnect their property to the Hamburg Township Sanitary Sewer System (HTSSS).

- Prior to re-connection of the building (gravity) sewer connection between the home and grinder pump station or into a gravity sewer line, the Property Owner and/or their Contractor shall call the Utilities Coordinator at (810) 231-1000 ext. 210 or (810) 222-1193 to schedule an inspection of the new sewer connection. Upon approval, the DPW staff will submit a Re-Activation form to the Utilities Coordinator to resume the quarterly sewer O & M billing charges.
- The quarterly sewer O & M charges will resume on the date of the DPW inspection and approval of the building sewer re-connection into grinder pump station or reconnection to the gravity sewer line.
- Exceptions to the commencement/recommencement of the quarterly O & M charges for sewer connections may be made for unusual circumstances. Any request to delay the re-activation of the quarterly operation and maintenance (O & M) charges shall be made on a case-by-case review by the Municipal Utilities Committee. If an exception is not granted, the O & M fees will start on the date the building sewer line is reconnected to the grinder pump station or gravity sewer main.
- Failure of the Property Owner or their Contractor to schedule an inspection with the Utilities Department to re-activate the sewer utility billing will result in the quarterly sewer O & M charges beginning on the date of the final Zoning compliance inspection and approval, or the issuance of the Certificate of Occupancy (C of O) from the Livingston County Building Department, whichever date is earlier.

Reactivation of the quarterly O & M billing charges will be set at the current rate as adopted by the Township Board at the time that the property is re-connected to the sanitary sewer system.

These policies and procedures are subject to revision and amendments as determined by the Municipal Utilities Committee and the Hamburg Township Board of Trustees.

ATTACHMENT A

Roberts Rules of Order

ROBERTS RULES OF ORDER

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

ATTACHMENT B

Code of General Ordinances Appendix 1

- Table of Unit Factors

CODE OF GENERAL ORDINANCES CHAPTER 14 – ENVIRONMENT
ARTICLE III. – WASTEWATER TREATMENT AND ADMINISTRATION
APPENDIX 1
TABLE OF UNIT FACTORS

Usage	Residential Equivalent Unit Factor
Auto Dealer – Sales and/or Service	1.00/premise + 0.40/1000 ft ²
Auto Repair/Collision Body Shop	1.00/premise + 0.40/1000 ft ²
Bakery	1.25/1000 ft ²
Bank	0.25 per employee station
Bar	2.00/1000 ft ²
Barber Shop	1.00/shop + 0.10/chair
Beauty Shop	1.00/shop + 0.10/booth
Bed and Breakfast	1.00/premise + 0.20/guest
Boarding House, Boarding School, Dormitory, Fraternity or Sorority House, etc.	1.00/premise + 0.20/bedroom
Bowling Alley and/or Restaurant	0.16/alley (bar and/or restaurant To be computed at its respective residential equivalent)
Car Wash – Do It Yourself	1.00 per stall
Car Wash – Automatic Non-Recycled	10.00/single production line
Car Wash – Automatic.... Recycled	5.00/single production line
Churches	0.20/1000 ft ²
Cleaners (pick-up only)	1.00/shop
Cleaners (pressing facilities)	1.25/press
Convalescent Home	0.22/bed
Country Club/Health Center	1.50/1000 ft ²
Day Care Center	1.00/premises + 0.25/1000 ft ²
Drug Store, Dime Store (with fountain service)	1.0 + 0.1 per seat
Factory (exclusive of industrial waste)	0.50/1000 ft ²
Fire Station (volunteer)	1.00/location
Fire Station (full time)	0.20/fire fighter 24hrs.
Florist	1.10/1000 ft ²
Fraternal Organization (with bar and/or restaurant)	1.00/hall (bar and/or restaurant to be computed at its respective residential equivalent)
Funeral Home	1.50/1000 ft ²
Garden Center (nursery)	1.10/1000 ft ²
Government Offices	0.40/1000 ft ²

Usage	Residential Equivalent Unit Factor
Grocery Stores and Markets	1.10/1000 ft.
Hospital	1.10/bed
Hotel, Motel, Rooming House (with bar and/or restaurant)	0.4 bedroom (bar and/or restaurant to be computed at its Respective residential equivalent)
Laundry (self-serve)	0.34/washer
Library	0.53/1000 ft ²
Marina	0.10/slip (over 25 feet in length) 0.06/slip (under 25 feet in length)
Office Building (general)	0.40/1000 ft ²
Office Building (medical, dental, clinic, etc.)	1.0 + 0.5 per exam room
Pet Shop	1.10/1000 ft ²
Post Office	1.00/1000 ft ²
Printing Shop	0.50/1000 ft ²
Public Institute	0.75/1000 ft ²
Residential	
Condominiums	1.00/per unit
Mobile Home, Trailer Park	1.00/unit
Multiple Family Residence (three or more Units in one structure)	0.75/unit
Single Family Residence	1.00/unit
Two-Family Residence (Duplex)	1.00/unit
Restaurants (fast food)	7.00/location
Restaurant (meals and bar)	2.50/1000 ft ² (excluding restrooms, public areas not in regular use and unfinished areas)
Restaurant (meals only)	1.50/1000 ft ² (excluding restrooms, public areas not in regular use and unfinished areas)
Retail Store	1.00/premise + 0.10/1000 ft ²
School	1.00/classroom
Service Station + Repair Area	0.25/pump + 0.40/1000 ft ²
Snack Bar, Drive-in	1.50/1000 ft ²
Supermarket, Grocery Store	1.10/1000 ft ²
Swimming Pool	3.00/1000 ft ²
Theater – Drive-in	0.04 per car space (plus snack bar, which is measured separately)

Usage	Residential Equivalent Unit Factor
Theater – Indoor	0.04 per seat (plus snack bar, which is measured separately)
Travel Trailer Parks and Campgrounds	0.20/site (plus waste disposal station C is calculated separately)
Utility Sub-Station	0.10/1000 ft ²
Warehouse or Storage Building	0.10/1000 ft ²
Waste Disposal Station (for Travel trailers)	2.00/station
Veterinary Facilities and Kennels	1.00 + 0.10 per kennel

Notwithstanding the foregoing, each connecting customer shall be considered to be at least one (**1.00**) residential equivalent unit.

ATTACHMENT C

Sewage Backup and/or Overflow Event Forms

DPW SEWER BACKUP REPORT FORM

CUSTOMER NAME _____

CUSTOMER ADDRESS _____

DATE AND TIME TOWNSHIP WAS CONTACTED _____

EMPLOYEE NAME(S) _____

WHAT ACTIONS DID THE TOWNSHIP TAKE WHEN CONTACTED? WHOSE PROBLEM WAS IT? HOW DID THE DPW RESPOND TO THE PROBLEM? WHAT WAS TOLD TO THE CUSTOMER ON WHAT WAS DONE OR NEEDED TO BE DONE?

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general note-taking. There are no margins, text, or other markings on the page.

ANY MAINTENANCE DONE TO THE LINE? _____

IF YES, WHEN?

PLEASE REMEMBER: (FOR LIABILITY REASONS)

DO NOT ARRANGE FOR SERVICES FROM REPAIR AND/OR CLEANUP COMPANIES

TELL THE CUSTOMER TO LOOK IN THE YELLOW PAGES FOR CLEANUP

IF A TOWNSHIP EMPLOYEE ARRANGES FOR CLEANUP – WE ARE RESPONSIBLE

IF THE TOWNSHIP BOARD OF TRUSTEES DETERMINES THAT THE TOWNSHIP IS RESPONSIBLE – THE PROPERTY OWNER WILL BE REIMBURSED IN AN AMOUNT DETERMINED BY THE BOARD



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

Date: _____, 20____

Dear Hamburg Township Property Owner:

Hamburg Township regrets that you have experience a sewer back-up or overflow event. Enclosed please find the “Notice of Claim” and “Inventory of Damages from a Sewer Backup or Overflow Event” forms and instructions for your use regarding the property damage you suffered as a result of a sewage disposal system event.

Public Act 170 of 1964, as amended by Public Act 222 of 2001, requires that if you are seeking compensation for property damage, you must show that the sewage disposal system had a defect; than an appropriate government agency knew, or reasonably should have known, about the defect; that the defect was not remedied by the government agency in a reasonable time; that the property damage resulted because of the defect; and that you own and have related the true value of the damaged personal property.

You are also required to comply with the notice requirements of the Act if you are seeking to make a claim against Hamburg Township. Verbal notification of a sewage backup or overflow event resulting in damage to personal property should be made to the Township within thirty (30) days of discovery. Any claim you make must be made in writing within forty-five (45) days after the date the damage was discovered. The written notice must contain your name, address, telephone number, the address of the affected property, the date of discovery of any property damages, and a brief description of the claim.

Please use the forms enclosed to report your claim. You may contact the Utilities Department immediately at (810) 231-1000 Ext. 214 or Ext. 210 should you have any further questions.

HAMBURG TOWNSHIP

Notice of Claim

In order to make a claim for damages arising from a sewage disposal or overflow event please completely fill out the form and return it to the Hamburg Township Utilities Department.

All claimants **must** provide the following information:

Name: _____

Date: _____

Address: _____

Telephone: _____

Address of Affected Property (if different from above):

Please briefly Describe the Claim (use added sheets if necessary):

Date of Discovery of Property Damages: _____

An individual that has suffered property damage as a result of a Sewage Disposal Event must provide verbal notice of the event within 30 days and written notice of the event within 45 days after the date the damage was, or in exercise of reasonable diligence should have been discovered. Failure to provide proper notice will bar your claim. 1964 PA 170/Act No. 222, Public Acts of 2001

Please Return To:

Tony Randazzo, Director of Utility Services
Hamburg Township Utilities Department
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139

FOR OFFICE USE ONLY

Date received: _____

Forwarded to: _____

Date: _____

Forwarded to: _____

Date: _____

Forwarded to: _____

Date: _____

**HAMBURG TOWNSHIP
INVENTORY OF DAMAGES
FROM A SEWER BACKUP OR OVERFLOW EVENT**

The following information shall be obtained from each claimant. The more information that is obtained and the more detailed that information, the easier it will be to evaluate the claim and make a recommendation to the Township Board of Trustees.

Today's Date: _____ Date of Event: _____

PERSONAL INFORMATION:

Your full name: _____

Your telephone number: _____

Address of property allegedly damaged: _____

Do you own the home? _____ Yes _____ No

Do you rent the home? _____ Yes _____ No

INSURANCE COVERAGE:

Do you have homeowner's or renter's insurance through any insurance company that may cover the loss? _____ Yes _____ No

Name and address of insurance company: _____

Policy Number of insurance company: _____

Amount of deductible: _____

Has any claim been made? _____ Yes _____ No If so, what is the claim number? _____

DAMAGE TO REAL PROPERTY, IF ANY:

Do you contend that any real property (real estate, house or other structure) was damaged in any way as a result of the backup or overflow event? _____ Yes _____ No

If yes, detail the damage on separate paper including:

- A. The real property damage
- B. The specific nature and type of damage
- C. The dollar amount of such damage
- D. Any records, reports or documents of such damage
- E. Did you attempt to have the house or structure repaired or cleaned?
If yes, obtain any repair and/or cleaning estimates, invoices or receipts
- F. The name and address of any contractor, repairman or individual performing the repairs and/or cleaning
- G. The total cost of all such repairs and/or cleaning to the house and structures

PROPERTY DAMAGE:

Describe each and every item of personal property you claim to have been damaged as a result of the backup or overflow event.

For each item claimed to have been damaged, determine the following (use additional sheets if necessary):

A. Description:

B. Date of Purchase: _____

C. Store of Purchase: _____

D. Quantity Purchased: _____

E. Brand Name: _____

F. Serial Number: _____

G. Purchase Price: _____

H. Submit copy of receipt(s) proving purchase of the item.

I. Did you retain the property or dispose of it? If disposed of, how and where?

J. If disposed of, did you make any record of the property prior to the disposal (i.e., written description, photographs or videos)? If yes, submit copies of all such records, photographs or videotapes.

K. If the property was retained, submit photographs or videotape of the item alleged to have been damaged.

L. If the item was retained, did you attempt to have the item repaired or cleaned?
_____ Yes _____ No

M. Submit copies of any repair or cleaning estimates, statements, invoices or receipts for the item.

GUIDELINES FOR PROPERTY OWNERS WHO HAVE EXPERIENCED FLOODING OR SEWER BACKUPS

1. There are contractors that provide cleanup services. You can find them listed in the Yellow Pages under Janitor Service and Sewer Cleaners.
2. If the home has not been vacated during the flood period, wash down walls and floors as soon as the floodwaters recede.
3. Flooding caused by sewage backups may be covered by your homeowner's coverage. You should notify your insurance company of the loss and keep a detailed list of all damaged items in the event that a claim can be made or loss is allowed as a tax deduction.
4. If the home has been vacated, do not move the family back until there is:
 - a. Electricity
 - b. An adequate water supply
 - c. Toilet facilities available
 - d. Heating system in working order
 - e. Clean, dry bedding available

DO NOT BRING CHILDREN INTO THE FLOOD AREA DURING CLEANUP

5. In order to rehabilitate a home, adults (no children) may return, but should TAKE A SUPPLY OF SAFE DRINKING WATER WITH THEM in clean bottles or jugs. If possible, obtain water from a municipal source. In the event that municipal water cannot be obtained and water must be obtained from a private well outside the flood area, be sure to disinfect it with one of the common liquid laundry bleaches by adding three or four drops to each one gallon of water and mix and let stand for thirty minutes. This treatment will make the water safe; however, a chlorine taste should be noticed.

Water from wells and cisterns located in the flooded area is UNSAFE AND SHOULD NOT BE USED FOR DRINKING or cooking, brushing teeth, dishwashing or clothes washing UNLESS BOILED FOR TEN MINUTES OR TREATED WITH CHLORINE.

6. Be cautious if entering a flooded basement relative to electric outlets and gas lines. Have the utility service department shut off the electricity and gas line if possible. Do not handle any connected electrical cords or appliances if the current is still on. Get assistance before attempting to disconnect cords or open the fuse box in a flooded basement. Do not light a match in an enclosed area where gas could be present. Check all affected pilot lights or burners on gas fired or oil fired appliances before placing them back in service. If electricity is connected to an appliance which has had the motor controls submerged, do not attempt to start it until you have consulted your appliance service company or dealer.
7. While a basement is still flooded, avoid flushing toilets or using other plumbing fixtures where discharge would increase the hazard or make the basement more difficult to clean.

8. After the floodwaters recede, drain surface pools by ditching or pumping. Drain all flooded basements by natural drainage or pumping. Wash and rinse down walls and floors, if possible, during the drainage or pumping process.

As a final cleanup of walls, floors, cupboards, dishes, etc. use plenty of soap or dishwashing compound. Use warm or hot water if possible. Areas may be disinfected by use of a solution of eight (8) tablespoons or ½ cup bleach per gallon of water.

During the cleanup period of basements or other enclosed areas, provide as much ventilation as possible by opening windows and using fans if electricity is available.

9. Discard all bottled goods sealed with crimped caps that were in the flood. Destroy contents to make certain that no one else will use such bottled goods.

Discard all vegetables and fruit that were in contact with the floodwaters. Canned fruits and vegetables should be thoroughly washed. Wash the outside of the can with soap and hot water, using a brush around the cover and rubber rings. The cans and jars should then be immersed in chlorinated water for at least fifteen minutes using the same strength solution as recommended in #5 of the previous page.

Food stored in a refrigerator where the electricity has been turned off for more than 72 hours should be examined carefully. If the food has not reached a temperature of 40 degrees Fahrenheit or above, it could be refrozen and used without endangering health. However, the flavor and texture might be damaged. Food with a temperature of above 40 degrees Fahrenheit should be discarded. Food in a freezer where the door or lid has been submerged in floodwater should be discarded if there is evidence that water has entered the freezer compartment.

Any discarded food should be placed in covered vermin-proof receptacles until final pick-up or disposal.

10. Clothing, carpets, upholstered furniture, toys, bedding, and similar items should be discarded unless they are cleaned and disinfected. Movable objects should be put outdoors to dry and exposed to sunlight. Some salvage agencies or companies are equipped to process contaminated material without hazard to employees or eventual customers. Discarded clothing should not be left accessible to unauthorized scavengers pending pickup. Stores with flood-damaged merchandise are required to obtain clearance from either the local health department or the State Department of Agriculture before offering any such goods for sale.
11. After cleaning the basement, individuals should make sure that all clothing and parts of the body that came in contact with the sewage are thoroughly washed. Prevent tracking sewage into the living quarters of the house.



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Policies and Procedures for Sewage Backup and/or Overflow Events

As defined and limited under PA 170 of 1964, as amended by PA 222 of 2001:

1. In order for a property owner to claim compensation for damages resulting from a sewage backup or overflow event, PA 170 of 1964, as amended by PA 222 of 2001, requires the claimant to show that all of the following existed at the time of the sewage backup event:
 - a.) The governmental agency was an appropriate governmental agency
 - b.) The sewage disposal system had a defect.
 - c.) The governmental agency knew, or in the exercise of reasonable diligence should have known, about the defect.
 - d.) The governmental agency, having the legal authority to do so, failed to take reasonable steps in a reasonable amount of time to repair, correct, or remedy the defect.
 - e.) The defect was a substantial proximate cause of the event and the property damage or physical injury.
2. Upon receipt of the initial report of a grinder pump emergency or failure, DPW personnel shall respond to the call, inspect the site and fill out a "Sewer Backup Form" and submit it to the Utilities Director within 48-hours of responding to sewer emergency call. The inspection and report of the damage shall be conducted by the DPW staff to determine the cause of the sewage backup and/or equipment failure.
3. The property owner may verbally report any sewage backup damages to the Utilities Director within 3 days of the event. All backup damage claims must be submitted to the Township in writing within 45 days after the date the damage was discovered. Failure to provide proper notice will bar property owner claims under 1964 PA 170/Act No. 222, Public Acts of 2001.
4. Upon receipt of the DPW report, the Utilities Director shall provide the property owner with the *Sewer Backup Information Cover Letter* along with the two-page form titled "Inventory of Damages" and the form titled "Notice of Claim" that must be submitted to the Township within 45 days of the date the damage was discovered.
5. Once the property owner has submitted its Inventory of Damages and Notice of Claim forms, and the DPW staff has completed its investigation and full report, the Utilities Director shall forward all documentation to the Municipal Utilities Committee for their review and recommendation to the Hamburg Township Board of Trustees.
6. If the Township Board of Trustees determines that the Township is responsible for damages, the owner may be reimbursed in an amount determined appropriate by the Board. The Township Board shall have final jurisdiction over such claims and their decision shall be binding.

ATTACHMENT D

Sodium Testing Work Plan

Code of General Ordinances Chapter 32 – Utilities Article IV. – Water Softening Appliances

Sodium Testing Policies and Procedures Manual



***Adopted 11-04-2010
Amended 08-12-2025***

**Sodium Testing
Policies and Procedures Manual**

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Sampling Methodology

Sample testing methods are described in the reference “**Standard Methods for the Examination of Water and Wastewater**” 20th Edition, 1998, American Public Health Association, American Waterworks Association, Water Environmental Federation. These methods are indicated as **AWWA Method**.

Method used to test Sodium Levels:

E3217 - The Determination of Cations in Water, Sewage, Health Samples, Industrial Waste, Leachates and Landfills by Atomic Absorption Spectrophotometry (AAS).

Method Principle: An automated atomic absorption method is used to measure the concentration of calcium, magnesium, sodium and potassium ions. A microcomputer controls the flow injection Atomic Absorption Spectrophotometry (AAS) system. Prior to sample aspiration as a fine mist into the air-acetylene flame of the AAS, the sample is automatically mixed with either lanthanum chloride, a releasing agent for calcium and magnesium analysis, or caesium chloride, an ionization suppressant, for the analysis of sodium and potassium. Light is emitted from a hollow cathode lamp and is directed through a flame into a monochromator and onto a detector that is set at a characteristic wavelength for each of the elements (Ca 422.7 nm, Mg 285.2 nm, Na 589.0 nm, K 766.5 nm). The atoms of interest are heated in the flame, and absorb the light at the wavelength specific to the element. The detector measures the decreased intensity of the resulting beam at each wavelength. The amount of light absorbed is directly proportional to the concentration of the element in the sample. By comparing the sample with known standards, the sample concentration can be calculated.

ES-EPA Method:

Method 200.7 Rev 4.4, Metals and Trace Elements by ICP/Atomic Emission Spectrometry

AWWA Methods:

Method 3111 B - Metals by Flame Atomic Absorption Spectrometry - Direct Air-Acetylene Flame Method

Method 3500 B – Sodium by Flame Emission Photometric Method

Method 3120 B - Metals by Plasma Emission Spectroscopy - Inductively Coupled Plasma (ICP) Method

ASTM Methods:

ASTM – D4191-93, Standard Test Method for Sodium in Water by Atomic Absorption Spectrophotometry

(Standard Methods, 20th Ed.)

Vol. 11.01, 2000

Sampling Quality Control Protocols and Procedures

The Township shall collect water samples from all grinder pump stations discharging into the Hamburg Township Sanitary Sewer System (HTSSS) to test sodium levels in the sewer system. Property owners exceeding the State mandated level for sodium will be notified in writing by the Township.

Samples shall be collected by the Hamburg Township Department of Public Works (DPW) utilizing the protocols and procedures as outlined below.

Sample Collection from Individual Grinder Station Procedure for Third Party Testing

1. Always fill out the nitric acid (red cap) label **BEFORE** a sample is collected. The label should include the address, time, date, and initials of the person sampling.
2. Put on latex gloves, and safety glasses.
3. Open the grinder can lid and locate the breather hole that has a PVC tube connected to the sewage chamber.
4. Rinse off the sampling tube, and rinse the inside of the sampling tube with de-ionized water. This will remove any residual contaminants from the sampling tube.
5. Place the sampling tube inside the breather PVC tube in the grinder station and submerge the tip of the sampling tube in the waste water. Extract a sample from the waste water and expel it back into the lower grinder chamber. Repeat this step three times.
6. Extract a sample of waste water and slowly fill the NITRIC ACID bottle below the cap level with the sample waste water. After the sample is collected, tighten the cap back onto the sample bottle, and place the sample bottle inside a cool container.
7. Purge out any remaining waste water back inside the breather PVC, and repeat step 4.
8. Secure the grinder station lid.

Chain of Custody for Collecting Samples

Samples are collected by a Department of Public Works (DPW) field technician. The technician shall maintain a chain of custody for the samples using the following protocols as noted below.

- The Technician shall verify the address of the property being tested through a visual observation of the address numbers on the structure or mail receptacle. If the address is not visible, the Technician shall determine the address based upon the GIS map provided by the DPW Field Superintendent.
- The DPW technician shall located the grinder pump station and shall remove the lid to collect the sample as noted in the procedures as indicated on Page 2.
- A sealed new sample bottle, provided by the Lab, shall be used for each sample collection and shall contain the following information:

With a permanent black marker technician shall write on each bottle's label:

Date:	Date of sample taken
Time:	Time of collected sample
Collected by:	Initials of person collecting the sample
Sample ID:	Write HTWWTP- (address of source)
Sample Type:	Grab

- If the sample bottle does not have a label adhered to it, the technician shall copy the above format and write the essential information on the bottle with a permanent marker.
- The DPW technician shall maintain a log of the date, time and address for each sample taken and shall maintain this log as new samples are collected.
- Samples shall be refrigerated after collection. Samples shall be stored in a designated refrigerator located at the Township's WWTP facility.
- The Lab shall pick up samples at the WWTP every *Monday, Wednesday, and Friday* in the morning and shall provide the Township with a written Chain of Custody report for each sample collection.
- The Lab shall submit this Chain of Custody report along with sample analysis reports to the Township via .pdf file.

Sample Results and Property Owner Notification

Sodium testing results shall be provided to the Township from the testing facility via an e-mail communication containing a .pdf file of the documents pertaining to the sodium analysis and results for each individual property sampled.

Sodium Testing Sample Results & Documentation

1. A tracking list shall be maintained containing the parcel identification number, the property address, sodium level results and date of mailing of the notification letter. This list shall be updated and maintained as new test results are received.
2. Upon completion of the first initial base line (benchmark) sodium level sampling of the sewer users the Township shall complete a secondary sampling to determine if the property is in compliance with the requirements of the Ordinance.
3. If the secondary sodium level still exceeds the State mandated level the Township shall further investigate the reason for non-compliance. The two (2) likely causes for high sodium levels are as follows:
 - a. Property owners has not or has just very recently converted to the use of potassium chloride in their brine discharging water softener.
 - b. The property has a naturally occurring high level of sodium in their potable water supply well.
4. If a high sodium level in a well is suspected the DPW will test the non-treated raw water from the well to determine the sodium level and shall document the results to the State.
5. No fines or violations will be issued against a property owner when it is determined and verified that the high sodium level is a result of the well water itself.

Procedure for Notification of Property Owners

- A. Upon receipt of the lab results the information shall be forwarded to the Utilities Director as well as the Utilities Coordinator.
- B. The Utilities Coordinator shall review the results for each property to determine if the sodium level for the property has exceeded the State mandated level of 150 mg/l. This threshold is usually indicative of sodium chloride use in the water softener.
- C. A letter containing information regarding the sodium level test results shall be mailed to the property owner of record as shown on the last local tax assessment records of the Township of Hamburg. Additional information, including a copy of the lab analysis, may also be provided to the property owner upon request.

Well Testing Policies and Procedures

Drinking Water Sampling Procedure

Bottle Set Up: There are two sample bottles provided. One is plain white and is the unpreserved sample. The other bottle has a red cap or has a red line on the cap. It should also have a red label adhered to it. This bottle is the Nitric Acid sample, as it contains an acid that breaks the sodium bond with solid material for a “Total Sodium” within the liquid.

Before sampling- With a permanent black marker write on each bottle’s label:

Date:	Date of sample taken
Time:	Time of collected sample
Collected by:	Initials of person collecting the sample
Sample ID:	Write HTWWTP- (address of source)
Sample Type:	Grab

- **NOTE:** Some bottles may not have a label adhered to them, in this instance copy the above format and write the essential information on the bottle with a permanent marker.
- **ALLOW WATER TO FLOW FROM TAP TEN MINUTES BEFORE COLLECTING A SAMPLE.** This will purge any stagnant water from the line, and give a more accurate account of what is actually coming out of the source.
- **DO NOT OVERFLOW THE NITRIC ACID SAMPLE-** This will spoil the sample as the nitric acid will be lost. Fill the nitric acid sample just under the riser where the cap is screwed into place.
- **REFRIGERATE SAMPLES AFTER COLLECTION.**

Merit Lab picks up samples at the WWTP every *Monday, Wednesday, and Friday* in the morning.

Notices of Violation

Initially the Township DPW technicians will sample all users in the Hamburg Township sanitary sewer system and provide those who exceed the 150 mg/l sodium limit with a letter notifying them of their sodium level.

- The Township shall then complete a secondary testing of those homes and/or businesses initially found with a sodium level exceeding 150 mg/l to determine if the property has come into compliance with the Ordinance. Those found to be out of compliance, with the exception of those with a verified high sodium well, shall be issued a Notice of Violation.
- A Notice of Violation shall allow a period of thirty (**30**) days to correct the violation and/or to remove and dispose of the non-compliant self-regenerating water softener. Any person violating this Ordinance after issuance of a Notice of Violation and the subsequent thirty (30) day period shall pay a Class E Municipal infraction fine to the Township in the amount of seventy five (\$75.00) dollars per REU per quarterly operation and maintenance (O & M) billing cycle, and each subsequent O & M billing period until two (2) sampling tests, conducted fifteen (15) days apart, show that sodium is no longer being used as a regenerate in the water softening appliance. Fines for property owners found in violation exceeding two (2) quarterly O & M billing cycles shall be elevated to a Class C Municipal Civil infraction, which is equal to two hundred and fifty (\$250.00) dollars per REU for each quarterly billing period thereafter until such time as the violation has ceased.
- Property owner(s) shall not be issued a fine until such time as the Township Supervisor and/or Utilities Director has made a personal site visit with the owner in an attempt to resolve the matter.

Reporting Procedures to the State Regarding High Sodium Wells

What are the steps to re-test if a high sodium level in a well is suspected, how will this be documented to the State?

- See Page 4 for well re-testing procedures.

- The Township DPW staff shall document and keep records of all sodium levels tested and recorded for those wells that have a naturally high level of sodium.
- At this time, the Township will not report these figures to EGLE. It is noted that the Livingston County Health Department and the EPA both have different figures for acceptable sodium levels.
- Property owners with potable water wells with high levels of sodium shall not be fined under the Ordinance; however, if they have a brine discharging water softener they shall be required to use potassium chloride in compliance with the Ordinance.

ATTACHMENT E

Affidavit of Lien and Noncompliance
with Ordinance

AFFIDAVIT OF LIEN AND NONCOMPLIANCE WITH THE
CODE OF GENERAL ORDINANCES CHAPTER 14 – ENVIRONMENT
ARTICLE III. – WASTEWATER TREATMENT AND ADMINISTRATION

NOW COMES, _____, duly elected Supervisor of Hamburg Township, a Michigan general law township, whose address is 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, being first duly deposed and sworn and states as follows:

1. I am the duly elected and qualified Supervisor for Hamburg Township.
2. I am familiar with the Ordinances, rules and regulations duly enacted by Hamburg Township.
3. As Supervisor, I am responsible to ensure that properties located within a sanitary sewer service area and connected to the Hamburg Township Sanitary Sewer System (HTSSS) are in compliance with the terms and conditions of all Hamburg Township Ordinances.
4. The Ordinance provides that the property owner, its agents, assigns and successors in interest are responsible for all costs and expenses relating to repairs for damages to the HTSSS resulting from the inattention, misuse, negligent or intentional acts of the owner, its agents, assigns and successors in interest, or to otherwise reimburse the Township for any costs or expenses it incurs in making the repairs to the damages to the HTSSS.
5. Furthermore, in the event these repairs are not made by the owner, the Township, in order to protect the security and integrity of the HTSSS, may enter onto the premises and make any and all such repairs and seek reimbursement therefore as well as file a lien against the property for the said cost and expenses.
6. The Township recently made and inspection of the property located at _____ and has made the determination that damages were in fact caused to this system are the responsibility of the owner, its agents, assigns and successors in interest. The property is legally described as:

7. Pursuant to the Ordinances and policies duly enacted by the Township, the Township hereby asserts a lien against the said property in the amount of \$_____ for all of its costs and expenses relating to said repairs, a breakdown of which is set forth in Exhibit A.
8. The purpose of this Lien and Affidavit is to put any present and future owners of the said property on notice of the violations of the provisions of the Township Ordinance and its policies as well as responsibilities for repairs to the HTSSS.

Further, Deponent saith naught.

WITNESSES:

HAMBURG TOWNSHIP

By:
Its: Supervisor

STATE OF MICHIGAN)
) ss
COUNTY OF LIVINGSTON)

On this _____ day of _____, 20____, before me, a Notary Public, in and for said County, State of Michigan, personally appeared _____, Hamburg Township Supervisor, who being duly sworn deposes and says that she has read the foregoing document, by her subscribed and knows the content thereof; that the same is true of her own knowledge, and to those matters therein contained and stated to be upon information and belief, she believes them to be true.

_____, Notary Public
Livingston County, MI
My commission expires:
Acting in _____ County

INSTRUMENT DRAFTED BY:
John W. Drury, Attorney at Law
915 North Michigan Street
Howell, Michigan 48843
(517) 548-7400

ONCE RECORDED PLEASE RETURN TO:
Hamburg Township Offices
Attn: Utilities Coordinator
P.O. Box 157
Hamburg, MI 48139