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

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## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, July 18, 2023 at 7:00 PM  
Hamburg Township Hall Board Room

### MINUTES

#### CALL TO ORDER

Supervisor Hohl called the meeting to order at 7:00 p.m.

#### PLEDGE TO THE FLAG

#### ROLL CALL OF THE BOARD

##### PRESENT

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

#### CALL TO THE PUBLIC

A call was made with no response.

#### CONSENT AGENDA

Motion by Michniewicz, Seconded by Negri, to approve the Consent Agenda as presented.

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

1. Board of Trustees Regular Meeting Minutes - July 6, 2023
2. Board of Trustees Work-Study Session Minutes - July 6, 2023
3. Approved MUC Minutes - June 14, 2023
4. Hamburg Township Public Safety Dept Monthly Report - June 2023
5. DPW Monthly Report - June 2023
6. 2022-2023 FY Sewer REU & Tap Fee Report
7. BILLS LIST 7-18-23

8. Public Information
9. Correspondence

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

Motion by Negri, Seconded by Dolan, to approve the Agenda as presented.

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

#### **UNFINISHED BUSINESS**

#### **CURRENT BUSINESS**

10. Fire Station 12 Parking Lot Repair

Motion by Menzies, Seconded by Hughes, to approve the hiring of Bailey Construction of Gregory, MI to perform concrete repair work, as outlined in their attached quote, at Fire Station 12 for a price of \$14,960.00.

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

11. Fire Station 11 Training Room Floor

Motion by Hughes, Seconded by Michniewicz, to approve the hiring of Diamond Shine Concrete Polishing to perform the training room floor refurbishment work using a polished finish, as outlined in their quote, at Fire Station 11 for a price of \$14,250.00.

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

12. Fire Station 11 Bay Floor Refurbishment

Motion by Negri, Seconded by Michniewicz, to approve the hiring of Concrete Floor Treatment, Inc. to perform the bay floor refurbishment work, as outlined in the memo and their quote they provided, for a cost not to exceed \$48,615.00

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

13. Fire Station 11 Electrical Upgrades

Motion by Michniewicz, Seconded by Menzies, to approve the hiring of Michigan Electrical Services to perform the electrical work, as outlined in their attached quote, at Fire Station 11 for a price not to exceed of \$11,100.00.

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

14. Purchase of Fire Radios

Motion by Menzies, Seconded by Hahn, to approve the purchase of six (6) Kenwood VP6430 portable radios, with accessories, as outlined in the attached quote, from Digicom Global, Inc. of Troy, MI for a cost of \$21,460.68.

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

15. Purchase of Recording System

Motion by Negri, Seconded by Menzies, to approve the purchase of an audio/visual recording system, with accessories, as outlined in the attached quote from Motorola Solutions at a cost not to exceed \$16,145.00.

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

16. Hamburg Township Utility Billing Penalty

Motion by Hohl, Seconded by Dolan, to approve the proposed changes to Policy 4.4(d) Utility Bills reducing the penalty after the first 31 days from 10% to 3%.

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

17. 2022/2023 Audit Engagement Letter

Motion by Dolan, Seconded by Michniewicz, to approve the audit engagement letter with Plante & Moran for the 2022-2023 budget year audit.

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

Motion by Negri, Seconded by Michniewicz, to direct Supervisor Hohl to sign the engagement letter from Plante & Moran, dated May 15, 2023, in the packet to retain their services.

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

18. Sewer Tap/REU Review - Police Department Building Addition

Motion by Negri, Seconded by Hahn, to invoice the Township/Police Department for the additional sewer tap fees for the Police Department expansion in the amount of \$11,250.00 to be deposited into the sewer enterprise fund as per the memo in the packet.

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

19. Policies & Procedures for Gravity Sewer Connections & Deactivations

Motion by Hohl, Seconded by Michniewicz, to approve the Policies & Procedures for Gravity Sewer Connections & Deactivations as provided here today, July 18, 2023, in the Board packet.

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

20. Riverside Drive S.A.D. - Road Maintenance Bid Results

Motion by Hohl, Seconded by Negri, for the Board to award the new two (2) year service contracts to Bob Myers Excavating, Inc. for the road grading and gravel and Big Barney's Dust Control beginning on August 16th, 2023 and ending on August 15th, 2025, as outlined in the memo annual costs \$39,980.00.

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

21. Edgelake-Burton Dr. S.A.D. - Road Maintenance Bid Results

Motion by Hohl, Seconded by Hahn, for the Board to grant a 2-year contract to Alan's Asphalt Maintenance beginning October 1, 2023 and ending on September 30, 2025 for the Edgelake-Burton Drive district at a cost of \$1560.00, and the cost may vary on occurrence and snow and salt requirements.

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

22. Finance Control Book - May 2023

Motion by Negri, Seconded by Hahn, to receive, file and publish the Finance Control Book for the month of May 2023.

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

23. Increase for Treasurer's Assistant

Motion by Negri, Seconded by Michniewicz, to reclassify Susan Deadman's position as Senior Treasurer's Assistant at a Grade 4, Step 8.

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

24. Parks & Rec - Park Use Application - PowerAde Tournament - August 19 & 20, 2023

Motion by Dolan, Seconded by Hughes, to approve the Park Use Application as submitted, and allow the hazard and fee level to be determined by the Director of Public Safety after a required pre-event meeting with the applicant, along with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the Park Coordinator arrange for all portable toilets and garbage dumpster then pass the cost along to the applicant, and that the use will be subject to blackout dates, and that the Safety Director must be met with no later than 21 days before the event.

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

25. Parks and Rec - Park Use Request - PCS Cross Country - Coaches Legions Cross Country Invitational - Sept 29 & 30, 2023

Motion by Dolan, Seconded by Michniewicz, to approve Park Use Application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that fees for Parks & Public Safety be set based on a Medium Hazard level being assigned by the Public Safety Committee at their July 7, 2023 meeting.

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

## **CALL TO THE PUBLIC**

A call was made with no response.

## **BOARD COMMENTS**

Trustee Hahn states that they did a great job on the fireworks on Gallagher Lake, and there has not been any negative feedback. The Board appreciated the wonderful display. Clerk Dolan states that the Board appreciated the Public Safety Officers being out there and working in the heat.

Supervisor Hohl states that they completed the first 2 weed treatments on the lake and there were complaints in the first few days and then those quickly turned to appreciation for a job well done once the herbicides kicked in. The next treatments are on the website, and will take place July 25, 2023. This round will be a combination of herbicide treatment and mechanical harvesting. August 1, 2023 is the target date for the mechanical harvesting of the weeds in the Huron River up by Hamburg Road. People do wonder why money is spent on the river, and the reason is that there is a tremendous savings to public safety because if the river floods and the weeds are not cut there can be a shift in the river and hold the water back to create a dam.

Clerk Dolan talks about the American Recovery Plan and how it shows itself in many forms. The Township has Applied for the Spark Grant which is administered through the Department of Natural Resources which is \$1,000,000 we are asking for there. The Township has ARPA funds. We got some money for the Senior Center from the County ARPA funds. Another opportunity presents itself through the State ARPA funds. The Governor has designated \$60,000,000 for community centers. Hamburg's Senior Center is considered a community center so any improvement to the community center is an improvement to the Senior Center. The grant application deadline is August 31, 2023. It is a \$60,000,000 pot with \$30,000,000 designated for impoverished communities and \$30,000,000 for non-impoverished communities. The minimal request is for \$150,000 and maximum is \$2,500,000. Clerk Dolan participated in a webinar. Julie Eddings suggests we ask for money to add the new wing to the Senior Center as part of this application. Part of the Webinar suggests that they will be doing partial awards so Clerk Dolan also suggests adding on some of the other building improvements such as the windows and other things that they are aware of. Clerk Dolan will be meeting with Supervisor Hohl and Treasurer Negri on this. The intent is to do a presentation to the Township Board the first meeting in August. This does not require any matching funds. As usual, it is suggested that you offer some matching funds.

## ADJOURNMENT

Motion made by Menzies, Seconded by Hahn.

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

Meeting Adjourned at 7:58 p.m.



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Karen L. Vermillion  
Recording Secretary



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Mike Dolan  
Township Clerk