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EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Patrick J. Hohl, Supervisor
Hamburg Township Board of Trustees

Re: **Approved Municipal Utilities Committee Minutes**

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

Date of Meeting: August 14th, 2024

Sewer Committee Members Present: Hohl, Michniewicz

Sewer Committee Members Absent: Hahn

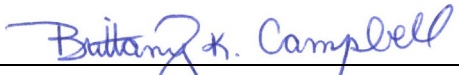
Text of Motion: MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO
APPROVE THE MINUTES OF THE JULY 10th, 2024 MUNICIPAL
UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None

MOTION CARRIED.

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

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



BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: August 14th, 2024

HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, JULY 10th, 2024 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139

1. CALL TO ORDER

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

Roll Call of the Committee:

Present: Hahn, Michniewicz

Absent: Hohl, Randazzo

Also Present: Brittany Campbell and Ryan Ward

2. CALL TO THE PUBLIC

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

3. CORRESPONDENCE

There was no correspondence to be addressed at this meeting.

4. APPROVAL OF THE AGENDA

MOTION BY MICHNIEWICZ, SUPPORTED BY HAHN TO APPROVE THE AGENDA AS PRESENTED.

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

Unfinished Business:

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

Current Business:

- A. DPW Monthly Report – June 2024 Statistics
- B. Valdmanis Direct Sewer Connection Agreement – 4101 Cordley Lake Rd.
- C. T.J. Smith Direct Sewer Connection Agreement – 9057 Riverside Dr.
- D. McKenna Direct Sewer Connection Agreement – 9950 Lime Bay Dr.
- E. Sewer O & M Billing Amendment Request – 8999 Hamburg Rd.
- F. 2023/2024 Fiscal Year Sewer REU/Tap Tracker
- G. Road & Waterway Improvement SAD Pay-Off Totals

5. APPROVAL OF THE MINUTES

MOTION BY HAHN, SUPPORTED BY MICHNIEWICZ TO APPROVE THE MINUTES OF THE JUNE 12th, 2024 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

6. UNFINISHED BUSINESS

A. PFAS/PFOS Discussion.

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

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

B. Manhole Inspection Program.

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

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

C. 200 Series Grinder Pump Replacements.

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

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – June 2024 Statistics. Ward noted that the wastewater treatment plant (WWTP) was in compliance for the entire month of June. Biotech emptied only half of sludge tank #4, which will give the WWTP two to three weeks of room. The vendor plans to return soon to finish the haul once the wheat has been harvested from the field that the sludge will be applied on. Ward explained the one of the part time on-call workers quit so the DPW is once again looking to fill the position. Hahn asked if offering a reasonable guaranteed amount for the on-call worker would help with staff retention. Ward stated the some of the issue is with the daily rate and the other is not offering enough hours to those workers who would like more hours. Hahn suggested adding this topic to the meeting agenda in August.

Ward also noted that the PFAS grant work will start this month now that the contract has been signed with EGLE. The Township received delivery of the grinder pump stations ordered from E-One for a total of 81 simplex and 2 duplex stations in the current inventory. Lastly, Ward reported a service lateral break at 8655 Country Club Drive after a power outage when the check valve broke resulting from a pressure surge once all of the grinder pumps started pumping again into the main sewer line.

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

Ayes: Hahn, Michniewicz Absent: Hohl Nays: None

Motion passed.

B. Valdmanis Direct Sewer Connection Agreement – 4101 Cordley Lake Rd.

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

Ayes: Hahn, Michniewicz Absent: Hohl Nays: None

Motion passed.

C. T.J. Smith Direct Sewer Connection Agreement – 9057 Riverside Dr.

MOTION BY MICHNIEWICZ, SUPPORTED BY HAHN TO APPROVE THE T.J. SMITH AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hahn, Michniewicz Absent: Hohl Nays: None

Motion passed.

D. McKenna Direct Sewer Connection & Agreement – 9950 Lime Bay Dr.

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

Ayes: Hahn, Michniewicz Absent: Hohl Nays: None

Motion passed.

E. Sewer O & M Billing Amendment Request – 8999 Hamburg Rd. Campbell explained that Boomer's Party Store was connected to the Hamburg Township Sanitary Sewer System (HTSSS) on December 7th, 2021. When a property is connected to the sewer system the Utilities Department forwards a sewer O & M billing activation form to the Accounting department with the date to start billing the owner along with the number of REUs to be billed. For whatever reason, the number of REUs was entered as 1.0 REUs instead of the actual 2.30 REUs that the property should have been charged for.

The Utilities Director, Tony Randazzo, discovered this discrepancy on June 12, 2024 and the Accounting department was asked to correct the billing from 1.0 REU to 2.30 REUs starting on the next billing cycle that began on July 1, 2024. In addition, Randazzo feels that the property owner should be back-billed for the correct O & M charges of 2.30 REUs for the past three (3) years. If necessary, the Township can set up a payment plan for the property owner to pay off the additional sewer O & M charges.

MOTION BY HAHN, SUPPORTED BY MICHNIEWICZ TO REQUEST THE ACCOUNTING DEPARTMENT TO INVOICE THE PROPERTY OWNER AT THE CORRECT ASSESSMENT OF **2.30** REUs AS OF JULY 1, 2024 AND TO BACK-BILL THE OWNER FOR THE ADDITIONAL SEWER O & M FEES OWED FOR THE PAST 3-YEARS. A PAYMENT PLAN TO ALLOW THE OWNER TO PAY THE ADDITIONAL FEES SHOULD BE MADE AVAILABLE IF REQUESTED.

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

F. 2023/2024 Fiscal Year Sewer REU/Tap Tracker. Campbell provided the Committee with the sewer REU and tap fee tracking sheet showing that the Township added a total of eighteen (18) new REUs to the sanitary sewer system and collected \$108,000.00 in tap fees for the 2023/2024 fiscal year.

MOTION BY MICHNIEWICZ, SUPPORTED BY HAHN TO NOTE THE UTILITIES COORDINATOR'S REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

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

G. Road & Waterway Improvement SAD Pay-Off Totals. Campbell reported that as of Friday, June 28th, 2024 she received 132 pay-offs out of the 509 parcels located in the eleven individual districts representing approximately 26% of total SAD properties. The combined pay-offs total \$807,892.83 collected by the Township.

MOTION BY MICHNIEWICZ, SUPPORTED BY HAHN TO NOTE THE UTILITIES COORDINATOR'S REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE TOWNSHIP BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

8. CALL TO THE PUBLIC

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

9. INFORMATIONAL/EDUCATIONAL MATERIAL

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

10. ADJOURNMENT

MOTION BY MICHNIEWICZ, SUPPORTED BY HAHN TO ADJOURN THE MEETING.

Ayes: Hahn, Michniewicz

Absent: Hohl

Nays: None

Motion passed.

The meeting was adjourned at 2:42 p.m.

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

Respectfully submitted,



Brittany K. Campbell
Hamburg Township Utilities Coordinator