

HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, SEPTEMBER 6th, 2006 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139

1. CALL TO ORDER

The meeting was called to order by Pine at 2:34 p.m.

Roll Call Of The Committee:

Present: Pine, Menzies, Hohl

Absent:

Also Present: Don Miller, Tony Randazzo, Dave Podvoyski, Jim Cox, Frank Partica and Brittany Campbell

2. CALL TO THE PUBLIC

Pine 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 MENZIES, SUPPORTED BY PINE TO APPROVE THE AGENDA WITH THE ADDITION OF ITEMS 7.E., 7.F., 7.G. & 7.H. UNDER CURRENT BUSINESS.

Ayes: Pine, Menzies, Hohl

Absent: None

Nays: None

Motion carried.

Unfinished Business:

- A. Project Update – Rush Lake Area S.A.D.
- B. Project Update – Galatian Drive Area S.A.D.
- C. Project Update – Oneida Lake/M-36 Corridor S.A.D.
- D. Pine Creek Bluffs – **Phase 2** Sewer Extension Project Update
- E. Mystic Ridge Development Sewer Extension Project Update
- F. Steve Ward/Village Center Drive Sewer Extension Update
- G. Carlesimo/Lakeview Development Sewer Extension Update
- H. Carousel Court Development Sewer Extension Project Update
- I. Forest of Whispering Pines Development – Sewer Extension Update
- J. Ore Lake Sewer Rehab Project Update

- K. Village Car Wash – Request for Re-Evaluation of REU Determination

- L. Welch Sewer Extension Project Update – Nordale Drive
- M. Corp/Pisano Sewer Extension Project Update
- N. Langley Dr. (Monnette/Cooper) Sewer Extension Update
- O. Ogemaw Court Sewer Extension Update – Robert Henry
- P. Oster/Hayne Sewer Extension Project Update – Ogemaw Court
- Q. Chilson Commons Development Sewer Extension Update
- R. Maple Run Development Sewer Extension Update
- S. Commercial Properties – Water Meter Installation Update
- T. Rolf Sewer Connection & Sewer Main Extension Update – 9926 Galatian Dr.
- U. Todd’s Services Sewer Fee Update and Agreement
- V. Special Assessment District Financing – Final Accounting Reviews
- W. Septic Tank Abandonment/Conversion to Drywell Issue
- X. Twp. Administration of Hook-Up Between the House & Grinder Pump
- Y. Hamburg Professional Offices – Sewer Connection Update
- Z. Rustic Drive Pump Station Issues
- AA. McCotter Restoration Complaint – 8504 Rushview Drive
- BB. Campbell Ct./Haskin Sewer Extension “As-Built” Drawing Update
- CC. Hafner Request for Contract S.A.D./Emergency Sewer Hook-Up
- DD The Ridge Subdivision Project Update – Sewer Extension Request
- EE. Proposed Grinder Can Replacement Policy
- FF. Request to Purchase Scag Mower

Current Business:

- A. Marshall Smith Builders Direct Sewer Connection Agreement
- B. Danko Direct Sewer Connection Agreement – Pierre Dr.
- C. DPW Monthly Report – August Statistics
- D. Resolution Opposing the “Stop Overspending” Ballot Proposal
- E. S2 Grant Application Approval
- F. Sewer Damage – 5810 Woodbine Ave.
- G. WWTP BOD Loading Rate Report
- H. DPW/Utilities Staffing Issues & Discussion

5. APPROVAL OF MINUTES

MOTION BY MENZIES, SUPPORTED BY PINE TO APPROVE THE MINUTES OF THE AUGUST 3rd, 2006 COMMITTEE MEETING AS PRESENTED.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

6. UNFINISHED BUSINESS

A. Project Update – Rush Lake Area S.A.D. Hohl indicated that he had spoken with John Adams and was under the impression that the “as-built” drawings would be turned in by this Committee meeting. Campbell explained that the Contractor needed to provide the curb stop locations and measurements and planned to do so using the 8 ½ x 11 grinder pump location sheets. Adams will not accept these sheets and wants the curb stop information drawn on the large 24” x 36” sheets. In the past the contractor has provided the information on the individual 8 ½ x 11 sheets without issue. Pine will ask that Adams provide the record drawings in electronic format for use by the Township. Hohl stated that the Township may have to hire OHM to complete the Rush Lake “as-built” drawings.

Miller also noted that Jay Marshall with USA does not seem to be working out any better than the former project manager. Hohl suggested that the Board look into breaking the contract with Corby Energy Services and hire a new Contractor under the blanket pricing agreement. Pine explained that she will be meeting with the Township Attorney to discuss the Adams and Contractor issues tomorrow and requested the Committee members to meet afterward to discuss the attorney’s opinion.

B. Project Update – Galatian Drive Area S.A.D. All eight (8) homes located within the S.A.D. have been connected to the sewer system. This project is awaiting final accounting review once all of the other projects in the bond package have been completed.

C. Engineer’s Project Update – Oneida Lake/M-36 Corridor S.A.D. The on site “as-built” drawings for this sewer district are to be provided by John Adams along with the drawings for Rush Lake. The Engineer also has issues with the curb stop information for this sewer district also. This project, along with Rush Lake, may be turned over to OHM for preparation of the “as-built” prints.

D. Pine Creek Bluffs Development Sewer Extension Project Update
MOTION BY HOHL, SUPPORTED BY MENZIES TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.
Ayes: Pine, Menzies, Hohl Absent: None Nays: None
Motion carried.

E. Mystic Ridge Development Sewer Extension Project Update.
MOTION BY HOHL, SUPPORTED BY MENZIES TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.
Ayes: Pine, Menzies, Hohl Absent: None Nays: None
Motion carried.

F. Steve Ward/Village Center Drive Sewer Extension Update.
MOTION BY HOHL, SUPPORTED BY MENZIES TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.
Ayes: Pine, Menzies, Hohl Absent: None Nays: None
Motion carried.

G. Carlesimo/Lakeview Development Sewer Extension Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

H. Carousel Court Development Sewer Extension Project Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

I. Forest of Whispering Pines Development – Sewer Extension Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

J. Ore Lake Sewer Rehab Project Update. Miller provided the Committee with a memo regarding several grinder pump stations that need to be replaced under the Ore Lake rehab project. The cans are leaking severely but are still functional for the time being but wants to know if the Township Contractor can replacement them under the reimbursement program. The addresses for the grinder cans to be replaced are 8085 Kildeer, 8750 Riverside Drive, and 8877 Lagoon Drive. Hohl suggested that the Committee wait to replace the grinder pump stations until the Contractor replacement issue has been settled by the Township Board.

K. Village Car Wash – Request for Re-Evaluation of REU Determination.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

L. Welch Sewer Extension Project Update – Nordale Drive.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

M. Corp/Pisano Sewer Extension Project Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

N. Langley Dr. (Monnette/Cooper) Sewer Extension Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- O. Ogemaw Court Sewer Extension Update – Robert Henry.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- P. Oster/Hayne Sewer Extension Project Update – Ogemaw Court.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- Q. Chilson Commons Development Agreement for Sewer Connection.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- R. Maple Run Development Sewer Extension Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- S. Commercial Properties – Water Meter Installation Update.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- T. Rolf Sewer Connection & Sewer Main Extension Update – 9926 Galatian Drive.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

- U. Todd's Services Sewer Fee Update and Agreement.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

V. Special Assessment District Financing – Final Accounting Reviews.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

W. Septic Tank Abandonment/Conversion to Drywell Issue.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

X. Twp. Administration of Hook-Up Between the House & Grinder Pump.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

Y. Hamburg Professional Center – Sewer Connection Update. Campbell noted that the Township received the approved MDEQ sewer construction permit that was issued on August 21, 2006. Kennedy Industries provided the design and pricing for the pump station unit and Trojan Development sent in the quote to purchase and install the pump station. The total cost for construction and installation of the pump station is \$80,155.00. The lead time for the pump station vault is 3 weeks with the actual pumps themselves at 9 weeks. Trojan can begin installation of the vault prior to receipt of the pumps and the Township Contractor can make the sewer tie-in once MDOT issues the road crossing permit.

MOTION BY HOHL, SUPPORTED BY MENZIES TO FORWARD THE TROJAN DEVELOPMENT QUOTE TO THE BOARD FOR THEIR REVIEW AND APPROVAL AT THE UPCOMING SPECIAL TOWNSHIP BOARD MEETING.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

Z. Rustic Drive Pump Station Issues.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

AA. McCotter Restoration Complaint – 8504 Rushview Drive.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

BB. Campbell Ct./Haskin Sewer Extension “As-Built” Drawing Update. The former Township Engineer has still not provided the sewer extension “as-built” drawings for this project. Pine will contact the Township Attorney regarding all of the outstanding items due from John Adams & Associates.

CC. Hafner Request for Contract S.A.D./Emergency Sewer Hook-Up.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

DD. The Ridge Subdivision Project Update – Sewer Extension Request.

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

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

EE. Proposed Grinder Can Replacement Policy. Hohl noted that the language needs to clarify the fact that the DPW staff can make all emergency repairs as needed and that the Committee will then review to settle any billing issues.

MOTION BY HOHL, SUPPORTED BY MENZIES TO REQUEST THE UTILITIES COORDINATOR AND SUPERVISOR TO EDIT THE PROPOSED GRINDER CAN REPLACEMENT POLICY LANGUAGE AND TO THEN FORWARD TO THE BOARD FOR APPROVAL.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

FF. Request to Purchase Scag Mower. Miller noted that the bids from Tri-County Equipment and D & G Equipment both came in at the same amount, however, due to the customer service from Tri-County he would prefer to go through them to purchase the mower.

MOTION BY HOHL, SUPPORTED BY MENZIES TO FORWARD THE MOWER BIDS TO THE TOWNSHIP BOARD WITH THE RECOMMENDATION TO AWARD THE BID TO TRI-COUNTY SMALL ENGINES FOR PURCHASE OF THE SCAG MOWER.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

A. Marshall Smith Builders Direct Sewer Connection Agreement.
MOTION BY HOHL, SUPPORTED BY MENZIES TO APPROVE THE MARSHALL SMITH BUILDERS SEWER AGREEMENT FOR A DIRECT CONNECTION AS PRESENTED, AS ALL ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

B. Danko Direct Sewer Connection Agreement – 4444 Pierre Dr.
MOTION BY HOHL, SUPPORTED BY MENZIES TO APPROVE THE DANKO SEWER AGREEMENT FOR A DIRECT CONNECTION AS PRESENTED, AS ALL ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

C. DPW Monthly Report – August Statistics.
MOTION BY HOHL, SUPPORTED BY MENZIES TO NOTE THE REPORT AS RECEIVED AND TO BE FILED AND TO ALSO FORWARD A COPY TO THE BOARD AS AN AGENDA ITEM FOR THEIR REVIEW.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

D. Resolution Opposing the “Stop Overspending” Ballot Proposal.
MOTION BY HOHL, SUPPORTED BY MENZIES TO FORWARD THE RESOLUTION TO THE TOWNSHIP BOARD WITH THE RECOMMENDATION TO REVIEW AND ADOPT AS WRITTEN. IF ADOPTED, THE RESOLUTION SHALL BE FORWARDED TO THE MICHIGAN TOWNSHIPS ASSOCIATION.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

E. S2 Grant Application Approval. Pine explained that the State approved the S2 Grant application in the amount of \$112,157.00 toward the planning costs for the Ore Lake rehab project, the ground water modeling study, and the WWTP improvement projects.

MOTION BY HOHL, SUPPORTED BY MENZIES TO FORWARD THE S2 GRANT APPLICATION APPROVAL LETTER TO THE TOWNSHIP BOARD.

Ayes: Pine, Menzies, Hohl Absent: None Nays: None

Motion carried.

F. Sewer Damage – 5810 Woodbine Ave. Campbell explained that the property owner, Tim Begoske, did extensive work to his house located at 5810 Woodbine without pulling any permits from the Zoning or DPW/Utilities Departments. As a result, the Control Panel and electrical cable were destroyed and will need to be replaced.

MOTION BY HOHL, SUPPORTED BY MENZIES TO REQUEST THE SUPERVISOR TO WRITE A LETTER TO THE HOMEOWNER CLARIFYING THE TOWNSHIP’S POSITION ON REIMBURSEMENT OF ALL SEWER REPAIR

CHARGES DUE AS A RESULT OF DAMAGE CAUSED BY THE PROPERTY OWNER AND TO FORWARD A COPY TO THE BOARD FOR THEIR INFORMATION.

Ayes: Pine, Menzies, Hohl

Absent: None

Nays: None

Motion carried.

G. WWTP BOD Loading Rate Report. Randazzo explained that upon further review of the BOD loading at the WWTP the Township Engineer determined that the Township has the capacity for approximately 632 REUs at the WWTP before it would need to be expanded. This is a significant increase over the original estimate of only 50 or 60 REUs.

Pine suggested that the Utilities Coordinator send out a letter to the property owners around Hamburg Lake to determine the interest level for sewers if the project were to be included with the Ridge development and manufactured home park projects. Hohl noted that the property owners around Hamburg Lake would benefit in sharing the project cost with the other 2 groups.

MOTION BY HOHL, SUPPORTED BY MENZIES TO FORWARD THE WWTP BOD LOADING RATE REPORT PREPARED BY OHM TO THE TOWNSHIP BOARD FOR THEIR INFORMATION.

Ayes: Pine, Menzies, Hohl

Absent: None

Nays: None

Motion carried.

H. DPW/Utilities Staffing Issues & Discussion. Pine made a brief summary regarding the new salary step chart, the possibility of job reclassification and the current “on-call” policy for the Department of Public Works (DPW). Miller explained that if a staff member is called in on a sewer emergency they lose the 1 hour of on-call time. The staff would like to retain this hour along with the additional time spent on the call itself.

The staff expressed their frustration in the lack of number of people to handle all of the additional work handled by the department and hourly rate assigned to the pay grade level. Hohl stated that the Board plans to move Jim Cox to full time and hire 2 additional part-time employees to pick up the on call scheduling. Pine stated that the Personnel Committee is currently reviewing the salary issue and would be happy to review the new job descriptions prepared by the DPW Field Superintendent.

Campbell pointed out that both she and Don Miller received additional job duties and responsibilities resulting from the resignation of the DPW Administrator in which no compensation had been made. In the past the Board has given other Township staff members additional compensation for added job duties and responsibilities. Pine stated that she would also look at the job description of the Utilities Coordinator position. The staff thanked the Committee for their time and assistance with the personnel issues.

8. CALL TO THE PUBLIC

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

9. ADJOURNMENT

MOTION BY MENZIES, SUPPORTED BY HOHL TO ADJOURN THE MEETING.

Ayes: Pine, Menzies, Hohl

Absent: None

Nays: None

Motion carried.

The meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Brittany K. Campbell

Brittany K. Campbell
Hamburg Township Utilities Coordinator