



CHARTER TOWNSHIP OF VAN BUREN

WATER & SEWER COMMISSION

Tuesday April 22, 2014

Van Buren Township Hall

46425 Tyler Road

The meeting was called to order at 7:05 p.m. in the Otisville/Sheldon Room by Chairman Rochowiak. Members present: Chairman Rochowiak, Vice-Chairman Cook, Commissioner Graf, Commissioner Pedersen (arrived 7:15pm), absent excused Trustee McClanahan others present, Director James Taylor, Dave Nummer Engineer Wade Trim

APPROVAL OF AGENDA: Director Taylor requested to amend the agenda by switching the order of the Reports placement moving Item # 3 Projects Report- Township Engineer Nummer to # 1.

Motion Commissioner Graf Second Commissioner Cook to approve the agenda as amended. Motion Carried.

APPROVAL OF MINUTES: Motion Commissioner Graf, Second Commissioner Cook to approve the minutes of the November 26, 2013 as is. Motion Carried

REPORTS:

1. Project Reports- Township Engineer Nummer

a. SAW Grant Update- 675 applications were submitted at the same so the state opted to do a random lottery to put them in number order. Van Buren's application number is 535. That means our application should be fundable in the fifth year. This grant is for an Asset Management Program which is now being required for all permitted communities therefore we can still move forward and submit expenses that can be retroactively reimbursable.

b. Lift Station Project-Bids were received on March 11, 2014. We received two (2). The lower bid was considerably less than the other so Wade Trim researched the company's credentials and interviewed other companies they have done work with. They also sat with the company people and went through the bid line by line and gave them the opportunity to change it. The company assured us they can complete this project for the bid amount. Requesting recommendation to send to the Township Board for action.

c. Engineering Standards Manual- The directors of the DPW and Department of Developmental Service and the Wade Trim engineers put this together as a standard for all projects done within the township. Requesting recommendation to send to the board for action

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



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2. Monthly Operations Report- Director Taylor

- a. **Miss Dig Laws-** Director Taylor gave the board an overview of the new Miss Dig laws and repercussions of not following them. He also gave the board a detailed explanation of department procedures to address the new regulations including taking pictures of stack outs to confirm work.
- b. **Hydrant Painting Schedule-** The Township has set a five year rotational plan to get all hydrants painted. This year we are restricting work to the NE quadrant, (Belleville to Hannan and Michigan to I 94 Expressway). Painting will begin as weather allows.
- c. **Truck Bid Opening-** Board was given a spec sheet of the bid sheet for a new Meter Service Truck. Bids are being accepted until, Wednesday April 23, 2014. We have received one so far.

3. Administrative Report- Director Taylor

- a. **SAP Update-** Board was given an outline of department goals for the next 3 to 5 years and where the Department currently stands in achieving those goals.
- b. **DWSD Water Authority Resolution-** Director Taylor gave a brief introduction of the benefits of forming a Regional Water Authority however negotiations between the three counties and the Emergency Manger of Detroit have discontinued. Board was presented with a resolution regarding continued negotiations towards the formation of Regional Water Authority that would indicate VBT support for the plan to come to fruition. Request commission recommends sending the resolution to the Board for action.
- c. **Wayne County DEP Proposal-** A brief discussion of this took place to keep the board informed of the Counties proposal to unite all the sewer systems in an attempt to eliminate some of their debt.
- d. **Hydro Design Contract-** Discussion of the new 3 year cross connection control contract between VBT and Hydro Designs that the Board just authorized.
- e. **Springbrook Utility Billing Staff Training-** The water billing software is upgrading to a newer version and our water dept. clerical staff will be in training over the next week.
- f. **Developmental Services Office Renovation-**The Office Connection has been retained to evaluate the office and present a plan to update lighting, HVAC and layout so that the office is energy efficient and worker friendly and improves the work flow.

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- g. **Senior Center Q & A Session (May 21st)** – Director Taylor is scheduled to have a Q & A in the senior center. He will be answering questions regarding infrastructure and facilities, costs and the likewise of Water & Sewer Operations.

OLD BUSINESS

1. Election of Officers

- **Chairman** Commissioner Rochowiak Nominated Commissioner Cook, Cook accepted, Commissioner Graf Seconded; Motion carried.
- **Vice Chairman-** Commissioner Pedersen nominated Commissioner Graf, Graf accepted, and Commissioner Rochowiak seconded; Motion carried.

2. **Review of the by-laws:** Commissioner Pedersen moved, Commissioner Cook seconded; to submit the following changes to Resolution 2005-21 Water & Sewer Commission By-Laws to the board for approval.

ARTICLE III: OFFICERS AND THEIR ELECTIONS; Change “a majority vote at the first meeting held in **February...**” to “a majority vote at the first meeting held in **April...**” and Change “new term shall commence **March 1**” to “new term shall commence **May 1**”

ARTICLE V: MEETINGS; Section 2, change “except when there is a lack of agenda or quorum, the Chairman or Vice Chairman in the absence of the chairman may cancel a meeting” to “except when there is a lack of agenda or quorum the Chairman or in the absence of the Chairman the Vice Chairman may cancel a meeting. **In the absence of both the Chairman and the Vice Chairman the Director of Public Works may cancel a meeting.**”

ARTICLE V: MEETINGS; Section 2 change “upon written request to the **Secretary**” to “upon written request to the **Director**”

ARTICLE VI: PROCEDURE; change “shall be submitted in writing to the Chairman or **Secretary...**” to “shall be submitted in writing to the Chairman or **Director...**”

Motion Carried.

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- 3. Requesting Motion to Recommend the Board of Trustees approve Engineering Standards Manual Resolution:** Commissioner Pederson moved, Commissioner Graf seconded; to recommend sending the Engineering Standards Manual to the Board for approval and adoption by the Township as a set standard for all construction. *Motion Carried*

- 4. Requesting Motion to Recommend the Board of Trustees approve a resolution for a regional Water Authority:** Commissioner Cook moved, Commissioner Pedersen seconded; to recommend to the board to approve a resolution regarding the Townships interest in The Continued Negotiations towards the Formation of a Regional Water Authority. *Motion Carried.*

- 5. Requesting Motion to Recommend the Board of Trustees approves the contract award for lift Station Project:** Commissioner Graf moved, Commissioner Cook seconded; to recommend to the board to accept the bid from TSP Environmental for the lift Station Project in the amount of \$ 348,292.00. *Motion Carried*

PUBLIC COMMENT: none

NON-AGENDA ITEMS: None

NEXT MEETING: May 27, 2014 at 7:30 p.m.

ADJOURNMENT: Motion to adjourn, Commissioner Pedersen, second Commissioner Cook
Motion carried, meeting adjourned at 8:40 p.m.

Respectfully Submitted by Karen E Smith

Approved _____
Walt Rochowiak, Chairman

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