



**CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION**

Tuesday February 28, 2017

Van Buren Township Hall

46425 Tyler Road

The meeting was called to order at 6:30 p.m. in the Otisville/Sheldon Room by Chairperson Speaks. Members present: Commissioner Speaks, Commissioner Rochowiak, Trustee Frazier, Commissioner Graf absent/excused. Also Present Director James Taylor, Trustee Miller and Recording Secretary Smith

APPROVAL OF AGENDA:

Motion Trustee Frazier, Second Commissioner Rochowiak; Motion Carried.

APPROVAL OF MINUTES:

Motion Commissioner Rochowiak, Second Trustee Frazier Motion Carried

REPORTS:

1. **Proposed 2017 Procedures Manual** - Director Taylor presented the commission a draft copy of Department procedures manual he has been working on for some time. He feels it will be helpful to staff and management as to what is expected of them and to provide consistent directions regarding policy and internal procedures and is important to be successful. It does encompass both the Public Services and the Water and Sewer departments. It is presented as a living document with all changes to go thru the Township Supervisor however the Board felt that all modifications, deletions and/or additions must first go thru the Water and Sewer Commission to be voted on prior to sending it to the Supervisor for Ratification,
2. **Operations Reports** -.Director Taylor
 - a) City Works- the city works program implementation has been very successful. The reports generated from the program will help to establish a proactive maintenance plan in the Township versus a reactive plan by tracking; maintenance, staffing and water and sewer issues.
 - b) Field Staff- all field staff have now been brought "online" and trained on the new technologies that sync to the city works and it has streamlined work.

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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3. Administrative Reports – Director Taylor

- a) Water Quality Issue.- Director Taylor explained to the Commission that the recent water quality issue of taste and smell was due to processes at the treatment plant which may have arisen due to a change in management and procedures. The problem was rectified and at no time was the water a danger to our residents. As a precaution the GLWA did extensive testing on the water. Our Department went out and flushed hydrants to help clear the effected water out of the mains.
 - b) Water Main Break on Savage Road – The contractor caused a break on the line. While the water was out our staff went door to door providing checking on residents and bringing them bottled water if they wanted it. Some residents chose to take up an offer from the contractor to stay at local hotels until the water was back on.
 - c) 2017 Sanitary Sewer O & M Work Plan- per requirement the yearly O & M plan was completed and submitted. A copy was provided to all commission members in their board packet.
4. WRAP Presentation – Water. Resident. Assistance. Program. A program initiated by the GLWA to assist low income residents with past due water bill and offer home audits to identify high water uses in their homes. To enroll our community the Township Supervisor would need to send a letter stating we would like to join. The program is maintained by the GLWA. Residents can find out more information by going to www.waynemetro.org/WRAP or by calling (313) 386-WRAP

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS:

1. Approval of 2017 Commission Schedule.

Trustee Frazier moved, Commissioner Partridge seconded; to approve the 2017 Commission Schedule as presented.

Yeas: Speaks, Partridge, Rochowiak, Frazier

Nays: None

Absent: Graf

Motion Carried

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2. WRAP Recommendation

Commissioner Rochowiak moved, Trustee Frazier seconded: to recommend sending the letter to Supervisor McNamara to sign in order to enroll Van Buren Township in the WRAP program.

Yeas: Speaks, Partridge, Rochowiak, Frazier

Nays: None

Absent: Graf

Motion Carried

3. Procedures Manual recommendation

Commissioner Partridge Moved, Trustee Frazier seconded: to send the Department Of Public Works presented Procedure Manual to Supervisor McNamara to approve for implementation in the department with the change of including the Water and Sewer Commission as the first/recommending body for any revisions including addition or deletion.

Yeas: Speaks, Partridge, Rochowiak, Frazier

Nays: None

Absent: Graf

Motion Carried

NON-AGENDA ITEMS: Chairperson Speaks welcomed new Commissioner Steve Partridge to the Board.

Trustee Miller also inquired about a possible tour of the Water Tower.

NEXT MEETING: March 28, 2017 in the DENTON ROOM

ADJOURNMENT: Motion to adjourn Commissioner Rochowiak, Seconded Trustee Frazier, meeting adjourned 7:39 p.m.

Respectfully Submitted by Karen E Smith

Approved 

Chairperson Loretta Speaks

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