

WASTEWATER BOARD MEETING

January 27, 2021 @ 6:30 PM

ZOOM

DRAFT MINUTES

Meeting Called to Order

Chairman Mike Mroczek called the meeting to order at 6:30 PM

Roll Call

Chair Mroczek took roll call. Members present: John Brandt, Dan Stutsman, John Bossler, Jeff VanBelle, and Dave Stiffler. Members absent – Bruce Cassady

Public Comments (3 minutes per person)

No public comments.

Approve Agenda: Member Bossler makes the motion to approve the Agenda and Member VanBelle supports the motion.

All members present vote Yea, no nays. Motion passes.

Chair Mroczek asked for a motion to Approve Meeting Minutes – October 28, 2020

Member Bossler makes the motion to approve the minutes for October 28, 2020 and Member Stutsman supports. All vote yea and no nay. Motion carries.

Chair Mroczek asked for a motion to Approve Special WW Meeting December 09, 2020.

A motion is then made by Member Bossler to approve the minutes and Member Stutsman supports. All vote yea. No nays. Motion carries.

Chair Mike Mroczek explained the financial report as it was presented in the Wastewater packet and stated the budget is in order and running under budget. Discussion followed.

Wastewater Report: Wastewater Administrator Brigid Forlenza presented the Wastewater Report.

1. Clean Earth will be performing maintenance on the following lift stations – C1, C2, C3, and JPC1. This was determined after inspections by I.A.I.
2. In October the following lift stations were cleaned to maintain smooth running systems. C1, C3, JPC1, B3, EDW1 and EDW2.
3. Administrator Forlenza is working with Reliable Generator upon request from I.A.I. to standardize generator run times to Friday mornings. Vender will adjust these time changes free of charge during maintenance.
4. The manhole repair near Gateway lift station was completed by Selge Construction Company at half the anticipated cost.
5. The company Baker Tilly, Municipal Advisors, formally Umbaugh, was contacted to establish a contact person regarding the rate increase study. Administrator Forlenza has been in contact with Andy Campbell of Baker Tilly to be the said contact person. Andy Campbell is present on this ZOOM meeting. The rate increase study will be discussed in the New Business section of tonight's agenda.
6. The alarm for the Wastewater building is being installed by Koorsen Fire & Security to be completed in the near future,
7. The fencing for JPC1 has been delivered and the installation will start as soon as the weather permits.
8. The 2021/2022 Capital Improvement Projects are being discussed between Wightman Engineer Kevin Marks and Terry Norman of I.A.I. in conjunction with capital improvement plan within the SAW Grant.

Unfinished - Old Business

1. **C1 - preliminary design & site modification:** Project Update: Kevin Marks, engineer from Wightman & Associates is present on this ZOOM meeting to explain the ongoing process. Engineer Marks is in constant communications with the contractors. The weather will play into construction of the major project.

Discussion followed.

Once the project is started it will take an estimated time of two to three weeks to complete and be operational.

New Business

1. Elkhart Rate Increase -. Discussion followed.

Andy Campbell representing Baker Tilly, Municipal Advisors, is present to confirm the understanding of the *Engagement Letter Agreement Related to Service – Sewer Rate Study* for their advisory services.

Discussion followed.

A Motion is made by Member Stutsman to accept the Engagement Letter for services from Andy Campbell of Baker Tilly for a fee not to exceed \$12,500 to create a rate study. Member VanBelle supports the motion. A roll call vote is taken: 6 members votes Yea. 0 vote nay. Motion carries. This will move onto the Ontwa Township Board of Trustees.

2. Wastewater Administrator

Administrator Forlenza presented to the Wastewater Board her duties, responsibilities, formal education, devotion and noted some cost saving actions she implemented for the Wastewater system. Administrator Forlenza explained some of the successful accomplishments she has completed while holding this position.

Chairman Mroczek declared at this time the Wastewater Board will move into a private session. Administrator Forlenza and the Wastewater Recording Secretary have been asked to leave the meeting.

Meeting is resumed and the following motion is announced.

Member Brandt makes the motion to modify Wastewater Administrator Forlenza's Annual Compensation to the following: \$22, 000.00 annually including documented mileage and to include other documented expenses that occur. Member VanBelle supports the motion.

A roll call vote is taken. 5 vote yea. Member Stutsman abstains from voting because of his position. 0 vote nay. Motion carries.

Adjourn

Chairman Mroczek suggests a motion to adjourn the meeting. Member VanBelle supports the motion to adjourn. Meeting is adjourned at 8:28 PM.

Submitted by:

Lori Mroczek, Recording Secretary

ONTWA

TOWNSHIP Township of Ontwa * County of Cass * State of Michigan

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Members present:

Mike Mroczek, Chairman
Jeff VanBelle, Vice Chairman
John Bossler
John Brandt
Dan Stutsman
Dave Stiffler

Absent: Bruce Cassady

Administrator Brigid Forlenza

Submitted By: Lori Mroczek, Recording Secretary
(present at meeting)