

ONTWA

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

www.Ontwatwp.org 26225 U.S. 12 * P.O. Box 209 * Edwardsburg, MI 49112 * Fax: (269) 663-0072 * Phone: (269) 663-234

Ontwa Township Waste Water Board Minutes

January 24, 2017

Call meeting to order: 6:30 PM

Chairman Brigid Forlenza called the meeting to order at 6:30 PM.

Pledge of Allegiance:

Chair Forlenza asked all to stand for the Pledge of Allegiance.

Roll Call:

Chair Forlenza took roll call:

Members present: John Brandt, Jeff VanBelle, Dan Stutsman, Mike Mroczek, John Bossler

Members absent: Bruce Cassady

Public Comments - (3 minutes per person)

There were no public comments.

Approve Agenda

Chair Forlenza asked for approval of the agenda. Member VanBelle makes a motion to approve the agenda as presented. Member Bossler supports the motion to approve the agenda. All members present are in favor to approve the agenda. Motion passes.

Approval of December 27, 2017 minutes:

Chair Forlenza noted the minutes had been distributed in accordance with Ontwa Township Policy and asked for approval of the December 27, 2017 Waste Water minutes. Member Bossler made the motion to approve the minutes as presented and the motion was supported by Member Mroczek. A vote was taken and approved by all members present. Motion passes.

Waste Water Report - Administrator Scott Swanson

Administrator Swanson has been communicating with Ray Galovich of IAI and Dan Fox of Astbury Water Technology to build a working relationship. At this time Administrator Swanson is developing his skills as Waste Water Administrator. Dan Fox attended this Waste Water meeting.

SAW

Asset Management Program

Chair Forlenza, Waste Water Administrator Swanson and Ray Galovich of I.A.I. will attend an upcoming training session to learn data entry information for the Asset Management Program.

Unfinished - Old Business

1. St. Joseph County Regional Water & Sewer District

Dan Fox with Astbury Water Technologies reported regarding Granger that he continues to work with them to keep H2S levels down. He will hold back on the additive bioxide to keep down costs.

Petri Jones continues to work with business and property owners for property extension.

2. JPC-1 preliminary design and site modification

Kevin Marks is reviewing current activity and will report his findings. Administrator Swanson will investigate the dosing at JPC-1 and B1-15 and report findings as well as consider installing a Odalog.

3. C1 - preliminary design and site modification

Member Bossler suggest we continue reviewing site for safety, procedure and costs. Administrator Swanson will discuss with Kevin Marks from Wightman & Associates and the vender.

4. Fund - preliminary engineering for generators, JPC1, B4, B3, replace C1 and B1

Looking at gas lines for future service and getting positive feedback.

5. 811 - Miss Dig

Administrator Swanson working on and following up with communications. A local email should be established for Administrator Swanson. Training on procedures is available at no cost and will be looked into.

New Business

1. Odalog RTx Logger

Member Mroczek makes a motion to purchase 2 Odalog RTx not exceed \$8049.45 from Detection Instruments Corp. Member Bossler supports the motion. Chair Forlenza asks for further discussion. Discussion follows. Chair Forlenza executes a roll call vote. All Waste Water Board members present vote yes. Motion carries. This moves on to the February 12, 2018 Ontwa Township Board of Trustee meeting.

2. Spare pump repair B-3

Member Mroczek makes a motion to repair the spare pump removed from B-3 invoiced from Lakeland Electric Motor Service and put in on the shelf for future use and not to exceed \$2,700. Member Bossler supports the motion. Chair Forlenza asks for further discussion. Discussion follows. Chair Forlenza executes a roll call vote. All Waste Water Board Members present vote yes. Motion carries and moves to the February 12, 2018 Ontwa Township Board of Trustee meeting.

3. I.A.I. Contract

Ontwa Township Supervisor Marchetti called a meeting with Infrastructure Alternatives Inc. to discuss their current contract with Ontwa Township. Ontwa Township is now waiting to hear back from I.A.I.

Chair Forlenza asked for any announcements. There were no announcements.

Chair Forlenza asks to ADJOURN the meeting.

Member Brandt makes the motion to adjourn the WWB meeting. Member Mroczek supports the motion.

Unanimous vote of yes to adjourn the meeting. Meeting adjourned at 7:14 pm

Waste Water Approved

Date

Waste Water Board Secretary

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Ontwa Township Waste Water Board Minutes February 28, 2018 @ 6:30 PM

Call meeting to order: 6:30 PM:

Chairman Brigid Forlenza called the meeting to order at 6:30 PM.

Pledge of Allegiance:

Chair Forlenza asked all to stand for the Pledge of Allegiance.

Roll Call:

Chair Forlenza took roll call:

Members present: John Brandt, Mike Mroczek, Bruce Cassady and John Bossler.

Members absent: Jeff VanBelle and Dan Stutsman.

Public Comments: - (3 minutes per person)

John Harsh of South Shore Drive, Edwardsburg, MI inquired about an invoice from Michigan Critical Power.

Approve Agenda:

Chair Forlenza asked for approval of the agenda. Member Mroczek makes a motion to approve the agenda as presented. Member Cassady supports the motion to approve the agenda. All members present are in favor to approve the agenda. Motion passes.

Approve Last Meeting Minutes – January 24, 2018

Chair Forlenza noted the minutes had been distributed in accordance with Ontwa Township policy and asked for approval of the January 24, 2018 minutes. Member Cassady asked for clarification of #2 in New Business. The decision was made to change the word “invoice” to “estimated” in the first sentence and remove the word “in” following Motor Service and put on shelf for future use. Chair Forlenza asked for a motion to approve the January 24, 2018 minutes as modified. Member Bossler made the motion to approve the minutes as modified and Member Mroczek supported the motion. A vote was taken and approved by all members present. Motion passes.

Wastewater Report:

Administrator Scott Swanson was unable to attend Wastewater February 28, 2018 meeting. Chair Forlenza addressed topics and sequence of events from Administrator Swanson’s report.

1. Force Main Break – Elkhart Road – February 14, 2018
2. Emergency Repair – Manhole on Park Shore Drive

3. High water alerts – B4
4. Miss Digg
5. Spare pump repair – B3

SAW

1. Asset Management Program

Chair Forlenza reported the program is online and in working order. Training has been completed and program is moving forward.

Unfinished – Old Business

1. **St. Joseph County Regional Water & Sewer District**

Petri-Jones is going forward with the installation project. Dan Fox with Astbury Water Technologies reported Granger is doing well.

2. **JPC1 – preliminary design and site modification**

In progress.

3. **C1 – preliminary design and site modification**

In progress.

4. **Preliminary engineering for generators –JPC1, B4, B3, replacement C1 and B1.**

In progress. Gas connections are being investigated for proper placement.

New Business

1. **Budget Review – 2018-2019**

For the reason of Administrator Scott Swanson absences and of questions regarding detailed information of line items in the 2018/2019 Budget, a Special Waste Water Board Meeting will be scheduled to take place prior to the next Board of Trustee Meeting on March 12, 2018. The BOT will need to approve the 2018/2019 Waste Water budget at their upcoming meeting. Date and time to be determined and notification will be posted accordingly.

2. **Park Shore Manhole**

Request for repair and cleaning bids have been conducted and now waiting for responses to come in. Member Mroczek reported the manhole is not underwater and not creating any issue for B4 lift station at this time.

Comments from Board Member:

Chair Forlenza remarked to John Harsh's comment.

Member Bossler requested the large items accumulated in storage be inventoried and tagged with "Ontwa Township Property".

ADJOURN

Chair Forlenza asked for a motion to adjourn the Waste Water Meeting. Member Brant made the motion to adjourn and Member Mroczek supported the motion. A unanimous vote of yes to adjourn the meeting was taken.
Adjourned at 7:12 PM

Waste Water Approved
Waste Water Board Secretary

Date

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Ontwa Township Waste Water Board Minutes

SPECIAL MEETING

MARCH 5, 2018

Call meeting to order:

Chairman Brigid Forlenza called the Special Meeting to order at 11:04 AM.

Pledge of Allegiance:

Chair Forlenza asked all to stand for the pledge of Allegiance.

Roll Call:

Chair Forlenza took roll call:

Present board members: Bruce Cassady, John Bossler, Mike Mroczek and Brigid Forlenza

Absent board members: John Brandt, Dan Stutsman and Jeff VanBelle

Public Comments: (3 minutes per person)

There were no public comments.

Approve Agenda:

Chair Forlenza asked for a motion to approve the agenda. Member Mroczek makes a motion to approve the agenda as presented. Member Bossler supports the motion to approve the agenda. A vote is taken for members present and all members vote to approve the agenda. Motion passes.

Waste Water Report

Unfinished – Old Business

1. Approve 2018/2019 Waste Water Budget

Waste Water Administrator Scott Swanson reviewed and offered explanations to the Waste Water Board for the 2018/2019 fiscal budget. Discussion followed.

Concluding discussion Chair Forlenza asked for a motion to approve the 2018/2019 Fiscal Budget as presented.

Member Mroczek made the motion to approve the Waste Water 2018/2019 Fiscal Year budget as presented.

Member Bossler supported the motion. Chair Forlenza calls for a roll call vote. Present Board members Cassady, Bossler, Mroczek and Forlenza all vote yes to approve the motion. There are no nay votes. Motion carries.

The 2018/2019 Waste Water Fiscal Budget will now move forward to the March 12, 2018 Board of Trustee meeting for approval.

ADJOURN

Member Bossler makes a motion to adjourn the Special Waste Water meeting. Chair Forlenza supports the motion to adjourn. A unanimous vote of yes to adjourn the meeting. Meeting adjourned at 11:42.

Waste Water Approved

Date

Waste Water Board Secretary

Ontwa Township Waste Water Board Minutes

March 28, 2018 @ 6:30 PM

Call Meeting to Order: 6:30 PM

Chairman Brigid Forlenza called the meeting to order at 6:30 PM.

Pledge of Allegiance:

Chair Forlenza asked all to stand for the Pledge of Allegiance.

Roll Call:

Chair Forlenza took roll call:

Members present: John Brandt, Jeff VanBelle, Dan Stutsman, Mike Mroczek, and John Bossler

Members absent: Bruce Cassady

Public Comment: There were no public comments.

Approve Agenda: Chair Forlenza asked for approval of the agenda as presented. Member Bossler made a motion to approve the agenda as presented and member Stutsman supports the motion. All members present are in favor to approve the agenda. Motion passes.

Approve Last Meetings Minutes – February 28, 2018 and Special Meeting March 5, 2018:

Chair Forlenza noted the minutes had been distributed in accordance with Ontwa Township policy and asked for approval of the February 28, 2018 minutes. Member Mroczek made the motion to approve the February 28, 2018 board meeting minutes and Member Bossler supported the motion. A vote was taken and approved by all members present. Motion Passes.

Chair Forlenza asked for a motion to approve the Special WWB Meeting on March 5, 2018. Member Bossler made a motion to approve the March 5, 2018 minutes and Member Mroczek supported the motion. A vote was taken and approved by all members present. Motion passes.

Financial Report:

All members present reviewed the end of year budget and a brief discussion followed addressing any questions presented by the board members

Wastewater Report: Wastewater Board Administrator Scott Swanson was present and reviewed the following endeavors.

1. Manhole on Park Shore – three competitive bids have been received and have been reviewed. Repair work will begin upon approval of Waste Water Board and Ontwa Township Board of Trustees.

2. Camp Wildwood – a meeting has taken place with a representative of Camp Wildwood and they were receptive as to working with Ontwa Township Waste Water Administrator to correct current excess water flow issues.

3. Spare Pump repair, B3 – The spare pump is repaired however Infrastructure Alternatives Inc. needs to deliver it to Ontwa Township.

4. Manhole Cover – CCRC repaired on North Shore Drive: Cass County Road Commission has completed repairs.

5. Odalogger – end of pipe: digital wireless odalogers are in and registered. This has been turned over to I.A.I. for installation.

SAW - Asset Management Program: Mapping system needs finalizing

Frank LaPierre with Wightman & Associates addressed questions from Chairman Forlenza regarding the work order system.

Unfinished Old Business:

1. St. Joseph County Regional Water & Sewer District - Ken Jones with Jones, Petrie and Rafinski Engineering, related they are finalizing easement acquisition.

2. JPC1 – preliminary design and site modification – moving forward.

3. C1 – preliminary design and site modification – this project on hold.

4. Preliminary engineering for generators, JPC1, B4, B3, replacement C1 and B1 – These projects are moving forward.

5. Park Shore Drive manhole – Chair Forlenza asked for a motion to accept the bid from Selge Construction Company of repair. Member VanBelle made a motion to accept the bid for \$4,375.00 for repair of the Park Shore Drive manhole and send to April 9, 2018 BOT meeting. Member Mroczek Supports the motion. A roll call vote is taken and all present members vote yes. Motion carries.

New Business:

1. Election of Officers – 2018-2019:

Nomination of Officers for 2018/2019

Member Bossler nominates Brigid Forlenza for *Chairman* of the Ontwa Township Waste Water Board.

Member Mroczek supports the nomination.

Roll call vote is taken and all present vote yes. Motion carries.

Member Bossler nominates Mike Mroczek for *Vice-Chairman* of Ontwa Township Waste Water Board.

Member Brandt supports the nomination.

Roll Call votes is taken and all present vote yes. Motion carries.

Member Bossler nominates Bruce Cassady for *Secretary* of the Ontwa Township Waste Water Board.

Member VanBelle supports the nomination.

Roll call vote is taken and all present vote yes. Motion carries.

2. Approve meeting dates for 2018-2019

April 18, 2018, May 23, 2018, June 27, 2018, July 25, 2018, August 22, 2018

September 26, 2018, October 24, 2018, November 28, 2018, December 26, 2018

January 23, 2019, February 27, 2019 & March 27, 2019

Chair Forlenza asks for a motion to approve the dates for WWB meetings 2018/2019. Member Stutsman makes a motion and is supported by member Bossler. Chair Forlenza takes a roll call vote and all members present vote yes. Motion carries.

3. Clean Earth – Gravity cleaning – May 1st – 22,000 feet @ \$1.20 per foot (plus additional expenses)

Chair Forlenza asks for a motion after discussion. Member Stutsman makes a motion to have Clean Earth do the gravity cleaning at a cost not to exceed \$29,000. Member Mroczek supports the motion. A roll call vote is taken and all members present vote yes. Motion carries and moves onto the April 9, 2018 Board of Trustee Meeting.

4. Clean Earth – Lift Station Cleaning

Discussion between board members regarding prior authorization for Lift Station Cleaning transpired with Chair Forlenza.

ADJOURN

Chair Forlenza asked for a motion to adjourn the Waste Water Meeting. Member Stutsman made a motion to adjourn. Member Brandt supports the motion. A unanimous vote of yes to adjourn the meeting was taken.

Adjourned at 7:37 PM

Waste Water Approved

Date

Waste Water Board Secretary

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Ontwa Township Waste Water Board Minutes

May 23, 2018

Call meeting to order: 6:30 pm

Chairman Brigid Forlenza called the meeting to order at 6:30 pm

Pledge of Allegiance:

Chair Forlenza asked all to stand for the Pledge of Allegiance.

Roll call:

Chair Forlenza took roll call:

Members present; John Brandt, Jeff VanBelle, Dan Stutsman, Mike Mroczek, Bruce Cassady and John Bossler.

All members were present.

Public Comment: There were no public comments.

Approve Agenda: Chair Forlenza asked for approval of the agenda as presented. Member Dan Stutsman made a motion to approve the agenda as presented and member Mroczek supports the motion. All members present are in favor to approve the agenda. Motion passes.

Approve last meetings minutes – March 28, 2018 (there was no meeting April)

Chair Forlenza noted the minutes had been distributed in accordance with Ontwa Township policy and asked for approval of the March 28, 2018 minutes. Member Bruce Cassady made a motion to approve the agenda as presented and member Jeff VanBelle supported the motion. A vote was taken and approved by all members. Motion passes.

Financial Report: Member Stutsman inquired about far right column marked -115%. Waste Water Administrator will check into the negative amounts in this column. Chair Forlenza stated this is the end of fiscal year statement. Member Stutsman made the motion to table the Comparative Statement of Expenditures until the negative percentages are reviewed and corrected with more explanation. Member Brandt supported the motion. A vote was taken and motion passes.

Waste Water Report by Administrator Scott Swanson:

1. Camp Wildwood – Continued issues with broken meter since 2005. A solution has been suggested to put in Ontwa Township owned meter at B153 manhole. Project moving forward.
2. Odalogger – end of pipe – Readings are listed as doing well at C1 as indicated in packet report.
3. Gravity Cleaning – May 7th to 11th – 22,000 feet of gravity pipe cleaning was completed by Clean Earth on the Northeast and Southeast side of Eagle Lake. The project will continue in the future.

SAW:

1. Asset management Program – Mapping system needs finalized
System is being finalized and all components will be on board as of June 1, 2018.

Unfinished - Old Business:

1. St. Joseph County Regional Water & Sewer District –
Negotiations are continuing for permanent property easement with American Forest Products.
2. JPC1 – preliminary design & site modification – moving forward.
3. C1 – preliminary design & site modification – survey completed and ready to go. Now looking at numbers.
4. Preliminary engineering for generators, JPC1, B4, B3, replacement C1 and B1 – Sending bids to six contractors and will collect results for 3 weeks and after that time will review and make a decision on contractor. The project will then move forward.

1. Clean Earth Gravity Cleaning – 15,000 feet of gravity cleaning starting on South Shore Drive to US 12 and Island Drive at the cost of \$18,350.00.

Chair Forlenza asks for a motion. Member Mroczek makes a Motion to have Clean Earth gravity clean 15,000 feet of pipe at a cost not to exceed \$18,350.00. Member Boosler supports the motion. A roll call vote is taken and all members present vote yes. Motion carries and moves onto the June 11, 2018 Board of Trustee meeting.

2. Camp Wildwood meter – Tabled.

3. Ms Dig – continuing to resolve issues of going on-line.

4. Chemical Feed Pump C1 – (Bioxide)

Member Mroczek makes a motion to go to the Board of Trustees to purchase two bioxide chemical feed pumps for C1, having one as a spare, at a cost not to exceed \$3600.00. Member Cassady supports the motion. Discussion followed. A vote is taken.

Member Mroczek, Member Bossler and Chair Forlenza vote yes. 3 yes votes

Member Brandt, Member VanBell, Member Stutsman and Member Cassady vote No. 4 no votes. Motion fails.

Member Stutsman makes a motion to go to the Board of Trustees to purchase one bioxide chemical feed pump for C1 at a cost not to exceed \$1730.00 plus \$50 freight. Member VanBelle supports the motion. Discussion followed. A vote is taken.

Members Brandt, VanBelle, Stutsman, Cassady, Bossler and Forlenza vote yes. 6 votes for yes

Member Mroczek votes no. Motion carries and moves on to the June 11, 2018 Board of Trustee meeting.

Chair Forlenza asks for further discussion. There is no further discussion.

Chair Forlenza asks for a motion to **ADJOURN** the meeting. Member Stutsman makes the motion to adjourn the meeting and Member Brandt supports.

Meeting **Adjourned at 8:00 pm**

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Ontwa Township Cass County Michigan

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Ontwa Township Waste Water Board Minutes

June 27, 2018 @ 6:30 PM

Call meeting to order: 6:30 PM

Chairman Brigid Forlenza called the meeting to order at 6:30 PM

Pledge of Allegiance: Chair Forlenza asked all to stand for the Pledge of Allegiance.

Roll Call:

Chair Forlenza took roll call:

Members present: Jeff VanBelle, Dan Stutsman, Mike Mroczek, Bruce Cassady, John Brandt and John Bossler.

All members were present.

Public Comment: There were no public comments

Approve Agenda: Chair Forlenza asked for approval of the Agenda as presented. Member Cassady made the motion to approve the agenda as presented and member Mroczek supported the motion. All members present are in favor to approve the agenda. Motion carries.

Approval of last meeting minutes – May 23, 2018

Chair Forlenza noted the minutes had been distributed in accordance with Ontwa Township policy and asked for approval of the May 23, 2018 minutes. Member Stutsman made a motion to approve the agenda as presented and member VanBelle supported the motion. A vote was taken and approved by all members. Motion passes.

Waste Water Report: Administrator Scott Swanson

1. Camp Wildwood – in progress and moving forward.
2. Odalogger – end of pipe – Continue to work on communication issue relating to notifications to phone. Numbers continue to be in threshold of what is required.
3. Gravity Cleaning – June 26 through 29 – in progress and going smoothly.
4. Maintenance Landscaping – Going through the process of receiving bids for maintenance and landscaping.

SAW

1. Asset Management Program – Mapping system needs finalized – I.A.I. and Wightman and Associates continue to revise data.

Unfinished – Old Business

1. St Joseph County Regional Water & Sewer District – acquiring easement on M62 via attorney.
2. C1 – preliminary design & site modification – on hold
3. JPC1 – preliminary design & site modification – complete – part of generator bid.
4. Clean Earth – Gravity cleaning – in progress this week.
5. Camp Wildwood meter – Attorney is reviewing original agreement and Engineer is evaluating what is required to put Ontwa Wastewater meter in place.

New Business

1. Generator Project Bids – JPC1, B4, B3 – On Tuesday, June 26, 2018 Engineer Kevin Marks with Wightman & Associates, Wastewater Administrator Scott Swanson and Wastewater Chairman Brigid Forlenza reviewed the bids received for installing three generators. Numerous companies picked up bids and only two responded. In a letter Kevin Marks, PE, Project Manager with Wightman and Associates expressed their recommendation to accept Bender Electric's bid contingent upon the receipt of the required bonding and insurance. Discussion followed.

Member Stutsman makes the motion to accept the Bender Electric bid for three generators and installation not to exceed \$125,000.00. Member Mroczek supports the motion. No discussion followed. Chair Forlenza then took a roll call vote:

Yes votes as followed: Members Stutsman, VanBelle, Brandt, Mroczek, Cassady, Bossler and Chair Forlenza.

No votes: 0

Motion carries and goes to the next Ontwa Township Board of Trustee Meeting on July 11, 2018.

2. Landscaping - A bid was received from Crowel Landscaping in regards to two separate locations surrounding lift stations. The bid is for a one time substantial clean up. Discussion followed.

Member VanBelle made a motion to accept the bid from Crowel Landscaping to remove debris, haul waste and spray to prevent further growth at C1, Seaside Court not to exceed \$800.00. Also, cut back and remove overgrown shrubbery, weed whack and spray to prevent further growth-surrounding B3, Sandy Beach not to exceed \$400.00. Member Stutsman supports the motion. Chair Forlenza calls for a roll call vote.

Yes votes – Members Brandt, VanBelle, Stutsman, Mroczek, Cassady, Bossler and Chair Forlenza

No votes – 0

Motion carries. No further discussion followed.

Chair Forlenza asks for a motion to **ADJOURN** the meeting. Member Stutsman makes the motion to adjourn the meeting. Member VanBelle supports.

Meeting Adjourned at 7:09.

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Jerry Marchetti – Supervisor
Tina VanBelle – Clerk
Meryl Christenson – Treasurer

Jerry Duck – Trustee
Jeff Kozinski – Trustee
Dawn Bolock – Trustee
Dan Stutsman – Trustee

ONTWA TOWNSHIP WASTEWATER BOARD MEETING MINUTES JULY 25, 2018

Meeting called to order: 6:30 PM

Chairman Brigid Forlenza called the meeting to order at 6:30 PM

Pledge of Allegiance: Chair Forlenza asked all to stand for the Pledge of Allegiance.

Roll Call: Chair Forlenza took roll call:

Members present: Jeff VanBelle, Mike Mroczek, John Brandt, John Bossler, Bruce Cassady, Dan Stutsman

All members were present.

Public Comment: There were no public comments.

Approve Agenda: Chair Forlenza asked for approval of the Agenda as presented. Member Bossler made the motion to approve the agenda as presented and member Stutsman supported the motion. All members present are in favor to approve the agenda. Motion carries.

Approval of June 27, 2018 meeting's minutes:

Chair Forlenza noted the minutes had been distributed in accordance with Ontwa Township policy and asked for approval of the June 27, 2018 minutes. Member Cassady pointed out the word "agenda" needed to be changed to "minutes" before being approved. Member Bossler made the motion to amend the minutes by changing the word "agenda" to "minutes" within the **"Approval of last meeting minutes-May 23, 2018."** Member Cassady approved the motion. A vote was taken and all approved. Motion carries.

Financial Report: Chair Forlenza stated the reports had been distributed in accordance with Ontwa Township policy and asked for approval of the June 2018 financial report. Member Stutsman made the motion to approve the financial report as presented. Member Mroczek supported. A vote was taken and all approved. Motion passes.

WasteWater Report:

Due to the resignation of Waste Water Administrator Scott Swanson Chairman Forlenza stated the report would be postponed. The topic will be discussed at the Ontwa Township Board of Trustee Meeting.

SAW:

1. Asset Management Program - Mapping system needs finalized: making progress.

Unfinished - Old Business

1. St. Joseph County Regional Water & Sewer District; Nothing new to report
2. C1 - preliminary design & site modification; on going.
3. Camp Wildwood Meter; information is with attorney. Waiting for results.
4. Landscaping; Crowell Landscaping continues to clean up all sites.

New Business

1. Easement M62; on going
2. Odalogger - End of Pipe; not working as projected. I.A.I. is returning to company.

3. Chemical Dosing JPC1; No chemicals need to be added. Dosing will discontinue at JPC1.

4. Cobert Lake; discussion followed. Tabled.

ADJOURN

Chair Forlenza asks for a motion Adjourn the meeting. Member Cassady makes the motion to adjourn the meeting. Member Bossler supports. Meeting is adjourned at 7:03 PM.

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ONTWA TOWNSHIP WASTEWATER BOARD MEETING MINUTES AUGUST 22, 2018

Meeting called to order 6:30

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

Pledge of Allegiance

Acting Chair Mroczek asked all to stand for the Pledge of Allegiance

Roll Call

Acting Chair Mroczek took roll call:

Members present: John Brandt, Jeff VanBelle, John Bossler, Bruce Cassady.

Members Absent: Dan Stutsman

Public Comments

There were no public comments.

Approve Agenda: Acting Chair Mroczek expressed because of the visitors attending with the SJCRW & SD in the New Business section of the agenda he would like to amend the agenda by moving up #1 of New Business to immediately following the Approval of Last Meeting minutes. Member Bossler made the motion to modify the agenda and Member VanBelle supported. A vote was taken and all approved. Motion passes.

Approve Last Meetings Minutes - July 25, 2018:

Minutes were reviewed by members. Member Cassady made a motion to approve last meeting minutes and Member Bossler supported. A vote was taken and all members approved the minutes. Motion passes.

New Business

1. Expansion of Granger Sewer System (SJCRW & SD)

Ken Jones, President and CEO of Jones, Petrie, Rafinski and Barry Skalski of Cressy & Everett were present to introduce the concept to expand the sewer system into Indiana. This is a preliminary design and may not take place for 5 to 7 years. Discussion followed.

Financial Report:

Acting Chair Mroczek noted the reports had been distributed in accordance with Ontwa Township policy and asked for approval of the July 2018 financial report. Member VanBelle made the motion to accept the July 2018 financial report and Member Bossler supported the motion. Discussion followed. Acting Chair Mroczek called for a roll call vote. Members Bossler, Brandt, VanBelle and Acting Chair Mroczek vote Yea. Member Cassady asked to be abstained. Motion carries.

Wastewater Report:

Wastewater Administrator Brigid Forlenza gave the Wastewater report.

C-1: Pumps are working. Ongoing with progress.

Easement & M62: Information sent to Waste Water Sewer System Attorney. In progress.

Notice of Violation: Elkhart

A "Notice of Violation with Compliance Order" letter was received by the Ontwa Township Supervisor on July 31, 2018. A meeting took place between the City of Elkhart Public Works Department and Ontwa Township Waste Water members to investigate the issue. In conclusion the Ontwa Township

Sewer System was penalized in the amount of \$300.00. Ontwa Township Supervisor stated in a response letter to Elkhart Pubic works that the daily operations and routine maintenance of the wastewater system is contracted to a outside vendor and it is their responsibility to maintain all functions. Frank conversations have taken place with the vendor regarding their performance and consequences.

SAW

1. Asset Management Program - Frank LaPierre from Wightman & Associates passed out a summary listing of Ontwa Township Preventative Maintenance listing of Assets, Procedures and recommended frequencies. This information will be available on the software used by I.A.I. and Ontwa Township Sewer Systems to aid in operation of the waste water system.

Unfinished Old Business

1. CI- preliminary design & site modification - on going
2. Camp Wildwood Meter - in process of modifying.
3. Easement & M62 - on going
4. Odalogger - End of Pipe - on going process and on track.
5. Cobert Lake - looking into process for next Spring.

New Business

2. Elkhart: Notice of Violation
Covered under Waste Water Report.

ADJOURN:

Acting Chair Mroczek asks for a motion to adjourn the meeting. Member Bossler makes a motion to adjourn and Member VanBelle supports. Motion Passes.
Adjourn at 7:29

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

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ONTWA TOWNSHIP WASTEWATER BOARD MINUTES SEPTEMBER 26, 2018 @ 6:30 PM

Meeting called to order @ 6:30 PM

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

Pledge of Allegiance

Acting Chair Mroczek asked all to stand for the Pledge of Allegiance

Roll Call

Acting Chair Mroczek took roll call: Members present; John Brandt, Jeff VanBelle, Dan Stutsman, Frank LaPierre, Bruce Cassady, John Bossler. All members are present.

Public Comments: Kurt Jacobi stated he thought an odor was coming from C1. Mary Anne Crete brought about discussion for the need of a sewer around Cobert Lake and noted a petition is being circulated for that reason.

Approve Agenda

Member Bossler made the motion to approve the agenda as presented. Member VanBelle supports. A vote was taken and all approved. Motion passes.

Approve Last Meeting Minutes - August 22, 2018

Member LaPierre made the motion to approve the August 22, 2018 meeting minutes. Member Cassady supports. All in favor. Motion Passes.

Financial Report

The financial report was discussed. Acting Chair Mroczek stated the dollar amount being spent is below the budgeted spending amount.

Acting Chair Mroczek introduced new Waste Water Board member Frank LaPierre.

Waste Water Report

Waste Water Administrator Brigid Forlenza gave the Waste Water Report.

- September 4, 2018 meeting with Kevin Marks, Engineer from Wightman and Associates took place and the C1 location was visited regarding preliminary design for Chemical Feed System at the location.
- Resolution and documents were received from Attorney Roxanne Seeber for condemnation of 16' x 16' easement on M62 to facilitate scrubber vent. This will move on to the October 8, 2018 Board of Trustee meeting.
- Site modification for JPC1 to facilitate chemical feeder for Bioxide. I.A.I. recommends this activity. Additional funding has previously been approved. Administrator Forlenza assures to adjoining property owners that the site will look good.
- Issues with #50 permanent Odalogger (monthly) at end of pipe continue. The issue is being addressed by Administrator Forlenza and I.A.I. The Odalogger (#51) is working properly.
- Mason Township Treasurer and Cathy Obren (Ontwa Township) are working together regarding sewer permits to be pulled from Ontwa Township for new housing in the Mason sewer district. A need for protocol with new home sewer permits was discussed and will be looked into.

SAW

1. Asset Management Program - Member LaPierre explained how the software reports are to be analyzed and read. He passed out sample reports to aid in his explanations.

Unfinished - Old business

1. C1 - preliminary design & site modification. Ongoing. Will pull one tank out and put into storage.
2. Camp Wildwood meter. Ongoing. Looking to make changes during winter. An ad hoc committee was created to deal with the issues that continue to occur. The ad hoc committee includes; Members John Bossler, John Brandt and Waste Water Administrator Brigid Forlenza.
3. Easement & M62. Resolution will be presented at the Board of Trustee meeting on October 8, 2018.
4. Odalogger - End of Pipe. Only one is transmitting to data system. I.A.I. and Administrator Forlenza are both receiving data from the system.
5. Cobert Lake. Under discussion.
6. Expansion of Granger Sewer System (SJCRW & SD). Looking into for the future.

New Business

1. Mason Township Sewer Permits. Member Brandt suggested to add the language of new home and sewer or septic permits be added together and issued at same time. This assures the required permits are issued. Discussion followed.
2. JPC1 - Chemical Feed needs site modification. Ongoing.

ADJOURN

Acting Chairman Mroczek made the motion to adjourn. Member VanBelle supports. Motion passes.

Meeting adjourned at 7:18.

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ONTWA TOWNSHIP
WASTEWATER BOARD MEETING
OCTOBER 24, 2018 @6:30 PM

DRAFT MINUTES

Meeting called to order at 6:30 PM

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

Pledge of Allegiance

Acting Chair Mroczek asked all to the stand for the Pledge of Allegiance

Roll Call

Acting Chair Mroczek took roll call. Members present: John Brandt, Jeff VanBelle, Dan Stutsman, Frank LaPierre, Bruce Cassady, John Bossler. All members present.

Public Comments: (3 minutes per person) There were no public comments.

Approve Agenda: Member VanBelle made a motion to amend the agenda by adding to New Business #2. Curtis Drive. Member LaPierre supports the motion. **A vote was taken by Acting Chair Mroczek; All yeas, no nays. Motion passes.**

Approve Last Meeting Minutes: September 26, 2018

Acting Chair Mroczek asks for a motion to approve the September 26, 2018 minutes as written. **Member Bossler makes a motion to approve the minutes and is supported by Member VanBelle. All vote yeas, no nays. Motion passes.**

Financial Report

Acting Chairman Mroczek gave a financial report explaining less monies are being spent as within the budget amount. At this time the Wastewater account is under budget and has a healthy balance.

Wastewater Report

Old Business

Wastewater Administrator Brigid Forlenza gave a report following "Unfinished - Old Business" numbered items.

1. Kevin Marks from Wightman & Associated, Inc. is present tonight to speak regarding preliminary designs - C-1 Chemical feed station on Elkhart Road.

2. Camp Wildwood - Email has been sent with documentation to Attorney to begin the process of reviewing amending meter ownership.

3. Administrator Forlenza spoke with Attorney Roxanne Seiber at a MTA seminar recently. She related paperwork will be filed soon in court pertaining to the easement on M62.

4. Administrator Forlenza and Member Mroczek spoke with a representative from Detection Instruments who specified they would be working with I.A.I. to troubleshoot the issues with the odallogger once more. If not rectified the odallogger will be returned to them for repair.

5. Administrator Forlenza has received a call from Kim Ravanna, a resident on Cobert Lake, who has a failing septic system. Her lot is small as many are on Cobert Lake and it will require two small septic systems instead of just one. This will have a larger financial impact on her. Mrs. Ravanna inquired on what the status might be to adding septic sewer on Cobert Lake.

6. SJRWSD - Administrator Forlenza stated she sent Amendment #2, which includes the septic sewer system expansion from Granger to Ontwa Township, to Attorney Studer, Engineer Clark and Attorney Kaufman.

New Business

Administrator Forlenza is asking for approval from the Wastewater Board for a fund of \$1500.00 for pieces and spare parts to be available when needed. This approval would then move onto the Board of Trustee regular meeting. Examples of these articles are but not limited to; 24 Volt power supply, PLC (Programable Logic Controller) and light bulbs which cost approximately \$25 each. Inventory would be kept current and parts would be kept in the Wastewater building. Administrator Forlenza pointed out that there was a part needed for a repair and Ray Galovich from I.A.I. had to borrow the part from Porter Township to complete the repair. Ontwa township needs to have some spare parts in inventory. Member Brandt remarked he feels a complete inventory should be taken first and to be sure the location is secure from having items disappear without the Administrator's knowledge. Acting Chair Mroczek asked if there was a plan to add in the 2019/2020 budget for an inventory fund for pieces and spare parts. Administrator Forlenza stated she would include this fund in the upcoming 2019/2020 budget.

Other

Infrastructure Alternatives Inc. (IAI)

1. Currently checking pumps at EDW-1 for repair or replacement.

2. There were 3 calls to EDW-2 grinder pumps malfunction due to someone putting socks in the system. Will address this issue under **New Business - #2.**

3. Pressure in the systems are good.

4. The last caustic flush for the season was performed in October.
5. Reminded to begin caustic in spring as temperatures rise.
6. A transducer and analog board were replaced in an emergency situation and now have one set as a spare.
7. Administrator Forlenza spoke with Electrical Contractor Butch Bender who requested to have the driveway prep and concrete pads poured at JPC-1 before the snow and cold weather set in. This would allow safer and easier access during the winter months. Administrator Forlenza will contact Selge Construction to arrange this.
8. Information has been submitted to Wightman regarding indirect hook-ups as needed for Dock Landing Development on Eagle Lake Road for sewer system. This has been executed in other Ontwa Township developments in the past.

Kevin Marks - Wightman & Associates

Ontwa Township - Lift Station C-1 Improvements

1. Mr. Marks explained two options to provide upgrades including eye wash and shower capabilities in the event of a chemical spill. It is important that I.A.I. have water for safety reasons.
 - Option A - Drill a Type III well specifically for this site which would require a local health permit. This completed site would be costly and require maintenance. This option has many deterrents.
 - Option B - Provide a self-contained building with a 600 gallon, heated tank which would meet safety requirements. The self-contained building could be located anywhere on the existing site. The self-contained building gives you the lowest cost of life-cycle, most flexibility and least moving parts.
2. Provide secondary containment for the bioxide and caustic that are used at C-1. This area needs to be cleaned up for safety reasons. Do not want these caustics to spill. We need to provide concrete containment for existing 4,000 gallon bioxide tank and remove 3,000 gallon bioxide tank not being utilized and store at the Ontwa Township Wastewater building. Provide a 550 gallon double-walled polyethylene tank for caustic storage so it will not freeze. Mr. Marks proposes to pour a secondary containment of 17.5 feet by 13.5 feet and 30 inches high wall to contain any spills.
3. Upgrade access and ease of receiving chemicals being delivered by adding a concrete driveway. This will also keep any spills contained so they are not absorbed in the ground. The fences also need to be reconfigured to be aligned with current deliveries.
4. Provide permanent process piping for the chemicals used at this site. Mr. Marks proposes to run "hard" pipping from tanks below grade into wet well for chemical feeds, then seal everything up underground and cover. At this time the chemical feeds enter wet wells below safety grating and are damaging the grating. Some safety gratings need replacing. Mr. Marks is in the process of getting pricing on this project. Keeping the same footprint Mr. Marks proposes to install new chemical feed pumps in small NEMA enclosure with heater to keep them at acceptable working temperature and out of the elements. Mr. Marks passed out preliminary designs needed for safety and other upgrades to support his proposals.

Regarding Corbert Lake

Mr. Marks stated Wightman & Associates had been asked by past Administrator John Harsh to look into a cost estimate for a sewer system at Cobert Lake in February 2017. The sight had been examined through google maps and by walking the area. The hook up would connect at B-1 and the elevations do not work without an adding a Cobert Lake Lift station. B-1 is currently near capacity so the pumps would need to be upgraded. Cost estimate for this project is in his handouts and maps provided by Mr. Marks. There are USDA funding available for this service but would need to be looked into because of standards and requirements. It appears the estimated annual income of the Township would be too high to receive such USDA grants. Loans are also available with low interests rates. All need to be looked into.

Unfinished - Old Business

1. C-1 preliminary design & modification was already reviewed with Kevin Marks of Wightman & Associates.
2. Camp Wildwood meter - Acting Chair Mroczek asked Kevin Marks if he could calculate the costs for having control of a Ontwa Wastewater meter. Mr. Marks said he will do this and offered estimates to the WW Board. Ontwa Township needs to have control over the meter and its readings.
3. Easement & M62 - Acting Chair Mroczek stated that information has been filed with Attorney Roxanne Seiber for North American Associates for the 14 foot easement. Member VanBelle suggested to proceed with site modification then will come arguments and then compensation.
4. Odalogger - End of Pipe. Acting Chair Mroczek stated frustration with this Odalogger having not been qualified out in the field as of yet. Administrator Forlenza confirmed it has been since May 2018. If not repaired this time it will be returned to vender.
5. Cobert Lake - previously reviewed in this meeting.
6. Expansion of Granger Sewer System (SJCRW & SD) Information has been sent to Engineer Clark and Attorney Studer as stated previously.

New Business

1. Spare Parts

Acting Chair Mroczek asks for a motion to approve \$1500.00 for miscellaneous spare parts. Member John Bossler makes the motion to have \$1500.00 set aside for purchase of spare parts. Member Stutsman supports. Discussion followed.

A roll call vote is taken.

6 Yeas: Bruce Cassady, John Bossler, Dan Stutsman, Frank LaPierre, Jeff VanBelle and Mike Mroczek

1 Nay: John Brandt

Motion passes and is carried onto the Ontwa Township Board of Trustee November meeting.

Because of concerns for security of the inventory from Wastewater board members, Administrator Forlenza will look into all those who have possession of keys to enter the inventory building. The locks all have been recently changed and updated. Ways to be sure inventory is utilized as it should be and records kept will be investigated.

2. Curtis Drive - Member VanBelle confirmed there has been more calls to the sewer system malfunctions because of someone putting socks into the system on Curtis Drive. It appears it is intentional and the area and/or culprit could be narrowed down. Member VanBelle suggested sending a letter to some of the residents explaining the issues and that the Wastewater Board is investigating the issue at this time. Member VanBelle will compose a letter. The issue will remain under consideration.

Acting Chair Mroczek asks if there is any further business, being no further business he asks for a motion to adjourn.

Member Stutsman makes a motion to Adjourn and Member VanBelle supports.

Meeting is ADJOURNED at 7:40 PM.

Respectfully submitted by,

Lori Mroczek, Recording Secretary
lorimroczek@hotmail.com

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WASTEWATER BOARD MEETING NOVEMBER 28, 2018 @ 6:30 PM

DRAFT MINUTES

Meeting Called to Order

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

Pledge of Allegiance

Acting Chair Mroczek asked all to stand for the Pledge Of Allegiance

Roll Call

Acting Chair Mroczek took roll call. Members present: John Brandt, Frank LaPierre, Bruce Cassady, John Bossler. Members absent: Jeff VanBelle and Dan Stutsman

Public Comments (3 minutes per person)

There were no public comments

Approve Agenda

Member Bossler made a motion to accept the agenda as presented. Member Cassady supported the motion. All member present vote Yea, no nays. Motion passes.

Approve Last Meeting Minutes - October 24, 2018 Minutes

Member Bossler made a motion to approve the October 24, 2018 minutes. Member LaPierre supported the motion. All members present vote yea, no nays. Motion passes.

Financial Report

Acting Chair Mroczek explained the financial report as it was presented in the Wastewater packet.

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

Administrator Forlenza meet with Ray Galovich from I.A.I. on November 21, 2018 and discussed the following; Lift stations C1 - Elkhart Road, C3 - Gateway Drive and EDW 1 - Village Park are ready for cleaning and Routine Maintenance.

The pressure at end of pipe is good.

Odalogger #2 is operational.

Spare parts have been ordered.

A meeting is being scheduled with Township Attorney regarding the Camp Wildwood meter.

Selge Construction is scheduled to start work at PJC1.

A letter from Township Attorney is in the process of being sent to North American Associates to continue with the land acquisition.

Engineer is waiting for shower information at C1.

SAW - Asset Management Program

At this time the Asset Management Program is complete.

Unfinished - Old Business

1. C1 - preliminary design & site modification; Kevin Marks with Wightman & Associates continues to work on completing the process.
2. Camp Wildwood Meter - still under discussion for meter issues.
3. Easement & M62 - Township attorney is communicating with North American Associates.
4. Odalogger - End of Pipe - in good operation.
5. Cobert Lake - continues to be under discussion.
6. Expansion of Granger Sewer System (SJCROW % SD) under discussion for future.

New Business

1. Lift Station Cleaning - C1, C3, EDW 1 - Scheduling routine maintenance.

ADJOURN

Member LaPierre makes the motion to adjourn the meeting. Member Brandt supports. All Yea, no nays. Motion carries. Meeting is adjourned at 6:44 PM.