

# ONTWA

## TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \*

Fax: (269) 663-0072 Phone: (269) 663-2347

### WASTEWATER BOARD MEETING January 26, 2022 @ 6:30 PM

#### 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: Members: VanBelle, Bossler, Brandt, Stutsman, Stiffler, Cassady. All Board Members Present

**Public Comments:** Supervisor Marchetti stated there will be a special meeting on Thursday, January 27, 2022 @ 6:00 in the Township Hall. The meeting is about creating a bike path on Elkhart Road.

**Approve Agenda:** A motion is made to add to **Unfinished Business #2. Notice of Violation Meeting that took place in Elkhart on January 4, 2022. Also add to New Business #2 Administrator Salary.** The motion to amend the agenda is made by Member Stutsman and supported by Member Stiffler. All vote yea. Motion carries.

#### Approval of Last Meeting Minutes – December 22, 2021

Member VanBelle makes the motion to approve the minutes and is supported by Member Bossler.

**Financial Report:** Chair Mroczek stated the budget is running 10.5% under for 9 months year to date.

The electric bills are running high for December. We need to keep an eye on electric billing costs.

#### Wastewater Report – Administrator Brigid Forlenza

1. IAI Reports – included in the packet for review – discussion followed.
  - a. 9.5 million gallons of wastewater was generated for the month of December.
  - b. There was no overtime for December.
2. The Board of Trustees approved both fencing project for B3 and C2 as presented.
3. Administrator Forlenza is working with the Engineers from Wightman and I.A.I. to set up *Ms. Dig Indiana* regarding the force main.
4. A Bid is included in the packet from CT Electric Services, our current electrical vender, for a Vega radar sensor to be installed at C1. Other vendors never responded to Administrator's requests for bids. Discussion followed.

5. Administrator Forlenza explained many of her duties and the multiple companies she deals with on a daily and continual basis.

### **Unfinished – Old Business**

1. C1 – Project Update – Finished except the Radar Sensor. Will be off agenda next meeting per Administrator Forlenza.
2. Notice of Violation Meeting - Administrator Forlenza, Chairman Mroczek, Member Bossler and Terry Norman from I.A.I. attended Elkhart Board of Public Works meeting on January 4, 2022. The purpose of the meeting was to explain a previous occurrence of being out of specification. Administrator Forlenza addressed the Board of Public Works to explain the reason. The Elkhart Board of Public Works issued a fine of \$300.00. I.A.I. will be responsible for one half of the fine because of their actions according to Administrator Forlenza.

### **New Business**

1. C1 – Radar Sensor – As explained by Administrator Forlenza. Bid from CT Electric Services, Inc. included in packet.

**A motion was made by Member Stutsman to accept the bid from CT Electric Services, Inc. not to exceed \$7,000.00. The motion is supported by Member Bossler. A vote is taken: 6 yea and 0 nay. Member Cassady abstains because he was absent for discussion. Motion carries on to the next Board of Trustees meeting.**

2. Administrator Salary – Member Stutsman would like to see a % cost of living increase. Member Brandt did research into other Michigan townships and would like to be in a realm of what other townships are doing for an increase. Recommendations with backup documentation is needed. Discussion followed.

A Budget Workshop is scheduled for Tuesday, February 22 for Ontwa Township. **The next Wastewater Board meeting will be scheduled early for Monday, February 21 @ 6:30 to be able to discuss Salary increases prior to the Budget Workshop.** Member Stutsman will take recommendations to the Budget Workshop.

### **Board Comments**

Chairman Mroczek expressed interest in solar electrical panels for Wastewater electrical power because of increasing electric costs. Solar would off-set the carbon footprint. Member Bossler and Chair Mroczek had a meeting with ClimaxSolar at the township hall. Need to review power bills at each lift station and township hall. Chair Mroczek would like to consider Solar power at one lift station for next year's Capital Improvement Plan.

### **Adjournment**

Member VanBelle made the motion to adjourn. Member Stutsman supports.  
Adjourned 7:35 PM

# ONTWA TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \*

Fax: (269) 663-0072 Phone: (269) 663-2347

## WASTEWATER BOARD MEETING Monday, February 21, 2022 @ 6:30 PM

### 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: Members: VanBelle, Bossler, Brandt, Stutsman, Stiffler, Cassady. All Board Members Present

**Public Comments:** No public comments.

**Approve Agenda:** A motion is made to approve the agenda by Member Stutsman. Supported by Member Cassady. All vote yea to approve the agenda. Motion carries.

### Approval of Last Meeting Minutes – January 26, 2021

Member Bossler makes the motion to approve the minutes and is supported by Member Stutsman. All vote yea. Motion carries.

**Financial Report:** Chair Mroczek stated the budget is running 14% under for 10 months year to date.

The electric bills are running high for December. We need to keep an eye on electric billing costs.

### Wastewater Report – Administrator Brigid Forlenza

1. IAI Reports – none this meeting.

- A sewer resident on South Shore Drive had sewer odor complaints. IAI started Bioxide to fix the problem. No more complaints.
- A broken padlock needed to be replaced at C1.
- Continue to work out glitches with Mission System with IAI. Nothing electrical.

### Unfinished – Old Business

No unfinished business.

### New Business

1. 2022/2023 Budget

- The Wastewater Budget Narrative for Fiscal Year 2022-2023 is included in the wastewater packet. This document details the development of the proposed FY 2022-2023 Wastewater operating budget for Ontwa Township, Cass County, Michigan. Adjustments to this proposed budget are possible before the final adoption at a Board of Trustee meeting on or before March 31, 2022.

- Administrator Forlenza explained the spreadsheets with changes and increases of the 2022/2023 operating budget which is included in the Wastewater Packet. Administrator Forlenza addressed and clarified any questions regarding the new budget. Discussion followed.

The Wastewater board was presented a list of the wage committee 's recommendations for Ontwa Township salaries. At this time Wastewater Administrator Forlenza excuses herself from the meeting before the salaries were discussed by board members. Discussion followed.

**A motion was made by Member Cassady to increase the Wastewater Administrator's recommended salary from \$25,500 to \$26,500. Member Stiffler supports the motion. A roll call vote is taken. Member Stutsman recues himself because he is a voting member on the Board of Trustees. 6 votes in favor. 0 vote nay. Motion carries.**

**A motion was made by member VanBelle to add the Wastewater Administrator's \$1,000 salary increase to the Ontwa Township Wastewater Fund Fiscal Year 2022/2023 Budget Worksheet. Member Cassady supports. Roll call vote is taken. 7 vote yea. 0 vote nay. Motion carries.**

**A motion is presented by Member Stutsman to accept the Fiscal Year 2022/2023 Wastewater Board meeting dates that have been distributed. All fall on the 4<sup>th</sup> Wednesday of the month except in November. Member Brandt supports the motion. 7 vote yea. 0 vote nay. Motion carries.**

#### **Board Comments**

Member Brandt suggested that the fencing being installed around wastewater stations should maybe be consistent. There have been no complaints but there could be. Discussion followed.

#### **Adjournment**

Member Stutsman made the motion to adjourn. Member Cassady supports.

Adjourned 8:06 PM

Respectfully Submitted by Lori Mroczek, Recording Secretary

# ONTWA TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \*  
Fax: (269) 663-0072 Phone: (269) 663-2347

## WASTEWATER BOARD MEETING

March 23, 2022 @ 6:30 PM

### 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: Jeff VanBelle, John Brandt, John Bossler, Dan Stutsman, Dave Stiffler and Mike Mroczek. Members absent: Bruce Cassady.

### Public Comments – none

**Approval of Agenda** – Member Stutsman makes a motion to approve the Agenda. Member Bossler supports. All present vote yea. Motion carries.

**Approval of March 23, 2022 Minutes** – Member Bossler makes a motion to approve March 23, 2022 meeting minutes. Member VanBelle supports. All vote yea. Motion carries.

**Financial Report** – Chair Mroczek states the Wastewater system continues to run under budget to date.

### Wastewater Report: Administrator Brigid Forlenza

#### 1. I.A.I. reports – January and February

Reports are included in the packet for review.

- Waiting for generator to be delivered at C2 before fencing can be completed.
- Working with Wightman to set up a plan to place chemical feed system underground at JPC1. Selge Construction will be doing the work. A bollard will need to be moved to allow better access.
- Waiting on the permit from Semco to hook up generator at C2 when the generator is delivered.
- Member Bossler and Administrator Forlenza met with Terry Norman from I.A.I. and it went well.
- Will be doing new Grinder pumps at Gateway. Waiting on specs from engineers to go forward.

Member Stutsman asks to make an announcement and his request was approved by Chair Mroczek. Member Stutsman stated that he presented to the Ontwa Township Board of Trustees the salary increase for Administrator Forlenza. The increase was approved by the Board of Trustees. The Wastewater Board voted and approved the increase at the February 21, 2022 Wastewater meeting.

**Unfinished Old Business** – nothing to report.

### New Business –

#### 1. Clean Earth – gravity line cleaning

There is a conflict with the price quoted from Clean Earth to clean the gravity line cleaning.

Administrator Forlenza is in contact with Wastewater lawyer and Wightman engineer to come to an agreement. Wastewater needs to stay within budget and Clean Earth needs to adhere to what the agreement is. Discussion followed.

### Board Comments

Chair Mroczek stated the Village of Edwardsburg approved a project to remove iron from village water supply.

ADJOURNMENT – A motion was made by Member VanBelle to adjourn the meeting. Member Brandt supports the motion. Meeting adjourned at 6:49.

**Respectfully submitted by Lori Mroczek, Recording Secretary**

# ONTWA

## TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \*  
Fax: (269) 663-0072 Phone: (269) 663-2347

### WASTEWATER BOARD MEETING April 27, 2022 @ 6:30 PM

#### 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: Members: VanBelle, Bossler, Brandt, Stutsman, Stiffler, Cassady. All Board Members Present

**Public Comments:** No public comments.

**Approve Agenda:** A motion was made by Member VanBelle and supported by Member Bossler to approve the agenda. All vote yea. Motion carries.

#### Approval of Last Meeting Minutes – March 23, 2021

Member Stutsman makes the motion to approve the minutes and is supported by Member Bossler. All vote yea. Motion carries.

**Financial Report:** Chair Mroczek reviewed the budget that is included in the packet and stated the budget is in good order. A new budget will start next month.

#### Wastewater Report – Administrator Brigid Forlenza

1. IAI Reports – included in the packet for review – During the month of March 2022, approximately 8,934,000 gallons of Wastewater was generated. The collection system continues to operate in excellent condition.
2. The permit from Semco for gas line came in lower than expected.
3. The float at C1 is completed by CT Electric. (Previously approved)

#### Unfinished – Old Business

1. Clean Earth – gravity cleaning
  - a. Proposal from Clean Earth, Environmental Contracting Services  
As per our onsite inspection and conversation regarding the gravity cleaning project in Ontwa Township Clean Earth proposes a cost of:  
\$1.23 per LFT (Includes water truck)  
\$495.00 per Lift Station

A motion is made by Member Stutsman to accept the proposal submitted by Clean Earth not to exceed \$30,000. The motion is supported by Member Bossler. All Members vote Yea. Motion carries.

**New Business** – No new Business

**Board Comments**

Member Stutsman reminded those in attendance the Ontwa Township Trash Clean Up days at this coming weekend, April 30 from 9-3.

Volunteers will be appreciated.

**Adjournment**

The motion is made by Member VanBelle to adjourn and supported by Member Bossler. Adjournment at 6:51

**Respectfully submitted by Lori Mroczek, Recording Secretary**

# ONTWA

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \* Fax: (269) 663-0072 \* Phone: (269) 663-2347

**WASTEWATER BOARD MEETING**  
**May 25, 2022 No Meeting**

# ONTWA TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \*

Fax: (269) 663-0072 Phone: (269) 663-2347

## WASTEWATER BOARD MEETING

June 22, 2022 @ 6:30 PM

### 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: J. VanBelle, J. Bossler, J. Brandt, D. Stutsman, D. Stiffler, B. Cassady and Chairman M. Mroczek. All board members present.

### Public Comments

There were no public comments.

### Approve Agenda

A motion was made by Member VanBelle to approve the agenda as presented. Member Cassady supports the motion. Roll call vote is taken, and all members present approve.

### Approve Last Meeting Minutes – April 27, 2022

A motion was made to approve the April 27, 2022, minutes by member Stutsman and supported by Member Stickler. Roll call vote was taken and all members present vote yea. Motion carries.

### Financial Reports

Chair Mroczek reviewed the financial reports included in the packet. April and May, first and second months, were both included. April and May were both under budget. Total budget for the year is about 1.5 million which amounts to about \$125,000 a month. Discussion followed.

### Wastewater Report: Brigid Forlenza

Administrator Forlenza was not able to attend the meeting but put together the packet and included necessary information for the report.

1. IAI Reports – April and May: The reports are included in the distributed packet. Discussion followed.

### Unfinished - Old Business

There was no unfinished old business brought up to discuss.

### New Business:

1. I.A.I. Contract renewal:

A new budget is needed from I.A.I. since their contract has expired. Member Cassady suggested that the wastewater board put a service contract out for bid to other companies to compare with I.A.I. Member VanBelle asked to seek multiple bids. Member Brandt thought this is important to be fair to the wastewater customers. All board members agreed to look at some competitive bids.

Discussion followed.

Member VanBelle suggested to go into a holding pattern until hearing from I.A.I. and consulting with Administrator Forlenza.

**Board Comments:** There were no board comments

Member Brandt made a motion to adjourn, and Member Cassady supports the motion.

Meeting is adjourned at 6:59 pm.

Respectfully submitted by Lori Mroczek, Recording Secretary

# 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) 663-2347

## **WASTEWATER BOARD MEETING**

**July 27, 2022 No Meeting**

# ONTWA

## TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org)

26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \* Fax: (269) 663-0072 \* Phone: (269) 663-2347

### WASTEWATER BOARD MEETING

August 24, 2022 @ 6:30 PM

#### Meeting Called to Order

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

#### Pledge of Allegiance

Chair Mroczek asked all to stand for the Pledge of Allegiance

#### Roll Call

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

**Public Comments (3 minutes per person)** there were no public comments.

*Member Cassady makes the motion to amend the agenda by adding to Unfinished Old Business #1.*

*"Continued Wastewater Collection System Operations, Maintenance & Management Proposal: Ontwa Township, Michigan. Submitted by Infrastructure Alternatives, Inc. (I.A.I.)*

*The motion is supported by Member Brandt. A roll call vote is taken and all members present vote yea. 0 vote nay. **Motion carries.***

#### Approve Last Meeting Minutes – June 22, 2022 Minutes

Member Stutsman made the motion to approve as presented. Member VanBelle supports the motion. All members present vote yea, no nays. **Motion carries.**

**Financial Report** The financial report was included in the packet. Chairman Mroczek pointed out the system is operating under budget at this time. Discussion followed.

#### Wastewater Report - Administrator Brigid Forlenza

1. **IAI Reports** – Reports are included in the packets. Discussion followed.
2. Due to numerous power outages, Administrator Forlenza is requesting bids from Reliable Generator for generators to be installed at JPC2 and B2. Administrator Forlenza will present at the next board meeting.
3. Waiting on plans from Ontwa Township Engineer regarding chemical feed line to run underground at JPC1. Latest email August 16, 2022 – waiting on response.
4. Valves at C1 – inspected by engineer on complaint by Ray Stoddard of IAI. Contacting Ferguson for inspection and bid to replace as needed.
5. AD HOC committee met with Ontwa Township Engineer regarding the proposed water filtration project in the village. All concerns were met with positive results.
6. Fencing project at Island drive completed by J.C. Fencing.
7. Generators installed at C2 completed. Fencing project to be completed next week by Rich Kujawa, Custom Fence Michiana. The posts have been installed and are setting, then the fence will be installed. NOTE: Generator was operational for recent power outages.
8. Eagle Ridge Sewer Project: Met with Burne Miller of Danch, Harner & Associates on August 15, 2022, regarding the proposal for design for this project. E-mailed the Township Engineer regarding this on August 16, 2022. Awaiting a response. August 22, 2022 – followed up with a phone call – awaiting response.

#### Unfinished Old Business

1. Infrastructure Alternatives, INC (IAI) Contract

The new contract proposal from I.A.I. is included in the packet.

Discussion followed.

An AD-HOC Committee will be created to request proposals from other companies. Board members Cassady, VanBelle, and Wastewater Administrator Forlenza will make up the committee.

### **New Business**

1. Edwardsburg Sports Complex - Discussion followed regarding placing a meter on the Edwardsburg Sports Complex wastewater system. It was stated the public schools, Camp Wildwood, as well as other organizations, have meters to reflect the actual use of the system. There is a variation of use during peak seasons and low-seasonal usage. Member VanBelle stated this is a reasonable request. Administrator Forlenza will request proposals for the installation and requirements of the meter for next month's Wastewater meeting.
2. Meadowview Apartments – Owner Jason Huber is present to discuss connecting Meadowview Apartment to the Ontwa Township wastewater/sewer system. The apartment complex is currently paying a monthly sewer payment while using their own septic system. A Ontwa Township Sewer monthly customer payment history and time frame for Meadowview Drive, LLC, 69251 Meadowview Drive, Edwardsburg, MI is included in the packet. Discussion followed. Administrator Forlenza is asking for approval to go forward to help Meadowview Apartments connect to the sewer.

**Member Bossler makes the motion to have Wightman and Associate's Engineer to create a *proposal* to accommodate Meadowview Apartment a hook-up extension to the Ontwa Township sewer line not to exceed \$2500. Member Stutsman supports. A roll call vote is taken and all present vote yea. No votes for nay. Motion carries.**

### **Board Comments**

Administrator Forlenza passed out a map of the Edwardsburg Trail System – Proposed Elkhart Road Path. Board of Trustee Board Member Jeff Kozinski is working on the trail system. This was for general information.

**Member Stutsman makes the motion to adjourn the meeting. Member Cassady supports the motion to adjourn. Meeting is adjourned at 7:44 PM.**

Submitted By: Lori Mroczek, Recording Secretary

# ONTWA

## TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org)

26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \* Fax: (269) 663-0072 \* Phone: (269) 663-2347

### WASTEWATER BOARD MEETING

September 28, 2022 @ 6:30 PM

#### Meeting Called to Order

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

#### Pledge of Allegiance

Chair Mroczek asked all to stand for the Pledge of Allegiance

#### Roll Call

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

**Public Comments (3 minutes per person)** Supervisor Jerry Marchetti made the statement the Ontwa Township Wastewater department is doing a good job.

**Approve Agenda** – Member Stutsman made the motion to approve the agenda. Member Cassady supports. All members present vote yea, no nays. **Motion carries.**

**Approve Last Meeting Minutes – August 24, 2022, Minutes** Member VanBelle made the motion to approve August 24, 2022, minutes. Member Brandt supports. All members present vote yea, no nays.

**Motion carries.**

**Financial Report** The financial report was included in the packet. Chairman Mroczek pointed out the system is operating under budget for the month of August. Discussion followed.

#### Wastewater Report - Administrator Brigid Forlenza

1. **IAI Reports** – Reports are included in the packets. Discussion followed.  
Administrator Forlenza was made aware of issue with Valves/pipes at C1 by IAI. Met with Representative from Ferguson regarding condition of valves and pipes. Met with the Wastewater Engineer who had examined them and recommended to consider this a project for the upcoming year.
2. September 26, 2022 – Administrator Forlenza and Wastewater Chair Mroczek attended an annual meeting with Elkhart Public Works.
3. Elkhart Public Works Meeting – Laura Kolo, Lynn Brabec and Bryan Cress discussed the following topics: Mercury in system, fogs, Ms Dig and customers. Ontwa Township discussed upcoming projects and past accomplishments. Upgrades to systems discussed. Last annual meeting was July 23, 2021
4. Administrator Forlenza and Engineer Kevin Marks met with Jason Huber of Meadowview Apartments on September 26, 2022, regarding Ontwa Township sewer extension. The conclusion is that it is doable.
5. Wastewater Ad Hoc Committee met regarding maintenance contracts to discuss vendors. The committee reported the contact with vendors met with negative results.
6. St. Joseph County was contacted regarding their failure to pay monthly bill before due date. Late fees will be collected when this occurs.

#### Unfinished Old Business

1. Meadowview Apartments - Administrator Forlenza will present more information to the board as she receives it for the potential hook up of sewer.
2. Edwardsburg Sports Complex: Flow Meter – Step 1 has been completed. Franke Environmental Systems, LLC provided information on the flow meter, set-up procedure, and start-up services. Discussion followed. The meter was approved by Wastewater Engineer Kevin Marks from Wightman and Associated. **A motion was presented by member Stutsman to accept the bid from Franke Environmental Systems, LLC, not to exceed the cost of no more than \$7,000 to purchase and install flow meter at the**

**Edwardsburg Sports Complex. Member VanBelle supports the motion. A roll call vote was taken and all members present vote yea, Motion Carries.**

Will now go on to Step 2

3. IAI Contract – Wastewater Ad Hoc Committee inquired for other contract information from Selge Construction and Astbury Water Technology, Inc. to compare with IAI's proposal. Neither vender offered a desirable contract. Discussion followed. **Member VanBelle makes a motion to accept the Continued Wastewater Collection System Operations, Maintenance & Management Proposal from I.A.I. The contract has a monthly cost increase to \$9,710.00 per month (\$116,520 annually) for five (5) years. This monthly price covers the costs associated with performance of the scope of services defined in this agreement. Member Cassady supports the motion.** Discussion follows.

A roll call vote is taken and all members present vote yea. No nays. Motion carries and goes onto the Ontwa Township Board of Trustees' next meeting.

### **New Business**

1. Generators B2 – JPC2: **Member Brandt makes a motion to purchase generators from Reliable Generator and Electric, LLC not to exceed \$55,000. Member Stutsman supports the motion. Discussion followed.** These generators are needed because of increase in power outages and increase of home generators. It is declared by board members these generators are needed for protection of homeowners in preventing overflows. **A roll call vote is taken and all present vote yea. No votes for nay. Motion carries.**

2. JPC 1 Chemical Feed: **Member Cassady makes a motion to install JPC 1 Chemical Feed underground at the cost of \$4,100.00 performed by Selge Construction. Member Stiffler supports.** Discussion follows. A roll call vote is taken. Members five (5) members present vote yea. Member Brandt votes nay. Vote is 5 to 1. **Motion carries.**

3. Manhole Repairs: **Member Cassady makes the motion for four (4) manhole repairs on Elkhart Road. 4 EA @ \$1,897.00 a total of \$7,588.00. Member Cassady supports.** Discussion Followed. **A roll call is taken and all present vote yea. No votes for nay. Motion carries.**

**All motions will be taken to the next Ontwa Township Board of Trustees meeting by Board Member Stutsman.**

### **Board Comments**

Member Cassady inquiries about who would replace Cathy when she retires. Member Stutsman stated the Board of Trustees have discussed this situation. Member VanBelle also noted that the Treasurer's office is creating a Policy Procedure Book.

### **ADJOURN: 7:36 PM**

**Member VanBelle makes the motion to adjourn the meeting. Member Brandt supports the motion to adjourn. Meeting is adjourned at 7:36 PM.**

- **Attachment: Ontwa Township Annual Meeting 09/26/2022**

Submitted By: Lori Mroczek, Recording Secretary

# ONTWA

## TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org)

26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \* Fax: (269) 663-0072 \* Phone: (269) 663-2347

### WASTEWATER BOARD MEETING

October 26, 2022 @ 6:30 PM

#### Meeting Called to Order

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

#### Pledge of Allegiance

Chair Mroczek asked all to stand for the Pledge of Allegiance

#### Roll Call

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

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

**Approve Agenda** – Member Stutsman made the motion to approve the agenda. Member VanBelle supports. All members present vote yea, no nays. **Motion carries.**

**Approve Last Meeting Minutes – September 28, 2022 Minutes** Member Stiffler make the motion to approve September 28, 2022 minutes. Member Brandt supports. All members present vote yea, no nays.

**Motion carries.**

**Financial Report** The financial report was included in the packet. Chairman Mroczek pointed out the system is operating 28% under budget. Discussion followed.

#### Wastewater Report - Administrator Brigid Forlenza

1. **IAI Reports** – Reports are included in the packet. Going smoothly.
2. New generators will arrive in Spring 2023.
3. Semco lines for B2 and JPC2 waiting for application through Wightman & Associate's Engineer.
4. Wightman & Associate's Engineer will schedule a survey for Meadowview Apartments.
5. Wightman & Associate's is in the process for completing the design for Lift Station at Eagle Ridge.
6. A resident reported to Wastewater Administrator Forlenza the manhole at 24097 North Shore Drive is in need of repair.

#### Unfinished Old Business

1. Edwardsburg Sports Complex – included in the packet is a Budget Proposal from Selge Construction to install meter and metering manhole. This quote is good for 30 days. **Member Brandt makes the proposal to approve the proposal from Selge Construction to install a Wastewater meter complete at the Edwardsburg Sports Complex for a total of \$12,000.00. Member Cassady supports.** Discussion follows. It is stated the meter has already been purchased and is not included in this quote. Franke Environmental Systems, LLC and Selge Construction will install meter and complete installation. Member Stutsman asks about permits. Administrator Forlenza stated permit fees will be waived because it is a Ontwa Township Wastewater project. **A roll call vote is taken, and all members vote yes. No nays. Motion carries.**

#### New Business

1. Manhole Repair – 27097 North Shore Drive

As reported by a resident and observed by Administrator Forlenza this manhole needs repair. Administrator Forlenza would like this one added to previous list of manholes that are currently scheduled to be repaired. **A motion is made by Member Stutsman to add manhole repair on North Shore Drive (24097) to the current list already approved and for the same dollar amount per manhole. Member**

**VanBelle supports the motion.** Discussion follows. **A roll call vote is taken. All members present vote yea. No nays. Motion carries.**

**Board Comments** – Member VanBelle stated as a reminder that it is important to ask for the consideration of competitive bids on all projects. It is part of the job of all board members. Administrator Forlenza stated this is understandable and all board members do agree with this statement.

**ADJOURN:**

**Member VanBelle makes the motion to adjourn the meeting. Member Brandt supports the motion to adjourn. Meeting is adjourned at 7:06 PM.**

Submitted By: Lori Mroczek, Recording Secretary

# ONTWA

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

[www.Ontwatwp.org](http://www.Ontwatwp.org) 26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \* Fax: (269) 663-0072 \* Phone: (269) 663-2347

**WASTEWATER BOARD MEETING**  
**November 23, 2022 No Meeting**



TOWNSHIP

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

[www.Ontwatwp.org](http://www.Ontwatwp.org)

26225 U.S. 12 \* P.O. Box 209 \* Edwardsburg, MI 49112 \* Fax: (269) 663-0072 \* Phone: (269) 663-2347

## WASTEWATER BOARD MEETING

December 21, 2022 @ 6:30 PM

### Meeting Called to Order

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

### Pledge of Allegiance

Chair Mroczek asked all to stand for the Pledge of Allegiance

### Roll Call

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

**Public Comments (3 minutes per person)** There were no public comment

**Approve Agenda** – Member Stutsman made the motion to approve the agenda. Member VanBelle supports. All members present vote yea, no nays. **Motion carries.**

**Approve Last Meeting Minutes – October 26, 2022, Minutes** Member Cassady makes the motion to approve October 26, 2022 minutes. Member Brandt supports. All members present vote yea, no nays.

**Motion carries.**

**Financial Report** The financial report was included in the packet. Chairman Mroczek pointed out the system is operating under budget for the last 8 months. Discussion followed.

### Wastewater Report - Administrator Brigid Forlenza

1. **IAI Reports** – Reports are included in the packets. Discussion followed.

- Wastewater Administrator has been in touch with Selge Construction. Due to their excessive workload with major projects and time restraints they have been unable to complete the manhole repair project and JPC1 project. The projects will move forward to the spring of 2023.
- Working with WW Engineering firm to complete applications for gas lines at B2 and JPC2 to facilitate the generator implementation project.
- Franke will order the meter for Edwardsburg Sports Complex to take advantage of the current pricing.
- WW Administrator contacted Brian Colvin from Clean Earth to establish gravity line cleaning for 2023 project.
- The Engineer from Wightman & Associates conducted the survey regarding Meadowview Apartment during the week of December 12, 2022.
- Wightman & Associates completed Eagle Ridge Lift Station Design.
- On December 13, 2022, a damaged manhole and blockage to system on Section Street was discovered. WW Administrator, I.A.I., Dig It and Clean Earth all responded to the issue. WW Administrator met with Scott Riley, Project manager, to create a plan of action for repair. Selge Construction was called in to repair cone and place a bollard at the location to delineate manhole. This was completed on December 15, 2022. Clean Earth returned to location to clean and repair manhole and C4 to prevent damage to pumps and system. Discussion followed.

WW Administrator contacted local police and a non-criminal damage report was conducted. The \$8,607.67 cost of repair will be paid by the homeowner who created the damage.

- During the month of November, the following lift stations were cleaned: C1, C3, B1, B3, B4, JPC1, EDW1 and EDW2.
- C1 and EDW1 were flushed.

### **Unfinished Old Business**

None to discuss

### **New Business**

1. Manhole Repair located at 23956 South Shore Drive will be added to the current list of man-hole repairs.
2. Munibilling Contract - Received contract quotes from other billing companies to find competitive bids for billing, copies are included in the packet. Discussion followed. **Member Stutsman made the motion to continue with Munibilling, Ontwa Township – Subscription Contract for \$700.00 / month for three years. Member Bossler supports. A roll call vote is taken. All members present vote yea, 0 nays. Motion carries.**

Also included in the packet is Munibilling's Ontwa Township – Bill Creation as a Service Contract. This includes a 50% discount costing \$335 annually for three years.

**Member Brandt makes the motion to accept Munibillings – Bill Creation as a Service at \$335 annually for three years. Member Stutsman supports. A roll call vote is taken. All members present vote yea, 0 nays. Motion carries.**

**All motions will be taken to the next Ontwa Township Board of Trustees meeting by Wastewater Board Member Stutsman.**

### **Board Comments**

There are no board comments.

**Member Stutsman makes the motion to adjourn the meeting. Member VanBelle supports the motion to adjourn. Meeting is adjourned at 7:11 PM.**

**ADJOURN: 7:11 PM**

Submitted By: Lori Mroczek, Recording Secretary