

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

February 5, 2019 @ 6:30 PM

Meeting Called to Order

Chairman Mike Mroczek called the meeting to order at 6:32 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, Frank LaPierre, Bruce Cassady, Jeff VanBelle and Dan Stutsman. Members absent: John Bossler.

Public Comments (3 minutes per person)

There were no public comments

Approve Agenda

Member Stutsman made a motion to accept the agenda as presented. Member Cassady supported the motion. All member present vote Yea, no nays. 6-0 Motion passes.

Approve Last Meeting Minutes - November 28, 2018 Minutes

Member Stutsman asked that the spelling of his name be corrected in the November 28, 2018 minutes. Member Cassady made a motion to approve the November 28, 2018 minutes once the spelling of Dan Stutsman name is corrected. Member LaPierre supported the motion. All members present vote yea, no nays. 6-0 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 presented the Wastewater Report.

- Administrator Forlenza stated a letter has been sent to North American Associates regarding securing the easement to place the needed scrubber vent. North American Associates confirmed they have hired an attorney out of Grand Rapids to represent them in court.
- Generators have not been received. Due to inclement weather, the prep work has not been completed. Administrator Forlenza has been in contact with Selge Construction to complete prep work at PJC1 as soon as weather conditions improve.
- Included in the packet is a drawing of the Chemical Feed project at C-1 produced by Wightman & Associates. Bids are being obtained for the shower.
- A proposal has been received from CT Electrical Services, Inc. This is a panel project that will raise the level of service and extend the life of components at C1.
- C-3 pump malfunctioned and Clean Earth responded and corrected the issues. I.A.I. has been monitoring the pump and no further issues have been reported.

Unfinished - Old Business

1. **C1 - preliminary design & site modification;** Kevin Marks with Wightman & Associates continues to work on completing the process. Project has been delayed until more suitable weather.
2. **Camp Wildwood Meter** - still under discussion for meter issues. I.A.I. and Wightman & Associates continue to monitor and explore.
3. **Easement & M62** - Township attorney and North American Associate's attorneys are communicating. Ongoing.
4. **Cobert Lake** - Ongoing. Member Stutsman would like to get lake water tests/readings from the Cass County Conservation's Water Task Force to discover problems and go from there.
5. **Expansion of Granger Sewer System (SJCRW % SD)** Continues under discussion for future.

New Business

1. Election of Officers -

- Member VanBelle proposes the motion to elect Member Mike Mroczek as Chairman of the Wastewater Board. Member Cassady supports the motion. Roll call vote is taken by recording secretary Lori Mroczek; 5 vote yea. 0 vote nay. Motion carries
- Chairman Mroczek proposes the motion to elect Member Jeff VanBelle as Vice-Chairman and member Dan Stutsman supports the motion. Roll call vote is taken; 5 vote yea. 0 vote nay. Motion carries.
- Chairman Mroczek proposes the motion to re-elect Member Bruce Cassady as Secretary of the Wastewater Board. Member LaPierre supports the motion. A roll call vote is taken. 5 vote yea. 0 vote nay. Motion carries.

2. 2019 Meeting dates: February 5, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 27, December 18.

3. I.A.I. Contract Renewal, 2019-2022 - Chair Mroczek asks that the spread sheet to be included for clarification. Discussion followed. Member Stutsman makes the motion to accept the I.A.I. Renewal Contract and Member LaPierre supports. Roll Call vote is taken. 6 votes yea. 0 votes nay. Motion carries and moves onto the next Ontwa Township Board of Trustee Board meeting.

4. C1- Electrical Panel - Chair Mroczek stated the C1 electrical panel cabinet needs to be upgraded to stainless steel cabinet to slow down chemical reaction deterioration of the cabinet. CT Electrical Services, Inc. offered a proposal included in the Board packet. Discussion followed. Member Stutsman makes a motion to accept the bid from CT Electrical Services, Inc., and not to exceed the cost of \$30,000. Member LaPierre supports the motion. A roll call votes is taken. 6 vote yea. 0 vote nay. Motion carries and moves onto the next Ontwa Township Board of Trustee meeting.

Adjourn

Member Brandt makes the motion adjourn the meeting. Member VanBelle supports the motion to adjourn. Meeting is adjourned at 7:23 PM.

Submitted by:

Lori Mroczek, Recording Secretary

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WASTEWATER BOARD MEETING

March 27, 2019 @ 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, Frank LaPierre, Bruce Cassady, Jeff VanBelle and Dan Stutsman, John Bossler. All Board Members present.

Public Comments (3 minutes per person)

There were no public comments

Approve Agenda

Member John Bossler made a motion to accept the agenda as presented. Member Frank LaPierre supported the motion. All member present vote Yea, no nays. 6-0 Motion passes.

Approve Last Meeting Minutes - February 05, 2019 Minutes

Member Dan Stutsman made a motion to approve the February 05, 2019 minutes as presented. Member Bruce Cassady supported the motion. All members present vote yea, no nays. 6-0 Motion passes.

Financial Report

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

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

- The generator Project B3, B4 & PJC1 ids near completion. Awaiting Semco to connect gas lines to generators. Permits applications have been submitted along with payment. Gabe Ramirez with SEMCO related it will be three to four week before completion.
- Island Drive lift station was cleaned up on March 27 by Crowell Landscaping. The down tree and debris was removed.
- Engineer Kevin Marks with Wightman & Associates will present the C1 Chemical Feed Project at the April 24, 2019 Wastewater Board Meeting.
- Obtaining a MDOT approval for 2 manhole repairs on US 12 that have been paved over located on the road shoulders. The manholes are now marked and Selge Construction will do the repair after approval is granted.
- The data program for "end of pipe" with Detection Instruments has been renewed.
- The Wastewater Board Administrator and other Board members will attend the April 2019 St. Joseph County Regional Water & Sewer District meeting in Granger.
- The C1 electrical panel will be installed sometime in May 2019 by C.T. Electric.

Unfinished - Old Business

1. **C1 - preliminary design & site modification;** Kevin Marks with Wightman & Associates will give a report on the Chemical feed at the April 24, 2019 Board Meeting.
2. **Camp Wildwood Meter** - still under discussion for meter issues. I.A.I. and Wightman & Associates continue to monitor and explore. Ongoing.
3. **Cobert Lake** - Ongoing. Possibly the Cass County Conservation's Water Task Force will administer lake water tests/readings this summer to discover problems and go from there. If there are issues then Ontwa Township might get involved.
4. **Expansion of Granger Sewer System (SJCRW & SD)** April 11, 2019 meeting in South Bend from 5:30 to 6:30. Ontwa Township Wastewater Board Members Mike Mroczek, John Bossler and the Administrator Forlenza will attend. Expansion continues under discussion for future.
5. **C1 Electrical Panel** - Replacement panel will be installed in May.

New Business

1. Clean Earth - Continue gravity sewer cleaning for remaining footage around Eagle Lake and the north end of Pleasant Lake. This is a continuation of the SAW Grant and board members all agree this is a good price and money well spent. Member LaPierre made the motion to accept the proposal from Clean Earth Environmental Contracting Services for services not to exceed \$30,000.00. Member VanBelle supports the motion. No more further discussion is made. A roll call vote is taken. 7 vote yea. 0 vote nay. Motion carries and moves on to the next Board of Trustees meeting Monday, April 8, 2019.

2. Budget 2019-2020 review - Wastewater Administrator Forlenza presented the Fiscal Year 2019-2010 Wastewater Operating Budget for Ontwa Township, Cass County, MI. Discussion followed. Member LaPierre made the motion to approve the proposed 2019-2020 Wastewater Operating budget as amended by changing line items 933b and 938f. These changes will be documented prior to final adoption at the next Board of Trustee meeting on April 8, 2019. Member Stutsman supports the motion. A roll call vote is taken. 7 members vote yea. 0 vote nay. Motion carries and moves to the next Board of Trustee meeting on April 8, 2019.

Adjourn

Member Stutsman makes the motion to adjourn the meeting. Member LaPierre supports the motion to adjourn. Meeting is adjourned at 7:13 PM.

Submitted by:

Lori Mroczek, Recording Secretary

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WASTEWATER BOARD MEETING

April 24, 2019 @ 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, Frank LaPierre, Jeff VanBelle and Dan Stutsman, John Bossler. Absent: Bruce Cassady

Public Comments (3 minutes per person)

Resident Mary Ann Crete inquired about the status of Cobert Lake water survey/testing and potential hook up to the sewer system. This topic will be addressed in Unfinished - Old Business.

Approve Agenda

Member Dan Stutsman made a motion to accept the agenda as presented. Member John Bossler supported the motion. All member present vote Yea, no nays. 5-0 Motion passes.

Approve Last Meeting Minutes - March 27, 2019 Minutes

Member Frank LaPierre made a motion to approve the March 27, 2019 minutes as presented. Member John Bossler supported the motion. All members present vote yea, no nays. 5-0 Motion passes.

Financial Report

Chair Mike Mroczek explained the financial report as it was presented in the Wastewater packet and stated the budget has been approved and is in order. The budget has been loaded into Quick Books and is working properly.

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

- On April 5, 2019 a meeting was held with I.A.I. and Wightman & Associates regarding C1 Chemical feed. Kevin Marks with Wightman is present tonight and will present the result of the meeting during Unfinished - Old Business.
- In early May, 2019 gravity sewer cleaning will resume on Eagle Lake Road and Curtis Drive. Signage will be posted and a notice will be on the Ontwa Township website.
- In early May, 2019, C.T. Electric will install a new electrical cabinet/panel at C1 lift station.
- A meeting took place with CCRC Engineer Joe Bellina regarding signage at the Eagle Lake Road B4 lift station and generator. Engineer Ballina assured 2 "No Parking" signs will be placed at this station.
- Wastewater Administrator has been in touch with the representative from SEMCO Gas Company regarding hooking up the generators at Island Drive and Eagle Lake Road. The representative stated it will be soon.
- The Easement Acquisition on M62 is ongoing. The Ontwa Township Board of Trustees have been meeting with the attorneys. There will be more to report at the next Waste Water meeting.
- Administrator Forlenza, Mike and Lori Mroczek attended the April 11, 2019 St. Joseph County Water District meeting in South Bend, IN.

Unfinished - Old Business

1. **C1 - preliminary design & site modification;** Kevin Marks with Wightman & Associates distributed to the board information on the safety features of the "safety shower" and the modifications that will take place on the C1 site. Mr. Marks stated during his explanation that the Safety Shower complies with OSHA Standards. Mr. Marks suggested to purchase the safety shower at this time because of the length of time it takes to receive it after the actual purchase. Discussion followed.

Member Stutsman made the motion to purchase the "Safety Shower" from Core Engineered Solutions not to exceed \$60,000. Member LaPierre supports the motion. A roll call vote is taken. All members present vote yes. No nays. Vote is 5 ayes and 0 nay. Motion Carries and goes to the Ontwa Township Board of Trustees May meeting.

2. Camp Wildwood Meter - no issues reported.

3. Cobert Lake - Ongoing. Member Stutsman reported the Cass County Conservation District Task Force did not meet in April. The CC Task Force is in the process of organizing testing and surveying inland lakes in Cass County. It is not known at this time what will be tested for in the lake water. Cobert Lake will be on the list to have its water tested.

4. Expansion of Granger Sewer System (SJCRW & SD) Chairman Mike Mroczek and Administrator Forlenza attended the April 11, 2019 meeting in South Bend from 5:30 to 6:30. It was a worthwhile experience. Expansion of the SJCRW sewer continues under discussion for future.

5. C1 Electrical Panel - Replacement panel will be installed in May. All members received a picture of the stainless steel panel in their packet.

New Business

1. Manholes - US12 Ontwa Township Waste Water has received the permits to start the repairs on the manholes. Discussion followed. **Member LaPierre made the motion to accept the bid from Selge Construction not to exceed \$3,350.00. Member Bossler supported the motion. A roll call vote was taken. All members present vote yea and 0 vote nay. 5 ayes - 0 nay. Motion carries and goes to the next Ontwa Township Board of Trustee's meeting.**

2. Pumps - EDW1 (Lake Street), C3 (Gateway), C5 (Brizandine) Discussion took place. **Member LaPierre made the motion to purchase the 6 Grundfos pumps from KSB Dubric, Inc. not to exceed \$42,000.00. Member Bossler supports the motion. A roll call vote was taken and all 5 members vote yea. No Nay votes. 5 ayes and 0 nay. Motion carries and goes to the next Board of Trustee's meeting.**

Adjourn

Member Stutsman makes the motion to adjourn the meeting. Member LaPierre supports the motion to adjourn. Meeting is adjourned at 7:29 PM.

Submitted by:

Lori Mroczek, Recording Secretary

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WASTEWATER BOARD MEETING

May 22, 2019 @ 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 and Dan Stutsman, John Bossler. Absent: Frank LaPierre

Public Comments (3 minutes per person)

There were no public comments.

Approve Agenda

Member Dan Stutsman made a motion to accept the agenda as presented. Member John Bossler supported the motion. All member present vote Yea, no nays. 6-0 Motion passes.

Approve Last Meeting Minutes - April 24, 2019 Minutes

Member John Bossler made a motion to approve the April 24, 2019 minutes as presented. Member Jeff VanBelle supported the motion. All members present vote yea, no nays. 6-0 Motion passes.

Financial Report

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

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

- Clean Earth completed the project of cleaning the gravity line on Curtis Drive (Pleasant Lake) on May 16, 2019
- On May 17, 20 & 21, Clean Earth completed the project of gravity line cleaning in the following areas; Eagle Lake - B1, B2, Island Drive to North Shore and Lakeview Drive. This included Lawndale Subdivision, Eagle Lake Estates and South Beach area.
- Within two weeks Selge Construction will complete the two manholes on US 12.
- Semco will complete the gas line hookup for the generator project prior to the next Waste Water meeting.
- The control panel to be installed by IAI is in progress.
- There is a 9:00 am meeting on Wednesday, May 28, 2019 in the Township Hall with Wightman & Associates Engineer Kevin Marks, IAI representative Ray Galovich and Adhoc committee members John Bossler and Mike Mroczek to review C1 site modification project. There will be a report presented at the next Waste Water board meeting.
- Per IAI Grunfos pumps are on order.
- IAI is in the process of cleaning Lift Stations at C2 May Street, EDW2 East Shore and C1. If multiple stations are cleaned at one time it saves money.
- Ontwa Township Waste Water and Joe Ballina from Cass County Road Commission assisted a builder with proper hook-up on Elkhart Road.
- Waste Water Administrator Forlenza assisted an excavator with the location of a hook-up in the Industrial Park located on April Street.

Unfinished - Old Business

1. **C1 - preliminary design & site modification;** Engineer Kevin Marks with Wightman & Associates along with Ontwa Township Waste Water Adhoc committee and Administrator Forlenza will meet at the Township Hall on Wednesday, May 28, 2019 to discuss.

2. **Camp Wildwood Meter** - continuing to monitor, no issues reported.
3. **Cobert Lake** - Mary Ann Crete representing Cobert Lake, Cass County, received information from member Dan Stutsman regarding the Cass County Conservation District Task Force. Member Stutsman reported the Cass County Conservation District Task Force will be meeting in July with the DNR. Discussion followed and the topic is ongoing.
4. **Expansion of Granger Sewer System (SJCRW & SD)** On going.
5. **C1 Electrical Panel** - Work is in progress.
6. **Manholes - US 12** - Selge Construction has completed.
7. **Pumps - EDW 1 (Lake St.), C3 (Gateway), C5 (Brizandine)** on going.

New Business

1. **Watson Marlow Chemical Feed Pumps C1 = (2)** - Discussion followed regarding need to replace pump and why the pump no longer is working.

Emergency action is at hand. Supervisor Marchetti is present at this Waste Water Board meeting to confirm the emergency action of the need for a new pump. Member John Brandt makes the motion to purchase one pump with two heads to receive as soon as possible and not to exceed \$2,000.00. Also, Ontwa Waste Water needs to gain possession of the broken pump and extra pump head. The motion is supported by Dan Stutsman. A roll call vote is taken. All members present vote yea. Vote is 6 yea and 0 nay. Motion passes.

Adjourn

Member Stutsman makes the motion to adjourn the meeting. Member Cassady supports the motion to adjourn. Meeting is adjourned at 7:03 PM.

Submitted by:

Lori Mroczek, Recording Secretary

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WASTEWATER BOARD MEETING

June 26, 2019 @ 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, Frank LaPierre. All members present.

Public Comments (3 minutes per person)

There were no public comments.

Approve Agenda

Member Frank LaPierre made a motion to modify the agenda by placing New Business item 1. Dockside Landing Sanitary Sewer Extension to following the Wastewater Report. Ken Jone Jr. of JPR and Kevin Marks of Wightman are both present to present this topic. Member John Bossler supported the motion to modify the Agenda. All member present vote Yea, no nays. Motion passes.

Approve Last Meeting Minutes - May 22, 2019 Minutes

Member Dan Stutsman made a motion to approve the May 22, 2019 minutes as presented. Member Frank LaPierre supported the motion. No Discussion. All members present vote yea, no nays. Motion passes.

Financial Report

Chair Mike Mroczek explained the financial report as it was presented in the Wastewater packet and stated the budget is in order. The Wastewater System spent under budget for the preceding month.

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

- 2 of the 6 Lift Station Pumps have been delivered. Administrator Forlenza stated all orders must be delivered directly to Ontwa Township not to Porter.
- The C1 control panel has been installed.
- The 2 manhole covers on US 12 have not been corrected as of this date. The due date is not until August for Selge to complete the work.

New Business

Dockside Landing Sanitary Sewer Extension

Kevin Marks of Wightman & Associates, Ontwa Township Wastewater Engineer, has drafted a letter to EGLE (MDEQ) stating the existing gravity collection system and downstream lift stations have sufficient capacity to transfer wastewater from the development. The letter will be signed by the Wastewater Administrator Brigid Forlenza and Wightman & Associates Engineer Kevin Marks. Ken Jones Jr. of Jones Petrie Rafinski will oversee compliance while the extension is under construction. The developer will be paying for the sewer system construction.

Unfinished - Old Business

1. C1 - preliminary design & site modification; Engineer Kevin Marks with Wightman & Associates, Administrator Forlenza, Chairman Mroczek and Wastewater Board Member Bossler met with Infrastructure Alternatives to review the Lift Station C1 Improvements. Engineer Marks passed out a site plan modification explaining the revisions. Target for installation is October 2019. Quotes will be presented to the Wastewater Board when they are received and then the project will be presented to the Ontwa Township Board of Trustees.

2. Camp Wildwood Meter - continuing to monitor. Reported to be working properly.

3. Cobert Lake - a meeting is being set up in July with EGLE and Cass County Conservation Water Quality Task Force to discuss water testing of local lakes.

4. Expansion of Granger Sewer System (SJCRW & SD) Discussion followed with Engineer Kevin Marks and the Wastewater Board regarding the Scrubber Vent and SJCRW&SD. Engineer Marks with Wightman & Associates stated the Scrubber vent does nothing to reduce the amounts of Hydrogen Sulfide coming from the Granger Sewer System, it only vents it. Discussion followed: There appears to be no plan in place by SJCRW & SD to reduce the amount of H₂S in their system. The product which is coming from the Granger sewer system is damaging Ontwa Townships Sewer System and should be treated at the source and delivered to Ontwa Township in a manageable condition.

Because of continued violations of high reading levels of Hydrogen Sulfide (H₂S), a Notice of Violation letter has been drafted to send to SJCRW as soon as possible. Member Stutsman made a motion to send the letter to SJCRW as soon as possible and was supported by Member VanBelle. Member Stutsman made a motion to resend previous vote to change numbers as guided by the attorney. Member LaPierre made the motion to send the letter as modified and Member VanBelle supported the motion. A roll call vote was taken. All vote yes. Motion passes.

5. Manholes on US 12- open item.

6. Pumps - EDW 1 (Lake St.), C3 (Gateway), C5 (Brizandine) received 2 of the 6 lift station pumps.

7. Watson Marlo Chemical Feed Pump C1-pump not delivered as of this date.

New Business

2. Debt Service - As of September 1, 2019 the Wastewater bond will be paid off and sewer customers affected will have the \$5.50 charge removed from their Wastewater monthly bill.

Adjourn

Member LaPierre makes the motion to adjourn the meeting. Member VanBelle supports the motion to adjourn. Meeting is adjourned at 7:49 PM.

Submitted by:

Lori Mroczek, Recording Secretary

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WASTEWATER BOARD MEETING

July 24, 2019 @ 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; Frank LaPierre.

Public Comments (3 minutes per person)

There were no public comments.

Approve Agenda

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

Approve Last Meeting Minutes - June 26, 2019 Minutes

Member Dan Stutsman made a motion to approve the June 26, 2019 minutes as presented. Member John Bossler supported the motion. No Discussion. All members present vote yea, no nays. Motion passes.

Financial Report

Chair Mike Mroczek explained the financial report contained some errors and would be corrected and discussed at the next Wastewater meeting.

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

- ARV force-main inspections on Elkhart Road will start soon.
- The C1 wet well cleaning is progressing.
- The 2 manhole covers on US 12 have been corrected.
- I.A.I. and CT Electric are working on the pressure gauge reinstallation.
- CD60 pump is on the way.
- There were no emergency call outs for I.A.I.
- B1 is in need of a new Generic generator because of rodent damage and age.
- I.A.I.'s monthly operations report is included in the packet.

Unfinished - Old Business

- 1. C1 - preliminary design & site modification:** Have not received bids from Wightman and Associates (Kevin Marks) as of this time.
- 2. Cobert Lake-** A motion was made by member Stutsman to remove Cobert Lake off of Old Business. Member Brandt supported the motion. No discussion followed. Roll call vote was taken. All yea and no nays. Motion passes.
- 3. Expansion of Granger Sewer System (SJCRW & SD)** - Discussion followed as to the current situation of the Granger Sewer System and as of this time Ontwa Township is waiting for them to act. A motion was made by Member Cassady to remove this item from the agenda going forward until further action is taken. Member Stutsman supported the motion. No more discussion followed. A roll call vote was taken: all yea and no nays. Motion passes.
- 4. Pumps - EDW 1 (Lake St.), C3 (Gateway), C5 (Brizandine)** received 2 of the 6 lift station pumps. Not installed as of yet.

New Business

1. St. Joseph County Regional Water & Sewer District (Granger) - Notice of Violation letter was sent to SJCRW by Administrator Forlenza as was approved in the June Wastewater Board meeting. Ken Jones representing Jones Petri Rafinski and Dan Fox representing Astbury were present to discuss the procedure and options which are being put in place to solve the issue of the continued violations of being out of compliance. Discussion followed.

Administrator produced a letter to be amended by the Wastewater Board outlining the Proposed Wastewater Air Scrubber Installation Project - M62 South of May Street within Ontwa Township. Discussion followed. A motion to accept the letter as amended by the Board was made by Member Stutsman and Supported by Member Cassady. No further discussion. A roll call vote was taken. All members present vote yea. No nays. Motion carries.

2. Generator - B1 - Seaside Court - the 20-year-old generator has been damaged by rodents and needs to be replaced. The age of the generator is also a factor. A emergency plan has been created and put in place if needed with I.A.I. and Reliable in Niles. A motion was made by Member Bossler to purchase and install a Generac generator not to exceed \$22,500 for B1 Seaside Court lift station. Member Cassady supports the motion. No more discussion followed. A roll call vote was taken: all members present vote yea. No nays. Motion carries and goes to the next Board of Trustee's meeting.

3. CFB - Administrator Forlenza devised a letter to CFB regarding; CFB Significant, Continued Violations of the Ontwa Township Sewer Use Ordinance. The letter states "If CFB fails to take immediate steps to significantly reduce or eliminate the conditions giving rise to the TSS ad CBOD being transmitted to the Ontwa System, Ontwa will discontinue sanitary sewer service to CFB." The letter will be mailed per Administrator Forlenza. Discussion followed and modifications were entered into the letter. A motion was made to send the letter to CFB as amended by Member Stutsman. Member Bossler supported the motion. A roll call vote was taken. All member present vote yea. No nays. Motion carries.

Adjourn

Member Stutsman makes the motion to adjourn the meeting. Member Bossler supports the motion to adjourn. Meeting is adjourned at 7:42 PM.

Submitted by:

Lori Mroczek, Recording Secretary

WASTEWATER BOARD MEETING

August 28, 2019 @ 6:30 PM

Meeting Called to Order

Chairman Mike Mroczek called the meeting to order at 6:32 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; Frank LaPierre.

Public Comments (3 minutes per person)

There were no public comments.

Approve Agenda

Member VanBelle made a motion to approve the agenda as presented. Member Stutsman supported the motion. All member present vote Yea, no nays. **Motion passes.**

Approve Last Meeting Minutes - July 24, 2019 Minutes

Member Dan Stutsman made a motion to approve the July 24, 2019 minutes as presented. Member John Brandt supported the motion. No Discussion. All members present vote yea, no nays. **Motion passes.**

Financial Report

Chair Mike Mroczek explained the financial report as being under budget. Discussion followed.

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

- Ray Galovich (I.A.I.) activities are included in packet for review.
- **ARV Inspections** - Valves will be done in September.
- **Scrubber Vent with St. Joseph County Regional Water & Sewer District (Granger)**- Permit preparation is complete and waiting to hear back from MDOT. The scrubber vent has arrived. Administrator Forlenza has been in touch with Dan Fox (Astbury) and Ken Jones (Jones Petrie Rafinski) and communications have taken place at the site for the preparation and placement of electric.
- Ad Hoc Committee meeting - discussion followed about the letter that had been previously sent to St. Joseph Wastewater Board. The letter is under review with their attorney and Ontwa Wastewater Board attorney. It should be completed by next Wastewater Board Meeting.

Unfinished - Old Business

1. C1 - preliminary design & site modification: (Kevin Marks) Kevin Marks is present from Wightman & Associates. He is waiting on information and costs for site work modifications. Mr. Marks presented pricing for JPC-1 Bioxide Storage Tanks. Member Stutsman made the **motion** to order the Bioxide Tanks not to exceed \$2500 (price includes shipping) Member Cassady supports. A roll call vote is taken. All members vote yea, No nays. **Motion passes.** Mr. Marks presented a quotation from Core Engineered Solutions for an Emergency Eyewash/Shower System. This was previously voted on and passed. The System will be ordered the following day.

2. St. Joseph County Regional Water & Sewer District (Granger) letter is being modified.

3. **CFB** - A letter received August 8, 2019 from CFB (John Ray) outlining the results of the meeting between Chair Member Mroczek, Member Bossler, Jim Cramer and John Ray. Discussion followed. CFB is allowing too much glycerin in sewer creating BOD which damages the system. A letter has been sent and a response received.

New Business

1. **JPC-1 - Chemical Feed** - previously discussed this session.

2. **Resolution to Amend the Budget** - Administrator Forlenza asked to amend the Budget for excess legal expenses. A **motion** was made by Member Brandt to increase WW Legal Fees 610-810 by \$30,000.00 and decrease WW Capital Equipment 610-939 by \$30,000.00. Member Cassady **supported the motion**. A roll call vote was taken; All members present voted yea. No nay votes. **Motion passes.**

Adjourn

Member VanBelle makes the motion to adjourn the meeting. Member Stutsman supports the motion to adjourn. Meeting is adjourned at 7:20 PM.

Submitted by:

Lori Mroczek, Recording Secretary

WASTEWATER BOARD MEETING September 25, 2019 @ 6:30 PM

Meeting Called to Order

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

Chairman Mroczek welcomes Fritz Lambright to the Waste Water Board. New member Lambright introduces himself.

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 and new member Fritz Lambright.

Public Comments (3 minutes per person)

Supervision Jerry Marchetti stated the financials for Waste Water were reported in good order by the auditor during a preliminary audit.

Approve Agenda

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

Approve Last Meeting Minutes - August 28, 2019 Minutes

Chairman Mroczek noted two modifications need to be made in the August 28, 2019 draft minutes as follows:

Waste Water Report

- **Scrubber Vent with SJCRW&SD** - The scrubber vent has arrived. (not is in)
- **Unfinished - Old Business #3 - CFB** - (change last sentence) **A** letter has been sent and a response received.

Modifications have been made to the minutes.

Member Dan Stutsman made a motion to approve the August 28, 2019 Amended Minutes. Member Bruce Cassady supported the motion. No further discussion. All members present vote yea, no nays. Motion passes.

Financial Report

Chair Mike Mroczek explained the financial report. Discussion followed.

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

- Still dosing caustic in Granger - waiting for weather to cool.
- Administrator Forlenza met with Kevin Marks of Wightman & Associates and ordered tank for JPC1.
- Waiting for updated quote on shower for C1 project. No bid has been received yet.
- Administrator Forlenza spoke with Dan Fox with Astbury and caustics continue to be dosed at Lift Station.
- ARV valves have been cleaned.
- The Waste Water Board Attorney continues to work with the St. Joseph County Regional Water & Sewer District Attorneys regarding the letter.
- Roadwork is completed. All manholes are uncovered per CCRC Engineer Joe Bellina.
- As of August 30th, the generators have been hooked up and are running well. The generators will run on Friday afternoons for check.

- B1 - Seaside Court generator to be delivered at the end of the month. Reliable generator will install them.
- The Odalogger from end of pipe have been returned to Detection Instruments for repair.

Unfinished - Old Business

- 1. C1 - preliminary design & site modification:** Discussion followed about modifications for C1.
- 2. St. Joseph County Regional Water & Sewer District (Granger)** letter is being modified by Attorneys and then will be reviewed. Discussion followed.
- 3. CFB** - Administrator Forlenza found their numbers are down but need to continue to get under control. The Waste Water board will continue to have on-going observations. CFB continues to work on corrections.
- 4. JPC1 - Chemical Feed** - Concrete pad has been poured and waiting on tank. I.A.I. will install when it arrives. Discussion followed.

New Business

- 1. Element Testing** - Ontwa Wastewater will test at some sights in system to ensure compliance. Discussion followed.

Adjourn

Member VanBelle makes the motion to adjourn the meeting. Member Brandt supports the motion to adjourn. Meeting is adjourned at 7:25 PM.

Submitted by:

Lori Mroczek, Recording Secretary

WASTEWATER BOARD MEETING October 23, 2019 @ 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. Absent is member Fritz Lambricht.

Public Comments (3 minutes per person)

Ontwa Township Supervisor Jerry Marchetti spoke on behalf of board member Fritz Lambricht stating because of personal reason he would need to regretfully step down as a Waste Water Board member effective immediately.

Approve Agenda

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

Approve Last Meeting Minutes - September 25, 2019 Minutes

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

Financial Report

Chair Mroczek stated the Wastewater system is operating under budget. Administrator Forlenza presented a report on revenue. Member Bossler reported on line items that need clarification. Discussion followed.

Ontwa Township Clerk Tina VanBelle was present to discuss line items that need to be adjusted and need clarification. Discussion followed.

It is suggested by board members and Wastewater Administrator to seek out a professional accountant to work with the Administrator, Clerk and Wastewater board to make revisions in line items within the financial reports.

Waste Water Report - Administrator Brigid Forlenza

- Lift station cleaning to be completed at V1, C3 and EDW1
- Detection Instruments - End of pipe odologgers returned
- Discussions regarding 2020/2021 Capital Improvement Project have begun.
- Reliable has completed installation of B1 Lift Station Generator.
- Scrubber vent installation is to begin upon receipt of St. Joseph County Regional Water & Sewer District letter of agreement.

Unfinished - Old Business

1. C1 - preliminary design & site modification: Waiting on contractor bids to install modifications. The shower will be delivered soon. The tank needed for JPC1 is ordered and soon to be delivered. Discussion followed about the time-line for the modifications for C1 to be done.

2. St. Joseph County Regional Water & Sewer District (Granger) Scrubber vent will be installed after receiving signed letter of agreement.

3. CFB - Administrator Forlenza noted she added to the packet reporting analysis information from Element Materials Technology testing for selected items. Discussion followed

4. JPC1 - Chemical Feed - Discussion followed.

New Business

1. JPC1 Fencing - Chair Mroczek gave a report regarding fencing options and prices for fencing around Lift stations.

2. Granger - BOD - Chair Mroczek distributed to the board a spreadsheet calculating BOD discharge and costs regarding Granger's system. As follows:
Granger Cost/lb-BOD 0.37 + Granger Total Caustic Cost/lbBOD 0.31 = **Total Granger Cost/lb-BOD/mo 0.68.**

Discussion followed.

RESOLUTION TO ADJUST SEWER RATES AND CHARGES FOR THE ONTWA SANITARY SEWER SYSTEM

was drafted by the attorneys to balance cost and expenses. Discussion followed.

A motion was made by Member Stutsman to accept the resolution with an amendment to change the per pound surcharge from \$0.37 to \$0.68 at a starting time of January 01, 2020. Member Bossler supported the motion.

Discussion followed.

A roll call vote was taken: All members present vote yea, no nays.

Motion passes and will go to the Ontwa Township Board of Trustees Meeting November 11, 2019.

Member VanBelle passed out information on Ice Pigging to board members. The presentation was created by the Michigan Association of County Drain Commissions Southwest District. It discussed Forcemain cleaning for greater efficiency. Discussion followed.

Member Stutsman makes the motion to adjourn the meeting. Member Cassady supports the motion to adjourn. Meeting is adjourned at 7:59 PM.

Submitted by:

Lori Mroczek, Recording Secretary

ONTWA

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WASTEWATER BOARD MEETING

December 18, 2019 @ 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.

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

Approve Agenda

Member Stutsman made a motion to approve the agenda as presented. Member VanBelle supported the motion. All member present vote Yea, no nays. **Motion passes.**

Approve Last Meeting Minutes - October 23, 2019 Minutes

Member Bossler made the motion to approve as presented. Member Brandt supports the motion. All members resent vote yea, no nays. Motion carries.

Financial Report

Discussion followed.

Waste Water Report - Administrator Brigid Forlenza

1. Mission System - B-3, B-4 & PJC-1 Generators - At this time estimates to hook up the generators are being collected.
2. IAI reports - Ontwa Township Collection System: November 20 & December 11, 2019 Monthly Operations Systems Reports were included in the packet and reviewed. The work order summaries were also reviewed and found to be in good order.
3. JPC-3 Transformer Ordered
4. Detection Instruments antenna - a new antenna has been ordered to place outside.
5. Clean Earth 2020 - Gravity Sewer Cleaning for remaining footage around Eagle Lake and the North End of Pleasant Lake continues.

Unfinished - Old Business

1. C1 - preliminary design & site modification: Waiting on contractor bids to install shower. The drawings have been approved but no date has been set for all modifications.

2. St. Joseph County Regional Water & Sewer District (Granger) Chairman Mroczek stated he has searched for past minutes from SJCRW&SD's on their web page but has been unsuccessful in finding any. Administrator Forlenza has mailed a letter to announce increase in fee.

3. CFB - Disconnect notice has been served for argument of glycerin creating system to be offline. Select board members will go and physically view how their system has been modified to fix the problem. Discussion followed

4. JPC1 - Chemical Feed - Engineering - IAI needs a design from Wightman & Associates to include cabinets and cost. Discussion followed.

5. JPC1 - Fencing - The correct fencing continues to be investigated

New Business

1. Manholes - behind McDonalds - Earth excavation performed years ago has covered manholes behind the McDonalds food chain on M62. It is suggested to call Selge Excavating to get a cost and time line as to correct the issue in the Spring 2020.

Member Brandt asked if a complete inventory list of parts in the Waste Water building has been completed. It was noted it is still in the process of being done.

Member Stutsman makes the motion to adjourn the meeting. Member Bossler supports the motion to adjourn. Meeting is adjourned at 7:56 PM.

Submitted by:

Lori Mroczek, Recording Secretary