



CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION
Tuesday October 22, 2019
Van Buren Township Hall
46425 Tyler Road

The meeting was called to order at 5:31p.m. in the Department of Public Services Conference Room by Chairperson Rochowiak. Members present: Commissioner Rochowiak, Commissioner McKelvey, Commissioner Partridge, Treasurer Budd. Also, present, Director James Taylor, DPS Administrative Assistant Elizabeth Renaud, Recording Secretary Dohring.

APPROVAL OF AGENDA:

Motion to approve the agenda as presented Commissioner McKelvey, second Treasurer Budd, Motion Carried.

APPROVAL OF MINUTES:

Motion to approve the minutes of the July 23, 2019 meeting as presented Treasurer Budd, Second Commissioner McKelvey, Motion Carried.

REPORTS:

1. Commission By-Laws & Schedule Revision Director Taylor presented the board with a copy of suggested revisions to Resolution 2005-21 The Water and Sewer Commission By laws. Discussion took place, and a question was raised regarding the first sentence of ARTICLE V: Meetings and it was decided to change the language as noted in the motion. Notable changes to document as a whole are;
 - Changes throughout document to clean up wording and make it consistent and non-gender specific
 - Adding language to allow the Supervisor to appoint a new member if a position is vacated or a citizen fails to complete their term.
 - Department Representative will provide the Commission members will be monthly activity reports
 - Changing the Election of officers to January from February and the start date being immediate. And removing the limit on terms for Officers.
 - The frequency of meeting changed from monthly to quarterly with options to postpone, cancel or reschedule a meeting as needed.

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



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Commissioner McKelvey moved, Commissioner Partridge seconded; to send the proposed changes of the Water & Sewer Commission By-laws Resolution 2005-21 to the Van Buren Township Board for approval with one additional change to ARTICLE V: MEETINGS Section 2 Changing the first sentence from "The Commission Shall hold at least four meeting in a calendar year." to "The Commission intends to hold at least four meeting in a calendar year."

Yeas: Rochowiak, McKelvey, Partridge, Budd

Nays: None

Absent: None

Motion Carried

2. *SEMCOG Grant (GPS Water & Sewer Assets) – SEMCOG offers Grants to communities for a program they call Southeast Michigan Infrastructure Asset Management Program. It grants money to communities so they can locate, record the exact locations of their water and sewer assets in the field on federally funded areas then convert those numbers into an asset management data base. As a stipulation Communities must share that information with SEMCOG. Director Taylor, GIS Technician Joel Sabin and Executive Assistant got together and applied for this grant siting 54.8 miles of water mains and 26.7 Miles of Sewer mains. SEMCOG will notify applicants by end of the month if they are granted the money. All projects must be done by June 2020.*
3. *Private Hydrant Inspection Program- our department is working with the Van Buren Township Fire Department to identify privately owned fire hydrants in the Township. It is important to identify these hydrants as they are supposed to be maintained by the owners. If they are not properly maintained these hydrants can pose a problem for Fire Fighters and potentially effect the water quality in our system. Currently 115 private hydrants have been identified.*
4. *Asset Management Project Report (Water & Sewer) To date we have Inspected and identified via GPS and/or camera 51,000 feet of sewer main as well as vertical sewer assets such as manholes etc. via the SAW Grant funds. We have also identified 900 feet of water main. We are using this information to build a viable CIP to maintain our water and sewer system. The goal is a 20-year CIP with the first 5 years being pretty much right on and the later 15 being a little more speculative updating it yearly. We can use this data for our Rate Study Analysis to identify how to financially maintain the department and the projects as they arise.*

PUBLIC COMMENT: None

OLD BUSINESS: None

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• **NEW BUSINESS:**

1. Recommendation to the Board to Approve changes to BY Laws and Schedule as Presented. Handled in Reports.

NON-AGENDA ITEMS:

NEXT MEETING: November 26, 2019 (DPS Conference Room)

ADJOURNMENT: Motion to adjourn Treasurer Budd, Second Commissioner Partridge, motion carried meeting adjourned 6:08 p.m.

Respectfully Submitted by Karen E Pecsénye

Approved _____

Chairman- Walter Rochowiak

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