

Portage Base Lakes Sewer Authority
Regular Meeting
Hamburg Township Hall Board Room
Monday, January 11, 2010
7:00 p.m.

1. Call to Order

Moody called the meeting to order at 7:10 p.m.

Present: Moody, Ehman, McCloskey, Semprevivo (left at 7:35)

Absent: Kleinschmidt

Also Present: Tony Randazzo - Superintendent, Rick Kangas - Stantec

2. Approval of the Agenda

Motion by Ehman, supported by McCloskey to approve the agenda including Stantec Contract under Old Business.

Voice Vote: AYES: 4 ABSENT: 1 (Kleinschmidt) MOTION CARRIED

3. Call to the Public

A call was made with no response.

4. Correspondence

There was no correspondence presented.

5. New Business

A. Transfer of Sewer Tap - Lyn

Randazzo, reviewed his memo dated 1/7/10 regarding a request for transfer of sewer tap for Victoria Lyn.

Ehman reviewed the history of the Authority and stated she has the choice to move the tap as she owns them.

Motion by Ehman, supported by Moody to approve the request from Victoria Lyn as noted in the memo from Tony Randazzo dated 1/7/10, Irrespective of a Putnam Township Zoning Ordinance Provision.

Voice Vote: AYES: 4 ABSENT: 1 (Kleinschmidt) MOTION CARRIED

6. Old Business

A. Drywell Project

Randazzo stated 2 more inspections have been completed, and there are 22 homes that have not been inspected or are willing discharging into the sewer. He stated the surcharge has been effective.

B. Auditor's Contract

Randazzo stated he was told verbally that Plante & Moran could give competitive pricing for the annual audit. He stated when he requested a formal bid, they backed out and stated they couldn't beat the current pricing.

Ehman stated when Auditor had given his last report, he stated the audit was costly due to the conditions of the Hamburg Township's Treasurer's Office. He stated at the November meeting, it was asked for him to look at the November/December items to see if they were satisfied how things were going. He stated Pfeffer & Haniford should be invited to present his bid to the board.

McCloskey stated it may be prudent to give the contract to them for 1 year at \$7,500.00 and have them come back with a proposal for future years, due to the timing of the end of the fiscal year.

Motion by McCloskey, supported by Semprevivo to offer a 1 year contract to Pfeffer & Haniford in the amount not to exceed \$7,500.00 for audit services. A future proposal will be requested.

Voice Vote: **AYES: 4 ABSENT: 1 (Kleinschmidt) MOTION CARRIED**

Semprevivo explained that the Recreation Board holds their meetings on the 2nd Monday of every month, and he needs to leave early as he is also on that board.

Moody stated the meetings could possibly be moved back to the 3rd Monday of every other month as before.

Semprevivo left the meeting at 7:35 p.m.

C. Stantec Contract

Motion by Ehman, supported by McCloskey to have the Superintendent be given the authority to sign the current change order in the amount of \$1,500.00 for DLZ and to send to Stantec.

Voice Vote: **AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED**

Motion by Ehman, supported by Moody to reimburse Stantec \$400.00 for the charges incurred from the Washtenaw City Road Commission for work regarding Pump Station 7.

Voice Vote: **AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED**

7. Reports

A. Engineer's Report

Kangas reviewed his Maintenance Report for November/December 2009, dated 1/8/10. He stated Sludge removal can be done in April or May.

B. Treasurer's Report

McCloskey stated there is a CD coming due now to pay for the Sludge Removal, so he will invest it until April.

C. Superintendent's Report

Randazzo reviewed his memo dated 1/7/10. It has been discovered that 11009 Colony, Parcel #4714-25-401-037, has not been billed for sewer service in the past.

Ehman asked what the Authority has in place now to insure that this doesn't happen again.

Randazzo stated he has a "work in progress" folder in his office. He stated he will conduct a thorough review to see if he can uncover anything else. He reviewed an Accounting report from ADC outlining recommendations received from Colleen Coogan. He stated the BS&A Conversion is in progress, and there may be a one time licensing fee charged to the Authority. He stated the fee would have had to have been paid to QuickBooks anyway had they stayed with that program.

Ehman asked if late fees had been a big issue up until now. He asked how many residents ended up being transferred to the County Clerk's Office.

Randazzo stated over 100 go to the County Tax Roll.

Ehman stated he has no problem with Ms. Coogan's recommendations.

Motion by Ehman, supported by Moody to add to the Authority's fee structure a charge of \$20.00 for an Administrative Fee when the customer's delinquent bill is added to the County Tax roll. A notice to that effect to go on the July cycle of bills.

Voice Vote: AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED

D. Approval of November and December Bills

Motion by McCloskey, supported by Moody to approve the bills as presented for November and December 2009.

Voice Vote: AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED

Motion by Ehman, supported by McCloskey to charge a standing fee of \$50.00 for an Administrative charge for invoicing a party who has caused damage to Authority assets.

Voice Vote: AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED

8. Approval of the November 16, 2009 Meeting Minutes

Motion by Ehman, supported by Moody to approve the minutes for the November 16, 2009 meeting with the following corrections: Page 1. Under 4. Correspondence - line corrected to read: There were 2 letters presented to the board table, one from Stantec about the change order, and one from the DEQ regarding the sodium chloride work plan. Page 2. First line starting with Randazzo to read: Randazzo stated they are currently working on an Ordinance that would ban all new softeners....Under 6. Old Business, comment from Kangas to be removed.

Voice Vote: AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED

Motion by McCloskey, supported by Ehman to move the Regular Board Meetings to the 3rd Monday every other month effective March 15, 2010.

Voice Vote: AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED

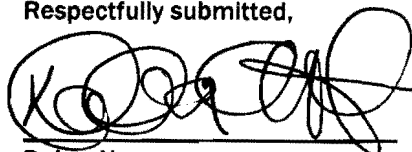
11. Adjournment

Motion by McCloskey, supported by Ehman to adjourn the meeting.

Voice Vote: AYES: 3 ABSENT: 2 (Kleinschmidt, Semprevivo) MOTION CARRIED

Meeting adjourned at 8:43 p.m.

Respectfully submitted,



Debra Henneman
Recording Secretary

APPROVED

3-15-10