

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157

(810) 231-1000 Office  
(810) 231-4295 Fax



**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Bill Hahn  
Annette Koeble  
Chuck Menzies  
Jim Neilson

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING**

**Hamburg Township Hall Board Room**

**Tuesday, December 3, 2019**

**2:30 p.m.**

**AGENDA**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Consent Agenda
7. Approval of the Agenda
8. Unfinished Business:
  - A. Ordinance 69H -Wastewater Treatment and Administration Ordinance – 2<sup>nd</sup> Reading
9. Current Business:
  - A. Hamburg Lake – Information Update
  - B. Fire Department – Operational Procedures 200-1 Update
  - C. Police Department – Sergeants Promotion (2)
  - D. GIS Software Maintenance
  - E. Arrowhead Subdivision – Road SAD Resolution
  - F. Far Ravine Subdivision – Road SAD Resolution
  - G. Lawrence Court – Road SAD Resolution
  - H. Ordinance 102 - Repealing Group Insurance Coverage and Issuance and Sale of Revenue G Bonds Ordinances – 1<sup>st</sup> Reading
  - I. Payment Approval – C & E Construction – Invoice #2427 - \$7087.50
  - J. Payment Approval – Biotech – Invoice #2347 - \$24,663.60
10. Call to the Public
11. Board Comment
12. Adjournment

# Pledge to the Flag



No Correspondence

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING**

**Hamburg Township Hall Board Room**

**Tuesday, December 3, 2019**

**2:30 p.m.**

**CONSENT AGENDA**

1. Approval of the Minutes
  - A. Township Board Regular Meeting Minutes – November 19, 2019
  - B. Township Board Public Hearing – Arrowhead SAD – November 11, 2019
  - C. Township Board Public Hearing – Far Ravine SAD – November 11, 2019
  - D. Township Board Public Hearing – Ginger Boyd SAD – November 11, 2019
  - E. Township Board Public Hearing – Lawrence Court – November 11, 2019
2. Bills/Vendor Payable List (A&B&C)
3. Department/Committee Reports
  - A. Senior Center Advisory Committee Minutes – September 11, 2019

FAX 810-231-4295  
PHONE 810-231-1000



P.O. Box 157  
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Hamburg, Michigan 48139

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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, November 19, 2019  
7:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 7:15 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Neilson, Dolan, Koeble, Menzies, Hahn, Negri, Hohl

Absent: None

Also Present: Patricia Hughes, Deputy Clerk; Nick Miller, Fire Chief; Tricia Wiggle-Bazzy, Deputy Treasurer

4. Call to the Public

A Call was made with No Response.

5. Correspondence

None.

6. Approval of the Consent Agenda

**Motion by Menzies, second by Negri, to approve the Consent Agenda as presented.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

7. Approval of the Agenda

**Motion by Hohl, second by Koeble, to approve the Agenda with the addition of 8B Michigan Municipal Public Treasurers Award for Treasurer Negri also moving 10A before 9A.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

8. Presentations

A. Treasurer – Hamburg Township Award Letter

Mike Pettigrew, City of Ann Arbor Treasurer & President of the Association of Public Treasurers for the United States and Canada, presented Treasurer Negri, Deputy Treasurer Tricia Wiggle-Bazzy & Hamburg Township with a award for APT Investment Policies Certification and commended our Treasurer and Deputy Treasurer and stated we are very lucky to have these two individuals running our Treasurers Department here.

Tricia Wiggle-Bazzy, Deputy Treasurer of Hamburg Township and on behalf of the Michigan Municipal Treasurers Association as well as the President elect of the MMTA, awarded Treasurer Negri with the (MICPT) Michigan Certified Professional Treasurers Award.

9. Unfinished Business

**A. Ordinance 101 – Repealing Portage Lakes Sewage, Portage Base Lakes Sewage Use Agreement and Wastewater Treatment Plan Revenue Bond Ordinances – 2<sup>nd</sup> Reading**

**Motion by Dolan, second by Negri, to approve Ordinance No. 101.**

**Roll Call Vote: Hohl, Y; Hahn, Y; Koeble, Y; Negri, Y; Dolan, Y; Menzies, Y; Neilson, Y**

**MOTION CARRIED**

10. Current Business

**A. Fire Department – FireFighter Promotions – Flohr, Dolan, Hill**

**Motion by Dolan, second by Negri, to approve the promotion and pay increases for Firefighter/EMT Scott Flohr, Brandon Dolan and Daniel Hill retroactive to November 17, 2019 at the badged Firefighter rate of \$17.78 per hour.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

Chief Miller presented Scott Flohr, Brandon Dolan, Daniel Hill, Jeff Campbell, Amanda Hooks, and Luke Pachal their Firefighter/EMT Badge.

**B. Public Safety – Fire Chief Salary Adjustment**

**Motion by Dolan, second by Menzies, to approve the retroactive to November 7, 2019 salary increase for Chief Miller to a rate of \$89,000.00 per year.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**C. 2020 Livingston County Digital Aerial Photography**

**Motion by Menzies, second by Neilson, to approve entering into the agreement at the cost of \$9,385.55 for 2020 Livingston County Digital Aerial Photography.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**D. Ginger & Boyd Drive Sanitary Sewer Improvement SAD**

**Motion by Menzies, second by Negri, to rescind the Ginger & Boyd Drive Sanitary Sewer Improvement SAD due to lack of petition support.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**E. Lawrence Court Road Improvement SAD**

**Motion by Hohl, second by Dolan, to approve the Lawrence Court Road Improvement SAD and to set the second public hearing for Tuesday December 17, 2019 at 5:30 p.m. and publish the notice appropriately.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**F. Far Ravine Drive & Windwood Court Road Improvement SAD**

**Motion by Dolan, second by Menzies, to approve the Far Ravine Drive & Windwood Court Road Improvement SAD and set the second public hearing for Tuesday December 17, 2019 at 6:00 p.m. and publish the notice appropriately.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**G. Arrowhead Subdivision Road Improvement SAD**

**Motion by Hohl, second by Hahn, to approve the Arrowhead Subdivision Road Improvement SAD and set the second public hearing for Tuesday December 17, 2019 at 6:30 p.m. and to publish the notice appropriately.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**H. Ordinance No. 69-H Wastewater Treatment and Administration Ordinance Combined – 1<sup>st</sup> Reading**

**Motion by Negri, to approve the resolution accepting Ordinance 69-H Wastewater Treatment and Administration Ordinance Combined as presented in the packet.**

**MOTION WITHDRAWN**

**Motion by Dolan, second by Hahn, to approve the 1<sup>st</sup> reading of Ordinance 69-H to be adopted at a later meeting.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**I. Payment Approval – DuBois Cooper Invoice # 229566 - \$27,367.40**

**Motion by Hohl, second by Koeble, to approve payment of Invoice # 229566 dated October 31, 2019 in the amount of \$27,367.40 to DuBois-Cooper.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**J. Payment Approval – Phoenix Safety Outfitters Invoice # 141062 - \$13,548.12**

**Motion by Dolan, second by Menzies, to approve payment to Phoenix Safety Outfitters for Invoice # 141062 in the amount of \$13,548.12.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

**11. Public Information**

None.

**12. Call to the Public**

Tom Weimert, 7518 Norene Dr., approached the Board about formally making Hamburg Lake a designated No Wake lake.

**13. Board Comments**

Hohl stated that the Board has been informed of the process and to add Hamburg Lake to the next Agenda to start the process to make the lake a No Wake lake. Hohl also stated that Hamburg Township would be getting a LUCAS device as the fundraiser at Zukey Lake Tavern was a success.

Dolan stated that he would be willing to draft a Resolution for the Hamburg Lake issue.

**14. Adjourn Meeting**

**Motion by Menzies, second by Negri, to adjourn meeting.**

**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

Meeting adjourned at 7:53 p.m.

**Respectfully submitted,**



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**Courtney L. Paton**  
**Recording Secretary**



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**Mike Dolan**  
**Township Clerk**





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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
First Public Hearing – Arrowhead Subdivision Road Maintenance S.A.D.  
Hamburg Township Hall Board Room  
Tuesday, November 19, 2019  
6:30 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 6:30 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Hohl, Dolan, Neilson, Negri, Menzies, Koeble, Hahn

Absent: None

Also Present: Brittany Campbell, Utilities Coordinator; Patricia Hughes, Deputy Clerk; Jodi Todesco, Livingston County Road Commission Engineer

4. Call to the Public

A call was made with no response.

5. Correspondence

No correspondence.

6. Approval of the Agenda

**Motion by Hohl, supported by Menzies, to approve the agenda as presented.**

**Voice Vote: AYES: 7      NAYS: 0      ABSENT: 0      MOTION CARRIED**

7. Current Business

**Arrowhead Subdivision Road Maintenance S.A.D.**

Campbell stated that there are a total of 116 parcels in the S.A.D. with 67 parcels in support of the project with one rescinded signature and 7 letters of objection. Campbell then read the following letter into the minutes:

Betty Steeber, 8191 Kiowa Trail, wrote a letter rescinding her signature to be part of the S.A.D.

Mr. & Mrs. Lloyd Flowers, 5491 Shoshoni Pass, wrote a letter in objection to the S.A.D.

Derrick & Diana French, 5390 Arapaho Pass, wrote a letter in objection to the S.A.D.

Michael & Margarita Hays, 5512 Shoshoni Pass, wrote a letter in objection to the S.A.D.

Beau & Nia Noles, 8244 Pawnee Trail, wrote a letter in objection to the S.A.D.

Christopher & Margaret Billel, 5474 Arapaho Pass, wrote a letter in objection to the S.A.D.

Michael Cobb, 8162 Kiowa Trail, wrote a letter in objection to the S.A.D.

Richard Tomorsky, 8161 Kiowa Trail, wrote a letter in objection to the S.A.D.

Campbell stated that even with these letters of objection the Arrowhead Subdivision is still 60.32% in favor of the project.

Opened Public Hearing 6:43 p.m.

Everett Livingston, 5640 Shoshoni Pass, asked about the timeline for the project and the cost cap for the project.

David Smith, 5402 Arapaho Pass, asked about repair and maintaining the roads so they last.

James Knight, 5548 Shoshoni Pass, asked what the road commission does if they are not able to fund these projects on their roads.

Donald Hoaglund, 8468 Kiowa Trail, applauded the work and effort of the Board and the people circulating the petition then asked what would happen if they didn't do the S.A.D.

Christine Northmore, 8224 Kiowa Trail, expressed her support for the S.A.D.

Doug Rickleman, 5314 Navajo Trail, asked if Rieth Riley settled their strike.

Everett Livingston, 5640 Shoshoni Pass, asked about the multiple garbage providers and combining to one provider.

Derek French, 5390 Arapaho Pass, asked who is responsible after, if the road will remain public or become a private road.

Gerald Musgrave, 5667 Navajo Trail, asked about the frontage of the properties and if that matters is the cost divided by the road frontage, asked how the signatures were counted, and asked about the out lots.

Closed Public Hearing 7:04 p.m.

**8. Board Comments**

Hohl stated that some subdivisions have come together and consolidated to one garbage provider but that is up to the individual subdivisions, maintenance will continue as it has, the township is not interested in making these private roads, the assessment is one per parcel and the footage is for the petition to start the S.A.D., the deed must mirror the petition, and out lots don't count.

**9. Call to the Public**

A call was made with no response.

**10. Adjourn Meeting**

**Motion by Negri, supported Hahn, to adjourn the meeting.**

**Voice Vote: AYES: 7      NAYS: 0      ABSENT: 0**

**MOTION CARRIED**

**Meeting adjourned at 7:11 p.m.**

**Respectfully submitted,**

A handwritten signature in black ink, reading "Courtney L. Paton". The signature is written in a cursive style with a large initial 'C'.

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**Courtney L. Paton**  
**Recording Secretary**

A handwritten signature in blue ink, reading "Mike Dolan". The signature is written in a cursive style with a large initial 'M'.

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**Mike Dolan**  
**Township Clerk**

FAX 810-231-4295  
PHONE 810-231-1000



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#### HAMBURG TOWNSHIP BOARD OF TRUSTEES

First Public Hearing – Far Ravine Drive & Windwood Court Road Improvement S.A.D.  
Hamburg Township Hall Board Room  
Tuesday, November 19, 2019  
6:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 6:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Hohl, Hahn, Dolan, Neilson, Koeble, Menzies, Negri

Absent: None

Also Present: Brittany Campbell, Utilities Coordinator; Patricia Hughes, Deputy Clerk; Jodi Tedesco, Livingston County Road Commission Engineer

4. Call to the Public

A call was made with no response.

5. Correspondence

No correspondence.

6. Approval of the Agenda

**Motion by Negri, second by Koeble, to approve the agenda as presented.**

**Voice Vote: AYES: 7      NAYS: 0      ABSENT: 0      MOTION CARRIED**

7. Current Business

**Far Ravine Drive & Windwood Court Road Improvement S.A.D.**

Campbell stated that for this district the estimated road project cost is \$150,000.00 which will be split equally among the 23 parcels in an assessment of \$6,521.74 per parcel. No objections have been received so the Assessment will be added to the Dec 1, 2020 tax bill.

Opened Public Hearing 6:05 p.m.

Craig Strong, 8544 Far Ravine, asked about Mercer Rd being included and expressed his support.

Ken Skrent, 8583 Far Ravine, expressed his support and concern for Mercer Rd being included.

Roy Kirk, 8615 Far Ravine Dr, asked about the interest that will be charged.

**Closed Public Hearing 6:09 p.m.**

**8. Board Comments**

Hohl stated that they estimate a good interest rate but that they are not sure what exactly it will be.

**9. Call to the Public**

A call was made with no response.

**10. Adjourn Meeting**

**Motion by Menzies, second by Negri, to adjourn the meeting.**

**Voice Vote: AYES: 7    NAYS: 0    ABSENT: 0**

**MOTION CARRIED**

Meeting adjourned at 6:05 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk

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PHONE 810-231-1000



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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
First Public Hearing – Ginger & Boyd Drive Sanitary Sewer Improvement S.A.D.  
Hamburg Township Hall Board Room  
Tuesday, November 19, 2019  
5:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 5:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Hohl, Hahn, Dolan, Neilson, Koeble, Menzies, Negri

Absent: None

Also Present: Brittany Campbell, Utilities Coordinator; Patricia Hughes, Deputy Clerk

4. Call to the Public

A call was made with no response.

5. Correspondence

No correspondence.

6. Approval of the Agenda

**Motion by Negri, second by Menzies, to approve the agenda as presented.**

**Voice Vote: AYES: 7      NAYS: 0      ABSENT: 0      MOTION CARRIED**

7. Current Business

**Ginger & Boyd Sanitary Sewer Improvement S.A.D.**

Campbell stated that for this district the Sanitary Sewer Improvement S.A.D. has been rescinded due to not having enough petition support because of cost.

Opened Public Hearing 5:04 p.m.

No response.

Closed Public Hearing 5:04 p.m.

**8. Board Comments**

None.

**9. Call to the Public**

A call was made with no response.

**10. Adjourn Meeting**

**Motion by Hahn, second by Koeble, to adjourn the meeting.**

**Voice Vote: AYES: 7    NAYS: 0    ABSENT: 0    MOTION CARRIED**

Meeting adjourned at 5:06 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk

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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
First Public Hearing – Lawrence Court Road Improvement S.A.D.  
Hamburg Township Hall Board Room  
Tuesday, November 19, 2019  
5:30 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 5:30 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Hohl, Hahn, Dolan, Neilson, Koeble, Menzies, Negri

Absent: None

Also Present: Brittany Campbell, Utilities Coordinator; Patricia Hughes, Deputy Clerk; Jodi Todesco, Livingston County Road Commission Engineer

4. Call to the Public

A call was made with no response.

5. Correspondence

No correspondence.

6. Approval of the Agenda

**Motion by Negri, second by Koeble, to approve the agenda as presented.**

**Voice Vote: AYES: 7      NAYS: 0      ABSENT: 0      MOTION CARRIED**

7. Current Business

**Lawrence Court Improvement S.A.D.**

Campbell stated that for this district the estimated road project cost is \$170,000.00 which will be split equally among the 16 parcels in an assessment of \$10,625.00 per parcel.

Opened Public Hearing 5:34 p.m.

Boguslaw Gierek, 5610 Lawrence Ct, was sad because of the turn-out and his concern that it will be more money.

Llyod Johnston, 5538 Lawrence Ct, expressed his concern for the road and his support for the S.A.D.

Jodi Todesco, Livingston County Road Commission stated how the Project would be done.



Scott Welser, 5569 Lawrence Ct, was curious about the count of parcels included in the project, and asked if those interested in having their driveway done at the same time if the contractor could do the work.

Closed Public Hearing 5:49 p.m.

8. Board Comments

Hohl stated that the contractor is out on strike and it may not get done next year but it will get done estimating fall of 2020 or spring of 2021. If the cost varies by more than 10% the project is abandoned.

9. Call to the Public

A call was made with no response.

10. Adjourn Meeting

**Motion by Negri, second by Koeble, to adjourn the meeting.**

**Voice Vote: AYES: 7 NAYS: 0 ABSENT: 0**

**MOTION CARRIED**

Meeting adjourned at 5:50 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES  
INVOICE ENTRY DATES 11/15/2019 - 11/19/2019  
JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
Fund 101 General Fund			
Dept 000.000			
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	2,295.00	20208
101-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	206.73	20238
101-000.000-692.000	SUNDRY	34.74	20244
Total For Dept 000.000		2,536.47	
Dept 171.000 Township Supervisor			
101-171.000-722.000	HEALTH/DENTAL/VISION INSURANCE	1,147.50	20208
Total For Dept 171.000 Township Supervisor		1,147.50	
Dept 191.000 Elections			
101-191.000-722.000	HEALTH/DENTAL/VISION INSURANCE	2,176.65	20208
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	1,063.21	20214
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	35.94	20214
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	53.20	20214
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	167.93	20214
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	400.57	20214
101-191.000-962.000	SUNDRY	105.00	20214
101-191.000-962.000	SUNDRY	156.25	20214
101-191.000-962.000	SUNDRY	167.09	20214
Total For Dept 191.000 Elections		4,325.84	
Dept 201.000 ACCOUNTING			
101-201.000-722.000	HEALTH/DENTAL/VISION INSURANCE	1,360.28	20208
Total For Dept 201.000 ACCOUNTING		1,360.28	
Dept 209.000 Assessing			
101-209.000-722.000	HEALTH/DENTAL/VISION INSURANCE	2,315.07	20208
Total For Dept 209.000 Assessing		2,315.07	
Dept 215.000 CLERK'S OFFICE			
101-215.000-722.000	HEALTH/DENTAL/VISION INSURANCE	3,569.71	20208
101-215.000-726.000	SUPPLIES & SMALL EQUIPMENT	3.97	20214
Total For Dept 215.000 CLERK'S OFFICE		3,573.68	
Dept 245.000 TECHNICAL/UTILITIES SERVICES			
101-245.000-722.000	HEALTH/DENTAL/VISION INSURANCE	2,472.81	20208
101-245.000-726.000	SUPPLIES & SMALL EQUIPMENT	23.63	20214
101-245.000-726.000	SUPPLIES & SMALL EQUIPMENT	31.99	20254
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES		2,528.43	
Dept 253.000 Treasurer			
101-253.000-722.000	HEALTH/DENTAL/VISION INSURANCE	3,482.64	20208
101-253.000-726.000	SUPPLIES & SMALL EQUIPMENT	86.38	20214
101-253.000-864.000	WORKSHOPS/SEMINARS	519.75	20214
101-253.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	(482.00)	20214
Total For Dept 253.000 Treasurer		3,606.77	
Dept 258.000 COMPUTER/CABLE			
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	(495.00)	20214
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	272.57	20214
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	8.99	20214
Total For Dept 258.000 COMPUTER/CABLE		(213.44)	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES  
INVOICE ENTRY DATES 11/15/2019 - 11/19/2019

JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 General Fund</b>					
<b>Dept 265.000 Township Buildings</b>					
101-265.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	2,315.07	20208
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	104.80	20214
101-265.000-801.000	CONTRACTUAL SERVICES	ASSURED PEST CONTROL	PEST CONTROL TWP. NOV.	53.00	20205
101-265.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	125.82	20200
		Total For Dept 265.000 Township Buildings		2,598.69	
<b>Dept 299.000 Other Expenses</b>					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SHOPLET.COM - SUPPLIES FOR UTILITIES	83.14	20214
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM - GENERAL OFFICE SUPPLY -	277.30	20214
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SUPPLIES TO RE-STOCK CENTRAL STORES I	63.69	20214
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	OFFICE SUPPLIES FOR CENTRAL STORES &	33.18	20254
		Total For Dept 299.000 Other Expenses		457.31	
<b>Dept 400.000 Planning Commission</b>					
<b>101-400.000-864.000 WORKSHOPS/SEMINARS</b>					
		CHASE CARD SERVICES	MUCK MAP CONFERENCE LODGING - RADISSO	273.00	20214
		Total For Dept 400.000 Planning Commission		273.00	
<b>Dept 410.000 Zoning</b>					
101-410.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	1,360.28	20208
101-410.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM 20 X 72 GEL COMFORT MAT FO	99.95	20214
		Total For Dept 410.000 Zoning		1,460.23	
		Total For Fund 101 General Fund		25,969.83	
<b>Fund 206 Fire Fund</b>					
<b>Dept 000.000</b>					
206-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	5,768.07	20208
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON ORDER/KITCHEN SUPPLIES	11.99	20214
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	12 OZ STYRO CUPS ITEM #24326071   MO	51.79	20254
206-000.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	140.31	20200
206-000.000-853.000	PHONE/COMM/INTERNET	AT&T	ALARM - 10/8-11/7/19	222.47	20207
206-000.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	YOUTUBETV.COM - BLANKET P.O. FOR STAT	49.99	20214
206-000.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	YOUTUBETV.COM - BLANKET P.O. FOR STAT	49.99	20214
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D. #11 - 10/11-11/	346.84	20220
206-000.000-932.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL - F.D. #11 - NOV	60.00	20205
206-000.000-932.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL - F.D. #12 - NOV	65.00	20205
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	743.11	20214
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	AMAZON ORDER/KITCHEN SUPPLIES	481.34	20214
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	TUTHILL FARMS & COMPOSTING	123.60	20214
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	69.35	20214
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	64.28	20214
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	54.68	20214
206-000.000-965.000	TRAINING	CHASE CARD SERVICES	AMAZON ORDER/KITCHEN SUPPLIES	95.00	20214
206-000.000-966.500	FIRE PREVENTION	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	42.28	20214
206-000.000-966.500	FIRE PREVENTION	CHASE CARD SERVICES	AMAZON ORDER FOR FIRE PREVENTION	250.29	20214
		Total For Dept 000.000		8,690.38	
		Total For Fund 206 Fire Fund		8,690.38	
<b>Fund 207 Police Fund</b>					
<b>Dept 000.000</b>					
207-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	21,503.61	20208
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	8.54	20214

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES  
 INVOICE ENTRY DATES 11/15/2019 - 11/19/2019

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PAID - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 207 Police Fund</b>					
Dept 000.000					
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON - LEATHARIO FILE FOLDER PADFOL	19.00	20214
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICEMAX.COM FLASH DRIVES KINGSTON D	55.96	20214
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ONLINE ORDER FROM YOBITECH.COM FOR RE	170.00	20214
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CABLE FOR NEGOTIATORS HEADSET FROM EN	74.95	20214
207-000.000-801.000	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	BLANKET P.O. FOR GARBAGE REMOVAL- 10/	92.90	20200
207-000.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092074 INTERNET SERVICES	117.88	20213
207-000.000-932.002	MAINTENANCE POLICE BUILDING	ASSURED PEST CONTROL	PEST CONTROL - P.D. - NOV	38.00	20205
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	2.96	20214
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	CORRIGAN OIL CO. - MRAP REPAIRS HAMBU	1,129.62	20214
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	GUS MANN AUTOMOTIVE - VEH MAINT	993.90	20214
207-000.000-962.000	SUNDRY	CHASE CARD SERVICES	NET BADGE-ID CARD CREDITS	160.00	20214
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - VIDEOSEC ML531BE TV WALL MO	25.00	20214
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - VIZIO D24-D1 D-SERIES 24 INC	209.95	20214
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - KATHY IRELAND HOME BY BUSH F	1,049.98	20214
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	MEIJER - CANDY FOR TRUNK OR TREAT EVE	180.05	20214
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	CHAIRS FOR NEWS SGTS, STAPLES SORINA	214.98	20254
		Total For Dept 000.000		26,047.28	
		Total For Fund 207 Police Fund		26,047.28	
<b>Fund 208 SENIORS, PARKS, LL TRAIL</b>					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	AMAZON KITCHEN SUPPLIES	60.93	20214
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	WATER/COFFEE & HOLIDAY BAZAAR SUPPLIE	288.15	20214
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	VERDA HANRAHAN	BAZAAR TABLE REFUND	50.00	20233
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	KATHRYN NELSON	BAZAAR TABLE REFUND	25.00	20246
		Total For Dept 000.000		424.08	
<b>Dept 750.000 Recreation Board</b>					
208-750.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	1,218.92	20208
208-750.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	116.17	20200
		Total For Dept 750.000 Recreation Board		1,335.09	
<b>Dept 805.000 SENIOR CENTER</b>					
208-805.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	2,315.07	20208
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	OCTOBER POTLUCK FROM RIVERSIDE PIZZA	159.77	20214
208-805.000-813.000	TRASH DISPOSAL	ADVANCED DISPOSAL	TRASH PICK UP	77.04	20200
208-805.000-932.001	MAINTENANCE COMM CENTER	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SENIOR CEN	43.16	20214
208-805.000-932.001	MAINTENANCE COMM CENTER	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	77.92	20214
208-805.000-937.000	IMPROVEMENTS	CHASE CARD SERVICES	AMAZON KITCHEN SUPPLIES	167.85	20214
		Total For Dept 805.000 SENIOR CENTER		2,840.81	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		4,599.98	
<b>Fund 590 SEWER FUND</b>					
Dept 001.000					
590-001.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	12/01/19 THROUGH 12/31/19	7,766.71	20208
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	409.73	20214
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	CHASE CARD SERVICES	AMAZON.COM - RAIN COLLECTOR FOR WWTP	86.80	20214
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	CHASE CARD SERVICES	CREDIT CARD ORDER FROM SUPERIOR INDUS	357.44	20214
590-001.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	EFFICIENCY PRODUCTIONS - TRENCH SAFETY	50.00	20214
590-001.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	TRENCH SAFETY CLASS BY EFFICIENCY PRO	50.00	20214
590-001.000-932.010	SEWER MAINTENANCE GARAGE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	18.99	20214

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GL Number	GL Desc	Amount	Check #
Fund 590 SEWER FUND Dept 001.000		8,739.67	
Dept 002.000			
590-002.000-813.000	TRASH DISPOSAL	82.15	20200
590-002.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	86.80	20214
	ADVANCED DISPOSAL		
	CHASE CARD SERVICES		
	TRASH PICK UP		
	AMAZON.COM - RAIN COLLECTOR FOR WWTP		
	Total For Dept 002.000	168.95	
	Total For Fund 590 SEWER FUND	8,908.62	
Fund 701 Trust & Agency Fund Dept 000.000			
701-000.000-283.100	KEY DEPOSITS PAYABLE	100.00	20242
	MILL CREST MOORS HOMEOWN KEY DEPOSIT REFUND		
	Total For Dept 000.000	100.00	
	Total For Fund 701 Trust & Agency Fund	100.00	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES  
INVOICE ENTRY DATES 11/15/2019 - 11/19/2019

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GL Desc

Invoice Description

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Fund Totals:

Fund 101 General Fund	25,969.83
Fund 206 Fire Fund	8,690.38
Fund 207 Police Fund	26,047.28
Fund 208 SENIORS, PARK	4,599.98
Fund 590 SEWER FUND	8,908.62
Fund 701 Trust & Agenc	100.00

Total For All Funds:

74,316.09



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 General Fund</b>					
Dept 101.000 Township Board	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS - 10/1-10/31/19	80.00	
101-101.000-900.000	DUES/SUBSCRIP/RECERTIFICATION	SEMOG -SOUTHEASTERN MIC	NOVEMBER 2019 DUES	231.92	
101-101.000-958.000		Total For Dept 101.000 Township Board		311.92	
<b>Dept 191.000 Elections</b>					
101-191.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS - 10/1-10/31/19	50.00	
101-191.000-962.000	SUNDRY	ST PAULS LUTHERAN CHURCH	USE OF COMMUNITY ROOMS FOR NOV 5 POLL	200.00	
		Total For Dept 191.000 Elections		250.00	
<b>Dept 209.000 Assessing</b>					
101-209.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	STATE OF MICHIGAN	RENEWAL OF ASSESSOR CERTIFICATION - W	350.00	
		Total For Dept 209.000 Assessing		350.00	
<b>Dept 215.000 CLERK'S OFFICE</b>					
101-215.000-726.000	SUPPLIES & SMALL EQUIPMENT	MARY C. KUZNER	REIMBURSEMENT MILEAGE - 11/1-11/25/19	46.08	
101-215.000-861.000	MILEAGE	MARY C. KUZNER	REIMBURSEMENT - MILEAGE 9/16-9/30/19	30.45	
101-215.000-861.000	MILEAGE	MARY C. KUZNER	REIMBURSEMENT MILEAGE - 10/1-10/31/19	54.64	
101-215.000-861.000	MILEAGE	MARY C. KUZNER	REIMBURSEMENT MILEAGE - 11/1-11/25/19	60.78	
		Total For Dept 215.000 CLERK'S OFFICE		191.95	
<b>Dept 253.000 Treasurer</b>					
101-253.000-861.000	MILEAGE	JASON NEGRI	REIMBURSEMENT - MILEAGE(BANK RUNS & M	63.69	
		Total For Dept 253.000 Treasurer		63.69	
<b>Dept 258.000 COMPUTER/CABLE</b>					
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	DELL MARKETING L.P.	MONITORS FOR TOWNSHIP HALL COMPUTERS	669.57	
		Total For Dept 258.000 COMPUTER/CABLE		669.57	
<b>Dept 265.000 Township Buildings</b>					
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	11.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	11.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	7.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	7.00	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	110.76	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	110.76	
101-265.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 10/15-11/13/19	408.31	
101-265.000-932.000	MAINTENANCE TWP HALL	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - CLEANING SUPPLIES FOR	25.31	
101-265.000-932.000	MAINTENANCE TWP HALL	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - CLEANING SUPPLIES FOR	839.14	
101-265.000-933.000	EQUIPMENT MAINT/REPAIR	D & G EQUIPMENT, INC	BLANKET P.O. - BLDG. & GROUNDS EQUIP.	29.74	
101-265.000-933.000	EQUIPMENT MAINT/REPAIR	D & G EQUIPMENT, INC	BLANKET P.O. - BLDG. & GROUNDS EQUIP.	42.25	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED RETROFIT LIGHTS FOR VETERANS MEMO	3,950.00	
		Total For Dept 265.000 Township Buildings		5,552.27	
<b>Dept 299.000 Other Expenses</b>					
101-299.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	M0001291 - 7/1/19 - 7/1/2020 (2ND INS	16,366.68	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	APPLIED IMAGING	MONTHLY MANAGED PRINTER SERVICES/INK-	347.11	
101-299.000-806.000	FOIA EXPENSES	BIG PDQ	FOIA COPY - LYONS HOUSE & PRIVATE ROA	12.85	
		Total For Dept 299.000 Other Expenses		16,726.64	
<b>Dept 400.000 Planning Commission</b>					
101-400.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS - 10/1-10/31/19	530.00	
		Total For Dept 400.000 Planning Commission		530.00	

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES  
EXP CHECK RUN DATES 12/03/2019 - 12/03/2019  
UNJOURNALIZED

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund 101 General Fund

24,646.04

Fund 206 Fire Fund

Dept 000.000					
206-000.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	M0001291 - 7/1/19 - 7/1/2020 (2ND INS	27,307.11	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	TRI-COUNTY SUPPLY, INC.	CLEANING SUPPLIES FOR STATIONS	193.99	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	WITMER PUBLIC SAFETY GRO	THE FIRE STORE - REPLACEMENT BLADES G	67.97	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	LAKELAND ACE HARDWARE, I	SCENE SUPPLIES	23.46	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	PREMIER SAFETY	PROTEGE CO MONITOR	487.17	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	DRY CLEANING CHARGES FOR FIRE DEPT.	52.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	MICHELLE GIRARD	UNIFORM ALTERATIONS	60.00	
206-000.000-801.000	CONTRACTUAL SERVICES	APPLIED IMAGING	MONTHLY COPIER SERVICE STA 11	138.03	
206-000.000-808.000	EMPLOYEE PHYSICALS/VACCINATION	OCCUPATIONAL HEALTH CENT	PRE EMPLOYMENT HEALTH PHYSICAL, MOORE	1,087.00	
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 3979 7285 - F.D. - 10/15-11/13/1	598.35	
206-000.000-932.003	MAINTENANCE FIRE HALL	AMERICAN GARAGE DOOR	FD GARAGE DOOR REPAIRS	763.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	13.26	
206-000.000-932.003	MAINTENANCE FIRE HALL	NORTHLAND SERVICES, LLC	WINTERIZE IRRIGATION SYSTEM FOR PARKS	75.00	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	BOULLION SALES, INC.	EQUIPMENT MAINTENANCE STN 11	17.64	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	COMPLETE BATTERY SOURCE,	EQUIPMENT MAINTENANCE/PPE FLASHLIGHT	65.40	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	COMPLETE BATTERY SOURCE,	ENERGY POWER 6V BATTERIES	67.84	
206-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	CHARGES IN EXCESS OF BPO 20190876	2,128.23	
206-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	CHARGES IN EXCESS OF BPO 20190876	122.50	
206-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	CHARGES IN EXCESS OF BPO 20190876	113.58	
206-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	1,573.33	
206-000.000-958.000	DUES/SUBSCRIP/RECEITIFICATION	FIRE ENGINEERING	MAGAZINE RENEWAL FOR JANUARY 2020	39.00	
206-000.000-958.000	DUES/SUBSCRIP/RECEITIFICATION	MI STATE FIREMEN'S ASSOC	2020 DEPARTMENT MEMBERSHIP	75.00	
206-000.000-965.000	TRAINING	MARC A. VOLGER & ASSOCIA	PRE-HOSPITAL TRAUMA LIFE SUPPORT COUR	40.00	
Total For Dept 000.000				35,108.86	

Total For Fund 206 Fire Fund

35,108.86

Fund 207 Police Fund

Dept 000.000					
207-000.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	M0001291 - 7/1/19 - 7/1/2020 (2ND INS	60,430.58	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	OFFICE EXPRESS, INC.	BLANKET P.O. FOR OFFICE SUPPLIES	393.15	
207-000.000-758.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	BLANKET P.O. - UNIFORMS & ACCESSORIES	32.50	
207-000.000-758.000	UNIFORMS/ACCESSORIES	PRO-TECH SALES	UNIFORMS & ACCESSORIES	147.00	
207-000.000-758.500	UNIFORM CLEANING	KING KLEANERS	BLANKET P.O. FOR UNIFORM CLEANING	310.50	
207-000.000-807.000	SWAT TEAM EXPENSES	NORTHERN MICHIGAN LAW EN	NMLETG TRAINING SWAT TEAM EXPENSES FO	1,324.15	
207-000.000-807.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5224 - P.D. - 10/15-11/13/1	160.58	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. FOR CLEANING SUPPLIES	749.59	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	SERVICE, LABOR & COPIES- 10/1-10/31/1	189.67	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	1,271.23	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	1,718.12	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	507.35	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	80.00	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	669.80	
207-000.000-939.000	VEHICLE MAINTENANCE	CAPITAL TIRE INC.	BLANKET P.O. FOR VEHICLE TIRES/MAINT.	594.00	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	87.99	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	43.70	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	25.49	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	481.49	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	137.95	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	82.48	



OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 207 Police Fund</b>					
Dept 000.000					
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	41.93	
207-000.000-975.000	SPECIAL PROJECTS	LEADSONLINE LLC	LEADSONLINE POWERPLUS INVESTIGATION S	2,192.00	
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	PRO-TECH SALES	VEST WITH CARRIER	1,325.00	
		Total For Dept 000.000		72,996.25	
		Total For Fund 207 Police Fund		72,996.25	
<b>Fund 208 SENIORS, PARKS, LL TRAIL</b>					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	ALPINE FLORIST AND GIFTS	BLANKET P.O. FOR SENIOR CENTER MONTHL	12.00	
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	PETTY CASH - SENIOR CENT	REIMBURSEMENT - 9/2-11/15/19	206.43	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	ALEXSANDRIA GRANGOOD	FIREKEEPERS TRIP REFUND	37.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	NASHVILLE TRIP - 11/18/19 INVOICE #	2,638.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	FIREKEEPERS CASINO TRIP - 11-20-2019	1,036.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	SHELLY PAYNE	TRIP REFUND - FIREKEEPERS TRIP	74.00	
		Total For Dept 000.000		4,003.43	
<b>Dept 750.000 Recreation Board</b>					
208-750.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	M0001291 - 7/1/19 - 7/1/2020 (2ND INS	495.84	
208-750.000-726.000	SUPPLIES & SMALL EQUIPMENT	ED BOCK FEEDS & STUFF, L	BURLAP FOR CLOCK TOWER - PARKS & REC.	80.62	
208-750.000-726.000	ENG/CONSULTANT/PROFESS FEES	MCKENNA ASSOCIATES, INC.	TRUST FUND & PASSPORT GRANT - 10/1-10	312.00	
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	BRIGHTON ANALYTICAL, L.C.	END OF SEASON WATER TESTING FOR EAST	105.00	
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	NORTHLAND SERVICES, LLC	WINTERIZE IRRIGATION SYSTEM FOR PARKS	1,000.00	
208-750.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - DISC GOLF & ADULT WORK	70.00	
208-750.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - MANLY BENNETT PARK CON	500.00	
208-750.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	STANDARD ELECTRIC COMPAN	LED PARKING LOT LIGHTS FOR WEST PARK	3,540.00	
		Total For Dept 750.000 Recreation Board		6,103.46	
<b>Dept 800.000 LAKELAND TRAIL</b>					
208-800.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	M0001291 - 7/1/19 - 7/1/2020 (2ND INS	115.37	
208-800.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - LAKELANDS TRAIL HEADS	330.00	
208-800.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - LAKELANDS TRAIL HEADS	105.00	
		Total For Dept 800.000 LAKELAND TRAIL		550.37	
<b>Dept 805.000 SENIOR CENTER</b>					
208-805.000-725.000	LIABILITY/CASUALTY INSURANCE	MICHIGAN MUNICIPAL RISK	M0001291 - 7/1/19 - 7/1/2020 (2ND INS	1,322.33	
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	COMPLETE BATTERY SOURCE,	BATTERIES FOR SENIOR CENTER	25.42	
208-805.000-801.000	CONTRACTUAL SERVICES	LIVINGSTON COUNTY TREASU	OCTOBER LETS INVOICE	768.00	
208-805.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - SENIOR/COMM - 10/15-	212.46	
208-805.000-932.001	MAINTENANCE COMM CENTER	REESE'S COMMERCIAL CLEAN	BI-WEEKLY CLEANING OF SENIOR CENTER -	281.00	
208-805.000-932.001	MAINTENANCE COMM CENTER	REESE'S COMMERCIAL CLEAN	CARPET AND RUG CLEANING	300.00	
208-805.000-933.000	EQUIPMENT MAINT/REPAIR	APPLIED IMAGING	B/W & COLOR MONTHLY COPY COVERAGES - 1	51.08	
		Total For Dept 805.000 SENIOR CENTER		2,960.29	
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		13,617.55	
<b>Fund 484 Community Dr SAD - Road Maint</b>					
Dept 000.000					
484-000.000-802.000	ROAD IMPROVEMENT	GP DUST CONTROL	COMMUNITY DR - SNOW PLOWING 11/12/19	195.00	
		Total For Dept 000.000		195.00	
		Total For Fund 484 Community Dr SAD - Road Maint		195.00	

GL Number      GL Desc      Vendor      Invoice Description      Amount      Check #

Fund 590 SEWER FUND  
Dept 000.000  
590-000.000-198.884

5229 POST ROAD (#15-27-105-039) C & E CONSTRUCTION CO.,      5229 POST DRIVE - GRINDER PUMP INSTAL

7,087.50  
7,087.50

Dept 001.000

590-001.000-725.000  
590-001.000-726.000  
590-001.000-726.000  
590-001.000-726.000  
590-001.000-726.000  
590-001.000-758.000  
590-001.000-758.000  
590-001.000-758.000  
590-001.000-758.000  
590-001.000-758.000  
590-001.000-758.000  
590-001.000-808.100  
590-001.000-821.000  
590-001.000-821.000  
590-001.000-850.000  
590-001.000-850.000  
590-001.000-850.100  
590-001.000-850.100  
590-001.000-923.000  
590-001.000-923.000  
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590-001.000-923.000  
590-001.000-923.000  
590-001.000-958.000  
590-001.000-980.000  
590-001.000-980.000

LIABILITY/CASUALTY INSURANCE  
SUPPLIES & SMALL EQUIPMENT  
SUPPLIES & SMALL EQUIPMENT  
SUPPLIES & SMALL EQUIPMENT  
UNIFORMS/ACCESSORIES  
UNIFORMS/ACCESSORIES  
UNIFORMS/ACCESSORIES  
UNIFORMS/ACCESSORIES  
UNIFORMS/ACCESSORIES  
UNIFORMS/ACCESSORIES  
UNIFORMS/ACCESSORIES  
MISC MEDICAL EXPENSES  
ENG/CONSULTANT/PROFESS FEES  
PUMP & MAIN REPAIR/MAINTENANCE  
PUMP & MAIN REPAIR/MAINTENANCE  
GRINDER PUMP PARTS  
GRINDER PUMP PARTS  
NATURAL GAS/HEAT  
NATURAL GAS/HEAT  
NATURAL GAS/HEAT  
NATURAL GAS/HEAT  
DUES/SUBSCRIP/RECEITIFICATION  
CAPITAL EQUIPMENT/CAPITAL IMP  
CAPITAL EQUIPMENT/CAPITAL IMP

12,914.09  
27.50  
7.00  
329.16  
122.47  
122.47  
14.95  
199.96  
201.00  
1,234.80  
175.00  
618.45  
272.80  
4,757.90  
17.16  
16.55  
137.82  
18.28  
77.00  
3,378.12  
2,252.08

Dept 002.000

590-002.000-728.000  
590-002.000-831.000

CHEMICALS  
SLUDGE REMOVAL EXPENSE WWTP

ALEXANDER CHEMICAL CORPO  
BIOTECH AGRONOMICS, INC.

4,898.16  
24,663.60

Total For Dept 002.000

29,561.76

Dept 003.000

590-003.000-962.000  
590-003.000-962.000  
590-003.000-962.000

LIVINGSTON COUNTY REGIST  
LIVINGSTON COUNTY REGIST  
LIVINGSTON COUNTY REGIST

30.00  
30.00  
30.00

Total For Dept 003.000

90.00

Dept 004.000

590-004.000-995.000

INTEREST EXPENSE

THE BANK OF NEW YORK MEL

40,720.63

Total For Dept 004.000

40,720.63

Total For Fund 590 SEWER FUND

104,354.45

Fund 701 Trust & Agency Fund  
Dept 000.000

701-000.000-231.200  
701-000.000-283.000

DART TEAM  
CAPITAL CONSTRUCTION GRO

292.00  
1,600.00

Total For Dept 000.000

1,892.00

Total For Fund 701 Trust & Agency Fund

1,892.00

Fund 703 Winter Tax Collection Fund

OPEN - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
Fund 703 Winter Tax Collection Fund			
Dept 000.000			
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING T BRIGHTON AREA SCHOOLS TAXES COLLECTED 11/1-11/15/19	0.64	
	Total For Dept 000.000	0.64	
	Total For Fund 703 Winter Tax Collection Fund	0.64	

OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

GL Desc

GL Number

Amount Check #

Fund Totals:

Fund 101 General Fund	24,646.04
Fund 206 Fire Fund	35,108.86
Fund 207 Police Fund	72,996.25
Fund 208 SENIORS, PARK	13,617.55
Fund 484 Community Dr	195.00
Fund 590 SEWER FUND	104,354.45
Fund 701 Trust & Agenc	1,892.00
Fund 703 Winter Tax Co	0.64

Total For All Funds:

252,810.79

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

REGULAR SCHEDULED MEETING MINUTES

SENIOR/COMMUNITY CENTER

September 11, 2019

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(1) Call to Order:

Meeting called to order at 10:02 am

(2) Pledge to the Flag

A moment of silence was observed in remembrance of 9/11/01.

(3) Roll Call of the Board:

Present was Chuck Menzies, Gerry Przeslawski, Sue Pack, Bob Andrews, Pat Kolasinski, Gary Kaiser. Absent was Janet Bater.

(4) Approval of Agenda:

Gary Kaiser moved to approve the agenda. Sue Pack seconded.

(5) Approval of minutes from July 10, 2019:

Pat Kolasinski moved to approve the minutes as presented. Gary Kaiser seconded.

(6) Call to the Public:

None

(7) Senior Program Director Report:

- a) Correspondence: Gerald Hacke requested new toilet paper dispensers in bathrooms with a double roll. Thank you from Linda Kittel for birthday lunch. Kudos from Kim Fineis. Thank you card from Ronald McDonald house for can tops. Kroger Community Rewards amount of \$79.40
- b) Important Dates: Senior Center will be closed on September 20, 2019 for New & Used Sale Set Up, November 5, 2019 for elections, and November 15, 2019 for Bazaar Set Up. The New & Used Sale will be held on Saturday, September 21, 2019 from 9:00 am to 2:00 pm. The Holiday Bazaar will be held on Saturday, November 16, 2019 from 9:00 am to 2:00 pm.
- c) Program Updates: Programs offered at the center were Diabetes Discussion, Color Street Nails, Crochet Hearts for Peyton's Project, Attorney General's Office Investment Scams and Online Safety, and an Estate Seminar

- d) Upcoming Programs: Fall Prevention with Medical Care Alert – October 4, 2019  
Brookdale Lunch – October 11, 2019  
Stress Seminar – October 15, 2019

Livingston County Health Department Focus Group – October 22, 2019

Halloween Potluck – October 25

Flu Shots with Costco, VA Benefits, and Color Street Nails – November 1, 2019

- e) Attendance: July 2019: Monthly total 1315 – Daily Average 63  
August 2019: Monthly total 1284 – Daily Average 64

(8) Old Business:

- a) New & Used Sale: We are getting many donations. Sue Pack has volunteered to take some of the trash home, as our dumpster is now smaller. Mike Dolan said he is trying to resolve by getting a bigger dumpster for center.
- b) Holiday Bazaar: Will be held on Saturday, November 16, 2019. Sixteen tables have been sold so far. Roger Evans has donated a relief carving for the raffle table.
- c) Parking Lot & Sidewalk Repair: Annette Koeble to look into timeline to get lines painted in sidewalk. Mike Dolan to look into getting sidewalk repaired.

(9) New Business:

- a) Kiwanis Lunch: Will be held on December 3, 2019. Deb Kaiser has volunteered to emcee the event. We will keep number of tickets to 100 at \$5 per ticket. Another cart has been purchased to help with serving meals.
- b) Carpet Cleaning: Julie Eddings will look into carpet with cleaning with current cleaning company. Barb Mitchell suggested having carpet scotch guarded after cleaning.

(10) Call to the Public:

None

(11) Board Comments:

Sue Pack requested flyers for Bazaar be available at the New & Used Sale. Mike Dolan gave information on the Memorial Bench program sponsored by the township. Bench cost is \$1500, which is tax deductible. Benches will be located along Lakelands Trails. Applications can be obtained through Deby Henneman at the Township Offices. Mike Dolan also gave information about a Memorial Tree program and Adopt a Garden program. Mike Dolan informed board of a program through Ford & UAW that will build ramps for veterans at no cost to them. Those who are interested can contact Julie or Mike for more information. Gary Kaiser suggested a tracking

program to get a count on how many veterans are members of the Senior Center. Mike Dolan offered follow up information regarding grant for trails around Senior Center. Initial Data is in and McKenna will help township interpret data.

(12) Adjournment:

Bob Andrews made the motion to adjourn, seconded by Gerry Przeslawski. Meeting adjourned at 10:43 am.

Next meeting will be November 13, 2019.

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Julie Eddings

Recording Secretary

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Date

**HAMBURG TOWNSHIP**  
**ORDINANCE NO. ~~69F & 69G~~ 69H**

**WASTEWATER TREATMENT AND ADMINISTRATION ORDINANCE**

**Section 1.0. Short Title**

This Ordinance shall be known and may be cited as Hamburg Township's Wastewater Treatment and Administration Ordinance.

**Section 2.0. Purpose and Objections; Applicability**

- a. This Ordinance sets forth uniform requirements for direct and indirect contributors to the wastewater collection and treatment systems and direct dischargers to waters located in and flowing through the Township and enables the Township to comply with all applicable federal, state, and local laws and regulations relating thereto and to protect the health/welfare and environment of Hamburg Township residents.
- b. The objectives of this Ordinance are:
  1. To prevent the introduction of pollutants into waters located in and flowing through the Township, which would degrade the water quality, surrounding environment and/or use and enjoyment of the natural resources located in Hamburg Township, and to promote the stewardship of their resources.
  2. To prevent the introduction of pollutants into the wastewater system which will interfere with the normal operation of the system or contaminate the resulting municipal sludge.
  3. To prevent the introduction of pollutants into the wastewater system which will not receive adequate treatment in the POTW and which will pass through the wastewater system into receiving waters or the atmosphere or otherwise be incompatible with the wastewater system.
  4. To improve the opportunity to recycle and reclaim wastewater and sludge from the system.

**Section 3.0. Definitions and Abbreviations**

"Act" or "the Act" means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, ~~33 USC 1251, et seq.~~

Commented [TR1]: Let's refer to it by name only

Commented [DH2]: Just checking that you want to reference the number, or just Act by the name...



"Authorized Officer" means the Township Supervisor, the Township Clerk, the Township Treasurer, or the Township Manager.

"Authorized Representative of Industrial User," means any of the following:

1. If the Industrial User is a corporation, a principal executive officer of at least the level of vice-president.
2. If the Industrial User is a partnership or proprietorship, a general partner or proprietor.
3. A duly authorized representative of the individual designated above if such representative is responsible for the overall operation of the facilities from which the direct discharge originates, or for environmental matters of the company. Authorization for this representative must be submitted in writing to the Township by the individual designating the representative.

"Biochemical Oxygen Demand ("BOD")" means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius, expressed in milligrams per liter.

"Building Drain" means that part of the lowest horizontal piping of a drainage system of a building that receives the sewage discharge inside the walls of a building and conveys it to the building sewer. The building drain shall be deemed to end five (5) feet outside the face of the building wall.

"Building Sewer" means a sewer conveying wastewater from the premises of a user to the Public Sewer.

"Bypass" means the intentional diversion of waste streams from any portion of an industrial user's treatment facility needed for compliance with pretreatment standards.

"Categorical Pretreatment Standard" or "Categorical Standard" means any regulation containing pollutant discharge limits promulgated by the E.P.A. in accordance with sections 307(b) and (c) of the Clean Water Act, 33 U.S.C. §1317, which apply to a specific category of nondomestic users, and which appear in 40 C.F.R. chapter I, subchapter N (1990), parts 405–471.

**Commented [DH3]:** Suggest confirming reference numbers are still correct, or reference by title.

"Cesspool" means an underground pit into which household sewage or other untreated wastewater is discharged and from which the liquid seeps into the surrounding soil or is otherwise removed.

"Chemical Oxygen Demand ("COD")" means a measure of oxygen-consuming capacity of inorganic and organic matter present in water or wastewater. It is expressed as the amount

of oxygen consumed from a chemical oxidant in a specified test. It does not differentiate between stable and unstable organic matter and thus does not necessarily correlate with biochemical oxygen demand. Also known as oxygen consumed (OCR) and dichromate oxygen consumed (DO), respectively.

*“Chlorine Demand”* means the difference between the amounts of chlorine available at the end of the contact time, expressed in milligrams per liter.

*“Combined Sewer”* means a sewer receiving both surface runoff (storm water) and sewage or wastewater.

*“Commercial User”* means any User of the Public Sewer other than a residential user or a person lawfully using a building or structure as a residence.

*“Compatible Pollutant”* means a substance amenable to treatment in the wastewater treatment plant such as biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the applicable NPDES permit if the POTW was designed to treat such pollutants to a substantial degree.

*“Composite Sample”* means a collection of individual samples which are obtained at regular intervals, collected on a time-proportional or flow-proportional basis, over a specific time period and which provides a representative sample of the average stream during the sampling period.

*“Connection Fee”* means the charge imposed by the Township to grant permission to connect a building sewer, either directly or indirectly, to the Public Sewer. This fee represents the proportional cost attributable to each premise for making the Public Sewer available with sufficient capacity to service said premises.

*“Control Manhole”* means the structure installed on the building sewer or service connection pipeline to allow access for measurement and sampling of sewage discharging from industrial and commercial establishments.

*“Cooling Water”* means the water discharged from any use such as air conditioning, cooling or refrigeration or to which the only pollutant added is heat.

*“County”* means the County of Livingston, Michigan, acting by and through its Drain Commissioner, the designated County Agency under Act 342 of the Public Acts of Michigan of 1939, as amended.

*“DEQ” or “MDEQ”* means the Michigan Department of Environmental Quality or any successor governmental agency having similar regulatory jurisdiction.

*“Direct Connection”* means the connection of the building sewer directly to the Public Sewer.

*“Direct Discharge”* means the discharge of the treated or untreated wastewater directly to waters located in and/or flowing through the Township.

*“Discharge”* means any direct or indirect discharge of any waste, waste effluent, wastewater, pollutant, or any combination into any of the waters located in and/or flowing through the Township or upon the ground.

*“Domestic Sewage”* means the liquid wastes from all habitable buildings and residences and shall include human excrement and wastes from sinks, lavatories, bathtubs, showers, laundries and all other water-carried wastes of organic nature either singly or in combination thereof.

*“EPA” or “USEPA”* means the United States Environmental Protection Agency.

*“Food Service Establishment” (“FSE”)* means any place where food or beverage is prepared and served or consumed whether fixed or mobile, with or without charge, on or off the premises. FSEs will include, but not [be](#) limited to restaurants, hotels, taverns, bars, rest homes, schools, factories, institutions, camps, grocery stores with on-site food preparation, and ice cream parlors. Unless otherwise designated by the Township, the following will not be considered FSEs:

1. Private homes where food is prepared specifically for personal consumption.
2. Location of vending machines; or
3. Temporary food service establishments, which are defined as operating at a fixed location for not more than fourteen (14) consecutive days in conjunction with a single event or celebration.

*“Garbage”* means the solid waste from the preparation, cooking and dispensing of food and the handling, storage and sale of produce, and, in addition, shall include all paper, plastic, and other household items, including containers, whether or not disposable or biodegradable in nature.

*“Grab Sample”* means a sample that is taken from a wastewater stream on a one-time basis with no regard to the flow in the wastewater stream and without consideration of time.

*“Greasetrap”* means a tank of suitable size and materials located in a sewer line and so designed to remove grease and oily wastes from the sewage.

*“Grinder Pump System”* means the device to which the Building Sewer connects and which grinds and pumps the sewage to the Public Sewer for transportation to the POTW, the publicly owned grinder pump, controls and pressure discharge pipe, including all control boards, controls, floats, pumps, storage tanks and appurtenances thereto which provides the connection between the privately-owned building sewer and the Public Sewer system.

"Health Department" means the Livingston County Health Department.

"Holding Tank Wastewater" means any wastewater from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.

"Incompatible Pollutants" means any pollutant that is not a compatible pollutant.

"Indirect Connection" means the connection if a building sewer to an extension of the Public Sewer which is installed and paid for by special assessment or private funds, which extension is, after construction, turned over to the Township and becomes part of the Public Sewer (i.e., if a developer constructs sanitary sewers in a plat and connects the sewer line to the Public Sewer, the connection of each lot in the plat would be an Indirect Connection).

"Indirect Discharge" means the discharge or the introduction of the nondomestic pollutants in the POTW regulated under Section 307(b) or (c) of the Act (33 USC 1317) into (including holding tank wastewater discharged into the system).

"Industrial Waste" means any liquid, solid or gaseous waste or form of energy or combination thereof resulting from any process of industry, manufacturing, business, trade or research, including the development, recovery or processing of natural resources.

"Infiltration" shall mean any waters entering the system from the ground, through such means as, but not limited to, defective pipes, pipe joints, connections or manhole walls. Infiltration does not include and is distinguished from inflow.

"Infiltration/Inflow" shall mean the total quantity of water from both infiltration and inflow.

"Inflow" shall mean any waters entering the system through such sources as, but not limited to, building downspouts, footing or yard drains, cooling water discharges, seepage lines from springs and swampy areas and storm drain cross connections.

"Inspection Fee" means the amount charged to each applicant by the Township at the time an application is made to the Township for connection to the Public Sewer, to cover the routine cost of inspecting and approving the physical connection of a building sewer and service connection to the Public Sewer, and the issuance of a connection permit.

"Inspector" means the person responsible for inspecting connections of building sewers and service connection to the Public Sewer as designated by the Township.

"Interference" means the inhibition or a disruption of the POTW treatment processes or operations that contribute to a violation of any requirement of the applicable NPDES Permit or reduces the efficiency of the POTW. The term also includes prevention of sewage sludge use or disposal by the POTW.

"Laboratory Determination" means the measurements, tests and analysis of the characteristics of waters and wastewaters in accordance with the methods contained in the latest edition at the time of any such measurement, test, or analysis of Standard Methods for Examination of Water and Waste Water, a joint publication of the American Public Health Association, the American Water-works Association and the Water Pollution Control Federation or in accordance with any other method prescribed by the rules and regulations promulgated pursuant to the latest edition.

"Lateral Line" means that portion of the sewer system located under the street or within the street right-of-way from the property line to the trunk line and which collects sewage from a particular property for transfer to the trunk line.

"Major Contributing Industry" means any industrial user of the POTW that:

1. Has a flow of 50,000 gallons or more per average workday;
2. Has a flow greater than three percent of the flow carried by the municipality receiving the wastes;
3. Has in its waste, a toxic pollutant in toxic amounts as defined in the standards under Section 307(a) of the Federal Water Pollution Control Act of 1972; or
4. Is found by the permit issuance authority in connection with the issuance of a NPDES Permit to the POTW receiving the waste, to significantly impact, either singly or in combination with other contributing industries, on that treatment works or upon the quality of effluent from that treatment works. All major contributing industries shall be monitored.

"May" is permissive.

"MDPH" means the Michigan Department of Public Health or any successor governmental agency having similar regulatory jurisdiction.

"MUC" means the Hamburg Township Municipal Utilities Committee.

"National Categorical Pretreatment Standard or Pretreatment Standard" means any federal regulation containing pollutant discharge limits promulgated by the EPA which applies to a specific category of Industrial Users.

"National Pollution Discharge Elimination System (NPDES) Permit" means a permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).

"National Prohibitive Discharge Standard or Prohibitive Discharge Standard" means any regulation developed under the authority of 307(b) of the Act and 40 CFR, Section 403.5.

"Natural Outlet" means any outlet into a watercourse, pond, ditch, or other body of surface or groundwater.

"New Source" means any source, the construction of which is commenced after the publication of proposed National Categorical Pretreatment Standards which will be applicable to such source, provided that:

- a) Construction is at a site where no other source is located;
- b) Process or production equipment causing discharge is totally replaced due to construction; or
- c) Production or wastewater generating processes of the facility are substantially independent of an existing source at the same site.

Construction is considered to have commenced when installation or assembly of facilities/equipment has begun, significant site preparation has begun for installation or assembly, or the owner/operator has entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. (Construction on a site at which an existing source is located results in a modification, rather than a New Source, if the construction does not create a new building, structure, facility or installation meeting the criteria of items b) or c) above, but otherwise alters, replaces, or adds to existing process or production equipment).

"Normal Domestic Sewage (NDS)" means Wastewater which, when analyzed, shows a daily average concentration of not more than 250 mg/1 of BOD; not more than 250 mg/1 of suspended solids; not more than 6 mg/1 of phosphorus; not more than 35 mg/1 of total Kjeldahl nitrogen.

"Nuisance" means any condition or circumstance defined as a nuisance pursuant to Michigan statute, at common law or in equity jurisprudence or Hamburg Township Ordinances including this Ordinance, as well as, any condition or circumstance where sewage or the effluent from any sewage disposal facility or toilet device is exposed on the surface of the ground or is permitted to drain on or to the surface of the ground, into any ditch, storm sewer, lake or stream, of when the odor, appearance or presence of this material has an obnoxious or detrimental effect on or to the senses and/or health of persons, or when it shall obstruct the comfortable use, enjoyment or sale of adjacent and/or surrounding property.

"Obstruction" means any object of whatever nature that substantially impedes the sewage from the point of origination to the trunk line. This shall include, but not be limited to objects, sewage, tree roots, rocks and debris of any type.

"Operation and Maintenance" means all work, materials, equipment, utilities and other effort required to operate and maintain the wastewater transportation, odor control, and

treatment system consistent with insuring adequate treatment of wastewater to produce an effluent in compliance with the NPDES Permit and other applicable State and Federal regulations, and includes the cost of replacement.

*"Owner (or Owners)"* means the equitable and/or legal owner of fee simple interest of a freehold estate, or any trustee, personal representative, receiver, firm, corporation or entity legally acting on behalf of the equitable and/or legal owner.

*"Pass Through"* means a discharge which exits the POTW into waters located in or flowing through Hamburg Township in quantities or concentrations which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES permit, franchise, or applicable local ordinance, including an increase in the magnitude or duration of a violation.

*"Person"* means any individual, partnership, copartnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or its legal representatives, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.

*"pH"* means the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

*"Pollutant"* means any of various chemicals, substances, and refuse materials such as dredged spoil, incinerator residue, solid waste, sewage, garbage, sewage sludge, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural wastes discharged into water.

*"Pollution"* means the man-made or man-induced alteration of the chemical, physical, biological, or radiological integrity of water.

*"POTW Treatment Plant"* means that portion of the POTW designed to provide treatment to wastewater.

*"Pretreatment or Treatment"* means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging, or introducing such pollutants into a POTW. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes and other means, except as prohibited by 40 CFR section 403.6(d).

*"Pretreatment Requirements"* means any substantive or procedural requirements related to pretreatment, other than a national pretreatment standard imposed on an industrial user.

*"Private Sewer"* means a sewer that is owned, operated and maintained by or on behalf of one or more individuals for the benefit of the owners.

*"Publicly Owned Treatment Works (POTW)"* means a treatment works as defined by Section 212 of the Act (33 U.S.C. 1292), which is owned in this instance by a local government. This definition includes any sewers that convey wastewater to the POTW Treatment Plant. For the purposes of this Ordinance, "POTW" shall also include any sewers that convey wastewaters to the POTW from persons outside the applicable local government who are, by contract or agreement with the local government, users of the POTW.

*"Public Sewer"* means a sewer that is owned and operated by the Township, including all publicly owned service connections, sewers, trunk lines, lift or pumping stations, odor control facilities, waste water treatment plants or facilities, and any and all appurtenances thereto.

*"Replacement"* means the replacement in whole or in part of any equipment, appurtenances and accessories in the wastewater transportation or treatment systems to insure continuous collection and treatment of wastewater in accordance with NPDES Permit and other applicable State and Federal regulations.

*"Residential Equivalent Unit (REU)"* means a standard basis of measuring the relative quantity of Sewage, including the benefits derived from the disposal thereof, arising from the occupancy of a freestanding single-family residential dwelling (but such term shall not necessarily be related to actual use arising from any particular dwelling). A listing of the relative relationships between the various Users of the System is hereby determined by the Township as set forth in Appendix 1 Table of Unit Factors of Ordinance 69. The assignment of REU(s) to a particular user shall be determined from time to time by the Township based upon the use to which the User's property is put. The assignment of the REU(s) for any use not enumerated in Appendix 1 Table of Unit Factors shall, in the sole discretion of the Township, be based upon the most similar use enumerated in Appendix 1 Table of Unit Factors as set forth in Ordinance 69. REU(s) shall be defined as one (1) REU is equivalent to One Hundred Fifty (150) gallons per day.

*"Sanitary Sewage"* means the waste discharged from toilets, urinals, lavatories, sinks, bathtubs, showers, household laundries, cellar and garage floor drains, soda fountains, bars, refrigerator drips, air conditioners, drinking fountains and other domestic or commercial water wastes.

*"Sanitary Sewer"* means a public or private sewer that carries sewage and into which storm, surface and ground waters are not intentionally admitted.

*"Seasonal Recreation Use" ("SRU")* means any non-residential building or structure the use of which depends on or is controlled by the season of the year and does not have nor will be authorized by the Township to have cooking facilities for the preparation of food. All applicants seeking SRU designation shall be required to specify the time period(s) of operation. Seasonal use shall not exceed more than three (3) months of operation in any calendar year.



"Seepage Pit" means a cistern or underground enclosure constructed of concrete blocks, bricks or similar material loosely laid with open joints so as to allow the overflow or effluent to be absorbed directly into the surrounding soil.

"Septic Tank" means a watertight receptacle receiving sewage and having an inlet and outlet designed to permit the separation of suspended solids from sewage and to permit such retained solids to undergo decomposition therein.

"Service Connection" means the portion of the Public Sewer which extends either to or onto the parcel of land adjacent to the path of the Public Sewer, and includes the sewer main, tee/wye, valve, check valve, connector pipes, the sewer lead, the grinder pump system, electrical controls and connections at the electric meter (but not including the meter) and appurtenances, but not including the building sewer.

"Sewage" means wastewaters from residences, business buildings, industrial establishments and/or other premises together with groundwater or surface water infiltration as may be present.

"Sewage Disposal Facility" means a privy, cesspool, seepage pit, septic tank, sub-surface disposal field or any other device used in the disposal of sewage or human excreta.

"Sewage Treatment Facility" means all facilities owned, operated, maintained or utilized for the collection, odor control, sampling, monitoring, pumping, treating and disposal of sewage, specifically including the treatment plant.

"Sewer" means a pipe or conduit carrying sewage and/or storm, surface and ground waters.

"Sewer Lead" means that portion of the service connection that connects to the sewer main located in the public right-of-way and extends therefrom to the property line.

"Sewer Service Charge" means the sum of the applicable connection fee, inspection fee, and user charge, surcharges and debt service charges.

"Shall" is mandatory.

"Significant Industrial User" means any industrial user discharging to a POTW who:

- a. Has a discharge flow of 25,000 gallons or more per average work day; or
- b. Has a flow greater than 3% of the flow of the wastewater treatment system to which he is a contributor; or
- c. Has in his wastes toxic pollutants as defined pursuant to Section 307 of the Act State Statutes and rules; or

- d. Is found by the Township, Michigan Department of Environmental Quality, or the U.S. Environmental Protection Agency (EPA) to have significant impact, either singly or in combination with other contributing industries, on the wastewater treatment system to which he is a contributor, the quality of sludge, the system's effluent quality, or air emissions generated by the system.

"Significant Noncompliance" shall mean one or more of the following:

- a. Chronic violation of wastewater discharge limit, defined here as when sixty-six (66) percent or more of all the measurements for a pollutant parameter taken during a six-month period exceed by any magnitude the corresponding daily maximum limit or the corresponding average limit;
- b. Technical review criteria violation of wastewater discharge limit, defined here as when thirty-three (33) percent or more of all of the measurements for a pollutant parameter taken during a six-month period equal or exceed the product of the corresponding daily maximum limit multiplied by the applicable TRC factor, or the product of the corresponding average limit multiplied by the applicable TRC Factor (TRC Factor = 1.4 for BOD, fats, oil and grease, and 1.2 for all other pollutants except pH);
- c. Any other violation of a daily maximum limit or an average limit that the DEQ and/or the Township determines has alone or in combination with other discharges caused interference or pass-through, including endangering the health of POTW personnel or the general public;
- d. Any discharge of a pollutant that has caused imminent endangerment to human health, public welfare, or the environment, or has resulted in the POTW exercising its emergency authority to halt or prevent such a discharge.
- e. Failure to meet, within 90 days after the schedule date, a compliance schedule milestone contained in a discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
- f. Failure to provide, within 30 days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, and/or reports on compliance with compliance schedules.
- g. Failure to accurately report noncompliance; and
- h. Any other violation, or group of violations, which the DEQ and/or the Township determines as adversely affecting operation or implementation of the Township's pretreatment program.

“Slug Load” means any substance released in a discharge at a rate and/or concentration that causes interference to a POTW.

“Special Assessment District” means all Special Assessment Districts determined at any time by the Township Board within the Service District for the provision of sanitary sewer service by the Public Sewer.

“Standard Industrial Classification (SIC)” means a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1972.

“State” means State of Michigan.

“Storm Sewer or Storm Drain” means a sewer that carries storm, surface and ground waters, but excludes sewage and polluted industrial waste.

“Storm Water” means any flow occurring during or following any form of natural precipitation and resulting therefrom.

“Structure” means a building used or available for use for household, commercial, industrial, or other purposes that generates sewage.

“Superintendent” means the person designated by the applicable local government to supervise the operation of the publicly owned treatment works, who is charged with certain duties and responsibilities by this ordinance, or his/her duly authorized representative.

“Sub-Surface Disposal Field” means a facility for the distribution of septic tank overflow or effluent below the ground surface through a line, or a series of branch lines, of drain tile laid with open joints to allow the overflow or effluent to be absorbed by the surrounding soil through the entire field.

“Supervisor” means the Supervisor of the Township or his/her authorized representative.

“Surcharge” means an additional part of the service charge that any customer discharging wastewater, having strength in excess of limits set forth by the Township, may be required to pay to cover the cost of treatment of such excess strength wastewater.

“Suspended Solids” means the solids that either floats on the surface of or are in suspension in water, sewage or other liquids.

“Township” means the Township of Hamburg, located in Livingston County, Michigan, and/or its duly authorized agent or representative.

“Toxic Pollutant” means any pollutant or combination of pollutants which is or can potentially be harmful to public health or environment including, but not limited to, those listed as toxic

in regulations promulgated by the Administrator of the Environmental Protection Agency under the provisions of Clean Water Act, Section 307(a) (33 USC 1317) or other Acts, or included in the Critical Materials Register promulgated by the State.

“Trunk Line” means the main sewer line located under any street or within any street right-of-way that collects and transmits the sewage of the various properties served by the sewer system.

“Uncontaminated Industrial Process Water” means water that does not come into contact with any substance used in or incidental to industrial processing operations and to which no chemical or other substance has been added.

“Upset” means an exceptional incident in which a user unintentionally and temporarily is in a state of noncompliance with the requirements of this Ordinance due to factors beyond the reasonable control of the user, excluding noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation thereof.

“U.S. EPA” or “EPA” means the United States Environmental Protection Agency.

“User” means any person who contributes, causes or permits the contribution of sewage into a Public Sewer.

“User Charge” means a charge levied on users of a treatment works for the cost of operation and maintenance of sewerage works pursuant to Section 204 (b) of PL 92-500 and includes the cost of replacement.

“User Class” means the kind of user connected to sanitary sewers including but not limited to residential, industrial, commercial, institutional and governmental.

- a. Residential User shall mean a user of a treatment works whose premises or buildings are used primarily as a domicile for one or more persons, including dwelling units such as detached, semi-detached and row houses, mobile homes, apartments, or permanent multi-family dwellings.
- b. Industrial User means a user of the treatment works which discharges wastewater from industrial, manufacturing, trade or business processes or from any structure with these characteristics, and distinct from their employee's domestic wastewaters or wastewaters from sanitary conveniences.
- c. Commercial User shall mean an establishment listed in the Office of the Management and Budgets Standard Industrial Classification Manual (SICM), involved in a commercial enterprise, business or service which, based on a determination by the Township, discharges primarily segregated domestic

wastewaters or wastewaters from sanitary conveniences and which is not a residential user or an industrial user.

- d. Institutional User shall mean any establishment listed in the SICM involved in a social, charitable, religious, or educational function that based on a determination by the Township, discharges primarily segregated domestic wastes or wastewaters from sanitary conveniences.
- e. Governmental User shall mean any Federal, State or Local government user of the wastewater treatment works.

“Wastewater” means the industrial or domestic wastewaters from dwellings, commercial building, industrial facilities and institutions, together with any groundwater, surface water, and storm water that may be present, whether treated or untreated, which enter the POTW.

“Watercourse” means a channel, natural or artificial, in which a flow of water occurs, either continuously or intermittently.

“Waters” means all streams, rivers, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are located in the Township.

#### **Section 4.0. Franchise Required**

Any wastewater treatment system not owned by the Township which is operating in the Township shall be considered a public utility within the meaning of any constitutional or statutory provisions and shall be required to obtain, prior to site plan approval, a revocable franchise from the Township to engage in such operations and to build, construct, own or operate a wastewater treatment system in accordance with the Michigan Constitution and state law, including but not limited to Part 43 of P.A. 1994, No 451 (MCL 324.4301, et seq.). The expansion, modification, or alteration of any such system shall require a new franchise.

#### **Section 5.0. Point Source Discharges**

- a. The Township Board has found that the quality of waters located in the Township can be degraded due to the increasing amount of point source nutrient discharge into those waters. Therefore, as a matter of public health, safety, and welfare, and for the protection of lands and landowners adjacent or near these waters, does hereby prohibit an expansion or increase of surface water discharge containing nitrate nitrogen in excess of 200 parts per billion (micrograms per liter) or containing phosphorus in excess of 20 parts per billion (micrograms per liter) into waters located in and/or flowing through the Township. Any landowner making application to the Township for site plan approval for any development which may result in a direct point source discharge of wastewater to any lake, stream, drain,

river, creek, wetland or other water body within the Township shall apply for and obtain from the Hamburg Township Board of Trustees a Point Source Discharge Permit prior to final site plan approval.

- b. The application for a Point Source Discharge Permit, together with the application fee established by the Board of Trustees shall be submitted to the Clerk of Hamburg Township. Said application shall be accompanied by all information required for site plan review together with a written opinion from a licensed civil engineer with knowledge and experience in the area of limnology and point source discharges, a limnologist, or other professional acceptable to the Township that the anticipated direct point source wastewater discharge from the site into any lake, stream, river, creek, drain, wetland or other water body within the Township will not contain nitrate nitrogen in excess of 200 parts per billion, contain phosphorus in excess of 20 parts per billion, and will not degrade the quality of the receiving or downstream waters. The Clerk upon receipt of said application shall forward the application to the Zoning Administrator-Hamburg Environmental Review Board (H.E.R.B.) for their for their consideration and recommendation to the Township Board of Trustees. This recommendation shall state: 1) whether the requested discharge will exceed the limitations contained in Section 5, Paragraph A above, 2) whether the requested discharge will likely result in degradation to the receiving or downstream waters, 3) whether the issuance of a point source discharge will have any other adverse impacts to the environment, and 4) whether they recommend any limitations on the issuance of a permit, and 5) whether they recommend the issuance of a Point Source Discharge Permit. Upon receipt of the Zoning Administrators~~Upon receipt of the H.E.R.B.~~ report, the Hamburg Township Board of Trustees shall consider the Point Source Discharge Permit request and either: 1) grant the permit, 2) grant the permit with conditions, or 3) deny the permit. In the event the Township Board of Trustees shall deny the Permit, they shall state the reasons why such permit is being denied.
- c. Where there are unnecessary hardships in the way of carrying out the strict letter of this section and where no alternative superior treatment technology, method and treatment, or discharge location is available, the Township Board may grant an exemption from this section. The request for exemption shall in be letterform to the Township Board, submitted to the attention of the Township Clerk. The request for exemption shall specify the reasons for the request in detail. The Township Clerk shall submit the request for an exemption to Zoning Administrator for consideration by the Planning Commission. ~~the chairperson of H.E.R.B. and the Township Engineer for consideration by H.E.R.B. and the engineer. H.E.R.B. and the engineer shall make a recommendation as to the request for exemption to the Township Board.~~ The Township Board shall approve or disapprove, in writing, the request for exemption following its receipt of the recommendation by H.E.R.B. and the Township Engineer. Approval of the exemption under this section must be secured prior to final site plan approval.

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**Commented [DH4]:** This whole section refers to process for review by HERB which was disbanded by the Township Board effective 4/5/16. Suggest eliminating language, or including language such as ZA included which would require "an environmental review through a qualified environmental consultant. Cost of the review would be paid for by the developer/owner of the project.

Changes made by Supervisor

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**Commented [DH5]:** This section also has HERB references and should be amended.

Changes made by Supervisor

## **Section 6.0. Industrial Wastewater Pretreatment**

### **A. General discharge prohibitions.**

1. No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater that will interfere with the operation or performance of the POTW. These general prohibitions apply to all such users of a POTW whether or not the user is subject to national categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements. A user may not contribute the following substances to any POTW:
  - a. Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW, including, but not limited to waste streams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Celsius using the test methods specified in 40 CFR 261.21 (1990). At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the system, or at any point in the system, be more than five percent nor shall any single reading be over ten percent of the lower explosive limit (LEL) of the meter. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides and sulfides, and any other substances which the Township, state or EPA has notified the user is a fire hazard or a hazard to the system.
  - b. Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities, such as, but not limited to, grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grain, spent hops, wastepaper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.
  - c. Any wastewater having a pH of less than 5.0 or greater than 9.0 or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, and/or personnel of the POTW.

d. Any waters or wastes containing compatible or toxic pollutants which, singly or by interaction with other pollutants, exceed limitations established by the Township for the following reasons:

- (i) To prevent treatment process pass through of pollutants that violate water quality standards of the receiving stream.
- (ii) To prevent injury or inhibition of the treatment process or sludge handling facilities.
- (iii) To prevent contamination of the wastewater sludge and interference with the sludge disposal process.
- (iv) To comply with federal EPA categorical pretreatment standards.
- (v) Constitute a hazard to humans or animals.
- (vi) Create a toxic effect in the receiving waters of the POTW.

Toxic pollutants shall include, but are not limited to; any substance identified in the federal EPA priority pollutant and state critical materials lists.

- e. Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.
- f. Any substance that may cause the POTW's effluent or any other product of the POTW, such as residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case shall a substance discharged to the POTW cause the POTW to be in noncompliance with sludge use or disposal criteria, guidelines or regulations developed under Section 405 of the Act; any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or state criteria applicable to the sludge management method being used.
- g. Any substance that will cause the POTW to violate its NPDES and/or state disposal system permit or the receiving water quality standards.
- h. Any wastewater having a temperature which will inhibit biological activity in the POTW treatment plan resulting in interference, but in no case



wastewater with a temperature at the introduction into the POTW which exceeds 40 degrees Celsius (104 degrees Fahrenheit).

- i. Any pollutants, including oxygen demanding pollutants (BOD, etc.) released at a flow rate and/or pollutant concentration which a user knows or has reason to know will cause interference to the POTW. In no case shall a slug load have a flow rate or contain concentration or quantities of pollutants that exceed for any time period longer than 15 minutes more than five times the average 24-hour concentration, quantities, or flow during normal operation.
  - j. Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the superintendent in compliance with applicable state or federal regulations.
  - k. Any wastewater that causes a hazard to human life or creates a public nuisance.
  - l. Any waters or wastes which may contain more than 100 milligrams per liter, by weight, of fat, petroleum, oil or grease, nonbiodegradable cutting oils, or products of mineral oil origin.
  - m. Any discharge which will violate any statute, rule, regulation, or ordinance of any public agency and/or local unit of government with jurisdiction, including the EPA.
  - n. Any wastewater containing pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
  - o. Any trucked or hauled pollutants, except at discharge points designated by the treatment works.
2. When the superintendent determines that a user is contributing to the POTW any of the substances enumerated in subsection 1 of this section in such amounts as to interfere with the operation of the POTW, the superintendent shall:
- a. Advise the user of the impact of the contribution on the POTW; and
  - b. Develop effluent limitations for such user to correct the interference with the POTW.

**B. Federal categorical pretreatment standards.**

1. *Generally.* All industrial users subject to the federal categorical pretreatment standards shall be subject to the rules, regulations, and requirements of 40 CFR 403.
2. *Federal standards supersede limitations under this ordinance.* Any existing or new federal categorical pretreatment standards shall immediately supersede the limitations imposed under this ordinance if more stringent. In such a case, the superintendent shall notify all affected users of the applicable reporting requirements under 40 CFR 403.12.
3. *Deadline for compliance with categorical standards.*
  - a. Existing sources shall comply with federal categorical pretreatment standards within three years of the date the standard is effective, unless a shorter compliance time is specified in 40 CFR chapter I, subchapter N.
  - b. Direct dischargers with NPDES permits modified or reissued to provide a variance pursuant to Section 301(i)(2) of the Act shall be required to meet compliance dates set in any applicable federal categorical pretreatment standard.
  - c. Existing sources which become industrial users subsequent to promulgation of an applicable categorical standard shall be considered existing industrial users except where such sources meet the definition of a new source as defined in 40 CFR 403.3(k).
  - d. New sources shall install and have in operating condition, and shall start up, all pollution control equipment required to meet applicable pretreatment standards before beginning to discharge. Within the shortest feasible time, not to exceed 90 days, new sources must meet all applicable pretreatment standards.
4. *Calculation of equivalent mass and concentration limits.*
  - a. When the limits in a federal categorical pretreatment standard are expressed only in terms of mass of pollutant per unit of production, the superintendent may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual industrial users.
  - b. Equivalent limitations shall be deemed pretreatment standards for the purposes of Section 307(d) of the Act. Industrial users will be required to

comply with the equivalent limitations in lieu of the promulgated categorical standards from which the equivalent limitations were derived.

**C. Modification of federal categorical pretreatment standards.**

Where the wastewater treatment system achieves consistent removal of pollutants omitted by federal categorical pretreatment standards, the Township may apply to the approval authority for modification of specific limits in the categorical pretreatment standards. Consistent removal shall be determined in accordance with 40 CFR 403.7(b).

1. When the limits in a categorical standard are expressed only in terms of mass of pollutant per unit of production, the control authority may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual industrial users.
2. Equivalent limitations calculated in accordance with Paragraphs (c)(3) and (c)(4) of 40 CFR 403.6 shall be deemed pretreatment standards for the purposes of Section 307(d) of the Act and 40 CFR 403. Industrial users will be required to comply with the equivalent limitations in lieu of the promulgated categorical standards from which the equivalent limitations were derived.

**D. State Requirements.**

State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this Ordinance.

**E. Dilution Prohibited.**

No user or POTW shall increase the use of potable or process water in any way, nor mix separate waste streams, for the purpose of diluting a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the requirements set forth in this Ordinance.

**F. Grease, oil, and sand interceptors.**

1. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Township, they are necessary for the proper handling of wastewaters containing grease in excessive amounts or any flammable wastes, sand, or other harmful ingredients. Notwithstanding the foregoing, interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Township and shall be located so as to be readily accessible for cleaning and inspection. All grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. Such interceptors shall be of

substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight. All grease, oil and sand interceptors shall be maintained in continuously efficient operation at all times by the owner of the building or premises from which such wastewaters emanate, or his authorized representative, at the expense of the owner.

- a. Residential users, who are found by the Township to have compromised their grinder pump by introducing grease into the can, shall be responsible for having the grease pumped out by a licensed septage hauler. All residential users will receive information via the Hamburg Township cable channel, Hamburg Township website, or informational newsletter on the proper use and management of household waste as it relates to grinder pumps and the Wastewater Treatment Plant.

## 2. Grease Interceptors for Food Service Establishments

- a. Unless otherwise authorized by the Township, all permitted FSEs shall install, operate and maintain an outdoor grease interceptor. The Township may issue a discharge permit to any FSE in the service area at its discretion. FSE discharge permits may include user-specific conditions, such as interceptor inspection and pump-out frequencies, that are more or less stringent than specified herein.
- b. General requirements for permitted FSEs shall be as specified herein, unless the Township determines that installation of an outdoor grease interceptor would not be feasible and authorizes the installation of an alternate pretreatment technology. The FSE bears the burden of adequately demonstrating to the Township that the installation of an outdoor grease interceptor is not feasible.
  - (i) For permitted FSEs initiating or modifying discharge after adoption of this Ordinance, the design for an outdoor grease interceptor shall be submitted to the Township for approval prior to submitting the building permit plans. The interceptor shall be installed, and deemed acceptable by the Township after inspection, prior to issuance of a certificate of occupancy.
  - (ii) Permitted FSEs already discharging upon adoption of this Ordinance that are determined by the Township to have a reasonable potential to adversely impact the sewer system will be notified in writing of the obligation to install an outside grease interceptor and receive Township approval within 120 days. If an outdoor grease interceptor is not installed and approved after 120 days, the Township will issue ~~levy~~ a Class D municipal civil infraction. The penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. If, after ninety (90) days

~~of civil infractions, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs. \$100 per day fine for all subsequent offenses. If after ninety (90) days of fines, Township approval is still not met, sewer service shall be disconnected. The user shall be responsible for all reconnection costs.~~

- (iii) Outdoor grease interceptors shall be constructed in accordance with design approved by the Township, and shall have a minimum of two compartments with fittings designed for grease retention. Sizing and installation shall conform to the current edition of the plumbing code used by the Township.
- (iv) Outdoor grease interceptors shall be inspected monthly at a minimum, or more often if dictated by site-specific conditions. Pump out of accumulated grease, water, and sludge shall occur quarterly at a minimum, or more often if the settled solids exceed a depth of six inches (6") of any interceptor compartment. If an FSE fails a monthly inspection, they shall receive Class D municipal civil infraction. The penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. If, after ninety (90) days of civil infractions, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs.~~\$100 per day fine until they are in compliance. If after ninety (90) days of fines, Township approval is still not met, sewer service will be disconnected. The user shall be responsible for all reconnection fees.~~
- (v) Outdoor grease interceptors shall be installed at a location where it shall be easily accessible for inspection, cleaning and removal of intercepted grease, but not in any part of the building where food is handled. The location of all outdoor grease interceptors are subject to approval by the Township.
- (vi) Outdoor grease interceptors shall be inspected monthly at a minimum, or more often if dictated by site-specific conditions. Pump-out of accumulated grease, water and sludge shall occur quarterly at a minimum, or more often if the settled solids exceed a depth of six inches (6") of any interceptor compartment. Water removed during pump-out shall not be returned to the interceptor, and accumulated grease and sludge shall not be reintroduced into any drainage piping leading to the Township's sanitary sewer. The pump-out operation and disposal of the accumulated grease, water, and sludge shall only

be by a licensed contractor. The Township shall be notified prior to any scheduled pump-out so the operation can be witnessed if desired.

- (vii) The FSE shall maintain a written record of inspections, pump-out, and maintenance of the outdoor grease interceptor for three (3) years. All such records shall be available for review by the Township's representative during all operating hours.
  - (viii) Outdoor grease interceptors shall be kept free of inorganic solid materials such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc. which could reduce the effective volume for grease and sludge accumulation.
  - (ix) Sanitary wastes shall not be discharged to sewer lines serviced by outdoor grease interceptors without specific approval of the Township.
- c. Alternate pretreatment technology shall be defined as a device to trap, separate, and hold grease from wastewater and prevent it from being discharged into the Township's sanitary sewer. If the Township-authorized alternate pretreatment technology is other than indoor grease trap(s), the FSE shall submit design plans, installation details, and operation and maintenance procedures to the Township for approval. If the Township-authorized alternate pretreatment technology is indoor grease trap(s), the following requirements apply:
- (i) Indoor grease trap(s) shall be installed in all waste lines from sinks, drains and other fixtures or equipment where grease may be introduced into the Township's sanitary sewer. Trap(s) shall never be operated without the flow restrictor supplied by the unit's manufacturer.
  - (ii) No food waste disposal unit, dishwasher, or wastewater in excess of one hundred-forty (140) degrees Fahrenheit (60°C) shall be discharged into an indoor grease trap.
  - (iii) Sizing and installation of the indoor grease trap(s) shall be discharged into an indoor grease trap.
  - (iv) FSEs with authorized indoor grease trap(s) shall employ kitchen Best Management Practices (BMPs) for pre-cleaning of plates, pots, pans, etc. to minimize grease loadings to the drainage system.
  - (v) Indoor grease trap(s) shall be inspected weekly at a minimum, or more often if dictated by site-specific conditions. Trap(s) shall be maintained

in efficient operating condition at all times by removal of the accumulated grease.

- (vi) Disposal of accumulated grease shall be in an appropriate manner. Accumulated grease shall not be reintroduced into any drainage piping leading to the Township's sanitary sewer.

**G. Spill prevention and operational upset.**

- a. Significant industrial users and all industrial/commercial users with the potential to discharge toxic substances or prohibited pollutants shall provide protection from accidental discharge of prohibited materials or other substances regulated by this Ordinance, slug loadings and operational upset of pretreatment facilities.

1. *Planning and periodic review.* Every SIU within the authority of the Township shall within 180 days of enactment of this Ordinance or within 180 days of becoming a new discharger submit a report which reviews the potential for accidental discharges, operational upsets and slug loadings. If the potential for slug loading or other accidental discharge is determined by the Township, a plan shall be prepared according to 40 CFR 403.8(f)(2)(v). This plan shall be known as the slug discharge action plan and shall be submitted in accordance with the provisions of Section 6(M)(4) to the Township.
2. *Operation plans and facilities.* Facilities to prevent accidental discharge of prohibited materials, slug loadings and operational upsets shall be provided and maintained at the owner or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Township and the superintendent for review, and shall be approved by the Township and the superintendent before construction of the facility. The superintendent shall provide his comments in writing to the Township. All existing users shall complete such a plan by 180 days after the effective date of this Ordinance.

No user who commences contribution to the POTW after the effective date of this Ordinance shall be permitted to introduce pollutants into the system until accidental discharge and operational upset procedures have been approved by the Township. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility to modify the user's facility necessary to meet the requirements of this Ordinance. Copies of the user's spill prevention control and countermeasure (SPCC) plan, the user's pollution incidence prevention plan (PIPP) and the user's slug discharge action plan shall be filed with the Township and with the superintendent.

3. *Notice requirements.*

- a. *Immediate notice.* In the case of an accidental discharge, slug loading, or operational upset, or any discharge that could cause problems to the POTW, it is the responsibility of the user to immediately telephone and notify the POTW of the incident. The notification shall include location of discharge, type of waste, concentration and volume, and corrective actions.
- b. *Written notice.* Within five days following an accidental discharge, slug loading, or operational upset, the use shall submit to the Township a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to persons or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this ordinance or other applicable law.
- c. *Notice to employees.* A notice shall be permanently posted on the user's bulletin board of other prominent place advising employees whom to call in the event of a dangerous discharge. Employers shall ensure that all employees who may cause or suffer such a dangerous discharge to occur are advised of the emergency notification procedure.

**H. Right of review by Township.**

Admission into the Public Sewers of wastewaters containing any of the prohibited discharges in section 6(A) of this ordinance or having an average daily flow rate of 10,000 gallons or more shall be subject to review by the Township. All proposed discharges to the sanitary sewers shall be reviewed prior to connection.

The discharge of an existing user shall be subject to review if a change in the contribution is anticipated or at the request of the Township to demonstrate continued compliance with ordinance requirements. In support of this review, existing or potential users of the sewers shall provide all information necessary to complete the review. This information shall include, but is not limited to, the following:

1. File a written statement setting forth the nature of the enterprise, the source and amount of water used, the amount of water to be discharged with its present or expected bacterial, physical, chemical, radioactive, or other pertinent characteristics of the wastes.



2. Provide a report on raw materials entering the process or support system, intermediate materials, final product, and waste by products as those factors may affect waste control.
3. Provide a plan map of the building, works, or complex, with each outfall to the surface waters, sanitary sewer, storm sewers, natural watercourse, or groundwaters noted and described, and the waste stream identified.
4. Records and reports on the final disposal of specific liquids, solids, sludges, oils, solvents, radioactive materials, and other wastes.
5. In the case of existing discharges, sampling and test reports as may be required by the Township.

**I. Township's Right of Revision.**

The Township reserves the right to establish by ordinance more stringent limitations or requirements on discharges to the POTW if deemed necessary to comply with the objectives presented in Section 2 of this ordinance.

**J. Fees.**

1. It is the purpose of this section to provide for the recovery of costs from users of POTWs located in the Township for the implementation of the program established in this section. The applicable charges or fees shall be set forth within the Township's schedule of charges and fees.
2. The Township may adopt, through resolution, charges and fees that may include:
  - a. Fees for reimbursement of costs of setting up and operating the Township's pretreatment program.
  - b. Fees for monitoring, inspections and surveillance procedures.
  - c. Fees for reviewing accidental discharge procedures and construction.
  - d. Fees for filing appeals.
  - e. Fees for consistent removal by the Township of pollutants otherwise subject to federal categorical pretreatment standards.
  - f. Fees for permit applications.

- g. Other fees as the Township may deem necessary to carry out ~~the requirements~~the requirements contained in this Ordinance.

These fees relate solely to the matters covered by this Ordinance and are separate from all other fees chargeable by the applicable government.

**K. Wastewater Dischargers; Compliance Required.**

1. It shall be unlawful to discharge any wastewater to a POTW or other natural outlets within the jurisdiction of the Township except as authorized in accordance with this Ordinance.

2. The discharge of all major contributing industries shall be subject to review by the Township as provided in Section 6(H) of this Ordinance. A wastewater discharge permit shall be obtained for any discharge from a major contributing discharger that is characterized by the Township as any one of the following:

- a. —A discharge from a significant industrial user as defined in 40 CFR 403.3(t).
- b. —A discharge with potential to cause violation of the applicable NPDES permit limitations or water quality standards of the stream receiving the effluent of the treatment works.
- c. —A discharge with potential to cause interference with the treatment process or wastewater sludge disposal procedures.
- d. —A discharge regulated by federal EPA categorical pretreatment standards.
- e. —A discharge from any pretreatment facility.

**L. Wastewater Discharge Permits.**

1. All significant industrial users and any industrial and commercial users, as required by the Township, shall obtain a wastewater discharge permit before connecting to or contributing to a POTW. All existing significant industrial users and any industrial and commercial users, as required by the Township, connected to or contributing to a POTW shall obtain a wastewater discharge permit.
2. *Application.* Users required to obtain a wastewater discharge permit shall complete and file with the Township an application in the form prescribed by the Township signed by the principal executive officer of the user and accompanied by an application fee as set forth in Section 6(H) of this Ordinance. New significant

industrial users shall apply at least ninety-days (90) prior to connecting to or contributing to the POTW. In support of the application, the Township may require the user to submit, in units and terms sufficient for evaluation by the Township, the following information:

- a. Name, address, and location of the user.
- b. Standard Industrial Classification (SIC) number according to the Standard Industrial Classification Manual, Federal Bureau of the Budget, 1972, as amended.
- c. Wastewater constituents and characteristics, as determined by the superintendent. Sampling and analysis shall be performed in accordance with procedures and methods detailed by the EPA contained in 40 CFR 136, as amended. Where 40 CFR 136 does not include a sampling or analytical technique for the pollutant in question, sampling and analysis shall be performed in accordance with the procedures set forth in the EPA publication, Sampling and Analysis Procedures for Screening of Industrial Effluents for Priority Pollutants, April 1977, and amendments thereto, or with any other sampling and analytical procedures approved by the administrator of the EPA. The permit application shall indicate the time, date, and place of sampling, and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- d. Time and duration of discharges.
- e. Average daily and instantaneous peak sewage flow rates, in gallons per day, including daily, monthly, and seasonal variations, if any. All flows shall be measured, unless other verifiable techniques are approved by the Township.
- f. Site plans, floor plans, mechanical and plumbing plans, including non-contact water cooling systems, and details showing all sewers, sewer connections, inspection manholes, sampling chambers and appurtenances by size, location, and elevation.
- g. Description of activities, facilities, and plant processes on the premises, including all materials that are or may be discharged to the wastewater treatment facilities.
- h. Nature and concentration of any pollutants or materials prohibited by this Ordinance in the discharge, together with a statement regarding whether or not compliance is being achieved with this Ordinance on a consistent basis and, if not, whether additional operation and maintenance activities

and/or additional pretreatment is required for the user to comply with this Ordinance.

- i. Each product produced by type, amount, process or processes, and rate of production.
- j. Type and amount of raw materials utilized (average and maximum per day).
- k. Number and type of employees, hours of operation of plant and proposed or actual hours of operation of pretreatment system.
- l. Where additional pretreatment and/or operation and maintenance activities will be required to comply with applicable pretreatment standards, the user shall provide a declaration of the shortest schedule by which the user will provide such additional pretreatment and/or implementation of additional operational and maintenance activities. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. The following conditions shall apply to this schedule:
  - (i) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standard. No increment referred to in this paragraph shall exceed nine (9) months.
  - (ii) Not later than fourteen (14) days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Township and the superintendent including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress; the reason for delay, and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine (9) months elapse between such progress reports.
- m. A listing of all environmental control permits held by or for the user.
- n. Any other information required by 40 CFR Section 403.12 or any similar successor federal regulation.
- o. Any other information as may be deemed by the Township to be necessary to evaluate the permit application.

The Township and Superintendent will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the Township may issue a wastewater contribution permit subject to terms and conditions provided in this Ordinance.

3. *Permit Modifications.* Within nine (9) months of the promulgation of a national categorical pretreatment standard, the wastewater discharge permit of users' subject to such standards shall be revised to require compliance with such standards within the timeframe prescribed by such standard. Where a user subject to a national categorical pretreatment standard has not previously submitted an application for a wastewater discharge permit as required by Paragraph B of this subsection, the user shall apply for a wastewater discharge permit within one hundred eighty (180) days after the promulgation of the applicable national categorical pretreatment standards. In addition, the user with an existing wastewater discharge permit shall submit to the superintendent within one hundred eighty (180) days after the promulgation of an applicable federal categorical pretreatment standard the information required by subsections h and i of this section.
4. *Permit Conditions.* Wastewater discharge permits shall be expressly subject to all provisions of this ordinance and all other applicable regulations, user charges, and fees established by the Township. Permits may contain the following:
  - a. The unit charge or schedule of user charges and fees for the wastewater to be discharged to a community sewer.
  - b. Limits on the average and maximum wastewater constituents and characteristics.
  - c. Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization.
  - d. Requirements for installation and maintenance of inspection and sampling facilities.
  - e. Specifications for self-monitoring, sampling, reporting, notification and recordkeeping requirements, including an identification of the pollutants to be monitored, sampling location, sampling frequency, and sampling type, based on the applicable general pretreatment standards of 40 CFR 403, this Ordinance, categorical pretreatment standards, local limits, and state and local law.
  - f. Compliance schedules.

- g. Requirements for submission of technical reports or discharge reports (see section 6(M)).
- h. Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Township, and affording the Township access thereto.
- i. Requirements for notification of the Township of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater treatment system.
- j. Requirements for notification of slug discharges as per this Ordinance.
- k. Other conditions as deemed appropriate by the Township to ensure compliance with this Ordinance.

5. *Duration of Permit.* Wastewater discharge permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The user shall apply for permit reissuance a minimum of 90 days prior to the expiration of the user's existing permit.

The terms and conditions of the permit may be subject to modification by the Township during the term of the permit as limitations or requirements as identified in section 6(A) as may be modified or if other just cause exists. The user shall be informed of any proposed changes in his permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

6. *Nontransferability.* Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be assigned, transferred or sold to a new owner, new user or different premises.

**M. Reporting Requirements for Permittee.**

1. *Compliance Date Report.* Within 90 days following the date for final compliance by the user with applicable pretreatment standards or 90 days following commencement of the introduction of wastewater into the POTW by a new source, any user subject to pretreatment standards and requirements shall submit to the Township and the superintendent a report containing the information listed in 40 CRR 403.12(b)(4)–(6).

- a. For industrial users' subject to equivalent mass or concentration limits established by the Township, this report shall contain a reasonable measure of the user's long-term production rate. For all other industrial users' subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period.

~~b.~~ The report shall state whether the applicable pretreatment standards and requirements are being met on a consistent basis and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the user into compliance with the applicable pretreatment standards and requirements. This statement shall be signed by an authorized representative of the user and certified to by a professional licensed to practice in the State as described in Section 5(B).

## 2. *Baseline Monitoring Report.*

- a. Within 180 days after the effective date of a categorical pretreatment standard or 180 days after the final administrative decision made upon a category determination, whichever is later, existing industrial users subject to such categorical pretreatment standards and currently discharging to or scheduled to discharge to a POTW shall be required to submit to the Township and the superintendent a report which contains the information listed in 40 CFR 403.12(b).
- b. At least 90 days prior to commencement of discharge, new sources, and sources that become industrial users subsequent to the promulgation of an applicable categorical standard, shall be required to submit to the Township and the superintendent a report which contains the information listed in CFR 403.12(b). New sources shall also include in this report information on the method of pretreatment the source intends to use to meet applicable pretreatment standards.

## 3. *Periodic Compliance Report.*

- a. Any user subject to a categorical pretreatment standard, after the compliance date of such pretreatment standard, or in the case of a new source, after the commencement of the discharge into the POTW, shall submit to the Township and the superintendent during the months of June and December, unless required more frequently in the pretreatment standard or by the Township, a report indicating the nature and concentration of pollutants in the effluent which are limited by such categorical pretreatment standard. In addition, this report shall include a record of all measured or estimated average and maximum daily flows for

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the reporting period for the discharge reported in subsection (1) of this section, except that the Township and the superintendent may require more detailed reporting of flows. Flows shall be reported on the basis of actual measurement; provided, however, that where cost or feasibility considerations justify, the Township and/or the superintendent may accept reports of average and maximum flows estimated by verifiable techniques. The Township, for good cause shown considering such factors as local high or low flow rates, holidays, budget cycles, or other extenuating factors, may agree to alter the months during which the reports required by this subsection are to be submitted.

- b. If sampling performed by an industrial user indicates a violation, the user shall notify the Township and the superintendent within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Township and the superintendent within 30 days after becoming aware of the initial violation unless the POTW samples the user's discharge.
  - c. All analyses shall be performed in accordance with procedures contained in 40 CFR 136 and amendments thereto or with any other test procedure approved by the Township, MEDQ or EPA. Sampling shall be performed in accordance with the techniques approved by the administrator. Where 40 CFR 136 does not include sampling or analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed using validated and analytical methods or any other sampling and analytical methods or any other sampling and analytical procedures, including procedures suggested by the POTW or the approval authorities.
  - d. If an industrial user monitors any pollutant more frequently than required by the Township, using the procedures prescribed in subsection 3(c) of this section, the results of that monitoring shall be included in the report.
4. *Slug loading.* A user shall notify the POTW immediately of all discharges that could cause problems at the POTW, including, but not limited to, any slug loading of the prohibitions in Section 6(A), and 40 CFR 403.5(b).
5. *Reporting Requirements for all Industrial Users.*
- a. Reporting requirements for industrial users' subject to federal categorical pretreatment standards are outlined in subsection (3) of this section.
  - b. Significant non-categorical industrial users shall submit to the Township and the superintendent at least once every six months, on dates specified by the Township, a description of the nature, concentration, and flow of the pollutants required to be reported by the Township. All sampling and



analysis will be in accordance with all applicable State and Federal regulations.

- c. The Township and the superintendent have the authority to require appropriate reporting from significant industrial users. Reporting requirements will be determined on a case-by-case basis.
  - d. All reports shall be based on sampling and analysis performed in the period covered by the report.
  - e. All industrial users shall notify the POTW, the EPA Region V waste management division director, the MDEQ, and the Township in writing of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR 261. Reporting requirements shall be in accordance with 40 CFR 403.12(p).
  - f. All industrial users shall promptly notify the POTW and the Township in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial user has submitted initial notification under subsection 3(c) of this section and 40 CFR 403.12(p).
  - g. All users with existing SPCC plans, PIPPs or slug discharge action plans as described in section 6(G) shall submit these plans to the Township and the superintendent by June 1 of each odd-numbered year for review along with proposed changes and other such information as requested by the Township or the control authority required to conduct such a review.
6. *Annual Reports.* Each person issued a wastewater discharge permit shall submit a signed annual discharge report to the Township and the superintendent. The Township may require a permit holder to submit more frequent reports if in its judgment the wastes discharged are possibly in violation of this Ordinance. The report shall include, but not be limited to, nature of process, volume, rates of flow, mass emissions, production quantities, hours of operation, personnel or other information that relates to the generation, handling and discharge of wastes. The report may also include the chemical constituents and quantity of liquid or gaseous material stored on site. If insufficient data has been furnished, other information will be provided upon request.
7. *Signatory Requirements for Reports.* Any industrial user submitting a report required by this section shall include the following certification statement as set forth in 40 CFR 403.6(a)(2)(iii):

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed*

*to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

The report shall be signed by an authorized representative (corporate officer, general partner, proprietor, or duly authorized representative, as noted in 40 CFR 403.12(1)).

**N. Bypass; Notice.**

1. Bypassing is prohibited and the Township and/or the superintendent may take enforcement action against a user for a bypass unless:
  - a. Such bypass was unavoidable to prevent loss of life, personal injury, or severe property damage,
  - b. There was no feasible alternative to the bypass. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment to prevent bypass which occurred during periods of equipment downtime or preventive maintenance; and
  - c. The industrial user submitted proper notice of the bypass.
2. The Township may approve an anticipated bypass, after considering its adverse effects, if the Township determines that it will meet the three conditions listed under subsection 1 of this section.
3. An industrial user shall submit oral notice of an anticipated bypass that exceeds pretreatment limits to the Township and the superintendent within 24 hours from the time the user becomes aware of the bypass. A written submission as described in 40 CFR 403.17(c) shall also be provided within five (5) days of the time the user becomes aware of the bypass.

**O. Monitoring Facilities.**

1. When required by the Township and/or the superintendent, each user shall provide and operate, at the user's own expense, a monitoring facility to allow inspection, sampling, and flow measurement of each sewer discharge. Each monitoring facility shall be situated on the user's premises, except that, where such a location would be impractical or cause undue hardship on the user, the Township may concur with the facility being constructed in the right-of-way area

provided that the facility is so located that it will not be obstructed by landscaping or parked vehicles. There shall be ample room in or near such sampling facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

2. All monitoring facilities shall be constructed and maintained in accordance with all applicable local construction standards and specifications.

#### **P. Inspection and Sampling**

1. *Access.* The Township and/or the superintendent may inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are within compliance. Persons or occupants of premises where wastewater is created or discharged shall allow the Township or their representative ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, records examination or in the performance of any of their duties. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the Township, MDEQ and EPA will be permitted to enter, without delay, for the purposes of performing their specific responsibilities under this Ordinance.
2. *Sampling and Inspection.* The Township, superintendent, MDEQ and EPA shall have the right to set up on the user's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations.
3. *Annual Sampling.* The Township shall at its discretion conduct annual, or more frequent if required, independent compliance sampling of effluents generated by users identified as SIUs.

#### **Q. Pretreatment.**

Users shall provide necessary wastewater treatment as required to comply with this section and shall achieve compliance with all federal categorical pretreatment standards within the time limitations as specified by the federal pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the Township shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Township and the superintendent for review, and shall be acceptable to the Township and the superintendent before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the Township under the provisions of this ordinance. Any subsequent changes

in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Township and the superintendent prior to the user's initiation of the changes.

**R. Confidential Information.**

All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public without restriction, unless the user specifically requests the information be classified confidential on the basis of proprietary processes. When information is classified as confidential, the Township Clerk shall provide proper and adequate facilities and procedures to safeguard the confidentiality of manufacturing proprietary processes, except that confidentiality shall not extend to waste products discharged to the waters of the state. All records relating to compliance with pretreatment standards shall be made available to officials of the EPA or approval authority by request.

**S. Enforcement; Violations & Penalties**

1. *Affirmative Defense.* A user shall have an affirmative defense in any action brought against it alleging a violation of the general prohibitions in Section 6 and 40 CFR 403.5(a)(2).
2. *Injunctive Relief.* The Township shall obtain remedies for noncompliance by any industrial user with any pretreatment standard and requirement. All POTWs shall be able to seek injunctive relief for noncompliance by industrial users with pretreatment standards and requirements. All POTWs shall also have authority to seek or assess civil or criminal penalties in at least the amount of \$500 per day for each violation by industrial users of pretreatment standards and requirements. Each violation by industrial users of pretreatment standards and requirements shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction. Each day upon which such violation occurs shall constitute a separate offense.
3. *Emergency Suspension of Service or Permit.*
  - a. The Township and/or the superintendent may suspend the wastewater treatment service and/or a wastewater discharge permit when such suspension is necessary, in the opinion of the Township and/or the superintendent, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or to the environment, causes interference to

the POTW or causes the POTW to violate any condition of its NPDES permit.

- b. Any person notified of a suspension of the wastewater treatment service and/or the wastewater discharge permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the Township and/or the superintendent shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW system or endangerment to any individuals. The Township shall reinstate the wastewater discharge permit and/or the wastewater treatment service upon proof of the elimination of the noncomplying discharge and upon concurrence with the superintendent. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the Township and the superintendent within 15 days of the date of occurrence.

4. *Revocation of Permit.* Any user who violates the following conditions of this section, or applicable state and federal regulations, is subject to having his permit revoked in accordance with the procedures of this section:

- a. Failure of a user to factually report the wastewater constituents and characteristics of its discharge;
- b. Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- c. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or
- d. Violation of conditions of the permit.

5. *Notification of Violation.* Whenever the Township finds that any user has violated or is violating this Ordinance, its wastewater discharge permit, or any prohibition, limitation or requirements contained within, the Township shall serve or cause to be served upon such user a written notice, either personally or by certified or registered mail, return receipt requested, stating the nature of the alleged violation. Within 30 days of the date of receipt of the notice, the discharger shall respond personally or in writing to the Township, advising of its position with respect to the allegations. Thereafter, the parties shall meet to ascertain the veracity of the allegations and, where necessary, establish a plan for the satisfactory correction thereof.

6. *Show Cause Hearing.*

- a. The Township may order any user that causes or allows conduct prohibited by subsection L4 of this section to show cause before the Township or its duly authorized representative why the proposed service termination action should not be taken. A written notice shall be served on the user by personal service, or by certified or registered mail, return receipt requested, specifying the time and place of a hearing to be held by the Township or its designee regarding the violation, the reasons why the enforcement action is to be taken, the proposed enforcement action, and directing the user to show cause before the Township or its designee why the proposed enforcement action should not be taken. The notice of the hearing shall be served personally or by registered or certified mail not less than ten days before the hearing. Service may be made on any agent, officer, or authorized representative of a user.
- b. The Township Board may itself conduct the hearing and take the evidence or may designate any of its members or any officer or employee of the assigned department to:
  - (i) Issue in the name of the Township Board notices of hearings requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearings;
  - (ii) Take the evidence
  - (iii) Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the Township Board for action thereon.
- c. At any hearing held pursuant to this section, testimony taken must be under oath and recorded stenographically. The transcript so recorded will be made available to any member of the public or any party to the hearing upon payment of the usual charges therefore.
- d. After the Township Board has reviewed the evidence, it may issue an order to the user responsible for the discharge directing that, following a specified time period, the sewer service be discontinued unless adequate treatment facilities, devices or other related appurtenances shall have been installed on existing treatment facilities, and that such devices or other related appurtenances are properly operated. Further orders and directive as are necessary and appropriate may be issued.

7. *Judicial Proceedings.* Following the entry of any order by the Township with respect to the conduct of a user contrary to the provisions of subsection 4 of this section, the Township attorney may, following the authorization of such action by the Township commence an action for appropriate legal and/or equitable relief in the appropriate local court.

8. *Publication of Violations.*

a. The Township shall annually publish in the newspaper a list of users that, during the previous 12 months, were in significant noncompliance with applicable pretreatment standards or other pretreatment requirements. The notification shall also summarize any enforcement actions taken against the users during the same 12 months.

b. For purposes of this subsection, an industrial user is in significant noncompliance if its violation meets either one or more of the criteria listed in 40 CFR 403.8(f)(2)(vii) or which:

- (i) Remains uncorrected for 30 days after notification of noncompliance,
- (ii) Resulted in the Township exercising its right to suspend service pursuant to subsection (c) of this section, or
- (iii) Resulting in emergency suspension under § 3 of this section.

9. *Right of Appeal.* Any user or any interested party shall have the right to request in writing an interpretation or ruling by the Township on any matter covered by this Ordinance and shall be entitled to a prompt written reply. If such inquiry is by a user and deals with matters of performance or compliance with this section for which enforcement activity relating to an alleged violation is the subject, receipt of a user's request shall stay all enforcement proceedings pending receipt of the aforesaid written reply. Appeal of any final judicial order entered pursuant to this section may be taken in accordance with local and state law.

10. *Operations Upsets.* An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards.

a. For the purposes of this section, "*upset*," means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment

facilities, lack of preventive maintenance, or careless or improper operation.

b. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence, that:

- (i) An upset occurred and the user can identify the cause(s) of the upset.
- (ii) The facility was at the time being operated in a prudent and workmanlike manner in compliance with applicable operation and maintenance procedures.
- (iii) The user submitted the following information to the POTW within 24 hours of becoming aware of the upset (if this information is provided orally, a written submission must be provided within five days). Including:
  - A description of the indirect discharge and cause of noncompliance.
  - The period of noncompliance, including exact dates and times, or, if not corrected, the anticipated time the noncompliance is expected to continue.
  - Steps being taken and/or planned to reduce, eliminate and prevent recurrence of the noncompliance.

c. In any enforcement preceding the user seeking to establish the occurrence of an upset shall have the burden of proof.

#### 11. Violations; Penalties

- a. *Violation or Noncompliance with Section or Wastewater Discharge Permit.* Any user who is found to have violated an order of the Township or who willfully or negligently failed to comply with any provision of this section or any orders, rules, regulations and permits issued under this section shall be guilty of a misdemeanor and, upon conviction thereof, be fined an amount up to \$500 and/or imprisonment for up to 90 days at the discretion of the court. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense. In addition to the penalties provided herein, the Township may recover reasonable attorneys' fees, court costs, court reporters' fees and other expenses of litigation by appropriate suit at law against the person found to have violated this Ordinance or the orders, rules, regulations, and permits issued hereunder. responsible for a



municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes or assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction. Each day upon which such violation occurs shall constitute a separate offense.

- b. *Falsifying Information.* Any person who knowingly makes any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this Ordinance, or a wastewater discharge permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, shall be ~~guilty of a misdemeanor and, upon conviction thereof, be fined an amount up to \$500 and/or imprisonment for up to 90 days at the discretion of the court.~~ Responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes or assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction.

#### **T. Adjustments to Categorical Standards.**

Any industrial user may seek an adjustment in the categorical pretreatment standards to reflect the presence of pollutants in the industrial user's intake water. The Township may allow a credit therefore in accordance with 40 CFR 403.15.

#### **U. Removal Credits.**

A credit may be allowed for the reduction in the amount of a pollutant in the POTW's effluent or alteration of the nature of a pollutant during treatment at the POTW. The reduction or alteration can be obtained by physical, chemical or biological means and may be the result of specifically designed POTW capabilities or may be incidental to the operation of the treatment system. Removal as used in this section shall not mean dilution of a pollutant in the POTW. The Township may allow a credit in accordance with 40 CFR 403.7.

#### **V. Records Retention.**

All users subject to this Ordinance shall retain and preserve, for no less than three years, any records, books, documents, memoranda, reports, correspondence and any and all summaries thereof, relating to monitoring, sampling and chemical analyses made by or on behalf of the user in connection with its discharge. A record which pertains to matters which are the subject of administrative adjustment or any other enforcement or litigation activities brought by the Township pursuant to this section shall be retained and presented by the user until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired.

## **Section 7.0. Use and Charges for Wastewater Treatment Plant.**

### **A. Use of Public Sewers Required.**

1. Except as otherwise provided herein, no person shall construct, maintain, or use any cesspool, septic tank, seepage pit, toilet device, sub-surface disposal field, privy, privy vault, sewage disposal facility, or any other facility or device intended or used for the disposal of sewage unless the same is not dangerous to public health and public sanitary sewer system capacity is unavailable and is specifically permitted and approved by the Township, Livingston County Health Department, and, where appropriate, the DEQ and/or MDPH.
2. It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the Township, or in any area under the jurisdiction of the Township, any human or animal excrement, garbage, or other objectionable waste unless such deposits are in compliance with Township ordinance.
3. It shall be unlawful to discharge to any natural outlet within the Township, or in any area under the jurisdiction of the Township, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this section.
4. *Mandatory Connections*
  - a. *New and existing structures located within sewer special assessment districts (SSAD).* Any existing structure located within a special assessment district created for the purpose of building and/or maintaining a sanitary sewer shall connect to the available sanitary sewer within twelve (12) months after publication by the Township of a legal notice of the availability of the sanitary sewer in a newspaper of general circulation in the Township and/or by individual notice. Connection for any new structure must be made prior to the time the structure is occupied.
  - b. *Existing structures not located within sewer special assessment districts (SSAD).* Any existing structure shall connect to the sanitary sewer after publication by the Township of a legal notice of the availability of the sanitary sewer in a newspaper of general circulation in the Township and/or by individual notice. For purposes of this section, a sanitary sewer shall be considered to be available when it is located not more than four hundred feet (400') at the nearest point from the structure. All existing structures shall connect upon the earlier of the occurrence of the following ~~three~~ events:

- (i) In the case where on-site sewage disposal exists for which no permits were issued by the LCHD, DEQ, and/or MDPH, connections must be made immediately.
    - (ii) Whenever any modifications to or replacement of any on-site sewage disposal systems that requires the issuance of a permit through LCHD, DEQ, and/or MDPH.
  - c. *New structures not located within sewer special assessment districts (SSAD).* Any new structure shall connect to the available public sanitary sewer when the structure is located not more than four hundred feet (400') from the nearest point from the available sanitary sewer. All connections must be made prior to the time the structure is occupied.
  - d. If any structure in which sewage originates has not been connected to an available sanitary sewer within the applicable time periods specified herein, then the Township shall require the connection to be made in accordance with Section 12754 of Part 127 of Public Act No. 368 of 1978, as amended (MCL 127.12754). In so proceeding, the Township shall have the rights and remedies provided for therein, shall have the right to begin billing for sewer operations and maintenance, as well as the rights and remedies provided by this Ordinance.
5. An existing on-site building sewer may be used in connection with a new building and premises only where it is found, on inspection by the Township, to be of adequate construction, size, and location, and is not otherwise required to be connected to an available public sanitary sewer according to the terms of this Ordinance.
6. Connection to or extension of an existing sanitary sewer shall not be permitted if it is determined that the receiving sewer or treatment plant cannot handle the additional influent flow.

**B. Private Sewage Disposal; Permit; Fee.**

1. If a house, building, or other premises used for human occupancy, employment, recreation or other purposes is not required to be connected to a sanitary sewer, then the building sewer shall be connected to a private sewage disposal system permitted and approved by the Township, Livingston County Health Department and, where appropriate, the DEQ and/or MDPH. Private sewage disposal systems shall not allow surface water discharge.
2. At such time as a Public Sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the Public Sewer in

compliance with all terms and conditions of state statutes or pertaining Township ordinances.

3. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the Township.
4. At such time as a connection is made to a sanitary sewer, all private sewage disposal facilities shall be disconnected and abandoned. All abandoned septic tanks, cesspools, and seepage pits shall be pumped out as necessary and filled with sand or other suitable backfill material approved by the state and local agencies within fifteen (15) days of connection to the Public Sewer.
5. The provisions of this section shall not be construed to preclude additional requirements that may be imposed by the DEQ, MDPH, Health Department, or Township.

#### **C. Building Sewers and Connections.**

1. No unauthorized person shall uncover, make any connections with or openings into, use, alter or disturb any Public Sewer or appurtenance thereof without first obtaining a written permit from the Township pursuant to this ordinance.
- 1-2. An inspection fee and a connection fee per unit as established by the Township Board shall be paid to the Township Treasurer whenever an application is filed to connect any building sewer to a Public Sewer. Application shall be made on the form by the Township. The inspection fee shall be deposited in the sewer enterprise fund. The payment of inspection and connection fees as stated in Section 7(H) shall be made when a building permit is obtained in conjunction with the connection.
- 2-3. All costs and expenses incident to the installation, connection and maintenance of the building sewer up to and including its point of connection to the Public Sewer shall be borne by the owner. The owner shall indemnify the Township from any loss or damage that may directly be caused by installation, connection, or maintenance of the building sewer.
- 3-4. A separate and independent building sewer shall be provided for every building; except that, where one building stands at the rear of another and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may, at the discretion of the Township, be extended to the rear building and the whole considered as one building sewer.
- 4-5. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and

backfilling the trench, shall all conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the state and the Township. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the A.S.T.M. and W.E.F. Manual of Practice No. 9 shall apply.

5-6. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the Public Sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

6-7. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain that, in turn, is connected directly or indirectly to a public sanitary sewer.

7-8. The connection of the building sewer into the Public Sewer shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the state and the Township, or the procedures set forth in appropriate specifications of the A.S.T.M. and the W.E.F. Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials shall be approved by the Township before installation.

8-9. The applicant for the building sewer permit shall notify the Township when the building sewer is ready for inspection and connection to the Public Sewer. The connection shall be made under the supervision of the Township or its authorized representative. No backfill shall be placed until the work has been inspected and approved by the Township.

9-10. All excavations for building sewer installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Township.

#### D. On-Lot Easement Requirements.

Prior to the approval and issuance of a Service Connection permit, the applicant will be requested to have executed by the Owner(s) of record for the premises to be connected, an easement in a form provided by the Township granting permission to the Township to operate, maintain, repair and replace the Sewer Connection to be installed on the premises.

1. If the applicant provides such easement, then the Township shall provide, at its cost, all needed repairs, operation, maintenance and replacement of the Service Connection in accordance with this Ordinance.
2. If the applicant, for any reason declines to provide said easement, then the permit shall be issued at the discretion of the Township, together with an appropriate bill of sale conveying from the Township to the Owner title to all components comprising the Service Connection. Following installation of the Service Connection by the Owner (which installation is subject to inspection by the Township in accordance with the terms of this Ordinance), the Owner shall, at his or her expense, repair, operate, maintain and replace the Service Connection in accordance with Section 7(F) below.
3. An owner or his or her successor may, at any time following the installation of a Service Connection on a premise for which no easement was provided to the Township prior to the issuance of a permit, grant the appropriate easement to the Township. The Township shall accept said easement and assume the responsibility for repair, operation, maintenance and replacement provided that the Township has inspected the Service Connection and is satisfied that the Service Connection is in good working order, reasonable wear and tear excepted.

In the event such inspection reveals that the Service Connection has not been properly maintained or that the condition of the Service Connection has deteriorated beyond reasonable wear and tear, the Township may condition its acceptance of the easement and assumption of the financial responsibility for operation, maintenance and repair and replacement of the Service Connection upon:

- (i) appropriate repairs of the Service Connection at the expense of the Owner,
- (ii) replacement of the Service Connection or individual components thereof at the expense of the Owner or
- (iii) such other conditions as the Township, in the exercise of its reasonable judgment, deems appropriate.

The acceptance of the easement by the Township shall be accompanied by an executed Bill of Sale by the Owner conveying the Service Connection to the Township.

4. Section 7(D) shall not apply to any premises for which the installation of the Service Connection was made by a contractor engaged by a Developer or the Township pursuant to any Agreement addressing all sewer issues or any future supplement or amendment thereto, it being the assumption in these

circumstances that the Owner granted an appropriate easement through the development project's Master Deed and Bylaws prior to said installation.

#### **E. Use of Public Sewers.**

1. No person shall discharge or cause to be discharged to any sanitary sewer any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water, unpolluted air conditioning water, or industrial process water. Discharge of backwash from water conditioning devices shall not be discharged into the sanitary sewer system. No footing drain, roof downspout, areaway drain, or other source of surface water or groundwater shall be connected to a sanitary sewer. All footing drain water shall be discharged to storm sewers or dry wells. Storm water and all other unpolluted drainage shall be discharged to sewers specifically designated as storm sewers, or to a natural outlet approved by the DEQ. The discharge of cooling water or uncontaminated industrial process water shall only be permitted when authorized and approved by the DEQ and the Township in accordance with this Ordinance.
2. No person shall discharge or cause to be discharged into any sanitary sewer any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower or greater shall be subject to the review and approval of the DPW field superintendent.
3. No person shall discharge or cause to be discharged into any sanitary sewer materials that exert or cause unusual concentrations of inert suspended solids, such as but not limited to fuller's earth, lime slurries, and lime residues, or of dissolved solids, such as but not limited to sodium chloride and sodium sulfate. All ~~commercial~~ users shall be required to utilize a potassium based softening agent; salt or sodium based regenerates are prohibited.
4. The property owner, or an approved contractor hired by the owner, must disconnect all backwash discharge lines, including but not limited to water softeners, air conditioning units, water processing or conditioning equipment, storm drains etc., from the building sewer. The following are some (not all) methods of disposing of water softener discharge:
  - a. Run the discharge line to the outside and let the water run onto the ground.
  - b. Install a below-ground infiltration basin (drywell): Bury a container in the ground, fill it with stone or sand, and run the discharge line to the container. Drill holes in the container to allow the water to seep into the surrounding soil. A sump pump tub, which ranges in size from 15 to 24

**Commented [TR6]:** I've changed to All users

**Commented [DH7]:** Not ALL users? In my cursory review I didn't see where this language covered Residential users and I thought that was the case. Just wanted to point it out just in case the word "Commercial" should be removed in this clause to clarify.

inches in diameter to 2 to 4 feet in depth, is an example of a container that could be used.

- c. Convert an existing septic tank: Pump out and clean your existing septic tank, break holes in the bottom of the tank and fill the tank with stone. Disconnect and plug the outlet pipe to the tile field to prevent groundwater from flowing back into the tank.
5. If any waters or wastes are discharged or are proposed to be discharged to the Public Sewers, which waters contain the substances or possess the characteristics which in the judgment of the Township and/or the superintendent may have a deleterious effect upon the POTW, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Township and/or the superintendent may:
- a. Reject the wastes.
  - b. Require pretreatment to an acceptable condition for discharge to the Public Sewers.
  - c. Require control over the quantities and rates of discharge.
  - d. Require payment to cover the added cost of handling and treating wastes not covered by existing taxes or sewer charges.

If the Township permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the requirements of all applicable codes, ordinances, and laws.

6. Where the preliminary treatment or flow equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

#### **F. Construction, Repair and Maintenance.**

1. **Application.** Any person desiring to connect to the POTW shall file a written application to the Township Clerk and pay the applicable permit and inspection fees established by resolution of the Township Board.
2. **Permit Required.** No person in the Township shall connect to a Public Sewer unless the proposed connection has first been approved by the Township or its designated representative and the applicable fees have been paid. Such applications shall be addressed to the Township and shall be made on forms provided by the Township and shall contain the following: street name, house number, lot number, the name of the plumber or contractor, the names of the



applicant and the owner, and any other pertinent information which may be required by the Township. A complete application must be made, the applicable fees paid, and approval obtained from the Township at least seventy-two (72) hours before the time a connection is to be made. Connection permits will be issued to Builders if the prospective lessee or owner consents in writing to the obtaining of such permit by the Builder.

3. Public Sewer connections shall be installed in accordance with the applicable building code and the regulations of this Ordinance and upon the payment of the required charges and fees.
4. The owner of building or premises, or his authorized representative, shall be responsible, at his own cost, for the installation, connection and maintenance of the building sewer for such building or premises up to and including its connection with the Public Sewer.
5. *Owner Related Sewer Repairs.* The Owner and, where appropriate, his authorized representative, shall indemnify and hold the Township, its officers, agents, employees, and representatives free and harmless from any liability or responsibility for all injury, loss or damage that may result directly or indirectly from any damages resulting from the Owner's negligence or misuse of the HTSSS as follows:
  - (i) Costs incurred by the Township resulting from increasing numbers of sewer emergency calls for owner related sewer repairs, including but not limited to, building sewer pipe blockages, shut-off power breakers.
  - (ii) The Township shall otherwise be authorized to recoup all costs and expenses associated with sewer emergency calls for Owner related operation and/or maintenance services.
  - (iii) If the Township provides repairs or services, the Owner shall be responsible for the full and prompt reimbursement to the Township for all Township DPW staff time, costs, labor, and/or materials incident to said operation and maintenance plus a 10% administration fee.

Pursuant to the authorization to charge Owners for costs and expenses incurred in providing services for owner related sewer repairs the following collection procedures shall apply:

- a. The DPW field superintendent shall prepare an invoice outlining the charges, including labor, materials, and a 10% administrative fee, resulting from DPW staff services provided for owner related sewer repairs. Upon

approval, the invoice shall be forwarded to the property owners with a copy filed with the Utilities Coordinator.

- b. Invoices for owner related sewer repairs shall be due and owing within 30 days from the date of issuance of the billing statement. If payment is not made within the allotted time a reminder letter shall be sent stating the bill is past due and that failure to submit payment within 30 days may result in the shut-off of sewer service.
- c. Upon receipt of the invoice, the Owner may report any disagreements or objections related to the invoice to the Utilities Director within 7 days of delivery of the billing statement.
- d. The Utilities Director shall investigate the owner disputed charges with the DPW personnel to determine if charges are correct and will stand as billed or if a reduction or amendment of the fees is warranted. If the charges are reduced or amended a new invoice will be issued to the Owner.
- e. If the Owner is not satisfied with the determination made by the Utilities Director they shall have the right to appeal the sewer repair charges to MUC. The Utilities Director shall forward all documentation to MUC for their review and recommendation to the Board of Trustees.
- f. If the Township Board of Trustees determines that the Owner is responsible for the sewer repair costs, the Owner shall reimburse the Township for said expenditures immediately. Failure to pay the invoice for Owner related charges may result in sewer service being shut-off. The Owner shall be responsible for all cleanup costs or expenses associated with the sewer service disconnection, and will be subject to and must pay all costs relating to any startup of the system associated with the re-activation of sewer service.
- g. Any unpaid charges or costs for such repairs, operation or maintenance may, at the option of the Township Board, be added to the ad valorem tax bills of the property benefitted by the said Township repairs or services.

**G. Township Liability Exemption; Indemnification.**

1. The Township shall not be responsible for interruptions of service because of natural calamities, equipment failures, or actions of the system users. It shall be the responsibility of the user that all connected equipment remains in good working order. No claim shall be made against the Township by reason of the breaking away of any service supply lines, pipes, appurtenances, or for any other interruption of the wastewater disposal and treatment.

2. The user and, where appropriate, his authorized representative, shall indemnify and hold the Township, its officers, agents, employees, and representatives free and harmless from any liability or responsibility for all injury, loss, or damage that may result directly or indirectly from the installation, connection or maintenance of the building sewer.

#### **H. Rates and Charges**

##### **1. Connection Fee**

- a. Before an initial connection is made or additional usage resulting from building alterations or change in building usage is added to a Public Sewer, a fee known as the sewer connection fee shall be paid to the Township Treasurer. The connection fee shall be established by Township Board resolution referred to as "Appendix 1 Table of Unit Factors" of the Wastewater Treatment and Administration Ordinance-69. REU(s) shall be defined as one (1) REU is equivalent to One Hundred Fifty (150) gallons per day.
- b. In addition to the Connection Fee, the Owner of the premises shall be liable for the costs and expenses of acquiring and installing the Service Connection pursuant to Township specifications on file at the Township.
- c. Subject to the provisions of Section 7(H)(1)(d)(REU computation provision), those parcels located in a sewer special assessment district and subject to a full special assessment on the special assessment roll shall be deemed to have paid the connection fee and, if applicable, the cost of acquiring and installing the service connection.
- d. Determination of Residential Equivalency Unit
  - (i) A single-family residential building shall constitute a dwelling unit and shall be charged a minimum connection fee of one REU. Premises other than a single-family residential unit shall pay a connection fee based upon the number of REUs assigned to such premises by Appendix 1 Table of Unit Factors.
  - (ii) Upon connection to the system, a non-residential user shall have a water meter, of the size and type approved by the Township, installed on the user's water supply. The user shall purchase the meter through the Township. The cost of both the meter and the installation shall be paid for by the user with the installation to be made by the user and approved by the Township. Wiring the meter to an electronic touchpad shall be included as part of the water meter installation and will also be subject to Township

**Commented [DH8]:** Recommend reference by Title, not number since the new Ordinance number will officially be 69H. The other thing we may be able to do is add a clause that will allow for us to reference it also as 69 – "commonly known as" type thing

approval. User will have 30 days to comply with this Ordinance after receiving notice from the Township. Users who fail to receive Township approval for their water meter installation shall receive a written warning for their first offense. The Township will levy a \$100 per day fine for all subsequent offenses. If, after ninety (90) days of fines, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs. All subsequent offenses will be responsible for a Class B municipal civil infraction. The penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. If, after ninety (90) days of civil infractions, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs.

After two (2) years of meter readings have been obtained, the REUs assigned to the premises, in accordance with this Section, shall be recalculated based on said meter readings using an equation, the numerator of which shall be the meter readings, in gallons, for the twenty-four (24) month period and the denominator which shall be one hundred and eight (108) thousand gallons. The resulting number of REUs shall be multiplied by the requisite connection fee, direct or indirect, to determine any adjusted connection fee for the premises. The number of REUs shall not be less than the number of REUs originally assigned and the original connection fees will not be adjusted. The subsequent operation and maintenance (O & M) rate shall be adjusted to the new REU allocation.

The Township may enter into an agreement with a non-residential user to pay additional connection fees in installments pursuant to the terms of a written agreement to be entered between the Township and said user(s) providing for annual installment payments to the Township for a period of time not to exceed fifteen (15) years or extend beyond the period of debt retirement, whichever is earlier, with interest on the unpaid balance at a rate not more than one percent (1%) higher than the average rate of interest on the bonds sold for the initial construction of the System. Said agreement shall be executed and the first installment shall be payable prior to the issuance of a service connection permit pursuant to Section 7(F), above. All subsequent installments shall be paid according to the terms agreed upon by the parties.

- (iii) For any subsequent enlargement, addition, extension or improvements to any structure or change of use of the building, the Township may require a review and redetermination of the REUs for that structure. Upon finding by the Township after such REU review and redetermination that additional connection fees are required, the owner shall immediately pay the required additional fees.
- (iv) All SRU buildings and/or structures shall pay a connection fee based upon the number of REUs assigned to such premises as set forth by Appendix 1 Table of Unit Factors. All SRUs shall be charged a minimum connection fee of at least one REU. No food service facilities, i.e., kitchens, cooking areas, etc. will be allowed in a building or structure designated as seasonal recreational use.
- (v) Upon connection to the HTSSS, all SRU buildings shall have a water meter, of the size and type approved by the Township, installed on the user's water supply. The user shall purchase the meter through the Township. The cost of both the meter and the installation shall be paid for by the user with the installation to be made by the user and approved by the Township. Wiring the meter to an electronic touchpad shall be included as part of the water meter installation and will also be subject to Township approval. User will have thirty (30) days to comply with this provision after receiving notice from the Township. If after ninety (90) days, Township approval is still not met, sewer service shall be disconnected. The user shall be responsible for all reconnection costs.

Water meters shall be read on a quarterly basis by the DPW staff during the peak seasonal use times for the property utilizing the electronic touchpad on the outside of the building. After two (2) years of peak seasonal use meter readings have been obtained, based upon the intended seasonal recreation use, the REUs assigned to the premises, in accordance with [Ordinance #69 the Wastewater Treatment and Administration Ordinance](#), shall be re-determined based on said meter readings.

Upon review and determination that additional connection fees are required based upon the water meter readings, the owner shall immediately pay the required additional fees. The number of REUs shall not be less than the number of REUs originally assigned, and the original connection fees will not be adjusted.

Commented [DH9]: See prior comment on referencing 69

(vi) Non-residential users, including seasonal recreation use buildings and structures, upon connection to the sewer system shall be required to install a Duplex ~~(Model 2014-93)~~ grinder pump station. All users shall have a grinder pump station, of the size and type approved by the Township, installed on the user's premises. The user shall purchase the grinder pump station through the Township. In the event that the hook-up to the HTSSS can be made by connecting into an existing curb stop with check valve, the property owner shall have the option to hire a Township approved contractor to complete the sewer connection, provided the contractor used is on the Township's approved list of who can qualify for training, at the contractor's own expense, with the Township Engineer and DPW Field Superintendent. If it is determined by the DPW Field Superintendent and Township Engineer that the sewer connection will require tapping into a live sewer main or transmission line, the user will be required to hire a Contractor from the Township's approved list that is authorized and approved by the DPW Field Superintendent and the Municipal Utilities Committee. Contractors performing live main sewer taps shall be required to uphold all insurance and warranty assurances as established by the Township.

Commented [TR10]: Duplex is fine

Commented [DH11]: Suggest a more generic reference? Will these change in the next couple of years?

(vii) Permitted SRUs already connected to the Hamburg Township Sanitary Sewer System (HTSSS) upon adoption of this Ordinance that currently have a Simplex (Model 2010-93) grinder pump station will be reviewed by the Hamburg Township Municipal Utilities Committee. If it is determined by the DPW staff that the water meter readings in a peak quarterly period do not exceed one (1) REU for water usage for the property a Simplex grinder pump station shall be deemed acceptable and the SRU will not be required to convert to a Duplex grinder pump station. If it is determined that actual water usage does exceed one (1) REU during peak seasonal usage the SRU will be required to install a Duplex grinder pump station at the user's expense.

*e. Administrative Appeal of Sanitary Sewer REU Determination*

Except for REU allocations which are a part of a proposed or established Special Assessment District, every property owner has a right to an administrative appeal of the initial Sewer Residential Equivalent Unit (REU) determination and allocation made by the Township Board. Appeals of such determination or allocation shall be submitted to the Municipal Utilities Committee (MUC). Only owners of property affected by such a determination or allocation have standing to file the Appeal. Any action taken by MUC is

advisory in nature and shall be re-submitted to the Township Board for a final determination as provided below:

~~(i) a.~~ The Appeal must be by an owner, or an owner's authorized agent, within 30 days from the date of the initial Township Board REU determination or allocation for which the appeal is filed. The appeal must be based on certified Engineer's letter of review of the determination or allocation stating the reasons why the determination or allocation is being disputed as well as any other documentation that is relative to the appeal including the current REU schedule, evidence of actual maximum usage, metering where appropriate or required, the economic life of the Sanitary Sewer System, the uses or classes of uses involved, the history of the use of the property in the community and similar communities together with any rates, policies or fees of similar communities, and any and other data deemed relevant to make a recommendation or determination, all of which must be submitted with the application for appeal. Failure to file a timely appeal will result in the Owner's acquiescence to the REU allocation and the owners shall be deemed to have consented to the allocation.

~~1.~~

~~b.~~ (ii). Upon receipt of the application for appeal, MUC shall fix a hearing date for the appeal. The date shall be scheduled within 60 days from the date of the filing of the notice of appeal. The hearing shall comply with the Open Meeting Act. MUC shall make its recommendation no later than 90 days after the appeal has been filed. However, MUC may extend the time required for the recommendation up to 60 days by a decision of a majority of the members of MUC. The extension must be based upon good cause shown and any decision for such an extension shall state the reasons the extension was granted.

~~(iii) c.~~ Minutes of all such meetings shall be recorded and state the grounds for each recommendation made by MUC, including any evidence and data considered and a brief summary of all findings of fact and conclusions made by MUC. Claims of economic hardship shall not be considered by MUC in making its recommendation. The recommendation shall be forwarded to the Township Board of Trustees for final approval of the REU allocation and any issues relating thereto.

~~(iv) d.~~ The recommendations of MUC shall be submitted to the Township Board which shall make a final decision on the REU

determination and allocation for which the appeal was filed. This decision may confirm, reverse or modify the original determination or allocation. This Township Board may also impose additional conditions relating to the said REU determination and allocation. The action taken by the Township Board is final. Any appeals from the decision must be made to a Court with proper jurisdiction.

(v)e.—Upon any enlargement, addition, expansion or improvements to any structure or property, or change of use of the building, the Township may require a new review and determination of the REU's. In the event the Township determines additional REU's are in order, additional connection fees and any costs or expenses related to the REU determination shall be paid in full upon Township approval of said enlargement, addition, expansion or improvement.

*f. Hardship Deferment*

The owner or owners of a single-family residence, in which residence said owner or owners reside and upon which a connection fee has been imposed, may submit a hardship application to the Township seeking a deferment in the partial or total payment of the connection fee provided for herein, based upon a showing of financial hardship, in accordance with the criteria established for granting such deferment by the Township Board from time to time, subject to and in accordance with the following:

(i)1- The owner(s) of the premises shall, under oath, complete a hardship application, provided by the Township Board, and file said application, together with all file information and documentation reasonably required by the Township, with the Township Board not less than sixty (60) days prior to the due date of any connection fee. An application shall be completed and filed by each and every legal and equitable interest holder in the premises, excepting financial institutions having only security interests in the premises.

2-(ii) Hardship applications shall be reviewed by the Township Board, and after due deliberation of hardship applications, the Township Board shall determine, in each case, whether there has been an adequate showing of financial hardship, and shall forthwith notify the applicants of said determination.

3-(iii) An applicant aggrieved by the determination of the Township Board may request the opportunity to appear before the



Township Board in person for the purpose of showing hardship and presenting any argument or additional evidence. A denial of hardship following such a personal appearance before the Township Board shall be final and conclusive.

~~4-(iv)~~ — In the event that the Township Board makes a finding of hardship, the Township Board shall fix the amount of partial or total deferment of the connection fee, and in so doing, shall require an annual filing of financial status by each applicant, providing that upon a material change of financial status of an applicant, said applicant shall immediately notify the Township Clerk so that a further review of the matter may be made by the Township Board, and provided further that the duration of the deferment granted shall be self-termination upon the occurrence of any one of the following events:

- a. A change in the financial status of any applicant that removes the basis for financial hardship;
- b. A conveyance of any interest in the premises by any of the applicants, including the execution of a new security interest in the premises or extension thereof;
- c. A death of any of the applicants.

~~5-(v)~~ Upon a determination of the Township Board deferring all or part of the connection fee, the owners of the premises shall, within one month after such determination, execute and deliver to the Township as the secured party a recordable security instrument covering the premises, guaranteeing payment of the deferred amounts upon the occurrence of any of the events set forth in Section 7(H)(1)(e)(iv) above. Said security interest shall guarantee payment of an amount necessary to cover all fees and charges deferred and all costs of installation and connection, if applicable, the consideration for said security interest being the grant of deferment pursuant to this Ordinance.

## 2. User Charges

User charges shall be charged to each user serviced for the privilege of discharging sanitary sewage and industrial wastes into the wastewater treatment system according to one of the following methods:

- a. Where a meter is installed, one hundred percent (100%) of metered (owner shall install at his expense) water consumption.

- b. Where no meter is installed in accordance with the REU rate established by the Board by resolution and according to the number of REUs established in Appendix 1 Table of Unit Factors of [Ordinance 69-the Wastewater Treatment and Administration Ordinance.](#)

Commented [DH12]: Suggest reference by title not number.

c. Establishment of Rates

(i) ~~1.~~—In accordance with the provisions of Ordinance No. 69, user charge rates shall be established by the Township Board. The Township Supervisor may present to the Township Board appropriate user charge rates during budget preparation to ensure that adequate revenues are generated to pay the costs of operation, maintenance, and replacement for the sewage treatment facility so that the system continues to provide for the proportional distribution of operation, maintenance and replacement costs among users and user classes.

(ii) ~~2.~~—User rates shall be established by the Township Board by a separate rate resolution for user charges based on water meter flow or sewer meter flow. Surcharge rates for high strength users shall also be established.

(iii) ~~3.~~—In the event the Township Board shall alter any rate, the Township Clerk shall cause each user to be notified, by publishing such notice in a newspaper of general circulation in the Township, of the separate rate being charged for operation, maintenance and replacement costs of the sewage treatment facility.

3. Debt Service Charges

- a. Debt service charges, if applicable, shall be developed and established by the Township Board in accordance with [Ordinance 69-the Wastewater Treatment and Administration Ordinance.](#)
- b. The Township may review the debt service charges annually and revise the charges and rates as necessary to ensure that adequate revenues are generated to pay the costs of the debt service for the wastewater treatment plant.
- c. In the event the Township Board shall alter the rate, the Township Clerk shall cause each user to be notified by publication in a newspaper of general circulation in the Township of the separate rate being charged for debt service for the wastewater treatment plant.

Commented [DH13]: Suggest referring to this by title not number

#### *4. Service Charges Constitute Lien on Property*

Charges for wastewater treatment plant operation and maintenance service shall constitute a lien on the property served. On or before March 1 of each year, the officer in charge of collection of such charges shall prepare a certified statement of all charges then six (6) months past due and unpaid. The Treasurer shall then place such charges on the next general tax roll and such charges shall be collected as part of the general Township taxes.

#### *5. Discontinuing Service; Shutoff, Turn-on Charges*

The Township shall have the right to discontinue wastewater treatment plant service for nonpayment of the service charges or for refusal of the owner or occupant of premises to install a meter. Where the owner or occupant of premises subject to the installation of a meter refuses to install a meter, the Township may, at the discretion of the Township Supervisor, if wastewater service is not discontinued during a particular period of time, charge a flat rate for wastewater service as established by the Township, and if such sum is not paid, it shall constitute a lien on the premises and shall be added to the tax rolls. If wastewater service is shut off pursuant to the terms of this division, a shutoff charge and a turn-on charge as established by the Township shall be collected in addition to the amount of the delinquent wastewater service charge before the wastewater service is turned on.

### **Section 8.0. Violation – Penalties & Enforcement**

In addition to the other penalties as provided in this Ordinance, any person violating any of the provisions of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction. Each day upon which such violation occurs shall constitute a separate offense.

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### **Section 9.0. Savings Clause**

That nothing in this Ordinance hereby adopted be construed to affect any just or legal right or remedy of any character nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

### **Section 10.0. Repealer**

Ordinance Number 65, Sewer Usage and Administration Ordinance, effective May 1, 1996, and [Ordinances 69, 69A, 69B, 69C, 69D, 69E, 69F, 69G, Wastewater Treatment and Administrative Ordinance, originally adopted May 5, 2000, including all their ~~its~~ amendments](#) are hereby repealed in ~~its~~[their](#) entirety [and replaced by Ordinance Number 69H.](#)

#### **Section 11.0. Severability**

The various parts, paragraphs, sections and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

#### **Section 12.0. Adoption and Effective Date**

This Ordinance is hereby declared to have been adopted by the Hamburg Township Board at a meeting thereof duly called and held on the ~~21<sup>st</sup> day of April 2009~~[\(include meeting date\)](#), and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

#### **Certification**

I, ~~Matthew Charles Skiba~~ [Mike Dolan](#), duly elected Clerk of Hamburg Township, Livingston County, Michigan, do hereby certify that the foregoing Hamburg Township Wastewater Treatment and Administration Ordinance was adopted at a regular meeting of the Hamburg Township Board held on ~~April 21<sup>st</sup>, 2009~~[\(Meeting date\)](#) at which the following members were present:

Ayes: [Hohl, Skiba, Evon, Menzies, Semprevivo, Dolan, Hahn](#)  
Nays: None  
Abstain: None

Clerk [Matthew Charles Skiba](#) [Mike Dolan](#), Township

Date passed: [April 21, 2009](#)  
Publication date: [May 13, 2009](#)  
Effective date: [May 13, 2009](#)

**HAMBURG TOWNSHIP**

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**SCHEDULE 1**

**CURRENT RATES AND CHARGES  
FOR THE RESPECTIVE SEWER  
DISTRICTS IN THE SYSTEM**

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**REVISIONS HIGHLIGHTED IN BOLD**

**APPENDIX 1**  
**TABLE OF UNIT FACTORS**

Usage	Residential Equivalent Unit Factor
Auto Dealer – Sales and/or Service	1.00/premise + 0.40/1000 ft <sup>2</sup>
<b>Auto Repair/Collision Body Shop</b>	<b>1.00/premise + 0.40/1000 ft<sup>2</sup></b>
Bakery	1.25/1000 ft <sup>2</sup>
Bank	0.25 per employee station
Bar	2.00/1000 ft <sup>2</sup>
Barber Shop	1.00/shop + 0.10/chair
Beauty Shop	1.00/shop + 0.10/booth
<b>Bed and Breakfast</b>	<b>1.00/premise + 0.20/guest</b>
Boarding House, Boarding School, Dormitory, Fraternity or Sorority House, etc.	1.00/premise + 0.20/bedroom
Bowling Alley and/or Restaurant	0.16/alley (bar and/or restaurant To be computed at its respective residential equivalent)
Car Wash – Do It Yourself	1.00 per stall
Car Wash – Automatic Non-Recycled	10.00/single production line
Car Wash – Automatic.... Recycled	5.00/single production line
Churches	0.20/1000 ft <sup>2</sup>
Cleaners (pick-up only)	1.00/shop
Cleaners (pressing facilities)	1.25/press
Convalescent Home	0.22/bed
<b>Country Club/Health Center</b>	<b>1.50/1000 ft<sup>2</sup></b>
Day Care Center	1.00/premises + 0.25/1000 ft <sup>2</sup>
Drug Store, Dime Store (with fountain service)	1.0 + 0.1 per seat
Factory (exclusive of industrial waste)	0.50/1000 ft <sup>2</sup>
<b>Fire Station (volunteer)</b>	<b>1.00/location</b>
<b>Fire Station (full time)</b>	<b>0.20/fire fighter 24hrs.</b>
<b>Florist</b>	<b>1.10/1000 ft<sup>2</sup></b>
Fraternal Organization (with bar and/or restaurant)	1.00/hall (bar and/or restaurant to be computed at its respective residential equivalent)
Funeral Home	<b>1.50/1000 ft<sup>2</sup></b>
<b>Garden Center (nursery)</b>	<b>1.10/1000 ft<sup>2</sup></b>
<b>Government Offices</b>	<b>0.40/1000 ft<sup>2</sup></b>

Usage	Residential Equivalent Unit Factor
Grocery Stores and Markets	1.10/1000 ft.
Hospital	1.10/bed
Hotel, Motel, Rooming House (with bar and/or restaurant)	0.4 bedroom (bar and/or restaurant to be computed at its Respective residential equivalent)
Laundry (self-serve)	0.34/washer
<b>Library</b>	<b>0.53/1000 ft<sup>2</sup></b>
Marina	0.10/slip (over 25 feet in length) 0.06/slip (under 25 feet in length)
Office Building (general)	0.40/1000 ft <sup>2</sup>
Office Building (medical, dental, clinic, etc.)	1.0 + 0.5 per exam room
<b>Pet Shop</b>	<b>1.10/1000 ft<sup>2</sup></b>
Post Office	1.00/1000 ft <sup>2</sup>
<b>Printing Shop</b>	<b>0.50/1000 ft<sup>2</sup></b>
Public Institute	0.75/1000 ft <sup>2</sup>
Residential	
Condominiums	1.00/per unit
Mobile Home, Trailer Park	1.00/unit
Multiple Family Residence (three or more Units in one structure)	0.75/unit
Single Family Residence	1.00/unit
Two-Family Residence (Duplex)	1.00/unit
<b>Restaurants (fast food)</b>	<b>7.00/location</b>
Restaurant (meals and bar)	2.50/1000 ft <sup>2</sup> (excluding restrooms, public areas not in regular use and unfinished areas)
Restaurant (meals only)	1.50/1000 ft <sup>2</sup> (excluding restrooms, public areas not in regular use and unfinished areas)
Retail Store	1.00/premise + 0.10/1000 ft <sup>2</sup>
School	1.00/classroom
Service Station + Repair Area	0.25/pump + 0.40/1000 ft <sup>2</sup>
Snack Bar, Drive-in	1.50/1000 ft <sup>2</sup>
Supermarket, Grocery Store	1.10/1000 ft <sup>2</sup>
Swimming Pool	<b>3.00/1000 ft<sup>2</sup></b>
Theater – Drive-in	0.04 per car space (plus snack bar, which is measured separately)

Theater – Indoor	0.04 per seat (plus snack bar, which is measured separately)
Travel Trailer Parks and Campgrounds	0.20/site (plus waste disposal station C is calculated separately)
Utility Sub-Station	0.10/1000 ft <sup>2</sup>
Warehouse or Storage Building	0.10/1000 ft <sup>2</sup>
Waste Disposal Station (for Travel trailers)	2.00/station
Veterinary Facilities and Kennels	1.00 + 0.10 per kennel

Notwithstanding the foregoing, each connecting customer shall be considered to be at least one (1.00) residential equivalent unit.



# **HAMBURG TOWNSHIP ORDINANCE NO. 69H**

## **WASTEWATER TREATMENT AND ADMINISTRATION ORDINANCE**

### **Section 1.0. Short Title**

This Ordinance shall be known and may be cited as Hamburg Township's Wastewater Treatment and Administration Ordinance.

### **Section 2.0. Purpose and Objections; Applicability**

- a. This Ordinance sets forth uniform requirements for direct and indirect contributors to the wastewater collection and treatment systems and direct dischargers to waters located in and flowing through the Township and enables the Township to comply with all applicable federal, state, and local laws and regulations relating thereto and to protect the health/welfare and environment of Hamburg Township residents.
- b. The objectives of this Ordinance are:
  1. To prevent the introduction of pollutants into waters located in and flowing through the Township, which would degrade the water quality, surrounding environment and/or use and enjoyment of the natural resources located in Hamburg Township, and to promote the stewardship of their resources.
  2. To prevent the introduction of pollutants into the wastewater system which will interfere with the normal operation of the system or contaminate the resulting municipal sludge.
  3. To prevent the introduction of pollutants into the wastewater system which will not receive adequate treatment in the POTW and which will pass through the wastewater system into receiving waters or the atmosphere or otherwise be incompatible with the wastewater system.
  4. To improve the opportunity to recycle and reclaim wastewater and sludge from the system.

### **Section 3.0. Definitions and Abbreviations**

"Act" or "the Act" means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended.

"Authorized Officer" means the Township Supervisor, the Township Clerk, the Township Treasurer, or the Township Manager.

"Authorized Representative of Industrial User," means any of the following:

1. If the Industrial User is a corporation, a principal executive officer of at least the level of vice-president.
2. If the Industrial User is a partnership or proprietorship, a general partner or proprietor.
3. A duly authorized representative of the individual designated above if such representative is responsible for the overall operation of the facilities from which the direct discharge originates, or for environmental matters of the company. Authorization for this representative must be submitted in writing to the Township by the individual designating the representative.

"Biochemical Oxygen Demand ("BOD")" means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius, expressed in milligrams per liter.

"Building Drain" means that part of the lowest horizontal piping of a drainage system of a building that receives the sewage discharge inside the walls of a building and conveys it to the building sewer. The building drain shall be deemed to end five (5) feet outside the face of the building wall.

"Building Sewer" means a sewer conveying wastewater from the premises of a user to the Public Sewer.

"Bypass" means the intentional diversion of waste streams from any portion of an industrial user's treatment facility needed for compliance with pretreatment standards.

"Categorical Pretreatment Standard" or "Categorical Standard" means any regulation containing pollutant discharge limits promulgated by the E.P.A. in accordance with sections 307(b) and (c) of the Clean Water Act, which apply to a specific category of nondomestic users. "Cesspool" means an underground pit into which household sewage or other untreated wastewater is discharged and from which the liquid seeps into the surrounding soil or is otherwise removed.

"Chemical Oxygen Demand ("COD")" means a measure of oxygen-consuming capacity of inorganic and organic matter present in water or wastewater. It is expressed as the amount of oxygen consumed from a chemical oxidant in a specified test. It does not differentiate between stable and unstable organic matter and thus does not necessarily correlate with

biochemical oxygen demand. Also known as oxygen consumed (OCR) and dichromate oxygen consumed (DO), respectively.

“Chlorine Demand” means the difference between the amounts of chlorine available at the end of the contact time, expressed in milligrams per liter.

“Combined Sewer” means a sewer receiving both surface runoff (storm water) and sewage or wastewater.

“Commercial User” means any User of the Public Sewer other than a residential user or a person lawfully using a building or structure as a residence.

“Compatible Pollutant” means a substance amenable to treatment in the wastewater treatment plant such as biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the applicable NPDES permit if the POTW was designed to treat such pollutants to a substantial degree.

“Composite Sample” means a collection of individual samples which are obtained at regular intervals, collected on a time-proportional or flow-proportional basis, over a specific time period and which provides a representative sample of the average stream during the sampling period.

“Connection Fee” means the charge imposed by the Township to grant permission to connect a building sewer, either directly or indirectly, to the Public Sewer. This fee represents the proportional cost attributable to each premise for making the Public Sewer available with sufficient capacity to service said premises.

“Control Manhole” means the structure installed on the building sewer or service connection pipeline to allow access for measurement and sampling of sewage discharging from industrial and commercial establishments.

“Cooling Water” means the water discharged from any use such as air conditioning, cooling or refrigeration or to which the only pollutant added is heat.

“County” means the County of Livingston, Michigan, acting by and through its Drain Commissioner, the designated County Agency under Act 342 of the Public Acts of Michigan of 1939, as amended.

“DEQ” or “MDEQ” means the Michigan Department of Environmental Quality or any successor governmental agency having similar regulatory jurisdiction.

“Direct Connection” means the connection of the building sewer directly to the Public Sewer.

“Direct Discharge” means the discharge of the treated or untreated wastewater directly to waters located in and/or flowing through the Township.

*“Discharge”* means any direct or indirect discharge of any waste, waste effluent, wastewater, pollutant, or any combination into any of the waters located in and/or flowing through the Township or upon the ground.

*“Domestic Sewage”* means the liquid wastes from all habitable buildings and residences and shall include human excrement and wastes from sinks, lavatories, bathtubs, showers, laundries and all other water-carried wastes of organic nature either singly or in combination thereof.

*“EPA” or “USEPA”* means the United States Environmental Protection Agency.

*“Food Service Establishment” (“FSE”)* means any place where food or beverage is prepared and served or consumed whether fixed or mobile, with or without charge, on or off the premises. FSEs will include, but not be limited to restaurants, hotels, taverns, bars, rest homes, schools, factories, institutions, camps, grocery stores with on-site food preparation, and ice cream parlors. Unless otherwise designated by the Township, the following will not be considered FSEs:

1. Private homes where food is prepared specifically for personal consumption.
2. Location of vending machines; or
3. Temporary food service establishments, which are defined as operating at a fixed location for not more than fourteen (14) consecutive days in conjunction with a single event or celebration.

*“Garbage”* means the solid waste from the preparation, cooking and dispensing of food and the handling, storage and sale of produce, and, in addition, shall include all paper, plastic, and other household items, including containers, whether or not disposable or biodegradable in nature.

*“Grab Sample”* means a sample that is taken from a wastewater stream on a one-time basis with no regard to the flow in the wastewater stream and without consideration of time.

*“Greasetrap”* means a tank of suitable size and materials located in a sewer line and so designed to remove grease and oily wastes from the sewage.

*“Grinder Pump System”* means the device to which the Building Sewer connects and which grinds and pumps the sewage to the Public Sewer for transportation to the POTW, the publicly owned grinder pump, controls and pressure discharge pipe, including all control boards, controls, floats, pumps, storage tanks and appurtenances thereto which provides the connection between the privately-owned building sewer and the Public Sewer system.

"Health Department" means the Livingston County Health Department.

"Holding Tank Wastewater" means any wastewater from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.

"Incompatible Pollutants" means any pollutant that is not a compatible pollutant.

"Indirect Connection" means the connection of a building sewer to an extension of the Public Sewer which is installed and paid for by special assessment or private funds, which extension is, after construction, turned over to the Township and becomes part of the Public Sewer (i.e., if a developer constructs sanitary sewers in a plat and connects the sewer line to the Public Sewer, the connection of each lot in the plat would be an Indirect Connection).

"Indirect Discharge" means the discharge or the introduction of the nondomestic pollutants in the POTW regulated under Section 307(b) or (c) of the Act (33 USC 1317) into (including holding tank wastewater discharged into the system).

"Industrial Waste" means any liquid, solid or gaseous waste or form of energy or combination thereof resulting from any process of industry, manufacturing, business, trade or research, including the development, recovery or processing of natural resources.

"Infiltration" shall mean any waters entering the system from the ground, through such means as, but not limited to, defective pipes, pipe joints, connections or manhole walls. Infiltration does not include and is distinguished from inflow.

"Infiltration/Inflow" shall mean the total quantity of water from both infiltration and inflow.

"Inflow" shall mean any waters entering the system through such sources as, but not limited to, building downspouts, footing or yard drains, cooling water discharges, seepage lines from springs and swampy areas and storm drain cross connections.

"Inspection Fee" means the amount charged to each applicant by the Township at the time an application is made to the Township for connection to the Public Sewer, to cover the routine cost of inspecting and approving the physical connection of a building sewer and service connection to the Public Sewer, and the issuance of a connection permit.

"Inspector" means the person responsible for inspecting connections of building sewers and service connection to the Public Sewer as designated by the Township.

"Interference" means the inhibition or a disruption of the POTW treatment processes or operations that contribute to a violation of any requirement of the applicable NPDES Permit or reduces the efficiency of the POTW. The term also includes prevention of sewage sludge use or disposal by the POTW.

“Laboratory Determination” means the measurements, tests and analysis of the characteristics of waters and wastewaters in accordance with the methods contained in the latest edition at the time of any such measurement, test, or analysis of Standard Methods for Examination of Water and Waste Water, a joint publication of the American Public Health Association, the American Waterworks Association and the Water Pollution Control Federation or in accordance with any other method prescribed by the rules and regulations promulgated pursuant to the latest edition.

“Lateral Line” means that portion of the sewer system located under the street or within the street right-of-way from the property line to the trunk line and which collects sewage from a particular property for transfer to the trunk line.

“Major Contributing Industry” means any industrial user of the POTW that:

1. Has a flow of 50,000 gallons or more per average workday;
2. Has a flow greater than three percent of the flow carried by the municipality receiving the wastes;
3. Has in its waste, a toxic pollutant in toxic amounts as defined in the standards under Section 307(a) of the Federal Water Pollution Control Act of 1972; or
4. Is found by the permit issuance authority in connection with the issuance of a NPDES Permit to the POTW receiving the waste, to significantly impact, either singly or in combination with other contributing industries, on that treatment works or upon the quality of effluent from that treatment works. All major contributing industries shall be monitored.

“May” is permissive.

“MDPH” means the Michigan Department of Public Health or any successor governmental agency having similar regulatory jurisdiction.

“MUC” means the Hamburg Township Municipal Utilities Committee.

“National Categorical Pretreatment Standard or Pretreatment Standard” means any federal regulation containing pollutant discharge limits promulgated by the EPA which applies to a specific category of Industrial Users.

“National Pollution Discharge Elimination System (NPDES) Permit” means a permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).

“National Prohibitive Discharge Standard or Prohibitive Discharge Standard” means any regulation developed under the authority of 307(b) of the Act and 40 CFR, Section 403.5.

"Natural Outlet" means any outlet into a watercourse, pond, ditch, or other body of surface or groundwater.

"New Source" means any source, the construction of which is commenced after the publication of proposed National Categorical Pretreatment Standards which will be applicable to such source, provided that:

- a) Construction is at a site where no other source is located;
- b) Process or production equipment causing discharge is totally replaced due to construction; or
- c) Production or wastewater generating processes of the facility are substantially independent of an existing source at the same site.

Construction is considered to have commenced when installation or assembly of facilities/equipment has begun, significant site preparation has begun for installation or assembly, or the owner/operator has entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. (Construction on a site at which an existing source is located results in a modification, rather than a New Source, if the construction does not create a new building, structure, facility or installation meeting the criteria of items b) or c) above, but otherwise alters, replaces, or adds to existing process or production equipment).

"Normal Domestic Sewage (NDS)" means Wastewater which, when analyzed, shows a daily average concentration of not more than 250 mg/1 of BOD; not more than 250 mg/1 of suspended solids; not more than 6 mg/1 of phosphorus; not more than 35 mg/1 of total Kjeldahl nitrogen.

"Nuisance" means any condition or circumstance defined as a nuisance pursuant to Michigan statute, at common law or in equity jurisprudence or Hamburg Township Ordinances including this Ordinance, as well as, any condition or circumstance where sewage or the effluent from any sewage disposal facility or toilet device is exposed on the surface of the ground or is permitted to drain on or to the surface of the ground, into any ditch, storm sewer, lake or stream, of when the odor, appearance or presence of this material has an obnoxious or detrimental effect on or to the senses and/or health of persons, or when it shall obstruct the comfortable use, enjoyment or sale of adjacent and/or surrounding property.

"Obstruction" means any object of whatever nature that substantially impedes the sewage from the point of origination to the trunk line. This shall include, but not be limited to objects, sewage, tree roots, rocks and debris of any type.

"Operation and Maintenance" means all work, materials, equipment, utilities and other effort required to operate and maintain the wastewater transportation, odor control, and

treatment system consistent with insuring adequate treatment of wastewater to produce an effluent in compliance with the NPDES Permit and other applicable State and Federal regulations, and includes the cost of replacement.

“Owner (or Owners)” means the equitable and/or legal owner of fee simple interest of a freehold estate, or any trustee, personal representative, receiver, firm, corporation or entity legally acting on behalf of the equitable and/or legal owner.

“Pass Through” means a discharge which exits the POTW into waters located in or flowing through Hamburg Township in quantities or concentrations which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirement of the POTW’s NPDES permit, franchise, or applicable local ordinance, including an increase in the magnitude or duration of a violation.

“Person” means any individual, partnership, copartnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or its legal representatives, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.

“pH” means the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

“Pollutant” means any of various chemicals, substances, and refuse materials such as dredged spoil, incinerator residue, solid waste, sewage, garbage, sewage sludge, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural wastes discharged into water.

“Pollution” means the man-made or man-induced alteration of the chemical, physical, biological, or radiological integrity of water.

“POTW Treatment Plant” means that portion of the POTW designed to provide treatment to wastewater.

“Pretreatment or Treatment” means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging, or introducing such pollutants into a POTW. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes and other means, except as prohibited by 40 CFR section 403.6(d).

“Pretreatment Requirements” means any substantive or procedural requirements related to pretreatment, other than a national pretreatment standard imposed on an industrial user.

“Private Sewer” means a sewer that is owned, operated and maintained by or on behalf of one or more individuals for the benefit of the owners.



"Publicly Owned Treatment Works (POTW)" means a treatment works as defined by Section 212 of the Act (33 U.S.C. 1292), which is owned in this instance by a local government. This definition includes any sewers that convey wastewater to the POTW Treatment Plant. For the purposes of this Ordinance, "POTW" shall also include any sewers that convey wastewaters to the POTW from persons outside the applicable local government who are, by contract or agreement with the local government, users of the POTW.

"Public Sewer" means a sewer that is owned and operated by the Township, including all publicly owned service connections, sewers, trunk lines, lift or pumping stations, odor control facilities, waste water treatment plants or facilities, and any and all appurtenances thereto.

"Replacement" means the replacement in whole or in part of any equipment, appurtenances and accessories in the wastewater transportation or treatment systems to insure continuous collection and treatment of wastewater in accordance with NPDES Permit and other applicable State and Federal regulations.

"Residential Equivalent Unit (REU)" means a standard basis of measuring the relative quantity of Sewage, including the benefits derived from the disposal thereof, arising from the occupancy of a freestanding single-family residential dwelling (but such term shall not necessarily be related to actual use arising from any particular dwelling). A listing of the relative relationships between the various Users of the System is hereby determined by the Township as set forth in Appendix 1 Table of Unit Factors of Ordinance 69. The assignment of REU(s) to a particular user shall be determined from time to time by the Township based upon the use to which the User's property is put. The assignment of the REU(s) for any use not enumerated in Appendix 1 Table of Unit Factors shall, in the sole discretion of the Township, be based upon the most similar use enumerated in Appendix 1 Table of Unit Factors as set forth in Ordinance 69. REU(s) shall be defined as one (1) REU is equivalent to One Hundred Fifty (150) gallons per day.

"Sanitary Sewage" means the waste discharged from toilets, urinals, lavatories, sinks, bathtubs, showers, household laundries, cellar and garage floor drains, soda fountains, bars, refrigerator drips, air conditioners, drinking fountains and other domestic or commercial water wastes.

"Sanitary Sewer" means a public or private sewer that carries sewage and into which storm, surface and ground waters are not intentionally admitted.

"Seasonal Recreation Use" ("SRU") means any non-residential building or structure the use of which depends on or is controlled by the season of the year and does not have nor will be authorized by the Township to have cooking facilities for the preparation of food. All applicants seeking SRU designation shall be required to specify the time period(s) of operation. Seasonal use shall not exceed more than three (3) months of operation in any calendar year.

“Seepage Pit” means a cistern or underground enclosure constructed of concrete blocks, bricks or similar material loosely laid with open joints so as to allow the overflow or effluent to be absorbed directly into the surrounding soil.

“Septic Tank” means a watertight receptacle receiving sewage and having an inlet and outlet designed to permit the separation of suspended solids from sewage and to permit such retained solids to undergo decomposition therein.

“Service Connection” means the portion of the Public Sewer which extends either to or onto the parcel of land adjacent to the path of the Public Sewer, and includes the sewer main, tee/wye, valve, check valve, connector pipes, the sewer lead, the grinder pump system, electrical controls and connections at the electric meter (but not including the meter) and appurtenances, but not including the building sewer.

“Sewage” means wastewaters from residences, business buildings, industrial establishments and/or other premises together with groundwater or surface water infiltration as may be present.

“Sewage Disposal Facility” means a privy, cesspool, seepage pit, septic tank, sub-surface disposal field or any other device used in the disposal of sewage or human excreta.

“Sewage Treatment Facility” means all facilities owned, operated, maintained or utilized for the collection, odor control, sampling, monitoring, pumping, treating and disposal of sewage, specifically including the treatment plant.

“Sewer” means a pipe or conduit carrying sewage and/or storm, surface and ground waters.

“Sewer Lead” means that portion of the service connection that connects to the sewer main located in the public right-of-way and extends therefrom to the property line.

“Sewer Service Charge” means the sum of the applicable connection fee, inspection fee, and user charge, surcharges and debt service charges.

“Shall” is mandatory.

“Significant Industrial User” means any industrial user discharging to a POTW who:

- a. Has a discharge flow of 25,000 gallons or more per average work day; or
- b. Has a flow greater than 3% of the flow of the wastewater treatment system to which he is a contributor; or
- c. Has in his wastes toxic pollutants as defined pursuant to Section 307 of the Act State Statutes and rules; or

- d. Is found by the Township, Michigan Department of Environmental Quality, or the U.S. Environmental Protection Agency (EPA) to have significant impact, either singly or in combination with other contributing industries, on the wastewater treatment system to which he is a contributor, the quality of sludge, the system's effluent quality, or air emissions generated by the system.

"Significant Noncompliance" shall mean one or more of the following:

- a. Chronic violation of wastewater discharge limit, defined here as when sixty-six (66) percent or more of all the measurements for a pollutant parameter taken during a six-month period exceed by any magnitude the corresponding daily maximum limit or the corresponding average limit;
- b. Technical review criteria violation of wastewater discharge limit, defined here as when thirty-three (33) percent or more of all of the measurements for a pollutant parameter taken during a six-month period equal or exceed the product of the corresponding daily maximum limit multiplied by the applicable TRC factor, or the product of the corresponding average limit multiplied by the applicable TRC Factor (TRC Factor = 1.4 for BOD, fats, oil and grease, and 1.2 for all other pollutants except pH);
- c. Any other violation of a daily maximum limit or an average limit that the DEQ and/or the Township determines has alone or in combination with other discharges caused interference or pass-through, including endangering the health of POTW personnel or the general public;
- d. Any discharge of a pollutant that has caused imminent endangerment to human health, public welfare, or the environment, or has resulted in the POTW exercising its emergency authority to halt or prevent such a discharge.
- e. Failure to meet, within 90 days after the schedule date, a compliance schedule milestone contained in a discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
- f. Failure to provide, within 30 days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, and/or reports on compliance with compliance schedules.
- g. Failure to accurately report noncompliance; and
- h. Any other violation, or group of violations, which the DEQ and/or the Township determines as adversely affecting operation or implementation of the Township's pretreatment program.

“Slug Load” means any substance released in a discharge at a rate and/or concentration that causes interference to a POTW.

“Special Assessment District” means all Special Assessment Districts determined at any time by the Township Board within the Service District for the provision of sanitary sewer service by the Public Sewer.

“Standard Industrial Classification (SIC)” means a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1972.

“State” means State of Michigan.

“Storm Sewer or Storm Drain” means a sewer that carries storm, surface and ground waters, but excludes sewage and polluted industrial waste.

“Storm Water” means any flow occurring during or following any form of natural precipitation and resulting therefrom.

“Structure” means a building used or available for use for household, commercial, industrial, or other purposes that generates sewage.

“Superintendent” means the person designated by the applicable local government to supervise the operation of the publicly owned treatment works, who is charged with certain duties and responsibilities by this ordinance, or his/her duly authorized representative.

“Sub-Surface Disposal Field” means a facility for the distribution of septic tank overflow or effluent below the ground surface through a line, or a series of branch lines, of drain tile laid with open joints to allow the overflow or effluent to be absorbed by the surrounding soil through the entire field.

“Supervisor” means the Supervisor of the Township or his/her authorized representative.

“Surcharge” means an additional part of the service charge that any customer discharging wastewater, having strength in excess of limits set forth by the Township, may be required to pay to cover the cost of treatment of such excess strength wastewater.

“Suspended Solids” means the solids that either floats on the surface of or are in suspension in water, sewage or other liquids.

“Township” means the Township of Hamburg, located in Livingston County, Michigan, and/or its duly authorized agent or representative.

“Toxic Pollutant” means any pollutant or combination of pollutants which is or can potentially be harmful to public health or environment including, but not limited to, those listed as toxic

in regulations promulgated by the Administrator of the Environmental Protection Agency under the provisions of Clean Water Act, Section 307(a) (33 USC 1317) or other Acts, or included in the Critical Materials Register promulgated by the State.

“Trunk Line” means the main sewer line located under any street or within any street right-of-way that collects and transmits the sewage of the various properties served by the sewer system.

“Uncontaminated Industrial Process Water” means water that does not come into contact with any substance used in or incidental to industrial processing operations and to which no chemical or other substance has been added.

“Upset” means an exceptional incident in which a user unintentionally and temporarily is in a state of noncompliance with the requirements of this Ordinance due to factors beyond the reasonable control of the user, excluding noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation thereof.

“U.S. EPA” or “EPA” means the United States Environmental Protection Agency.

“User” means any person who contributes, causes or permits the contribution of sewage into a Public Sewer.

“User Charge” means a charge levied on users of a treatment works for the cost of operation and maintenance of sewerage works pursuant to Section 204 (b) of PL 92-500 and includes the cost of replacement.

“User Class” means the kind of user connected to sanitary sewers including but not limited to residential, industrial, commercial, institutional and governmental.

- a. Residential User shall mean a user of a treatment works whose premises or buildings are used primarily as a domicile for one or more persons, including dwelling units such as detached, semi-detached and row houses, mobile homes, apartments, or permanent multi-family dwellings.
- b. Industrial User means a user of the treatment works which discharges wastewater from industrial, manufacturing, trade or business processes or from any structure with these characteristics, and distinct from their employee’s domestic wastewaters or wastewaters from sanitary conveniences.
- c. Commercial User shall mean an establishment listed in the Office of the Management and Budgets Standard Industrial Classification Manual (SICM), involved in a commercial enterprise, business or service which, based on a determination by the Township, discharges primarily segregated domestic

wastewaters or wastewaters from sanitary conveniences and which is not a residential user or an industrial user.

- d. Institutional User shall mean any establishment listed in the SICM involved in a social, charitable, religious, or educational function that based on a determination by the Township, discharges primarily segregated domestic wastes or wastewaters from sanitary conveniences.
- e. Governmental User shall mean any Federal, State or Local government user of the wastewater treatment works.

“Wastewater” means the industrial or domestic wastewaters from dwellings, commercial building, industrial facilities and institutions, together with any groundwater, surface water, and storm water that may be present, whether treated or untreated, which enter the POTW.

“Watercourse” means a channel, natural or artificial, in which a flow of water occurs, either continuously or intermittently.

“Waters” means all streams, rivers, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are located in the Township.

#### **Section 4.0. Franchise Required**

Any wastewater treatment system not owned by the Township which is operating in the Township shall be considered a public utility within the meaning of any constitutional or statutory provisions and shall be required to obtain, prior to site plan approval, a revocable franchise from the Township to engage in such operations and to build, construct, own or operate a wastewater treatment system in accordance with the Michigan Constitution and state law, including but not limited to Part 43 of P.A. 1994, No 451 (MCL 324.4301, et seq.). The expansion, modification, or alteration of any such system shall require a new franchise.

#### **Section 5.0. Point Source Discharges**

- a. The Township Board has found that the quality of waters located in the Township can be degraded due to the increasing amount of point source nutrient discharge into those waters. Therefore, as a matter of public health, safety, and welfare, and for the protection of lands and landowners adjacent or near these waters, does hereby prohibit an expansion or increase of surface water discharge containing nitrate nitrogen in excess of 200 parts per billion (micrograms per liter) or containing phosphorus in excess of 20 parts per billion (micrograms per liter) into waters located in and/or flowing through the Township. Any landowner making application to the Township for site plan approval for any development which may result in a direct point source discharge of wastewater to any lake, stream, drain,

river, creek, wetland or other water body within the Township shall apply for and obtain from the Hamburg Township Board of Trustees a Point Source Discharge Permit prior to final site plan approval.

- b. The application for a Point Source Discharge Permit, together with the application fee established by the Board of Trustees shall be submitted to the Clerk of Hamburg Township. Said application shall be accompanied by all information required for site plan review together with a written opinion from a licensed civil engineer with knowledge and experience in the area of limnology and point source discharges, a limnologist, or other professional acceptable to the Township that the anticipated direct point source wastewater discharge from the site into any lake, stream, river, creek, drain, wetland or other water body within the Township will not contain nitrate nitrogen in excess of 200 parts per billion, contain phosphorus in excess of 20 parts per billion, and will not degrade the quality of the receiving or downstream waters. The Clerk upon receipt of said application shall forward the application to the Zoning Administrator for their consideration and recommendation to the Township Board of Trustees. This recommendation shall state: 1) whether the requested discharge will exceed the limitations contained in Section 5, Paragraph A above, 2) whether the requested discharge will likely result in degradation to the receiving or downstream waters, 3) whether the issuance of a point source discharge will have any other adverse impacts to the environment, and 4) whether they recommend any limitations on the issuance of a permit, and 5) whether they recommend the issuance of a Point Source Discharge Permit. Upon receipt of the Zoning Administrator's report, the Hamburg Township Board of Trustees shall consider the Point Source Discharge Permit request and either: 1) grant the permit, 2) grant the permit with conditions, or 3) deny the permit. In the event the Township Board of Trustees shall deny the Permit, they shall state the reasons why such permit is being denied.
- c. Where there are unnecessary hardships in the way of carrying out the strict letter of this section and where no alternative superior treatment technology, method and treatment, or discharge location is available, the Township Board may grant an exemption from this section. The request for exemption shall in be letterform to the Township Board, submitted to the attention of the Township Clerk. The request for exemption shall specify the reasons for the request in detail. The Township Clerk shall submit the request for an exemption to Zoning Administrator for consideration by the Planning Commission. The Township Board shall approve or disapprove, in writing, the request for exemption following its receipt of the recommendation by H.E.R.B. and the Township Engineer. Approval of the exemption under this section must be secured prior to final site plan approval.

## **Section 6.0. Industrial Wastewater Pretreatment**

### **A. General discharge prohibitions.**

1. No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater that will interfere with the operation or performance of the POTW. These general prohibitions apply to all such users of a POTW whether or not the user is subject to national categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements. A user may not contribute the following substances to any POTW:
  - a. Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW, including, but not limited to waste streams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Celsius using the test methods specified in 40 CFR 261.21 (1990). At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the system, or at any point in the system, be more than five percent nor shall any single reading be over ten percent of the lower explosive limit (LEL) of the meter. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides and sulfides, and any other substances which the Township, state or EPA has notified the user is a fire hazard or a hazard to the system.
  - b. Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities, such as, but not limited to, grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grain, spent hops, wastepaper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.
  - c. Any wastewater having a pH of less than 5.0 or greater than 9.0 or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, and/or personnel of the POTW.
  - d. Any waters or wastes containing compatible or toxic pollutants which, singly or by interaction with other pollutants, exceed limitations established by the Township for the following reasons:



- (i) To prevent treatment process pass through of pollutants that violate water quality standards of the receiving stream.
- (ii) To prevent injury or inhibition of the treatment process or sludge handling facilities.
- (iii) To prevent contamination of the wastewater sludge and interference with the sludge disposal process.
- (iv) To comply with federal EPA categorical pretreatment standards.
- (v) Constitute a hazard to humans or animals.
- (vi) Create a toxic effect in the receiving waters of the POTW.

Toxic pollutants shall include, but are not limited to; any substance identified in the federal EPA priority pollutant and state critical materials lists.

- e. Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.
- f. Any substance that may cause the POTW's effluent or any other product of the POTW, such as residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case shall a substance discharged to the POTW cause the POTW to be in noncompliance with sludge use or disposal criteria, guidelines or regulations developed under Section 405 of the Act; any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or state criteria applicable to the sludge management method being used.
- g. Any substance that will cause the POTW to violate its NPDES and/or state disposal system permit or the receiving water quality standards.
- h. Any wastewater having a temperature which will inhibit biological activity in the POTW treatment plan resulting in interference, but in no case wastewater with a temperature at the introduction into the POTW which exceeds 40 degrees Celsius (104 degrees Fahrenheit).

- i. Any pollutants, including oxygen demanding pollutants (BOD, etc.) released at a flow rate and/or pollutant concentration which a user knows or has reason to know will cause interference to the POTW. In no case shall a slug load have a flow rate or contain concentration or quantities of pollutants that exceed for any time period longer than 15 minutes more than five times the average 24-hour concentration, quantities, or flow during normal operation.
  - j. Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the superintendent in compliance with applicable state or federal regulations.
  - k. Any wastewater that causes a hazard to human life or creates a public nuisance.
  - l. Any waters or wastes which may contain more than 100 milligrams per liter, by weight, of fat, petroleum, oil or grease, nonbiodegradable cutting oils, or products of mineral oil origin.
  - m. Any discharge which will violate any statute, rule, regulation, or ordinance of any public agency and/or local unit of government with jurisdiction, including the EPA.
  - n. Any wastewater containing pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
  - o. Any trucked or hauled pollutants, except at discharge points designated by the treatment works.
2. When the superintendent determines that a user is contributing to the POTW any of the substances enumerated in subsection 1 of this section in such amounts as to interfere with the operation of the POTW, the superintendent shall:
- a. Advise the user of the impact of the contribution on the POTW; and
  - b. Develop effluent limitations for such user to correct the interference with the POTW.

**B. Federal categorical pretreatment standards.**

1. *Generally.* All industrial users subject to the federal categorical pretreatment standards shall be subject to the rules, regulations, and requirements of 40 CFR 403.
2. *Federal standards supersede limitations under this ordinance.* Any existing or new federal categorical pretreatment standards shall immediately supersede the limitations imposed under this ordinance if more stringent. In such a case, the superintendent shall notify all affected users of the applicable reporting requirements under 40 CFR 403.12.
3. *Deadline for compliance with categorical standards.*
  - a. Existing sources shall comply with federal categorical pretreatment standards within three years of the date the standard is effective, unless a shorter compliance time is specified in 40 CFR chapter I, subchapter N.
  - b. Direct dischargers with NPDES permits modified or reissued to provide a variance pursuant to Section 301(i)(2) of the Act shall be required to meet compliance dates set in any applicable federal categorical pretreatment standard.
  - c. Existing sources which become industrial users subsequent to promulgation of an applicable categorical standard shall be considered existing industrial users except where such sources meet the definition of a new source as defined in 40 CFR 403.3(k).
  - d. New sources shall install and have in operating condition, and shall start up, all pollution control equipment required to meet applicable pretreatment standards before beginning to discharge. Within the shortest feasible time, not to exceed 90 days, new sources must meet all applicable pretreatment standards.
4. *Calculation of equivalent mass and concentration limits.*
  - a. When the limits in a federal categorical pretreatment standard are expressed only in terms of mass of pollutant per unit of production, the superintendent may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual industrial users.
  - b. Equivalent limitations shall be deemed pretreatment standards for the purposes of Section 307(d) of the Act. Industrial users will be required to

comply with the equivalent limitations in lieu of the promulgated categorical standards from which the equivalent limitations were derived.

**C. Modification of federal categorical pretreatment standards.**

Where the wastewater treatment system achieves consistent removal of pollutants omitted by federal categorical pretreatment standards, the Township may apply to the approval authority for modification of specific limits in the categorical pretreatment standards. Consistent removal shall be determined in accordance with 40 CFR 403.7(b).

1. When the limits in a categorical standard are expressed only in terms of mass of pollutant per unit of production, the control authority may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual industrial users.
2. Equivalent limitations calculated in accordance with Paragraphs (c)(3) and (c)(4) of 40 CFR 403.6 shall be deemed pretreatment standards for the purposes of Section 307(d) of the Act and 40 CFR 403. Industrial users will be required to comply with the equivalent limitations in lieu of the promulgated categorical standards from which the equivalent limitations were derived.

**D. State Requirements.**

State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this Ordinance.

**E. Dilution Prohibited.**

No user or POTW shall increase the use of potable or process water in any way, nor mix separate waste streams, for the purpose of diluting a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the requirements set forth in this Ordinance.

**F. Grease, oil, and sand interceptors.**

1. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Township, they are necessary for the proper handling of wastewaters containing grease in excessive amounts or any flammable wastes, sand, or other harmful ingredients. Notwithstanding the foregoing, interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Township and shall be located so as to be readily accessible for cleaning and inspection. All grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. Such interceptors shall be of

substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight. All grease, oil and sand interceptors shall be maintained in continuously efficient operation at all times by the owner of the building or premises from which such wastewaters emanate, or his authorized representative, at the expense of the owner.

- a. Residential users, who are found by the Township to have compromised their grinder pump by introducing grease into the can, shall be responsible for having the grease pumped out by a licensed septage hauler. All residential users will receive information via the Hamburg Township cable channel, Hamburg Township website, or informational newsletter on the proper use and management of household waste as it relates to grinder pumps and the Wastewater Treatment Plant.

## 2. Grease Interceptors for Food Service Establishments

- a. Unless otherwise authorized by the Township, all permitted FSEs shall install, operate and maintain an outdoor grease interceptor. The Township may issue a discharge permit to any FSE in the service area at its discretion. FSE discharge permits may include user-specific conditions, such as interceptor inspection and pump-out frequencies, that are more or less stringent than specified herein.
- b. General requirements for permitted FSEs shall be as specified herein, unless the Township determines that installation of an outdoor grease interceptor would not be feasible and authorizes the installation of an alternate pretreatment technology. The FSE bears the burden of adequately demonstrating to the Township that the installation of an outdoor grease interceptor is not feasible.
  - (i) For permitted FSEs initiating or modifying discharge after adoption of this Ordinance, the design for an outdoor grease interceptor shall be submitted to the Township for approval prior to submitting the building permit plans. The interceptor shall be installed, and deemed acceptable by the Township after inspection, prior to issuance of a certificate of occupancy.
  - (ii) Permitted FSEs already discharging upon adoption of this Ordinance that are determined by the Township to have a reasonable potential to adversely impact the sewer system will be notified in writing of the obligation to install an outside grease interceptor and receive Township approval within 120 days. If an outdoor grease interceptor is not installed and approved after 120 days, the Township will issue a Class D municipal civil infraction. The penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. If, after ninety (90) days of civil

infractions, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs.

- (iii) Outdoor grease interceptors shall be constructed in accordance with design approved by the Township, and shall have a minimum of two compartments with fittings designed for grease retention. Sizing and installation shall conform to the current edition of the plumbing code used by the Township.
- (iv) Outdoor grease interceptors shall be inspected monthly at a minimum, or more often if dictated by site-specific conditions. Pump out of accumulated grease, water, and sludge shall occur quarterly at a minimum, or more often if the settled solids exceed a depth of six inches (6") of any interceptor compartment. If an FSE fails a monthly inspection, they shall receive Class D municipal civil infraction. The penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. If, after ninety (90) days of civil infractions, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs.
- (v) Outdoor grease interceptors shall be installed at a location where it shall be easily accessible for inspection, cleaning and removal of intercepted grease, but not in any part of the building where food is handled. The location of all outdoor grease interceptors are subject to approval by the Township.
- (vi) Outdoor grease interceptors shall be inspected monthly at a minimum, or more often if dictated by site-specific conditions. Pump-out of accumulated grease, water and sludge shall occur quarterly at a minimum, or more often if the settled solids exceed a depth of six inches (6") of any interceptor compartment. Water removed during pump-out shall not be returned to the interceptor, and accumulated grease and sludge shall not be reintroduced into any drainage piping leading to the Township's sanitary sewer. The pump-out operation and disposal of the accumulated grease, water, and sludge shall only be by a licensed contractor. The Township shall be notified prior to any scheduled pump-out so the operation can be witnessed if desired.
- (vii) The FSE shall maintain a written record of inspections, pump-out, and maintenance of the outdoor grease interceptor for three (3) years. All such records shall be available for review by the Township's representative during all operating hours.

- (viii) Outdoor grease interceptors shall be kept free of inorganic solid materials such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc. which could reduce the effective volume for grease and sludge accumulation.
  - (ix) Sanitary wastes shall not be discharged to sewer lines serviced by outdoor grease interceptors without specific approval of the Township.
- c. Alternate pretreatment technology shall be defined as a device to trap, separate, and hold grease from wastewater and prevent it from being discharged into the Township's sanitary sewer. If the Township-authorized alternate pretreatment technology is other than indoor grease trap(s), the FSE shall submit design plans, installation details, and operation and maintenance procedures to the Township for approval. If the Township-authorized alternate pretreatment technology is indoor grease trap(s), the following requirements apply:
  - (i) Indoor grease trap(s) shall be installed in all waste lines from sinks, drains and other fixtures or equipment where grease may be introduced into the Township's sanitary sewer. Trap(s) shall never be operated without the flow restrictor supplied by the unit's manufacturer.
  - (ii) No food waste disposal unit, dishwasher, or wastewater in excess of one hundred-forty (140) degrees Fahrenheit (60°C) shall be discharged into an indoor grease trap.
  - (iii) Sizing and installation of the indoor grease trap(s) shall be discharged into an indoor grease trap.
  - (iv) FSEs with authorized indoor grease trap(s) shall employ kitchen Best Management Practices (BMPs) for pre-cleaning of plates, pots, pans, etc. to minimize grease loadings to the drainage system.
  - (v) Indoor grease trap(s) shall be inspected weekly at a minimum, or more often if dictated by site-specific conditions. Trap(s) shall be maintained in efficient operating condition at all times by removal of the accumulated grease.
  - (vi) Disposal of accumulated grease shall be in an appropriate manner. Accumulated grease shall not be reintroduced into any drainage piping leading to the Township's sanitary sewer.

**G. Spill prevention and operational upset.**

- a. Significant industrial users and all industrial/commercial users with the potential to discharge toxic substances or prohibited pollutants shall provide protection from accidental discharge of prohibited materials or other substances regulated by this Ordinance, slug loadings and operational upset of pretreatment facilities.

1. *Planning and periodic review.* Every SIU within the authority of the Township shall within 180 days of enactment of this Ordinance or within 180 days of becoming a new discharger submit a report which reviews the potential for accidental discharges, operational upsets and slug loadings. If the potential for slug loading or other accidental discharge is determined by the Township, a plan shall be prepared according to 40 CFR 403.8(f)(2)(v). This plan shall be known as the slug discharge action plan and shall be submitted in accordance with the provisions of Section 6(M)(4) to the Township.
2. *Operation plans and facilities.* Facilities to prevent accidental discharge of prohibited materials, slug loadings and operational upsets shall be provided and maintained at the owner or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Township and the superintendent for review, and shall be approved by the Township and the superintendent before construction of the facility. The superintendent shall provide his comments in writing to the Township. All existing users shall complete such a plan by 180 days after the effective date of this Ordinance.

No user who commences contribution to the POTW after the effective date of this Ordinance shall be permitted to introduce pollutants into the system until accidental discharge and operational upset procedures have been approved by the Township. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility to modify the user's facility necessary to meet the requirements of this Ordinance. Copies of the user's spill prevention control and countermeasure (SPCC) plan, the user's pollution incidence prevention plan (PIPP) and the user's slug discharge action plan shall be filed with the Township and with the superintendent.

3. *Notice requirements.*

- a. *Immediate notice.* In the case of an accidental discharge, slug loading, or operational upset, or any discharge that could cause problems to the POTW, it is the responsibility of the user to immediately telephone and notify the POTW of the incident. The notification shall include



location of discharge, type of waste, concentration and volume, and corrective actions.

- b. *Written notice.* Within five days following an accidental discharge, slug loading, or operational upset, the user shall submit to the Township a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to persons or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this ordinance or other applicable law.
- c. *Notice to employees.* A notice shall be permanently posted on the user's bulletin board of other prominent place advising employees whom to call in the event of a dangerous discharge. Employers shall ensure that all employees who may cause or suffer such a dangerous discharge to occur are advised of the emergency notification procedure.

#### **H. Right of review by Township.**

Admission into the Public Sewers of wastewaters containing any of the prohibited discharges in section 6(A) of this ordinance or having an average daily flow rate of 10,000 gallons or more shall be subject to review by the Township. All proposed discharges to the sanitary sewers shall be reviewed prior to connection.

The discharge of an existing user shall be subject to review if a change in the contribution is anticipated or at the request of the Township to demonstrate continued compliance with ordinance requirements. In support of this review, existing or potential users of the sewers shall provide all information necessary to complete the review. This information shall include, but is not limited to, the following:

1. File a written statement setting forth the nature of the enterprise, the source and amount of water used, the amount of water to be discharged with its present or expected bacterial, physical, chemical, radioactive, or other pertinent characteristics of the wastes.
2. Provide a report on raw materials entering the process or support system, intermediate materials, final product, and waste by products as those factors may affect waste control.

3. Provide a plan map of the building, works, or complex, with each outfall to the surface waters, sanitary sewer, storm sewers, natural watercourse, or groundwaters noted and described, and the waste stream identified.
4. Records and reports on the final disposal of specific liquids, solids, sludges, oils, solvents, radioactive materials, and other wastes.
5. In the case of existing discharges, sampling and test reports as may be required by the Township.

**I. Township's Right of Revision.**

The Township reserves the right to establish by ordinance more stringent limitations or requirements on discharges to the POTW if deemed necessary to comply with the objectives presented in Section 2 of this ordinance.

**J. Fees.**

1. It is the purpose of this section to provide for the recovery of costs from users of POTWs located in the Township for the implementation of the program established in this section. The applicable charges or fees shall be set forth within the Township's schedule of charges and fees.
2. The Township may adopt, through resolution, charges and fees that may include:
  - a. Fees for reimbursement of costs of setting up and operating the Township's pretreatment program.
  - b. Fees for monitoring, inspections and surveillance procedures.
  - c. Fees for reviewing accidental discharge procedures and construction.
  - d. Fees for filing appeals.
  - e. Fees for consistent removal by the Township of pollutants otherwise subject to federal categorical pretreatment standards.
  - f. Fees for permit applications.
  - g. Other fees as the Township may deem necessary to carry out the requirements contained in this Ordinance.

These fees relate solely to the matters covered by this Ordinance and are separate from all other fees chargeable by the applicable government.

**K. Wastewater Dischargers; Compliance Required.**

1. It shall be unlawful to discharge any wastewater to a POTW or other natural outlets within the jurisdiction of the Township except as authorized in accordance with this Ordinance.
2. The discharge of all major contributing industries shall be subject to review by the Township as provided in Section 6(H) of this Ordinance. A wastewater discharge permit shall be obtained for any discharge from a major contributing discharger that is characterized by the Township as any one of the following:
  - a. A discharge from a significant industrial user as defined in 40 CFR 403.3(t).
  - b. A discharge with potential to cause violation of the applicable NPDES permit limitations or water quality standards of the stream receiving the effluent of the treatment works.
  - c. A discharge with potential to cause interference with the treatment process or wastewater sludge disposal procedures.
  - d. A discharge regulated by federal EPA categorical pretreatment standards.
  - e. A discharge from any pretreatment facility.

**L. Wastewater Discharge Permits.**

1. All significant industrial users and any industrial and commercial users, as required by the Township, shall obtain a wastewater discharge permit before connecting to or contributing to a POTW. All existing significant industrial users and any industrial and commercial users, as required by the Township, connected to or contributing to a POTW shall obtain a wastewater discharge permit.
2. *Application.* Users required to obtain a wastewater discharge permit shall complete and file with the Township an application in the form prescribed by the Township signed by the principal executive officer of the user and accompanied by an application fee as set forth in Section 6(H) of this Ordinance. New significant industrial users shall apply at least ninety-days (90) prior to connecting to or contributing to the POTW. In support of the application, the Township may require the user to submit, in units and terms sufficient for evaluation by the Township, the following information:

- a. Name, address, and location of the user.
- b. Standard Industrial Classification (SIC) number according to the Standard Industrial Classification Manual, Federal Bureau of the Budget, 1972, as amended.
- c. Wastewater constituents and characteristics, as determined by the superintendent. Sampling and analysis shall be performed in accordance with procedures and methods detailed by the EPA contained in 40 CFR 136, as amended. Where 40 CFR 136 does not include a sampling or analytical technique for the pollutant in question, sampling and analysis shall be performed in accordance with the procedures set forth in the EPA publication, Sampling and Analysis Procedures for Screening of Industrial Effluents for Priority Pollutants, April 1977, and amendments thereto, or with any other sampling and analytical procedures approved by the administrator of the EPA. The permit application shall indicate the time, date, and place of sampling, and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- d. Time and duration of discharges.
- e. Average daily and instantaneous peak sewage flow rates, in gallons per day, including daily, monthly, and seasonal variations, if any. All flows shall be measured, unless other verifiable techniques are approved by the Township.
- f. Site plans, floor plans, mechanical and plumbing plans, including non-contact water cooling systems, and details showing all sewers, sewer connections, inspection manholes, sampling chambers and appurtenances by size, location, and elevation.
- g. Description of activities, facilities, and plant processes on the premises, including all materials that are or may be discharged to the wastewater treatment facilities.
- h. Nature and concentration of any pollutants or materials prohibited by this Ordinance in the discharge, together with a statement regarding whether or not compliance is being achieved with this Ordinance on a consistent basis and, if not, whether additional operation and maintenance activities and/or additional pretreatment is required for the user to comply with this Ordinance.
- i. Each product produced by type, amount, process or processes, and rate of production.

- j. Type and amount of raw materials utilized (average and maximum per day).
- k. Number and type of employees, hours of operation of plant and proposed or actual hours of operation of pretreatment system.
- l. Where additional pretreatment and/or operation and maintenance activities will be required to comply with applicable pretreatment standards, the user shall provide a declaration of the shortest schedule by which the user will provide such additional pretreatment and/or implementation of additional operational and maintenance activities. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. The following conditions shall apply to this schedule:
  - (i) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standard. No increment referred to in this paragraph shall exceed nine (9) months.
  - (ii) Not later than fourteen (14) days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Township and the superintendent including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress; the reason for delay, and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine (9) months elapse between such progress reports.
- m. A listing of all environmental control permits held by or for the user.
- n. Any other information required by 40 CFR Section 403.12 or any similar successor federal regulation.
- o. Any other information as may be deemed by the Township to be necessary to evaluate the permit application.

The Township and Superintendent will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the Township may issue a wastewater

contribution permit subject to terms and conditions provided in this Ordinance.

3. *Permit Modifications.* Within nine (9) months of the promulgation of a national categorical pretreatment standard, the wastewater discharge permit of users' subject to such standards shall be revised to require compliance with such standards within the timeframe prescribed by such standard. Where a user subject to a national categorical pretreatment standard has not previously submitted an application for a wastewater discharge permit as required by Paragraph B of this subsection, the user shall apply for a wastewater discharge permit within one hundred eighty (180) days after the promulgation of the applicable national categorical pretreatment standards. In addition, the user with an existing wastewater discharge permit shall submit to the superintendent within one hundred eighty (180) days after the promulgation of an applicable federal categorical pretreatment standard the information required by subsections h and i of this section.
4. *Permit Conditions.* Wastewater discharge permits shall be expressly subject to all provisions of this ordinance and all other applicable regulations, user charges, and fees established by the Township. Permits may contain the following:
  - a. The unit charge or schedule of user charges and fees for the wastewater to be discharged to a community sewer.
  - b. Limits on the average and maximum wastewater constituents and characteristics.
  - c. Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization.
  - d. Requirements for installation and maintenance of inspection and sampling facilities.
  - e. Specifications for self-monitoring, sampling, reporting, notification and recordkeeping requirements, including an identification of the pollutants to be monitored, sampling location, sampling frequency, and sampling type, based on the applicable general pretreatment standards of 40 CFR 403, this Ordinance, categorical pretreatment standards, local limits, and state and local law.
  - f. Compliance schedules.
  - g. Requirements for submission of technical reports or discharge reports (see section 6(M)).

- h. Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Township, and affording the Township access thereto.
  - i. Requirements for notification of the Township of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater treatment system.
  - j. Requirements for notification of slug discharges as per this Ordinance.
  - k. Other conditions as deemed appropriate by the Township to ensure compliance with this Ordinance.
5. *Duration of Permit.* Wastewater discharge permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The user shall apply for permit reissuance a minimum of 90 days prior to the expiration of the user's existing permit.

The terms and conditions of the permit may be subject to modification by the Township during the term of the permit as limitations or requirements as identified in section 6(A) as may be modified or if other just cause exists. The user shall be informed of any proposed changes in his permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

6. *Nontransferability.* Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be assigned, transferred or sold to a new owner, new user or different premises.

**M. Reporting Requirements for Permittee.**

1. *Compliance Date Report.* Within 90 days following the date for final compliance by the user with applicable pretreatment standards or 90 days following commencement of the introduction of wastewater into the POTW by a new source, any user subject to pretreatment standards and requirements shall submit to the Township and the superintendent a report containing the information listed in 40 CRR 403.12(b)(4)–(6).
- a. For industrial users' subject to equivalent mass or concentration limits established by the Township, this report shall contain a reasonable measure of the user's long-term production rate. For all other industrial users' subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of

operation), this report shall include the user's actual production during the appropriate sampling period.

2. The report shall state whether the applicable pretreatment standards and requirements are being met on a consistent basis and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the user into compliance with the applicable pretreatment standards and requirements. This statement shall be signed by an authorized representative of the user and certified to by a professional licensed to practice in the State as described in Section 5(B). Baseline Monitoring Report.

- a. Within 180 days after the effective date of a categorical pretreatment standard or 180 days after the final administrative decision made upon a category determination, whichever is later, existing industrial users subject to such categorical pretreatment standards and currently discharging to or scheduled to discharge to a POTW shall be required to submit to the Township and the superintendent a report which contains the information listed in 40 CFR 403.12(b).
- b. At least 90 days prior to commencement of discharge, new sources, and sources that become industrial users subsequent to the promulgation of an applicable categorical standard, shall be required to submit to the Township and the superintendent a report which contains the information listed in CFR 403.12(b). New sources shall also include in this report information on the method of pretreatment the source intends to use to meet applicable pretreatment standards.

3. *Periodic Compliance Report.*

- a. Any user subject to a categorical pretreatment standard, after the compliance date of such pretreatment standard, or in the case of a new source, after the commencement of the discharge into the POTW, shall submit to the Township and the superintendent during the months of June and December, unless required more frequently in the pretreatment standard or by the Township, a report indicating the nature and concentration of pollutants in the effluent which are limited by such categorical pretreatment standard. In addition, this report shall include a record of all measured or estimated average and maximum daily flows for the reporting period for the discharge reported in subsection (1) of this section, except that the Township and the superintendent may require more detailed reporting of flows. Flows shall be reported on the basis of actual measurement; provided, however, that where cost or feasibility considerations justify, the Township and/or the superintendent may accept reports of average and maximum flows estimated by verifiable techniques. The Township, for good cause shown considering such factors as local high



or low flow rates, holidays, budget cycles, or other extenuating factors, may agree to alter the months during which the reports required by this subsection are to be submitted.

- b. If sampling performed by an industrial user indicates a violation, the user shall notify the Township and the superintendent within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Township and the superintendent within 30 days after becoming aware of the initial violation unless the POTW samples the user's discharge.
  - c. All analyses shall be performed in accordance with procedures contained in 40 CFR 136 and amendments thereto or with any other test procedure approved by the Township, MEDQ or EPA. Sampling shall be performed in accordance with the techniques approved by the administrator. Where 40 CFR 136 does not include sampling or analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed using validated and analytical methods or any other sampling and analytical methods or any other sampling and analytical procedures, including procedures suggested by the POTW or the approval authorities.
  - d. If an industrial user monitors any pollutant more frequently than required by the Township, using the procedures prescribed in subsection 3(c) of this section, the results of that monitoring shall be included in the report.
4. *Slug loading.* A user shall notify the POTW immediately of all discharges that could cause problems at the POTW, including, but not limited to, any slug loading of the prohibitions in Section 6(A), and 40 CFR 403.5(b).
5. *Reporting Requirements for all Industrial Users.*
- a. Reporting requirements for industrial users' subject to federal categorical pretreatment standards are outlined in subsection (3) of this section.
  - b. Significant non-categorical industrial users shall submit to the Township and the superintendent at least once every six months, on dates specified by the Township, a description of the nature, concentration, and flow of the pollutants required to be reported by the Township. All sampling and analysis will be in accordance with all applicable State and Federal regulations.
  - c. The Township and the superintendent have the authority to require appropriate reporting from significant industrial users. Reporting requirements will be determined on a case-by-case basis.

- d. All reports shall be based on sampling and analysis performed in the period covered by the report.
  - e. All industrial users shall notify the POTW, the EPA Region V waste management division director, the MDEQ, and the Township in writing of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR 261. Reporting requirements shall be in accordance with 40 CFR 403.12(p).
  - f. All industrial users shall promptly notify the POTW and the Township in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial user has submitted initial notification under subsection 3(c) of this section and 40 CFR 403.12(p).
  - g. All users with existing SPCC plans, PIPPs or slug discharge action plans as described in section 6(G) shall submit these plans to the Township and the superintendent by June 1 of each odd-numbered year for review along with proposed changes and other such information as requested by the Township or the control authority required to conduct such a review.
6. *Annual Reports.* Each person issued a wastewater discharge permit shall submit a signed annual discharge report to the Township and the superintendent. The Township may require a permit holder to submit more frequent reports if in its judgment the wastes discharged are possibly in violation of this Ordinance. The report shall include, but not be limited to, nature of process, volume, rates of flow, mass emissions, production quantities, hours of operation, personnel or other information that relates to the generation, handling and discharge of wastes. The report may also include the chemical constituents and quantity of liquid or gaseous material stored on site. If insufficient data has been furnished, other information will be provided upon request.
7. *Signatory Requirements for Reports.* Any industrial user submitting a report required by this section shall include the following certification statement as set forth in 40 CFR 403.6(a)(2)(ii):

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

The report shall be signed by an authorized representative (corporate officer, general partner, proprietor, or duly authorized representative, as noted in 40 CFR 403.12(1)).

**N. Bypass; Notice.**

1. Bypassing is prohibited and the Township and/or the superintendent may take enforcement action against a user for a bypass unless:
  - a. Such bypass was unavoidable to prevent loss of life, personal injury, or severe property damage,
  - b. There was no feasible alternative to the bypass. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment to prevent bypass which occurred during periods of equipment downtime or preventive maintenance; and
  - c. The industrial user submitted proper notice of the bypass.
2. The Township may approve an anticipated bypass, after considering its adverse effects, if the Township determines that it will meet the three conditions listed under subsection 1 of this section.
3. An industrial user shall submit oral notice of an anticipated bypass that exceeds pretreatment limits to the Township and the superintendent within 24 hours from the time the user becomes aware of the bypass. A written submission as described in 40 CFR 403.17(c) shall also be provided within five (5) days of the time the user becomes aware of the bypass.

**O. Monitoring Facilities.**

1. When required by the Township and/or the superintendent, each user shall provide and operate, at the user's own expense, a monitoring facility to allow inspection, sampling, and flow measurement of each sewer discharge. Each monitoring facility shall be situated on the user's premises, except that, where such a location would be impractical or cause undue hardship on the user, the Township may concur with the facility being constructed in the right-of-way area provided that the facility is so located that it will not be obstructed by landscaping or parked vehicles. There shall be ample room in or near such sampling facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

2. All monitoring facilities shall be constructed and maintained in accordance with all applicable local construction standards and specifications.

**P. Inspection and Sampling**

1. *Access.* The Township and/or the superintendent may inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are within compliance. Persons or occupants of premises where wastewater is created or discharged shall allow the Township or their representative ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, records examination or in the performance of any of their duties. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the Township, MDEQ and EPA will be permitted to enter, without delay, for the purposes of performing their specific responsibilities under this Ordinance.
2. *Sampling and Inspection.* The Township, superintendent, MDEQ and EPA shall have the right to set up on the user's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations.
3. *Annual Sampling.* The Township shall at its discretion conduct annual, or more frequent if required, independent compliance sampling of effluents generated by users identified as SIUs.

**Q. Pretreatment.**

Users shall provide necessary wastewater treatment as required to comply with this section and shall achieve compliance with all federal categorical pretreatment standards within the time limitations as specified by the federal pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the Township shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Township and the superintendent for review, and shall be acceptable to the Township and the superintendent before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the Township under the provisions of this ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Township and the superintendent prior to the user's initiation of the changes.

**R. Confidential Information.**

All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public

without restriction, unless the user specifically requests the information be classified confidential on the basis of proprietary processes. When information is classified as confidential, the Township Clerk shall provide proper and adequate facilities and procedures to safeguard the confidentiality of manufacturing proprietary processes, except that confidentiality shall not extend to waste products discharged to the waters of the state. All records relating to compliance with pretreatment standards shall be made available to officials of the EPA or approval authority by request.

#### **S. Enforcement; Violations & Penalties**

1. *Affirmative Defense.* A user shall have an affirmative defense in any action brought against it alleging a violation of the general prohibitions in Section 6 and 40 CFR 403.5(a)(2).
2. *Injunctive Relief.* The Township shall obtain remedies for noncompliance by any industrial user with any pretreatment standard and requirement. All POTWs shall be able to seek injunctive relief for noncompliance by industrial users with pretreatment standards and requirements. Each violation by industrial users of pretreatment standards and requirements shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes or assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction. Each day upon which such violation occurs shall constitute a separate offense.
3. *Emergency Suspension of Service or Permit.*
  - a. The Township and/or the superintendent may suspend the wastewater treatment service and/or a wastewater discharge permit when such suspension is necessary, in the opinion of the Township and/or the superintendent, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or to the environment, causes interference to the POTW or causes the POTW to violate any condition of its NPDES permit.
  - b. Any person notified of a suspension of the wastewater treatment service and/or the wastewater discharge permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the Township and/or the superintendent shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW system or endangerment to any individuals. The Township shall reinstate the wastewater discharge permit and/or the

wastewater treatment service upon proof of the elimination of the noncomplying discharge and upon concurrence with the superintendent. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the Township and the superintendent within 15 days of the date of occurrence.

4. *Revocation of Permit.* Any user who violates the following conditions of this section, or applicable state and federal regulations, is subject to having his permit revoked in accordance with the procedures of this section:

- a. Failure of a user to factually report the wastewater constituents and characteristics of its discharge;
- b. Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- c. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or
- d. Violation of conditions of the permit.

5. *Notification of Violation.* Whenever the Township finds that any user has violated or is violating this Ordinance, its wastewater discharge permit, or any prohibition, limitation or requirements contained within, the Township shall serve or cause to be served upon such user a written notice, either personally or by certified or registered mail, return receipt requested, stating the nature of the alleged violation. Within 30 days of the date of receipt of the notice, the discharger shall respond personally or in writing to the Township, advising of its position with respect to the allegations. Thereafter, the parties shall meet to ascertain the veracity of the allegations and, where necessary, establish a plan for the satisfactory correction thereof.

6. *Show Cause Hearing.*

- a. The Township may order any user that causes or allows conduct prohibited by subsection L4 of this section to show cause before the Township or its duly authorized representative why the proposed service termination action should not be taken. A written notice shall be served on the user by personal service, or by certified or registered mail, return receipt requested, specifying the time and place of a hearing to be held by the Township or its designee regarding the violation, the reasons why the enforcement action is to be taken, the proposed enforcement action, and directing the user to show cause before the Township or its designee why the proposed enforcement action should not be taken. The notice of the

hearing shall be served personally or by registered or certified mail not less than ten days before the hearing. Service may be made on any agent, officer, or authorized representative of a user.

- b. The Township Board may itself conduct the hearing and take the evidence or may designate any of its members or any officer or employee of the assigned department to:

- (i) Issue in the name of the Township Board notices of hearings requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearings;

- (ii) Take the evidence

- (iii) Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the Township Board for action thereon.

- c. At any hearing held pursuant to this section, testimony taken must be under oath and recorded stenographically. The transcript so recorded will be made available to any member of the public or any party to the hearing upon payment of the usual charges therefore.

- d. After the Township Board has reviewed the evidence, it may issue an order to the user responsible for the discharge directing that, following a specified time period, the sewer service be discontinued unless adequate treatment facilities, devices or other related appurtenances shall have been installed on existing treatment facilities, and that such devices or other related appurtenances are properly operated. Further orders and directive as are necessary and appropriate may be issued.

7. *Judicial Proceedings.* Following the entry of any order by the Township with respect to the conduct of a user contrary to the provisions of subsection 4 of this section, the Township attorney may, following the authorization of such action by the Township commence an action for appropriate legal and/or equitable relief in the appropriate local court.

8. *Publication of Violations.*

- a. The Township shall annually publish in the newspaper a list of users that, during the previous 12 months, were in significant noncompliance with applicable pretreatment standards or other pretreatment requirements.

The notification shall also summarize any enforcement actions taken against the users during the same 12 months.

b. For purposes of this subsection, an industrial user is in significant noncompliance if its violation meets either one or more of the criteria listed in 40 CFR 403.8(f)(2)(vii) or which:

- (i) Remains uncorrected for 30 days after notification of noncompliance,
- (ii) Resulted in the Township exercising its right to suspend service pursuant to subsection (c) of this section, or
- (iii) Resulting in emergency suspension under §.3 of this section.

9. *Right of Appeal.* Any user or any interested party shall have the right to request in writing an interpretation or ruling by the Township on any matter covered by this Ordinance and shall be entitled to a prompt written reply. If such inquiry is by a user and deals with matters of performance or compliance with this section for which enforcement activity relating to an alleged violation is the subject, receipt of a user's request shall stay all enforcement proceedings pending receipt of the aforesaid written reply. Appeal of any final judicial order entered pursuant to this section may be taken in accordance with local and state law.

10. *Operations Upsets.* An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards.

a. For the purposes of this section, "*upset*," means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, lack of preventive maintenance, or careless or improper operation.

b. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence, that:

- (i) An upset occurred and the user can identify the cause(s) of the upset.



- (ii) The facility was at the time being operated in a prudent and workmanlike manner in compliance with applicable operation and maintenance procedures.
  - (iii) The user submitted the following information to the POTW within 24 hours of becoming aware of the upset (if this information is provided orally, a written submission must be provided within five days). Including:
    - A description of the indirect discharge and cause of noncompliance.
    - The period of noncompliance, including exact dates and times, or, if not corrected, the anticipated time the noncompliance is expected to continue.
    - Steps being taken and/or planned to reduce, eliminate and prevent recurrence of the noncompliance.
- c. In any enforcement proceeding the user seeking to establish the occurrence of an upset shall have the burden of proof.

## *11. Violations; Penalties*

- a. *Violation or Noncompliance with Section or Wastewater Discharge Permit.* Any user who is found to have violated an order of the Township or who willfully or negligently failed to comply with any provision of this section or any orders, rules, regulations and permits issued under this section shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction. Each day upon which such violation occurs shall constitute a separate offense.
- b. *Falsifying Information.* Any person who knowingly makes any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this Ordinance, or a wastewater discharge permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction.

**T. Adjustments to Categorical Standards.**

Any industrial user may seek an adjustment in the categorical pretreatment standards to reflect the presence of pollutants in the industrial user's intake water. The Township may allow a credit therefore in accordance with 40 CFR 403.15.

**U. Removal Credits.**

A credit may be allowed for the reduction in the amount of a pollutant in the POTW's effluent or alteration of the nature of a pollutant during treatment at the POTW. The reduction or alteration can be obtained by physical, chemical or biological means and may be the result of specifically designed POTW capabilities or may be incidental to the operation of the treatment system. Removal as used in this section shall not mean dilution of a pollutant in the POTW. The Township may allow a credit in accordance with 40 CFR 403.7.

**V. Records Retention.**

All users subject to this Ordinance shall retain and preserve, for no less than three years, any records, books, documents, memoranda, reports, correspondence and any and all summaries thereof, relating to monitoring, sampling and chemical analyses made by or on behalf of the user in connection with its discharge. A record which pertains to matters which are the subject of administrative adjustment or any other enforcement or litigation activities brought by the Township pursuant to this section shall be retained and presented by the user until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired.

**Section 7.0. Use and Charges for Wastewater Treatment Plant.**

**A. Use of Public Sewers Required.**

1. Except as otherwise provided herein, no person shall construct, maintain, or use any cesspool, septic tank, seepage pit, toilet device, sub-surface disposal field, privy, privy vault, sewage disposal facility, or any other facility or device intended or used for the disposal of sewage unless the same is not dangerous to public health and public sanitary sewer system capacity is unavailable and is specifically permitted and approved by the Township, Livingston County Health Department, and, where appropriate, the DEQ and/or MDPH.
2. It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the Township, or in any area under the jurisdiction of the Township, any human or animal excrement, garbage, or other objectionable waste unless such deposits are in compliance with Township ordinance.

3. It shall be unlawful to discharge to any natural outlet within the Township, or in any area under the jurisdiction of the Township, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this section.

4. *Mandatory Connections*

- a. *New and existing structures located within sewer special assessment districts (SSAD).* Any existing structure located within a special assessment district created for the purpose of building and/or maintaining a sanitary sewer shall connect to the available sanitary sewer within twelve (12) months after publication by the Township of a legal notice of the availability of the sanitary sewer in a newspaper of general circulation in the Township and/or by individual notice. Connection for any new structure must be made prior to the time the structure is occupied.
- b. *Existing structures not located within sewer special assessment districts (SSAD).* Any existing structure shall connect to the sanitary sewer after publication by the Township of a legal notice of the availability of the sanitary sewer in a newspaper of general circulation in the Township and/or by individual notice. For purposes of this section, a sanitary sewer shall be considered to be available when it is located not more than four hundred feet (400') at the nearest point from the structure. All existing structures shall connect upon the earlier of the occurrence of the following events:
  - (i) In the case where on-site sewage disposal exists for which no permits were issued by the LCHD, DEQ, and/or MDPH, connections must be made immediately.
  - (ii) Whenever any modifications to or replacement of any on-site sewage disposal systems that requires the issuance of a permit through LCHD, DEQ, and/or MDPH.
- c. *New structures not located within sewer special assessment districts (SSAD).* Any new structure shall connect to the available public sanitary sewer when the structure is located not more than four hundred feet (400') from the nearest point from the available sanitary sewer. All connections must be made prior to the time the structure is occupied.
- d. If any structure in which sewage originates has not been connected to an available sanitary sewer within the applicable time periods specified herein, then the Township shall require the connection to be made in accordance with Section 12754 of Part 127 of Public Act No. 368 of 1978, as amended (MCL 127.12754). In so proceeding, the Township shall have the

rights and remedies provided for therein, shall have the right to begin billing for sewer operations and maintenance, as well as the rights and remedies provided by this Ordinance.

5. An existing on-site building sewer may be used in connection with a new building and premises only where it is found, on inspection by the Township, to be of adequate construction, size, and location, and is not otherwise required to be connected to an available public sanitary sewer according to the terms of this Ordinance.
6. Connection to or extension of an existing sanitary sewer shall not be permitted if it is determined that the receiving sewer or treatment plant cannot handle the additional influent flow.

**B. Private Sewage Disposal; Permit; Fee.**

1. If a house, building, or other premises used for human occupancy, employment, recreation or other purposes is not required to be connected to a sanitary sewer, then the building sewer shall be connected to a private sewage disposal system permitted and approved by the Township, Livingston County Health Department and, where appropriate, the DEQ and/or MDPH. Private sewage disposal systems shall not allow surface water discharge.
2. At such time as a Public Sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the Public Sewer in compliance with all terms and conditions of state statutes or pertaining Township ordinances.
3. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the Township.
4. At such time as a connection is made to a sanitary sewer, all private sewage disposal facilities shall be disconnected and abandoned. All abandoned septic tanks, cesspools, and seepage pits shall be pumped out as necessary and filled with sand or other suitable backfill material approved by the state and local agencies within fifteen (15) days of connection to the Public Sewer.
5. The provisions of this section shall not be construed to preclude additional requirements that may be imposed by the DEQ, MDPH, Health Department, or Township.

**C. Building Sewers and Connections.**

1. No unauthorized person shall uncover, make any connections with or openings into, use, alter or disturb any Public Sewer or appurtenance thereof without first obtaining a written permit from the Township pursuant to this ordinance.
2. An inspection fee and a connection fee per unit as established by the Township Board shall be paid to the Township Treasurer whenever an application is filed to connect any building sewer to a Public Sewer. Application shall be made on the form by the Township. The inspection fee shall be deposited in the sewer enterprise fund. The payment of inspection and connection fees as stated in Section 7(H) shall be made when a building permit is obtained in conjunction with the connection.
3. All costs and expenses incident to the installation, connection and maintenance of the building sewer up to and including its point of connection to the Public Sewer shall be borne by the owner. The owner shall indemnify the Township from any loss or damage that may directly be caused by installation, connection, or maintenance of the building sewer.
4. A separate and independent building sewer shall be provided for every building; except that, where one building stands at the rear of another and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may, at the discretion of the Township, be extended to the rear building and the whole considered as one building sewer.
5. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the state and the Township. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the A.S.T.M. and W.E.F. Manual of Practice No. 9 shall apply.
6. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the Public Sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
7. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain that, in turn, is connected directly or indirectly to a public sanitary sewer.

8. The connection of the building sewer into the Public Sewer shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the state and the Township, or the procedures set forth in appropriate specifications of the A.S.T.M. and the W.E.F. Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials shall be approved by the Township before installation.
9. The applicant for the building sewer permit shall notify the Township when the building sewer is ready for inspection and connection to the Public Sewer. The connection shall be made under the supervision of the Township or its authorized representative. No backfill shall be placed until the work has been inspected and approved by the Township.
10. All excavations for building sewer installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Township.

**D. On-Lot Easement Requirements.**

Prior to the approval and issuance of a Service Connection permit, the applicant will be requested to have executed by the Owner(s) of record for the premises to be connected, an easement in a form provided by the Township granting permission to the Township to operate, maintain, repair and replace the Sewer Connection to be installed on the premises.

1. If the applicant provides such easement, then the Township shall provide, at its cost, all needed repairs, operation, maintenance and replacement of the Service Connection in accordance with this Ordinance.
2. If the applicant, for any reason declines to provide said easement, then the permit shall be issued at the discretion of the Township, together with an appropriate bill of sale conveying from the Township to the Owner title to all components comprising the Service Connection. Following installation of the Service Connection by the Owner (which installation is subject to inspection by the Township in accordance with the terms of this Ordinance), the Owner shall, at his or her expense, repair, operate, maintain and replace the Service Connection in accordance with Section 7(F) below.
3. An owner or his or her successor may, at any time following the installation of a Service Connection on a premise for which no easement was provided to the Township prior to the issuance of a permit, grant the appropriate easement to the Township. The Township shall accept said easement and assume the responsibility

for repair, operation, maintenance and replacement provided that the Township has inspected the Service Connection and is satisfied that the Service Connection is in good working order, reasonable wear and tear excepted.

In the event such inspection reveals that the Service Connection has not been properly maintained or that the condition of the Service Connection has deteriorated beyond reasonable wear and tear, the Township may condition its acceptance of the easement and assumption of the financial responsibility for operation, maintenance and repair and replacement of the Service Connection upon:

- (i) appropriate repairs of the Service Connection at the expense of the Owner,
- (ii) replacement of the Service Connection or individual components thereof at the expense of the Owner or
- (iii) such other conditions as the Township, in the exercise of its reasonable judgment, deems appropriate.

The acceptance of the easement by the Township shall be accompanied by an executed Bill of Sale by the Owner conveying the Service Connection to the Township.

4. Section 7(D) shall not apply to any premises for which the installation of the Service Connection was made by a contractor engaged by a Developer or the Township pursuant to any Agreement addressing all sewer issues or any future supplement or amendment thereto, it being the assumption in these circumstances that the Owner granted an appropriate easement through the development project's Master Deed and Bylaws prior to said installation.

#### **E. Use of Public Sewers.**

1. No person shall discharge or cause to be discharged to any sanitary sewer any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water, unpolluted air conditioning water, or industrial process water. Discharge of backwash from water conditioning devices shall not be discharged into the sanitary sewer system. No footing drain, roof downspout, areaway drain, or other source of surface water or groundwater shall be connected to a sanitary sewer. All footing drain water shall be discharged to storm sewers or dry wells. Storm water and all other unpolluted drainage shall be discharged to sewers specifically designated as storm sewers, or to a natural outlet approved by the DEQ. The discharge of cooling water or uncontaminated industrial process water shall only be permitted when authorized and approved by the DEQ and the Township in accordance with this Ordinance.

2. No person shall discharge or cause to be discharged into any sanitary sewer any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower or greater shall be subject to the review and approval of the DPW field superintendent.
3. No person shall discharge or cause to be discharged into any sanitary sewer materials that exert or cause unusual concentrations of inert suspended solids, such as but not limited to fuller's earth, lime slurries, and lime residues, or of dissolved solids, such as but not limited to sodium chloride and sodium sulfate. All users shall be required to utilize a potassium based softening agent; salt or sodium based regenerates are prohibited.
4. The property owner, or an approved contractor hired by the owner, must disconnect all backwash discharge lines, including but not limited to water softeners, air conditioning units, water processing or conditioning equipment, storm drains etc., from the building sewer. The following are some (not all) methods of disposing of water softener discharge:
  - a. Run the discharge line to the outside and let the water run onto the ground.
  - b. Install a below-ground infiltration basin (drywell): Bury a container in the ground, fill it with stone or sand, and run the discharge line to the container. Drill holes in the container to allow the water to seep into the surrounding soil. A sump pump tub, which ranges in size from 15 to 24 inches in diameter to 2 to 4 feet in depth, is an example of a container that could be used.
  - c. Convert an existing septic tank: Pump out and clean your existing septic tank, break holes in the bottom of the tank and fill the tank with stone. Disconnect and plug the outlet pipe to the tile field to prevent groundwater from flowing back into the tank.
5. If any waters or wastes are discharged or are proposed to be discharged to the Public Sewers, which waters contain the substances or possess the characteristics which in the judgment of the Township and/or the superintendent may have a deleterious effect upon the POTW, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Township and/or the superintendent may:
  - a. Reject the wastes.



- b. Require pretreatment to an acceptable condition for discharge to the Public Sewers.
- c. Require control over the quantities and rates of discharge.
- d. Require payment to cover the added cost of handling and treating wastes not covered by existing taxes or sewer charges.

If the Township permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the requirements of all applicable codes, ordinances, and laws.

- 6. Where the preliminary treatment or flow equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

**F. Construction, Repair and Maintenance.**

- 1. Application. Any person desiring to connect to the POTW shall file a written application to the Township Clerk and pay the applicable permit and inspection fees established by resolution of the Township Board.
- 2. Permit Required. No person in the Township shall connect to a Public Sewer unless the proposed connection has first been approved by the Township or its designated representative and the applicable fees have been paid. Such applications shall be addressed to the Township and shall be made on forms provided by the Township and shall contain the following: street name, house number, lot number, the name of the plumber or contractor, the names of the applicant and the owner, and any other pertinent information which may be required by the Township. A complete application must be made, the applicable fees paid, and approval obtained from the Township at least seventy-two (72) hours before the time a connection is to be made. Connection permits will be issued to Builders if the prospective lessee or owner consents in writing to the obtaining of such permit by the Builder.
- 3. Public Sewer connections shall be installed in accordance with the applicable building code and the regulations of this Ordinance and upon the payment of the required charges and fees.
- 4. The owner of building or premises, or his authorized representative, shall be responsible, at his own cost, for the installation, connection and maintenance of the building sewer for such building or premises up to and including its connection with the Public Sewer.

5. Owner Related Sewer Repairs. The Owner and, where appropriate, his authorized representative, shall indemnify and hold the Township, its officers, agents, employees, and representatives free and harmless from any liability or responsibility for all injury, loss or damage that may result directly or indirectly from any damages resulting from the Owner's negligence or misuse of the HTSSS as follows:

- (i) Costs incurred by the Township resulting from increasing numbers of sewer emergency calls for owner related sewer repairs, including but not limited to, building sewer pipe blockages, shut-off power breakers.
- (ii) The Township shall otherwise be authorized to recoup all costs and expenses associated with sewer emergency calls for Owner related operation and/or maintenance services.
- (iii) If the Township provides repairs or services, the Owner shall be responsible for the full and prompt reimbursement to the Township for all Township DPW staff time, costs, labor, and/or materials incident to said operation and maintenance plus a 10% administration fee.

Pursuant to the authorization to charge Owners for costs and expenses incurred in providing services for owner related sewer repairs the following collection procedures shall apply:

- a. The DPW field superintendent shall prepare an invoice outlining the charges, including labor, materials, and a 10% administrative fee, resulting from DPW staff services provided for owner related sewer repairs. Upon approval, the invoice shall be forwarded to the property owners with a copy filed with the Utilities Coordinator.
- b. Invoices for owner related sewer repairs shall be due and owing within 30 days from the date of issuance of the billing statement. If payment is not made within the allotted time a reminder letter shall be sent stating the bill is past due and that failure to submit payment within 30 days may result in the shut-off of sewer service.
- c. Upon receipt of the invoice, the Owner may report any disagreements or objections related to the invoice to the Utilities Director within 7 days of delivery of the billing statement.
- d. The Utilities Director shall investigate the owner disputed charges with the DPW personnel to determine if charges are correct and will stand as billed

or if a reduction or amendment of the fees is warranted. If the charges are reduced or amended a new invoice will be issued to the Owner.

- e. If the Owner is not satisfied with the determination made by the Utilities Director they shall have the right to appeal the sewer repair charges to MUC. The Utilities Director shall forward all documentation to MUC for their review and recommendation to the Board of Trustees.
- f. If the Township Board of Trustees determines that the Owner is responsible for the sewer repair costs, the Owner shall reimburse the Township for said expenditures immediately. Failure to pay the invoice for Owner related charges may result in sewer service being shut-off. The Owner shall be responsible for all cleanup costs or expenses associated with the sewer service disconnection, and will be subject to and must pay all costs relating to any startup of the system associated with the re-activation of sewer service.
- g. Any unpaid charges or costs for such repairs, operation or maintenance may, at the option of the Township Board, be added to the ad valorem tax bills of the property benefitted by the said Township repairs or services.

**G. Township Liability Exemption; Indemnification.**

- 1. The Township shall not be responsible for interruptions of service because of natural calamities, equipment failures, or actions of the system users. It shall be the responsibility of the user that all connected equipment remains in good working order. No claim shall be made against the Township by reason of the breaking away of any service supply lines, pipes, appurtenances, or for any other interruption of the wastewater disposal and treatment.
- 2. The user and, where appropriate, his authorized representative, shall indemnify and hold the Township, its officers, agents, employees, and representatives free and harmless from any liability or responsibility for all injury, loss, or damage that may result directly or indirectly from the installation, connection or maintenance of the building sewer.

**H. Rates and Charges**

1. Connection Fee

- a. Before an initial connection is made or additional usage resulting from building alterations or change in building usage is added to a Public Sewer, a fee known as the sewer connection fee shall be paid to the Township Treasurer. The connection fee shall be established by Township Board resolution referred to as "Appendix 1 Table of Unit Factors" of the

Wastewater Treatment and Administration Ordinance. REU(s) shall be defined as one (1) REU is equivalent to One Hundred Fifty (150) gallons per day.

- b. In addition to the Connection Fee, the Owner of the premises shall be liable for the costs and expenses of acquiring and installing the Service Connection pursuant to Township specifications on file at the Township.
- c. Subject to the provisions of Section 7(H)(1)(d)(REU computation provision), those parcels located in a sewer special assessment district and subject to a full special assessment on the special assessment roll shall be deemed to have paid the connection fee and, if applicable, the cost of acquiring and installing the service connection.
- d. Determination of Residential Equivalency Unit
  - (i) A single-family residential building shall constitute a dwelling unit and shall be charged a minimum connection fee of one REU. Premises other than a single-family residential unit shall pay a connection fee based upon the number of REUs assigned to such premises by Appendix 1 Table of Unit Factors.
  - (ii) Upon connection to the system, a non-residential user shall have a water meter, of the size and type approved by the Township, installed on the user's water supply. The user shall purchase the meter through the Township. The cost of both the meter and the installation shall be paid for by the user with the installation to be made by the user and approved by the Township. Wiring the meter to an electronic touchpad shall be included as part of the water meter installation and will also be subject to Township approval. User will have 30 days to comply with this Ordinance after receiving notice from the Township. Users who fail to receive Township approval for their water meter installation shall receive a written warning for their first offense. All subsequent offenses will be responsible for a Class B municipal civil infraction. The penalties as set forth in Section 6.0 entitled "Sanctions for Violations" of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. If, after ninety (90) days of civil infractions, Township approval is still not met, sewer services shall be disconnected. The user shall be responsible for all reconnection costs.

After two (2) years of meter readings have been obtained, the REUs assigned to the premises, in accordance with this Section,

shall be recalculated based on said meter readings using an equation, the numerator of which shall be the meter readings, in gallons, for the twenty-four (24) month period and the denominator which shall be one hundred and eight (108) thousand gallons. The resulting number of REUs shall be multiplied by the requisite connection fee, direct or indirect, to determine any adjusted connection fee for the premises. The number of REUs shall not be less than the number of REUs originally assigned and the original connection fees will not be adjusted. The subsequent operation and maintenance (O & M) rate shall be adjusted to the new REU allocation.

The Township may enter into an agreement with a non-residential user to pay additional connection fees in installments pursuant to the terms of a written agreement to be entered between the Township and said user(s) providing for annual installment payments to the Township for a period of time not to exceed fifteen (15) years or extend beyond the period of debt retirement, whichever is earlier, with interest on the unpaid balance at a rate not more than one percent (1%) higher than the average rate of interest on the bonds sold for the initial construction of the System. Said agreement shall be executed and the first installment shall be payable prior to the issuance of a service connection permit pursuant to Section 7(F), above. All subsequent installments shall be paid according to the terms agreed upon by the parties.

- (iii) For any subsequent enlargement, addition, extension or improvements to any structure or change of use of the building, the Township may require a review and redetermination of the REUs for that structure. Upon finding by the Township after such REU review and redetermination that additional connection fees are required, the owner shall immediately pay the required additional fees.
- (iv) All SRU buildings and/or structures shall pay a connection fee based upon the number of REUs assigned to such premises as set forth by Appendix 1 Table of Unit Factors. All SRUs shall be charged a minimum connection fee of at least one REU. No food service facilities, i.e., kitchens, cooking areas, etc. will be allowed in a building or structure designated as seasonal recreational use.
- (v) Upon connection to the HTSSS, all SRU buildings shall have a water meter, of the size and type approved by the Township, installed on the user's water supply. The user shall purchase the

meter through the Township. The cost of both the meter and the installation shall be paid for by the user with the installation to be made by the user and approved by the Township. Wiring the meter to an electronic touchpad shall be included as part of the water meter installation and will also be subject to Township approval. User will have thirty (30) days to comply with this provision after receiving notice from the Township. If after ninety (90) days, Township approval is still not met, sewer service shall be disconnected. The user shall be responsible for all reconnection costs.

Water meters shall be read on a quarterly basis by the DPW staff during the peak seasonal use times for the property utilizing the electronic touchpad on the outside of the building. After two (2) years of peak seasonal use meter readings have been obtained, based upon the intended seasonal recreation use, the REUs assigned to the premises, in accordance with the Wastewater Treatment and Administration Ordinance, shall be re-determined based on said meter readings.

Upon review and determination that additional connection fees are required based upon the water meter readings, the owner shall immediately pay the required additional fees. The number of REUs shall not be less than the number of REUs originally assigned, and the original connection fees will not be adjusted.

- (vi) Non-residential users, including seasonal recreation use buildings and structures, upon connection to the sewer system shall be required to install a Duplex grinder pump station. All users shall have a grinder pump station, of the size and type approved by the Township, installed on the user's premises. The user shall purchase the grinder pump station through the Township. In the event that the hook-up to the HTSSS can be made by connecting into an existing curb stop with check valve, the property owner shall have the option to hire a Township approved contractor to complete the sewer connection, provided the contractor used is on the Township's approved list of who can qualify for training, at the contractor's own expense, with the Township Engineer and DPW Field Superintendent. If it is determined by the DPW Field Superintendent and Township Engineer that the sewer connection will require tapping into a live sewer main or transmission line, the user will be required to hire a Contractor from the Township's approved list that is authorized and approved by the DPW Field Superintendent and the Municipal Utilities Committee. Contractors performing live main sewer taps shall be required to

uphold all insurance and warranty assurances as established by the Township.

- (vii) Permitted SRUs already connected to the Hamburg Township Sanitary Sewer System (HTSSS) upon adoption of this Ordinance that currently have a Simplex (Model 2010-93) grinder pump station will be reviewed by the Hamburg Township Municipal Utilities Committee. If it is determined by the DPW staff that the water meter readings in a peak quarterly period do not exceed one (1) REU for water usage for the property a Simplex grinder pump station shall be deemed acceptable and the SRU will not be required to convert to a Duplex grinder pump station. If it is determined that actual water usage does exceed one (1) REU during peak seasonal usage the SRU will be required to install a Duplex grinder pump station at the user's expense.

*e. Administrative Appeal of Sanitary Sewer REU Determination*

Except for REU allocations which are a part of a proposed or established Special Assessment District, every property owner has a right to an administrative appeal of the initial Sewer Residential Equivalent Unit (REU) determination and allocation made by the Township Board. Appeals of such determination or allocation shall be submitted to the Municipal Utilities Committee (MUC). Only owners of property affected by such a determination or allocation have standing to file the Appeal. Any action taken by MUC is advisory in nature and shall be re-submitted to the Township Board for a final determination as provided below:

- (i) The Appeal must be by an owner, or an owner's authorized agent, within 30 days from the date of the initial Township Board REU determination or allocation for which the appeal is filed. The appeal must be based on certified Engineer's letter of review of the determination or allocation stating the reasons why the determination or allocation is being disputed as well as any other documentation that is relative to the appeal including the current REU schedule, evidence of actual maximum usage, metering where appropriate or required, the economic life of the Sanitary Sewer System, the uses or classes of uses involved, the history of the use of the property in the community and similar communities together with any rates, policies or fees of similar communities, and any and other data deemed relevant to make a recommendation or determination, all of which must be submitted with the application for appeal. Failure to file a timely appeal will result in the Owner's acquiescence to the REU

allocation and the owners shall be deemed to have consented to the allocation.

(ii). Upon receipt of the application for appeal, MUC shall fix a hearing date for the appeal. The date shall be scheduled within 60 days from the date of the filing of the notice of appeal. The hearing shall comply with the Open Meeting Act. MUC shall make its recommendation no later than 90 days after the appeal has been filed. However, MUC may extend the time required for the recommendation up to 60 days by a decision of a majority of the members of MUC. The extension must be based upon good cause shown and any decision for such an extension shall state the reasons the extension was granted.

(iii) Minutes of all such meetings shall be recorded and state the grounds for each recommendation made by MUC, including any evidence and data considered and a brief summary of all findings of fact and conclusions made by MUC. Claims of economic hardship shall not be considered by MUC in making its recommendation. The recommendation shall be forwarded to the Township Board of Trustees for final approval of the REU allocation and any issues relating thereto.

(iv) The recommendations of MUC shall be submitted to the Township Board which shall make a final decision on the REU determination and allocation for which the appeal was filed. This decision may confirm, reverse or modify the original determination or allocation. This Township Board may also impose additional conditions relating to the said REU determination and allocation. The action taken by the Township Board is final. Any appeals from the decision must be made to a Court with proper jurisdiction.

(v) Upon any enlargement, addition, expansion or improvements to any structure or property, or change of use of the building, the Township may require a new review and determination of the REU's. In the event the Township determines additional REU's are in order, additional connection fees and any costs or expenses related to the REU determination shall be paid in full upon Township approval of said enlargement, addition, expansion or improvement.

*f. Hardship Deferment*

The owner or owners of a single-family residence, in which residence said owner or owners reside and upon which a connection fee has been imposed,



may submit a hardship application to the Township seeking a deferment in the partial or total payment of the connection fee provided for herein, based upon a showing of financial hardship, in accordance with the criteria established for granting such deferment by the Township Board from time to time, subject to and in accordance with the following:

- (i) The owner(s) of the premises shall, under oath, complete a hardship application, provided by the Township Board, and file said application, together with all file information and documentation reasonably required by the Township, with the Township Board not less than sixty (60) days prior to the due date of any connection fee. An application shall be completed and filed by each and every legal and equitable interest holder in the premises, excepting financial institutions having only security interests in the premises.
- (ii) Hardship applications shall be reviewed by the Township Board, and after due deliberation of hardship applications, the Township Board shall determine, in each case, whether there has been an adequate showing of financial hardship, and shall forthwith notify the applicants of said determination.
- (iii) An applicant aggrieved by the determination of the Township Board may request the opportunity to appear before the Township Board in person for the purpose of showing hardship and presenting any argument or additional evidence. A denial of hardship following such a personal appearance before the Township Board shall be final and conclusive.
- (iv) In the event that the Township Board makes a finding of hardship, the Township Board shall fix the amount of partial or total deferment of the connection fee, and in so doing, shall require an annual filing of financial status by each applicant, providing that upon a material change of financial status of an applicant, said applicant shall immediately notify the Township Clerk so that a further review of the matter may be made by the Township Board, and provided further that the duration of the deferment granted shall be self-termination upon the occurrence of any one of the following events:
  - a. A change in the financial status of any applicant that removes the basis for financial hardship;

- b. A conveyance of any interest in the premises by any of the applicants, including the execution of a new security interest in the premises or extension thereof;
  - c. A death of any of the applicants.
- (v) Upon a determination of the Township Board deferring all or part of the connection fee, the owners of the premises shall, within one month after such determination, execute and deliver to the Township as the secured party a recordable security instrument covering the premises, guaranteeing payment of the deferred amounts upon the occurrence of any of the events set forth in Section 7(H)(1)(e)(iv) above. Said security interest shall guarantee payment of an amount necessary to cover all fees and charges deferred and all costs of installation and connection, if applicable, the consideration for said security interest being the grant of deferment pursuant to this Ordinance.

## 2. User Charges

User charges shall be charged to each user serviced for the privilege of discharging sanitary sewage and industrial wastes into the wastewater treatment system according to one of the following methods:

- a. Where a meter is installed, one hundred percent (100%) of metered (owner shall install at his expense) water consumption.
- b. Where no meter is installed in accordance with the REU rate established by the Board by resolution and according to the number of REUs established in Appendix 1 Table of Unit Factors of the Wastewater Treatment and Administration Ordinance.

### c. Establishment of Rates

- (i) In accordance with the provisions of Ordinance No. 69, user charge rates shall be established by the Township Board. The Township Supervisor may present to the Township Board appropriate user charge rates during budget preparation to ensure that adequate revenues are generated to pay the costs of operation, maintenance, and replacement for the sewage treatment facility so that the system continues to provide for the proportional distribution of operation, maintenance and replacement costs among users and user classes.

(ii) User rates shall be established by the Township Board by a separate rate resolution for user charges based on water meter flow or sewer meter flow. Surcharge rates for high strength users shall also be established.

(iii) In the event the Township Board shall alter any rate, the Township Clerk shall cause each user to be notified, by publishing such notice in a newspaper of general circulation in the Township, of the separate rate being charged for operation, maintenance and replacement costs of the sewage treatment facility.

### *3. Debt Service Charges*

- a. Debt service charges, if applicable, shall be developed and established by the Township Board in accordance with the Wastewater Treatment and Administration Ordinance.
- b. The Township may review the debt service charges annually and revise the charges and rates as necessary to ensure that adequate revenues are generated to pay the costs of the debt service for the wastewater treatment plant.
- c. In the event the Township Board shall alter the rate, the Township Clerk shall cause each user to be notified by publication in a newspaper of general circulation in the Township of the separate rate being charged for debt service for the wastewater treatment plant.

### *4. Service Charges Constitute Lien on Property*

Charges for wastewater treatment plant operation and maintenance service shall constitute a lien on the property served. On or before March 1 of each year, the officer in charge of collection of such charges shall prepare a certified statement of all charges then six (6) months past due and unpaid. The Treasurer shall then place such charges on the next general tax roll and such charges shall be collected as part of the general Township taxes.

### *5. Discontinuing Service; Shutoff, Turn-on Charges*

The Township shall have the right to discontinue wastewater treatment plant service for nonpayment of the service charges or for refusal of the owner or occupant of premises to install a meter. Where the owner or occupant of premises subject to the installation of a meter refuses to install a meter, the Township may, at the discretion of the Township Supervisor, if wastewater service is not discontinued during a particular period of time, charge a flat rate for wastewater service as established by the Township, and if such sum is not paid, it

shall constitute a lien on the premises and shall be added to the tax rolls. If wastewater service is shut off pursuant to the terms of this division, a shutoff charge and a turn-on charge as established by the Township shall be collected in addition to the amount of the delinquent wastewater service charge before the wastewater service is turned on.

#### **Section 8.0. Violation – Penalties & Enforcement**

In addition to the other penalties as provided in this Ordinance, any person violating any of the provisions of this Ordinance shall be responsible for a municipal civil infraction. The fines and penalties as set forth in Section 6.0 entitled “Sanctions for Violations” of the Hamburg Township Civil Infractions Ordinance, as it may be amended from time to time, are incorporated herein by reference. For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class B municipal civil infraction. Each day upon which such violation occurs shall constitute a separate offense.

#### **Section 9.0. Savings Clause**

That nothing in this Ordinance hereby adopted be construed to affect any just or legal right or remedy of any character nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

#### **Section 10.0. Repealer**

Ordinance Number 65, Sewer Usage and Administration Ordinance, effective May 1, 1996, and Ordinances 69, 69A, 69B, 69C, 69D, 69E, 69F, 69G, Wastewater Treatment and Administrative Ordinance, originally adopted May 5, 2000, including all their amendments are hereby repealed in their entirety and replaced by Ordinance Number 69H.

#### **Section 11.0. Severability**

The various parts, paragraphs, sections and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

#### **Section 12.0. Adoption and Effective Date**

This Ordinance is hereby declared to have been adopted by the Hamburg Township Board at a meeting thereof duly called and held on the (include meeting date), and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

## **Certification**

I, Mike Dolan, duly elected Clerk of Hamburg Township, Livingston County, Michigan, do hereby certify that the foregoing Hamburg Township Wastewater Treatment and Administration Ordinance was adopted at a regular meeting of the Hamburg Township Board held on (Meeting date) at which the following members were present:

Ayes:

Nays:           None

Abstain:       None

---

Mike Dolan, Township Clerk

Date passed:

Publication date:

Effective date:

# **HAMBURG TOWNSHIP**

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## **SCHEDULE 1**

**CURRENT RATES AND CHARGES  
FOR THE RESPECTIVE SEWER  
DISTRICTS IN THE SYSTEM**

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**REVISIONS HIGHLIGHTED IN BOLD**

# APPENDIX 1

## TABLE OF UNIT FACTORS

Usage	Residential Equivalent Unit Factor
Auto Dealer – Sales and/or Service	1.00/premise + 0.40/1000 ft <sup>2</sup>
<b>Auto Repair/Collision Body Shop</b>	<b>1.00/premise + 0.40/1000 ft<sup>2</sup></b>
Bakery	1.25/1000 ft <sup>2</sup>
Bank	0.25 per employee station
Bar	2.00/1000 ft <sup>2</sup>
Barber Shop	1.00/shop + 0.10/chair
Beauty Shop	1.00/shop + 0.10/booth
<b>Bed and Breakfast</b>	<b>1.00/premise + 0.20/guest</b>
Boarding House, Boarding School, Dormitory, Fraternity or Sorority House, etc.	1.00/premise + 0.20/bedroom
Bowling Alley and/or Restaurant	0.16/alley (bar and/or restaurant To be computed at its respective residential equivalent)
Car Wash – Do It Yourself	1.00 per stall
Car Wash – Automatic Non-Recycled	10.00/single production line
Car Wash – Automatic.... Recycled	5.00/single production line
Churches	0.20/1000 ft <sup>2</sup>
Cleaners (pick-up only)	1.00/shop
Cleaners (pressing facilities)	1.25/press
Convalescent Home	0.22/bed
<b>Country Club/Health Center</b>	<b>1.50/1000 ft<sup>2</sup></b>
Day Care Center	1.00/premises + 0.25/1000 ft <sup>2</sup>
Drug Store, Dime Store (with fountain service)	1.0 + 0.1 per seat
Factory (exclusive of industrial waste)	0.50/1000 ft <sup>2</sup>
<b>Fire Station (volunteer)</b>	<b>1.00/location</b>
<b>Fire Station (full time)</b>	<b>0.20/fire fighter 24hrs.</b>
<b>Florist</b>	<b>1.10/1000 ft<sup>2</sup></b>
Fraternal Organization (with bar and/or restaurant)	1.00/hall (bar and/or restaurant to be computed at its respective residential equivalent)
Funeral Home	1.50/1000 ft <sup>2</sup>
<b>Garden Center (nursery)</b>	<b>1.10/1000 ft<sup>2</sup></b>
<b>Government Offices</b>	<b>0.40/1000 ft<sup>2</sup></b>

Usage	Residential Equivalent Unit Factor
Grocery Stores and Markets	1.10/1000 ft.
Hospital	1.10/bed
Hotel, Motel, Rooming House (with bar and/or restaurant)	0.4 bedroom (bar and/or restaurant to be computed at its Respective residential equivalent)
Laundry (self-serve)	0.34/washer
<b>Library</b>	<b>0.53/1000 ft<sup>2</sup></b>
Marina	0.10/slip (over 25 feet in length) 0.06/slip (under 25 feet in length)
Office Building (general)	0.40/1000 ft <sup>2</sup>
Office Building (medical, dental, clinic, etc.)	1.0 + 0.5 per exam room
<b>Pet Shop</b>	<b>1.10/1000 ft<sup>2</sup></b>
Post Office	1.00/1000 ft <sup>2</sup>
<b>Printing Shop</b>	<b>0.50/1000 ft<sup>2</sup></b>
Public Institute	0.75/1000 ft <sup>2</sup>
Residential	
Condominiums	1.00/per unit
Mobile Home, Trailer Park	1.00/unit
Multiple Family Residence (three or more Units in one structure)	0.75/unit
Single Family Residence	1.00/unit
Two-Family Residence (Duplex)	1.00/unit
<b>Restaurants (fast food)</b>	<b>7.00/location</b>
Restaurant (meals and bar)	2.50/1000 ft <sup>2</sup> (excluding restrooms, public areas not in regular use and unfinished areas)
Restaurant (meals only)	1.50/1000 ft <sup>2</sup> (excluding restrooms, public areas not in regular use and unfinished areas)
Retail Store	1.00/premise + 0.10/1000 ft <sup>2</sup>
School	1.00/classroom
Service Station + Repair Area	0.25/pump + 0.40/1000 ft <sup>2</sup>
Snack Bar, Drive-in	1.50/1000 ft <sup>2</sup>
Supermarket, Grocery Store	1.10/1000 ft <sup>2</sup>
Swimming Pool	<b>3.00/1000 ft<sup>2</sup></b>
Theater – Drive-in	0.04 per car space (plus snack bar, which is measured separately)



Theater – Indoor	0.04 per seat (plus snack bar, which is measured separately)
Travel Trailer Parks and Campgrounds	0.20/site (plus waste disposal station C is calculated separately)
Utility Sub-Station	0.10/1000 ft <sup>2</sup>
Warehouse or Storage Building	0.10/1000 ft <sup>2</sup>
Waste Disposal Station (for Travel trailers)	2.00/station
Veterinary Facilities and Kennels	1.00 + 0.10 per kennel

Notwithstanding the foregoing, each connecting customer shall be considered to be at least one (1.00) residential equivalent unit.

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157

(810) 231-1000 Office  
(810) 231-4295 Fax



**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Bill Hahn  
Annette Koebler  
Chuck Menzies  
Jim Neilson

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TO: Hamburg Township Board  
FR: Pat Hohl  
RE: Hamburg Lake  
DA: 11-27-2019

I am working with the DNR, MUCC and our state elected official as we consider the requests of residents on Hamburg Lake. There are several lakes in Michigan with a No Motor designation and it is going to take some time to research them all. I hope to have more information for the December 10 Board Meeting.



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE  
NICK MILLER, DEPUTY DIRECTOR OF PUBLIC SAFETY/FIRE CHIEF

RDUFFANY@HAMBURG.MI.US  
NMILLER@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** November 26, 2019  
**RE:** Agenda Item Topic: **Updated Operational Procedure**  
General Ledger #: N/A  
Number of Supporting Documents: 1  
**NEW/OLD BUSINESS:** **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## **Requested Board Action**

- Motion to approve updated Hamburg Township Fire Department Standard Operating Procedure #200-1: *Department Vehicle & POV Response*.

## **Background**

As part of the ongoing review of all Hamburg Township Fire Department (HTFD) Standard Operating Procedures, HTFD Standard Operating Procedure #200-1: *Department Vehicle & POV Response* is being submitted to the Township Board for review and approval.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety/Chief of Police

# HAMBURG TOWNSHIP FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Title: **DEPARTMENT VEHICLE & POV RESPONSE**

Rescinds: 10-144  
10-215, 10-226,  
& 10-243

No: **200-1**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the safe operation of Hamburg Township Fire Department (HTFD) vehicles and privately-owned vehicles (POV) used for department business and to establish uniform guidelines for the different response levels used at HTFD.

HTFD employees who drive, have in their care, custody and control, most of the major assets possessed by Hamburg Township Fire; apparatus, portable equipment and personnel. Employees who drive emergency vehicles must constantly monitor and reduce the amount of risk and exposure to potential loss during each and every response. At the discretion of an Officer, employees who are not certified to drive can be authorized to operate Utility and/or Command vehicles.

Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task, all emergency vehicle drivers shall become familiar with, and constantly abide by, the following policies and procedures.

### **II. DEFINITIONS**

- A. *Complete and In Service:* The senior officer present or incident commander shall give the direction to release all Paid-on-Call (POC) staff after all equipment, apparatus, etc. are restored to response condition. This time is documented to represent the end of the run and completion of time worked for POC staff.
- B. *Clearing the Scene:* After abatement of the incident, the incident commander shall give the direction to clear the scene. Personnel shall return to the station in compliance with the Paid-on-Call policy.
- C. *Direct Response:* Officers having good reason to believe, via radio communication, that all the needed Station apparatus are already en route, may respond direct to the scene.
- D. *Limited Response:* To avoid committing all the department's resources to a single scene, the incident commander may redirect personnel and apparatus to a

designated staging or stand-by area.

- E. *Personal Initiative:* Any firefighter that believes fire department services are required within our jurisdictional boundaries shall contact Livingston County Central Dispatch (LCCD) and then respond to the scene with the proper apparatus necessary to abate the incident.
- F. *Station Response:* When responding to an incident, firefighters and officers shall respond to the station and prepare to drive or ride a department apparatus to the scene.
- G. *Sterile Cab:* A sterile cab limits in cab distractions; cell phone use, non-essential communication, MCT Usage, excessive lights, sounds, clear vision of windshield and windows.

### III. RESPONSE DESCRIPTIONS

**Note:** *All requirements contained within this policy shall be equally applicable to the operators of all vehicles on departmental business, whether such vehicles are departmentally or privately owned. The Senior/Command Officer may make the decision to upgrade or downgrade a response depending on the information gathered.*

#### A. Priority Responses

- 1. **Emergent:** Full response using emergency lights and sirens in accordance with Michigan Motor Vehicle Code, Public Act 300 (PA 300), and ensuring to operate the vehicle at a speed that will not endanger life or property. Priority 1 is the equivalent of Emergent.
- 2. **Non-Emergent:** No emergency lights or sirens. Proceed at lawful speeds, obeying all traffic laws and regulations. Priority 3 is the equivalent of Non-Emergent

#### B. Type of Call and Priority Responses

**Note:** *The primary response priority will be based on the information and response recommendation from LCCD. The Senior Officer responding to the event may make adjustments to the priority level based on all information gathered and must notify LCCD, via radio, of any such change. If LCCD does not give direction the below is a guide to follow.*

- 1. Medical
- 2. P.I. Accident

Per LCCD Direction  
Per LCCD Direction

3. Unknown Accident	Per LCCD Direction
4. Citizens Assist	Non-Emergent
5. Structure Fire	Emergent
6. Grass/Brush Fire	Emergent
7. Dumpster Fire	Emergent
8. Burning Complaint/Open Burn	Non-Emergent
9. Unknown Smoke Investigation	Emergent
10. Fire Alarm-Residential/Commercial	Emergent
11. Wires Down/Arching	Emergent
12. Trees Down/Blocking	Non-Emergent
13. Natural or LP Gas Leak	Emergent
14. Weather Watch	Non-Emergent
15. Mutual Aid to Scene	Emergent
16. Mutual Aid for Station Stand-by	Non-Emergent
17. Assist Police	Non-Emergent
18. Environmental Clean-up	Non-Emergent
19. Hazardous Material Event	Emergent
20. C.O. Alarm with Symptoms	Emergent
21. C.O. Alarm without symptoms	Non-Emergent

C. Determination of Emergency Response to a Station

1. All personnel responding for an alarm shall respond according to the priority response procedures outlined in this policy.
2. Emergency response by personnel shall continue only until all apparatus due for the alarm from their station is staffed and responding. Personnel still en route to the station, after all due apparatus from that station has responded, shall continue normal traffic to the Station. (i.e., if the alarm is a medical response where only one BLS vehicle is due from a particular station, once that BLS vehicle responds, personnel still en route to that station shall cease to operate emergency status and continue normal traffic).
3. In automatic fire alarm responses when the first apparatus from the station is due to respond emergent, once that apparatus has responded, personnel still en route to the station shall continue normal traffic.
4. If an employee is still responding to their station and all apparatus at that station have already responded to the alarm (i.e., the station has been emptied), the employee shall continue to respond to the station normal traffic.

5. An officer of the first due station may, in their discretion, respond to the scene if the response is of a type where such action would be useful to the mitigation of the incident. An officer so doing shall have personal protective equipment (PPE) and a two-way handheld radio with them before responding directly to a scene. Any additional officers should respond to their station.

#### **IV. GENERAL RULES FOR OPERATING VEHICLES**

- A. Must not operate any vehicle for any department purpose, including but not limited to responses, emergency and otherwise, while under the influence of any substances that may alter their mental or physical status, specifically including, but not limited to alcohol and other controlled substances, whether or not prescribed by a physician.
- B. All apparatus operators shall obey all traffic laws and traffic control devices when driving any Township vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any Township vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.
- C. Apparatus operator will be directly responsible for the vehicle's safe operation under all conditions and the Company Officer will oversee the overall safety and direction of the apparatus.
- D. Nothing in this SOP shall relieve the driver of the duty to drive with due regard for the safety of all persons, nor shall it protect the apparatus operator from the consequences of reckless disregard for the safety or property of others.
- E. Personnel under the age of eighteen (18) shall not be permitted to drive emergency vehicles under any circumstances.
- F. In order to operate any department apparatus and equipment, all personnel shall complete the driver/operator (DO) program as directed by the On the Job Training (OJT) program and the Hamburg Township Fire Department Training Division. Personnel in training for the DO program, may operate department apparatus and equipment provided they have a certified operator of that apparatus/equipment with them at all times and have been cleared to do so by the DO Program coordinator.
- G. Must have a valid driver's license and a satisfactory driving record as outlined in HTFD SOP #100-9: *Driving Records*.
- H. Personnel with an unsatisfactory driving record may be placed on driving probation or prohibited from driving a department vehicle or a privately-owned vehicle, for Department business, by the Fire Chief in accordance with HTFD SOP #100-9: *Driving Records*.

- I. Personnel may not have any active disciplinary driving restrictions or any operational changes to his or her driver's license. Any such changes must be brought to the immediate attention of the Fire Chief.
- J. Any personnel responding Emergent in a vehicle must have with them a device capable of receiving communications on the primary Livingston County fire channel (154.010 Mhz and/or 800 Mhz), and shall revert to a normal traffic response upon being directed by LCCD or an Officer.
- K. Any personnel involved in a motor vehicle accident while operating a departmentally-owned vehicle or privately-owned vehicle on department business, shall follow the procedures set forth in HTFD SOP #100-10: *HTFD-Involved Motor Vehicle Accidents*.
- L. Apparatus responding with the County Air Trailer and the HTFD Utility Trailer are to respond non-emergent to all events.
- M. Apparatus may respond emergent, with the Mule on the Trailer, with direction from the Incident Commander or Company Officer.

#### **V. ELECTRONIC DEVICES AND DRIVING DISTRACTIONS**

- A. The use of, or holding of, communication/entertainment devices such as cell phones is not permitted while responding emergent or non-emergent.
- B. If no personnel are in the Officer seat of the apparatus, the use of hands free devices are permitted while operating department apparatus if not on a run.
- C. Personnel in the Officer seat are responsible for using the Mobile Computer Terminal (MCT), radio communication, routing, siren, and air horn use.
- D. If no personnel are in the Officer seat the driver must have the route to the run determined prior to responding. The driver will limit MCT and radio distractions while responding.
- E. Personnel are not to be eating while driving
- F. The driver and the Officer will encourage that all personnel respect the need for a sterile cab.

#### **VI. PREPARING TO DRIVE**

- A. Safety belts and restraints must be used in all apparatus. It is the responsibility of the Company Officer to insure that everyone is properly seated and seat belted prior to the apparatus being moved. HTFD prohibits the riding on tail steps, sidesteps, running boards, or any other exposed position.
- B. Prior to entering the cab and starting the vehicle, the driver shall complete a walk around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions are moved out of the way. During the walk around, the driver shall encircle the vehicle and visually inspect all four sides, the top, and the area below the vehicle before entering the cab. The



driver should also verify an all clear with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

- C. Engine/Tanker Start Up: For either Emergency or Non-Emergency start-up of all apparatus, the following procedure must be followed to ensure the apparatus will meet the proper operating parameters outlined by the manufacturer.
  - 1. Disconnect the shore lines from the apparatus. These lines should include a 110 volt cord for the battery conditioner and a shop air line for the apparatus air tanks and braking system.
  - 2. Switch the master battery switch to the “ON” position.
  - 3. Operate the “Ignition” switch to the “ON” position and allow the driver’s information station and apparatus gauge readouts to cycle through the calibration mode. A self-calibration of the gauges will be indicated by a full sweep of all readouts.
  - 4. At the completion of the calibration mode operate the “START” switch to start the apparatus.
  - 5. Verify proper operating pressures on the oil, air and charging systems.
  - 6. You must have oil, air, and charging systems operating properly before responding.
- D. Prior to an apparatus leaving the station, ensure it is adequately staffed.

## **VII. DRIVING EMERGENCY MODE**

- A. **NORMAL TRAFFIC**
  - 1. No lights or siren, obey all traffic regulations, and proceed as normal traffic.
- B. **EMERGENCY TRAFFIC**
  - 1. Proceed as safely as possible when in emergency mode.
  - 2. CAUTION must be used at all traffic lights, stop signs, and when passing cars on the road.
  - 3. PA 300 as amended must be complied with at all times.
- C. State Law: When responding to emergency calls, all driving is to be in accordance with the Michigan Motor Vehicle Code, Public Act 300.
- D. Warning Devices: The apparatus operator of any fire apparatus will turn on all emergency lights and headlights while responding to an emergency. The siren shall be used to give adequate warning to other drivers and pedestrians. Remember, you are asking for permission to have the right of way while responding with lights and sirens.
- E. Speed Limits: The apparatus operator may exceed the posted speed limit in accordance with PA 300 so long as life and property are not endangered, and driving in a reasonable and prudent manner.
- F. Stop Signs and Lights: The apparatus operator may proceed past a red or stop

- signal or stop sign, but only after controlling and clearing the intersection. All drivers shall stop at blind intersections before proceeding.
- G. Vehicle control and right-of-way: All apparatus operators shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Apparatus operators should be aware that civilian drivers may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle driver fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.
  - H. Direction of Movement (travel): The apparatus operator may disregard regulations governing direction of movement, or turning in specified directions provided the driver does not endanger life or property.
  - I. Passing Private Vehicles: Apparatus operator should always pass other vehicles on the left side of the vehicle being passed because State law instructs other vehicles to yield to the right for emergency vehicles. When conditions only allow for passing on the right, it must be done with extreme caution.
  - J. Passing Emergency Vehicles: An apparatus operator can only pass another emergency vehicle if the driver receives permission of the vehicle being passed. It must be accomplished cautiously.
  - K. Passing School Buses: Emergency vehicles must never pass a school bus while the loading lights (yellow or red) are illuminated. Personnel shall come to a complete stop, turn off their siren and wait for the driver of the bus to signal (hand motion) that it is safe to pass the bus. Upon receiving the signal to pass, personnel shall proceed at a very slow speed (less than 10 mph) until they have completely passed the bus and any pedestrians in the area.
  - L. Railroad Intersections: The operator shall comply with any stop signal emanating from a railroad crossing until such time as the vehicle has come to a complete stop and the operator has determined that the track may safely be traversed. When approaching an unguarded rail crossing (no gates/no visual signal) the apparatus operator shall bring the apparatus or vehicle to a complete stop before entering the grade crossing. In addition, the apparatus operator shall perform the following steps prior to proceeding: turn off all sirens and air horns, operate the motor at idle speed, turn off any other sound producing equipment or accessories, and listen for train's horn.
  - M. Intersection Practices: Extreme care should be taken when approaching any intersection, as intersections are the locations responsible for the majority of accidents involving emergency vehicles.
    - 1. Uncontrolled Intersections: Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the

emergency vehicle or where a traffic control signal is green, upon the approach of the emergency vehicle, all emergency drivers shall do the following:

- i. Scan the intersection for possible hazards.
  - ii. Slow down if any potential hazards are detected and cover brake pedal with foot.
  - iii. Change the siren cadence not less than 200' from intersections.
  - iv. Avoid using the opposing lane of traffic if at all possible.
  - v. Apparatus operators should always be prepared to stop.
2. Controlled Intersections: Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires **Prudent Action** by the apparatus operator. The following steps should be taken:
- i. Do not rely on warning devices to clear traffic.
  - ii. Scan the intersection for possible hazards as well as driver options (have a plan).
  - iii. Begin to slow down well before reaching the intersection and cover the brake pedal with foot.
  - iv. Change the siren cadence not less than 200' from intersection.
  - v. Scan intersection for possible passing options; avoid using the opposing lane of traffic if at all possible.
  - vi. Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped.
  - vii. Be prepared, during an emergency response, to bring the vehicle to a complete stop.

- N. Following Emergency Vehicles: Extreme caution should be used when following other emergency vehicles. Distance between vehicles should be more than the driver estimates will be needed to stop safely. Remember: Fire Vehicles can weigh more than 30 tons.
- O. Crossing the Centerline: Crossing the center line or using the left turn lane is permitted when all normal lanes are blocked. Apparatus operators must be sure that all on-coming traffic lanes and turning lanes are stopped. In this case, apparatus operator must proceed slow enough to stop to avoid vehicles turning left in front, and also oncoming vehicles making right turns into your path of travel.
- P. Reducing Speed: Apparatus operators must reduce their speed appropriately due to poor weather conditions, when passing through school zones, or any other condition that may adversely affect the apparatus or the vehicle operator.
- Q. Off-Road Travel: When vehicles are taken off the road:
1. The Company Officer should evaluate the need for off road use.
  2. Identify potential hazards (firmness of soil, type of soil, septic tanks and other underground hazards).
  3. Establish best route.

4. If needed, spotter to walk route.
  5. No exterior passengers.
- R. Back-Up Guide (Spotter): **The presence of a backup camera on any apparatus does not relieve any employee of the responsibilities outlined in this section. Backup cameras are a redundant piece of safety equipment and are not to be used in lieu of the guide.**
1. Apparatus operators are responsible for any apparatus movement. The apparatus operator and guide will communicate the movement plan prior to the guide taking his/her position at the driver's side rear of the vehicle. The apparatus operator must wait for a guide to be in full view on the driver's side before moving any vehicle in reverse. Apparatus operators must stop and investigate immediately when the guide is no longer in full view.
  2. When the apparatus requires travel in either a forward and/or reverse motion to clear obstacles, apparatus operators need to have a minimum of a single ground guide positioned at the left side rear, and/or forward side right, and must be in full view at all times. If two ground guides are available that is the best option. The driver should roll down driver's window and turn on available scene lights.
  3. Guide (Spotter) Position:
    - i. Leave adequate room between the apparatus and you.
    - ii. Give plenty of warning; allow for reaction time.
    - iii. Consider your own safety; don't be at risk. Use reflective PPE and flashlights as appropriate.
    - iv. Equipped with a radio to communicate with the driver, using a Tac Channel if available.
    - v. Will not be distracted by other activities and are not to be using a cell phone.
  4. When the vehicle has only an apparatus operator, the apparatus operator shall attempt to utilize any available fire personnel to act as a guide. When no personnel are available to assist, the apparatus operator shall make a complete 360-degree survey of the area around the vehicle to determine if any obstructions are present prior to backing the vehicle.
  5. Signals for Backing:
    - i. Straight Back: Both hands above the head motioning back up movement.
    - ii. Turn: Both arms pointing the same direction with index fingers extended, there should be no movement of the arms. The arms should point in the direction the guide wants the rear of the vehicle to travel.
    - iii. Stop: Both arms crossed held above the guides head.
- S. Responding Outside HTFD Jurisdiction: Personnel may respond Priority 1 to calls only when they are within Hamburg Township. Personnel are not to run Priority 1

outside the township without prior notification and approval from the Fire Chief.

## **VIII. SCENE OPERATIONS**

- A. On arrival, the apparatus operator must position the apparatus in a manner that allows for its efficient use, that avoids unsafe conditions (overhead wires, haz-mat, unfavorable winds, and blocking of other fire apparatus), and according to the direction of the Company Officer or the Incident Commander.
- B. The apparatus operator must stay with the rig and is the designated Engineer unless otherwise directed by the Company Officer or Incident Commander.
- C. When laying hose, the apparatus operator will proceed at a speed to not damage the hose, apparatus, or surrounding environment.
- D. Apparatus operators will utilize wheel chocks, appropriate PPE, and appropriate safety equipment when operating equipment at a scene.

## **IX. STAGING OF APPARATUS**

- A. When the Company Officer of the first arriving apparatus orders all others to stage on arrival they should:
  - 1. Stage as directed, if no location is given, maintain a position greater than 1000 feet from the incident and out of direct sight of the scene.
  - 2. Minimize traffic obstruction.
  - 3. Position behind intersections when possible.
  - 4. Maintain a state of readiness.
- B. Designated Staging:
  - i. Use a commercial parking lot or other area with a firm surface and good road accessibility.
  - ii. Should be in an open area near the scene.
- C. Rules of Staging
  - 1. Stay with apparatus and be prepared for immediate deployment
  - 2. Position apparatus with adequate spacing so it and all equipment are immediately accessible and available for assignment. A properly staged vehicle would mean one that does not require backing

## **X. STATION RETURN**

- A. Apparatus shutdown procedure:
  - 1. Allow the apparatus to cool down for 3 to 5 minutes outside the station.
  - 2. Complete the pulling in/backing in of the apparatus to the proper position as marked on the floor.
  - 3. Attach the vent hose to the exhaust pipe, if available.
  - 4. Turn the apparatus off.

**Note:** The apparatus motor should not be running while hooked up to the Plymovent exhaust system during extended apparatus maintenance. If you need to run the apparatus motor for extended periods, the apparatus must be parked outside the building.

- B. Apparatus operator with the Company Officer must ensure the apparatus and equipment are operationally-ready upon returning to the station.
- C. Apparatus operators are responsible for completing apparatus documentation after any vehicle usage. The Company Officer shall verify for accuracy.
- D. Do not connect the shore-line power cord until the motor has stopped and the battery switch has been turned off.

## **XI. FUELING OF APPARATUS**

- A. Engines/Tankers with  $\frac{3}{4}$  tank or less of fuel are to be filled. All other apparatus with  $\frac{1}{2}$  tank or less of fuel are to be filled.
- B. Any generators or other equipment must be refilled after each use.
- C. When fueling apparatus:
  - 1. Gloves and safety glasses are recommended during fueling operation.
  - 2. Any needed documentation must be completed.
  - 3. Apparatus should be turned off and must be attended when refueling.
  - 4. NO SMOKING is permitted.

Issued by:

*Nick Miller*

Fire Chief

Approved by the Hamburg Township Board of Trustees:



# Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

**TO:** Hamburg Township Board

**FROM:** Chief Richard Duffany

**DATE:** November 25, 2019

**RE:** Agenda Item Topic: **Sergeant Promotions**

General Ledger #:

Number of Supporting Documents: **0**

NEW/OLD BUSINESS: **XXX** New Business

\_\_\_\_\_ Old Business – Previous Agenda #:

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## **Requested Board Action**

- Motion to approve the promotion of Officer Matthew Duhaime and Officer Steve Locke to the rank of Sergeant effective December 3, 2019.

## **Background Information**

A police sergeant promotional examination process was conducted pursuant to Article 6 of the Collective Bargaining Agreement between Hamburg Township and the Police Officers Labor Council/Hamburg Township Police Officers Association. The purpose of the promotional process was to establish an eligibility list of officers to fill two (2) sergeant positions as part of the transition to 24/7 supervision within the police department.

At the conclusion of the process, an eligibility list consisting of six (6) officers was established and presented to the Personnel Committee on November 13, 2019. Officer Matthew Duhaime finished first on the list while Officer Steve Locke finished second on the list based upon their overall scores. It is my recommendation that Officer Duhaime and Officer Locke be promoted to the rank of sergeant. This recommendation was approved by the Personnel Committee.

Respectfully,

Chief Richard Duffany



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

11/27/19

To: Hamburg Township Board  
From: Tony Randazzo  
Re: GIS Software Maintenance

I request approval from the Township Board to pay for our yearly software maintenance from ESRI for GIS software. The maintenance period runs from 11/19/2019 to 11/18/2020, and it will cost \$6,965.21. The software maintenance agreement entitles us to software upgrades and telephone support for our desktop and server software. Technical support of this software is critical to the development and maintenance of our GIS. This expenditure has been budgeted for and will be charged to the contracted support line item of the Tech Services budget.





Esri Inc  
380 New York Street  
Redlands CA 92373

## **Subject: Renewal Quotation**

**Date:** 10/19/2019  
**To:** Tony Randazzo  
**Organization:** Township of Hamburg  
Director of Technical Services  
**Fax #:** 810-231-4295 **Phone #:** 810-231-1000  
  
**From:** Jose Hernandez  
**Fax #:** **Phone #:** 909-793-2853 Ext. 1508  
**Email:** jhernandez@esri.com

Number of pages transmitted  
(including this cover sheet): 5

Quotation #25916960  
Document Date: 08/20/2019

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level  
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit  
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 909-793-2853/1508

## Quotation

**Date:** 08/20/2019**Quotation Number:** 25916960**Contract Number:** 318946

Township of Hamburg  
Director of Technical Services  
P.O. Box 157  
Hamburg MI 48139  
**Attn:** Tony Randazzo

**Send Purchase Orders To:**

Environmental Systems Research Institute, Inc.  
380 New York Street  
Redlands, CA 92373-8100  
Attn: Jose Hernandez

**Please include the following remittance address on your Purchase Order:**

Environmental Systems Research Institute, Inc.  
P.O. Box 741076  
Los Angeles, CA 90074-1076

**Customer Number:** 144187**For questions regarding this document, please contact Customer Service at 888-377-4575.**

Item	Qty	Material#	Unit Price	Extended Price
10	1	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 11/19/2019 End Date: 11/18/2020	3,000.00	3,000.00
1010	1	98696 ArcGIS Publisher for Desktop Concurrent Use Primary Maintenance Start Date: 11/19/2019 End Date: 11/18/2020	500.00	500.00
2010	1	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 11/19/2019 End Date: 11/18/2020	400.00	400.00
3010	3	87193 ArcGIS Desktop Basic Single Use Secondary Maintenance Start Date: 11/19/2019 End Date: 11/18/2020	300.00	900.00
4010	1	87193	165.21	165.21

**Quotation is valid for 90 days from document date.**

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**Issued By:** Jose Hernandez      **Ext:** 1508

[CSBATCHDOM]

**To expedite your order, please reference your customer number and this quotation number on your purchase order.**

**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 909-793-28531508

## Quotation

Page 2

**Date:** 08/20/2019

**Quotation Number:** 25916960

**Contract Number:** 318946

Item	Qty	Material#	Unit Price	Extended Price
		ArcGIS Desktop Basic Single Use Secondary Maintenance Start Date: 05/02/2020 End Date: 11/18/2020		
5010	2	109842	500.00	1,000.00
		ArcGIS for Server Workgroup Standard One Core Additional Migrated Maintenance Start Date: 11/19/2019 End Date: 11/18/2020		
6010	1	109845	1,000.00	1,000.00
		ArcGIS for Server Workgroup Standard Up to Two Cores Migrated Maintenance Start Date: 11/19/2019 End Date: 11/18/2020		

<b>Item Subtotal</b>	6,965.21
<b>Estimated Tax</b>	0.00
<b>Total</b>	<b>USD 6,965.21</b>

**DUNS/CEC: 06-313-4175 CAGE: 0AMS3**



**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 909-793-2853/1508

## Quotation

Page 3

**Date:** 08/20/2019

**Quotation Number:** 25916960

**Contract Number:** 318946

Item	Qty	Material#	Unit Price	Extended Price
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### Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
  - Credit Card
  - Purchase Order
  - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
  - Fax: 909-307-3083
  - Email: [service@esri.com](mailto:service@esri.com)

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.



**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 909-793-28531508

## Quotation

Page 4

**Date:** 08/20/2019    **Quotation No:** 25916960    **Customer No:** 144187    **Contract No:** 318946

Item	Qty	Material#	Unit Price	Extended Price
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US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to [service@esri.com](mailto:service@esri.com)

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD \_\_\_\_\_ plus sales tax, if applicable.

Please check one of the following:

\_\_\_\_\_ I agree to pay any applicable sales tax.

\_\_\_\_\_ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title



# Township Board Cover Sheet

## **Arrowhead Subdivision – Road Improvement S.A.D. First Public Hearing to Establish S.A.D.**

### **Information Packet:**

Hamburg Township has been approached by residents living in the Arrowhead Subdivision requesting that their road be improved through a Township financed special assessment district. This project would consist of the establishment of a S.A.D. with the road improvements constructed under the direction of the Livingston County Road Commission. Based upon property owner response, there are enough petitions to proceed with creating the district.

The following items have been included for the Board's review:

#### **1. Notice of First Public Hearing:**

- A. Affidavit of Mailing
- B. Hearing Cover Letter
- C. Notice of Improvement Hearing – per Public Act 188 requirements
- D. Mailing List of Property Owners included in S.A.D.
- E. Estimate of Cost for the proposed Road Improvement S.A.D.
- F. Proposed Arrowhead Subdivision Special Assessment Roll

#### **2. Project Resolution(s):**

- **Resolution No. 3** – Resolution Approving Petitions, Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared
- **Resolution No. 4** – Resolution Acknowledging the Filing of the Arrowhead Subdivision Special Assessment Roll, Scheduling a Hearing and Directing the Issuance of the Statutory Notices

**NOTE:** Resolution No. 4 will set the date and time for the second public hearing to be held to adopt the Assessment Roll. I am recommending that the 2<sup>nd</sup> public hearing be scheduled for **Tuesday, December 17<sup>th</sup>, 2019 beginning at 6:30 p.m.** to allow enough time for notice to be published in the newspaper as well as mailing individual notices to property owners.

The Arrowhead Subdivision Road Improvement district will be included on the upcoming bond issue along with a number of other Road Improvement projects.

*Drafted: November 5<sup>th</sup>, 2019*



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
www.hamburg.mi.us

AFFIDAVIT OF MAILING

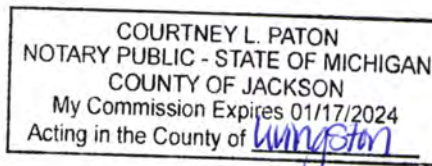
STATE OF MICHIGAN     )  
                                      )ss  
COUNTY OF LIVINGSTON)

BRITTANY K. CAMPBELL, being first duly sworn, deposes, and says that she personally prepared for mailing, and did on November 6, 2019, send by first-class mail, the proposed **Arrowhead Subdivision – Road Improvement Special Assessment District** notice of first public hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Brittany K. Campbell  
Brittany K. Campbell  
Hamburg Township Utilities Coordinator

Subscribed and sworn to before me  
this 6th day of November, 2019.

Courtney L. Paton  
Jackson County Notary Public  
Livingston County, MI  
My commission expires: 1/17/2024







November 6<sup>th</sup>, 2019

Re: **Arrowhead Subdivision – Road Improvement Special Assessment District**  
Notice of First Public Hearing

Dear Property Owner,

Enclosed is a copy of the Notice of Improvement Hearing to establish the Arrowhead Subdivision road improvement special assessment district (SAD). The project will consist of milling out approximately three-inches (3.0”) of existing asphalt pavement and repair of transverse cracks. Once the road is re-graded, Contractor shall place two (2) lifts of new hot mix asphalt with an asphalt wing curb and turf restoration to convey road runoff to the existing catch basins or spillways, altogether with the necessary related work.

The Township Board has scheduled the first public hearing for Tuesday, November 19<sup>th</sup>, 2019 to begin at 6:30 p.m. here at the Township Offices located at 10405 Merrill Road. The purpose of the meeting is to discuss the desire to establish the district, the district boundaries and the estimated cost of the project. The estimated road improvement project cost is \$1,250,000.00 which will be split equally among the 116 parcels in an assessment of approximately \$10,775.87 per parcel plus interest charges under a ten (10) year bond re-payment schedule.

Any property owner or owners who wish to remove their support for the project must submit a letter in writing to the Township requesting to rescind their signatures from the petition by the first public hearing on November 19<sup>th</sup>. Letters may be addressed to me or the Township Clerk, Michael Dolan, and mailed to Hamburg Township, P.O. Box 157, Hamburg, MI 48139. Faxed copies or emailed/scanned copies cannot be accepted. If after the first public hearing there is still enough support to move forward with establishing the special assessment district the Board will pass a resolution to schedule the 2<sup>nd</sup> public hearing for the purpose of discussing the Assessment Roll and adoption by the Township Board which will authorize the collection of the special assessments that will first appear on the December 1, 2020 tax bill.

If you would like to discuss the road improvement project before the public hearing please feel free to contact the Township Supervisor, Patrick J. Hohl, at (810) 231-1000 Ext. 202 or his direct line at (810) 222-1116 or via email at pathohl@hamburg.mi.us.

Sincerely,

Brittany K. Campbell  
Hamburg Township Utilities Coordinator



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## NOTICE OF PUBLIC HEARING

Hamburg Township  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
UPON A PROPOSED ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT FOR  
THE ARROWHEAD SUBDIVISION

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Hamburg Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a public hearing on Tuesday, November 19, 2019 at 6:30 p.m., at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48139, to review the following proposed special assessment district:

HAMBURG TOWNSHIP ARROWHEAD SUBDIVISION  
ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT

and to hear any objections thereto and to the proposed Project and to the petitions filed with the Township Board requesting the Project.

(2) The project (the "Project") will consist of milling out approximately three-inches (3.0") of existing asphalt pavement and repair of transverse cracks. Once the road is re-graded, Contractor shall place two (2) lifts of new hot mix asphalt with an asphalt wing curb and turf restoration to convey road runoff to the existing catch basins or spillways, altogether with the necessary related work. The Project is being designed to serve the properties in the Special Assessment District, which properties are adjacent to Kiowa Trail, Pawnee Trail, Navajo Trail, Shoshoni Pass and Arapaho Pass, and which properties are identified by the following permanent parcel numbers:

15-15-101-001	15-15-101-002	15-15-101-003	15-15-101-004
15-15-101-005	15-15-101-006	15-15-101-007	15-15-101-008
15-15-101-009	15-15-101-010	15-15-101-011	15-15-101-012
15-15-101-013	15-15-101-014	15-15-101-015	15-15-101-016
15-15-101-017	15-15-101-018	15-15-101-019	15-15-101-020
15-15-101-021	15-15-101-022	15-15-101-023	15-15-101-024
15-15-101-025	15-15-101-026	15-15-101-027	15-15-101-028
15-15-101-029	15-15-101-030	15-15-101-031	15-15-101-032
15-15-101-033	15-15-101-034	15-15-101-035	15-15-101-036
15-15-101-037	15-15-101-038	15-15-101-039	15-15-101-040
15-15-101-041	15-15-101-042	15-15-101-043	15-15-101-044

15-15-101-045	15-15-101-046	15-15-101-047	15-15-101-048
15-15-101-049	15-15-101-050	15-15-101-051	15-15-101-052
15-15-101-053	15-15-101-054	15-15-101-055	15-15-101-056
15-15-101-057	15-15-101-058	15-15-101-059	15-15-101-060
15-15-101-061	15-15-101-062	15-15-101-063	15-15-101-064
15-15-101-065	15-15-101-066	15-15-101-067	15-15-101-068
15-15-101-069	15-15-101-070	15-15-101-071	15-15-101-072
15-15-101-073	15-15-101-074	15-15-101-075	15-15-101-076
15-15-101-077	15-15-101-078	15-15-101-079	15-15-101-080
15-15-101-081	15-15-101-082	15-15-101-083	15-15-101-084
15-15-101-085	15-15-101-086	15-15-101-087	15-15-101-088
15-15-101-089	15-15-101-090	15-15-101-091	15-15-101-092
15-15-101-093	15-15-101-094	15-15-101-095	15-15-101-096
15-15-101-097	15-15-101-098	15-15-101-099	15-15-101-100
15-15-101-101	15-15-101-102	15-15-101-103	15-15-101-104
15-15-101-105	15-15-101-106	15-15-101-107	15-15-101-111
15-15-101-112	15-15-101-113	15-15-101-114	15-15-101-115
15-15-101-116	15-15-101-118	15-15-101-119	15-15-101-120

(3) The Township plans on imposing special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The plans and cost estimates for the proposed Project, the boundaries of the Special Assessment District and the petitions filed in support of the Project are now on file in the office of the Township Clerk for public inspection. Periodic redeterminations of the cost of the Project may be made, and subsequent hearings shall not be required if such cost redeterminations do not increase the estimated cost of the Project by more than 10%. Any person objecting to the proposed Project, the petitions for the Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the November 19<sup>th</sup>, 2019 hearing, or within such further time the Township Board may grant.

This notice is given by order of the Hamburg Township Board.

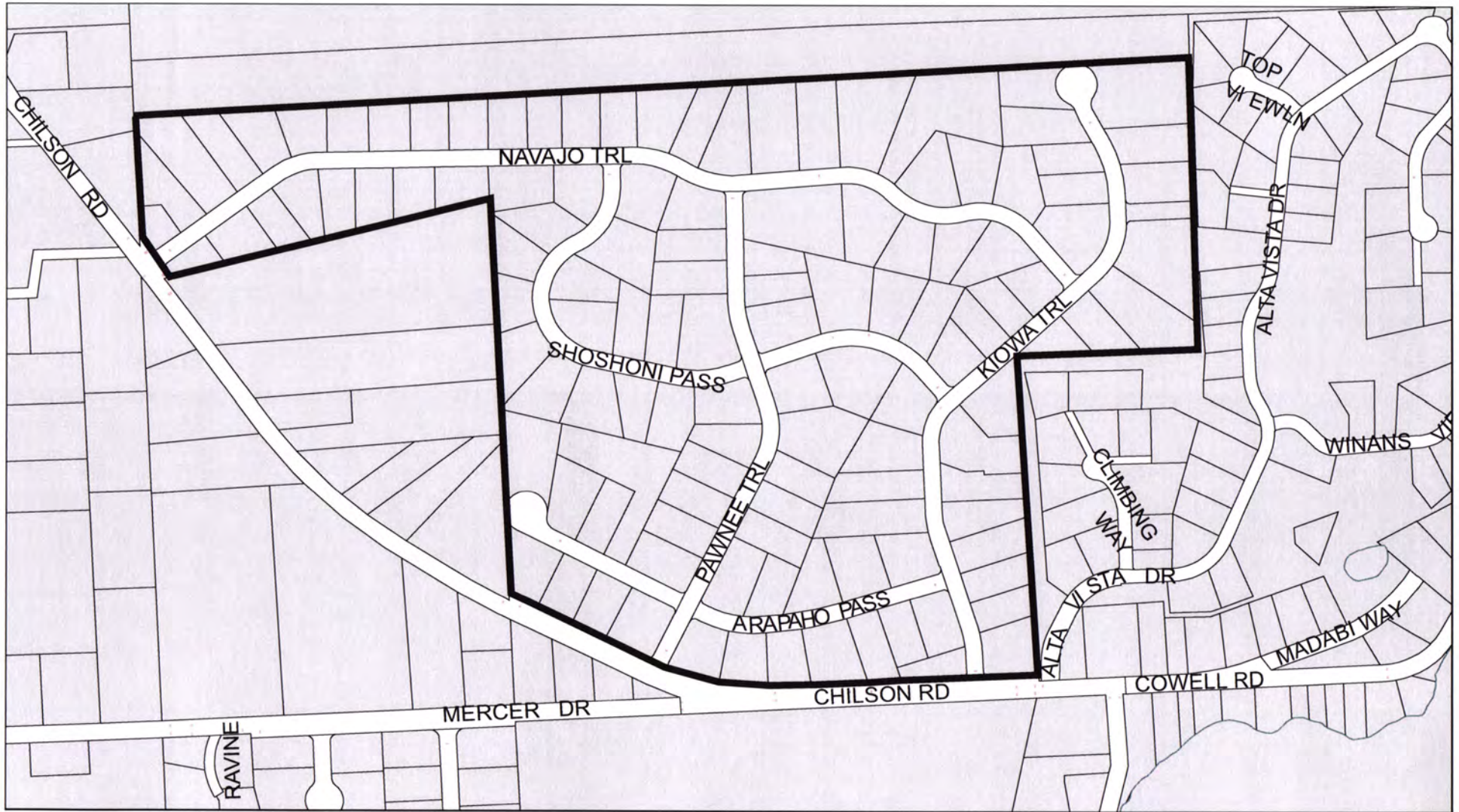
Dated: November 6<sup>th</sup>, 2019

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139

## ARROWHEAD SUBDIVISION – ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT

Hamburg Township, Livingston County, Michigan

The general service area in which a proposed special assessment district is to be designated. The Hamburg Township Board of Trustees may adjust the district boundaries based upon property owner response in support of creating a road improvement special assessment district.



General service area establishing the Arrowhead Subdivision – Road Improvement Special Assessment District. **Proposed special assessment district boundary shown within thick black-lined area.**

15-15-101-001  
Kenneth C. & Kathryn E. Eckerd  
P.O. Box 588  
Lakeland, MI 48143

15-15-101-002  
J. M. Burch & M. Dunwell-Burch  
8529 Kiowa Trail  
Pinckney, MI 48169

15-15-101-003  
Gary & Jennifer Burg  
P.O. Box 306  
Pinckney, MI 48169

15-15-101-004  
Barrett & Linda L. Kalellis  
8491 Kiowa Trail  
Pinckney, MI 48169

15-15-101-005  
Don & Laurie Weidman  
8469 Kiowa Trail  
Pinckney, MI 48169

15-15-101-006  
John & Corey Tidman  
8443 Kiowa Trail  
Pinckney, MI 48169

15-15-101-007  
Christopher A. Burrell  
8415 Kiowa Trail  
Pinckney, MI 48169

15-15-101-008  
Marian Ballenger & Darin Ballenger  
8265 Kiowa Trail  
Pinckney, MI 48169

15-15-101-009  
Christopher & Jennifer Thornton  
8215 Kiowa Trail  
Pinckney, MI 48169

15-15-101-010  
Betty J. Steeber  
8191 Kiowa Trail  
Pinckney, MI 48169

15-15-101-011  
The Robert & Anna Love Trust  
8185 Kiowa Trail  
Pinckney, MI 48169

15-15-101-012  
Richard L. Tomorsky  
8161 Kiowa Trail  
Pinckney, MI 48169

15-15-101-013  
William Porath  
8143 Kiowa Trail  
Pinckney, MI 48169

15-15-101-014  
John T. & Yvonne Baldwin  
8115 Kiowa Trail  
Pinckney, MI 48169

15-15-101-015  
Mary Cortese Trust  
8110 Kiowa Trail  
Pinckney, MI 48169

15-15-101-016  
Richard J. & Suzanne Bauch  
8128 Kiowa Trail  
Pinckney, MI 48169

15-15-101-017  
Alexander M. Allan III  
8146 Kiowa Trail  
Pinckney, MI 48169

15-15-101-018  
Michael Cobb & Carol Dacko  
8162 Kiowa Trail  
Pinckney, MI 48169

15-15-101-019  
Michael Hanig & Joseph E. Mroz  
5699 Navajo Trail  
Pinckney, MI 48169

15-15-101-020  
Gerald Musgrave  
5667 Navajo Trail  
Pinckney, MI 48169

15-15-101-021  
Robert A. & Lois J. Grimm  
5641 Navajo Trail  
Pinckney, MI 48169

15-15-101-022  
Matthew J. Helms  
5621 Navajo Trail  
Pinckney, MI 48169

15-15-101-023  
Carl J. & Denise J. Franz  
5595 Navajo Trail  
Pinckney, MI 48169

15-15-101-024  
Glen Gerald Wisner  
5567 Navajo Trail  
Pinckney, MI 48169

15-15-101-025  
Phillip & Xiaoyan Szornyi  
5543 Navajo Trail  
Pinckney, MI 48169

15-15-101-026  
Mark & Jackie Jemson  
5517 Navajo Trail  
Pinckney, MI 48169

15-15-101-027  
Doug Karaska & Erin Endres  
5491 Navajo Trail  
Pinckney, MI 48169

15-15-101-028  
Sharon Pernia  
5463 Navajo Trail  
Pinckney, MI 48169

15-15-101-029  
Adam Leibinger & Elizabeth Austin  
5435 Navajo Trail  
Pinckney, MI 48169

15-15-101-030  
Nathan J. Roller  
5407 Navajo Trail  
Pinckney, MI 48169

15-15-101-031  
Danny G. & Ann L. Langford  
5353 Navajo Trail  
Pinckney, MI 48169

15-15-101-032  
Frank J. & Sally A. Urbaniak  
5325 Navajo Trail  
Pinckney, MI 48169

15-15-101-033  
James & Lavola Cecora  
5297 Navajo Trail  
Pinckney, MI 48169

15-15-101-034  
Theodore R. Watson, Jr.  
7438 Oak Shore Dr.  
Portage, MI 49024

15-15-101-035  
Shaun D. Tuttle  
5237 Navajo Trail  
Pinckney, MI 48169

15-15-101-036  
James Sternburg & Angel Hellis  
5211 Navajo Trail  
Pinckney, MI 48169

15-15-101-037  
Jeffrey & Stephanie Sterling  
5181 Navajo Trail  
Pinckney, MI 48169

15-15-101-038  
Timothy M. Mahon  
5157 Navajo Trail  
Pinckney, MI 48169

15-15-101-039  
Nathan D. & Sarah J. Emery  
5131 Navajo Trail  
Pinckney, MI 48169

15-15-101-040  
Joseph & Suzanne Bergum  
5101 Navajo Trail  
Pinckney, MI 48169

15-15-101-041  
Robert Yunker & Sarah Roessler  
5128 Navajo Trail  
Pinckney, MI 48169

15-15-101-042  
Thomas G. & Laura A. Smiley  
5156 Navajo Trail  
Pinckney, MI 48169

15-15-101-043  
Kenneth L. & Susan M. Aris  
5188 Navajo Trail  
Pinckney, MI 48169

15-15-101-044  
Steven M & Angela L. Harris  
5226 Navajo Trail  
Pinckney, MI 48169

15-15-101-045  
Stuart & Tracy Martin  
5254 Navajo Trail  
Pinckney, MI 48169

15-15-101-046  
Rolland Spring  
5282 Navajo Trail  
Pinckney, MI 48169

15-15-101-047  
Douglas & Constance Rickelmann  
5314 Navajo Trail  
Pinckney, MI 48169

15-15-101-048  
Traiforos Family Trust  
5360 Navajo Trail  
Pinckney, MI 48169

15-15-101-049  
Carol Rozek & Laura Rozek  
5416 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-050  
Donald S. & Julie C. Britt  
5432 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-051  
Jacob B. & Shannon M. Jurden  
5448 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-052  
Frank C. & Laura J. Clark  
5464 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-053  
Kenneth & Lynn Brandt  
5480 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-054  
Gregory R. & Roberta A. Denoyer  
5496 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-055  
Margherita G. Marini  
5512 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-056  
Delores Sattler & John Sattler  
5528 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-057  
Janet Certo & Jamie & Mary S. Certo  
5544 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-058  
James & Jodi Knight  
5548 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-059  
Gary & Marilyn Holman  
8422 Pawnee Trail  
Pinckney, MI 48169

15-15-101-060  
Timothy & Pamela Mann  
8444 Pawnee Trail  
Pinckney, MI 48169



15-15-101-061  
Robert L. Peloquin Trust  
8466 Pawnee Trail  
Pinckney, MI 48169

15-15-101-062  
Robert L. Peloquin Trust  
8466 Pawnee Trail  
Pinckney, MI 48169

15-15-101-063  
Stephen & Janet Clapp  
8498 Pawnee Trail  
Pinckney, MI 48169

15-15-101-064  
Michael & Janet McGivney Trust  
5345 Arapaho Pass  
Pinckney, MI 48169

15-15-101-065  
Paul Osburn  
5323 Arapaho Pass  
Pinckney, MI 48169

15-15-101-066  
Erich J. & Dawn L. Vorenkamp  
5301 Arapaho Pass  
Pinckney, MI 48169

15-15-101-067  
David J. & Heather A. Reed  
5318 Arapaho Pass  
Pinckney, MI 48169

15-15-101-068  
Michael D. Chouinard  
5344 Arapaho Pass  
Pinckney, MI 48169

15-15-101-069  
Adam Ungelbach  
5366 Arapaho Pass  
Pinckney, MI 48169

15-15-101-070  
Derek R. & Diana L. French  
5390 Arapaho Pass  
Pinckney, MI 48169

15-15-101-071  
David A. & Pamellia A. Smith  
5402 Arapaho Pass  
Pinckney, MI 48169

15-15-101-072  
Cyril & Linda G. Nichols  
5424 Arapaho Pass  
Pinckney, MI 48169

15-15-101-073  
Lon D. & Sharon L. Maus  
5450 Arapaho Pass  
Pinckney, MI 48169

15-15-101-074  
Christopher & Margaret Billel  
5474 Arapaho Pass  
Pinckney, MI 48169

15-15-101-075  
Timothy & Janice Richards  
5500 Arapaho Pass  
Pinckney, MI 48169

15-15-101-076  
Margaret Moore  
5524 Arapaho Pass  
Pinckney, MI 48169

15-15-101-077  
James & Mary Katakowski  
5550 Arapaho Pass  
Pinckney, MI 48169

15-15-101-078  
Chris & Linda Dondzila  
5549 Arapaho Pass  
Pinckney, MI 48169

15-15-101-079  
Robert & Jane Murdock  
5511 Arapaho Pass  
Pinckney, MI 48169

15-15-101-080  
Dorothy Babas & Ellen Babas  
5471 Arapaho Pass  
Pinckney, MI 48169

15-15-101-081  
Catherine Jones  
5427 Arapaho Pass  
Pinckney, MI 48169

15-15-101-082  
Michael & Kyle Gairdner  
5401 Arapaho Pass  
Pinckney, MI 48169

15-15-101-083  
Clarold Britton  
8463 Pawnee Trail  
Pinckney, MI 48169

15-15-101-084  
Keith & Sharon Guastella  
8441 Pawnee Trail  
Pinckney, MI 48169

15-15-101-085  
Richard W. Everett  
8423 Pawnee Trail  
Pinckney, MI 48169

15-15-101-086  
James M. Allen  
8415 Pawnee Trail  
Pinckney, MI 48169

15-15-101-087  
Michael & Amanda Mortensen  
8401 Pawnee Trail  
Pinckney, MI 48169

15-15-101-088  
Everett & Laurie Livingston  
5640 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-089  
Ronald Upton Trust  
5660 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-090  
Margaret Demare  
8426 Kiowa Trail  
Pinckney, MI 48169

15-15-101-091  
Jason & Maria Davenport  
8442 Kiowa Trail  
Pinckney, MI 48169

15-15-101-092  
Donald Hoaglund & Nancy Neill  
8468 Kiowa Trail  
Pinckney, MI 48169

15-15-101-093  
James E. & Carol L. Cosman  
5661 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-094  
Stephen S. & Mona A. Brossard  
8256 Kiowa Trail  
Pinckney, MI 48169

15-15-101-095  
Brendan G. & Molly K.H. Finnerty  
8240 Kiowa Trail  
Pinckney, MI 48169

15-15-101-096  
David & Christine Northmore  
8224 Kiowa Trail  
Pinckney, MI 48169

15-15-101-097  
Celso P. & Nancy G. Malang  
5670 Navajo Trail  
Pinckney, MI 48169

15-15-101-098  
Scott & Laurie Lunn  
5636 Navajo Trail  
Pinckney, MI 48169

15-15-101-099  
James F. & Terry L. Kobe  
5620 Navajo Trail  
Pinckney, MI 48169

15-15-101-100  
Brock L. Parker  
5600 Navajo Trail  
Pinckney, MI 48169

15-15-101-101  
Michael V. & Michaelene Farrell  
8225 Pawnee Trail  
Pinckney, MI 48169

15-15-101-102  
Ken & April Gardner  
8247 Pawnee Trail  
Pinckney, MI 48169

15-15-101-103  
Yvette Vandersluis Living Trust  
5595 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-104  
Robert & Theresa Janik  
5629 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-105  
Kathleen & Douglas Morningstar  
5641 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-106  
Blake Gerald Stamper  
5651 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-107  
Gary J. & Andrea Stepien  
8290 Pawnee Trail  
Pinckney, MI 48169

15-15-101-111  
James M. & Jacqueline K. Hagar  
5415 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-112  
Colleen Smith & Daniel Anderson  
5427 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-113  
Lorra Fitzpatrick  
5445 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-114  
Dynetta F. & Lloyd T., Jr. Flowers  
5491 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-115  
David M. Denkhous  
8163 Grand River Rd., Suite 500  
Brighton, MI 48114

15-15-101-116  
Gary W. Good  
5541 Shoshoni Pass  
Pinckney, MI 48169

15-15-101-118  
Granville A. & Nia L. Noles  
8244 Pawnee Trail  
Pinckney, MI 48169

15-15-101-119  
Arley E. & Virginia L. Downer  
8222 Pawnee Trail  
Pinckney, MI 48169

15-15-101-120  
Robert & Victoria Lyscas  
5500 Navajo Trail  
Pinckney, MI 48169



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**ESTIMATE OF COST  
PROPOSED ARROWHEAD SUBDIVISION  
ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**

**Hamburg Township Administration Expenses:**

Total Township Fees: \$ 0.00

**Road Improvements:** Livingston County Road Commission \$ 1,250,000.00

Road improvements shall include milling out approximately three-inches (3.0”) of existing asphalt pavement and repair of transverse cracks. Once the road is re-graded, Contractor shall place two (2) lifts of new hot mix asphalt with an asphalt wing curb and turf restoration to convey road runoff to the existing catch basins or spillways, altogether with the necessary related work.

Total Estimated Project Cost \$ 1,250,000.00

\$ 1,250,000.00 divided by 116 Parcels = **\$10,775.87 per parcel.**

**NOTE:**

The cost of the road improvements will be financed through special assessment bonds. Property owners within the SAD will only be charged for the road improvement construction charges. The Township will pay for all legal and administrative fees to establish the district and for the sale of the bond to finance the project. Annual principal payments will be equally assessed per parcel plus interest on the unpaid balance. The interest amount will be determined by the market interest rate for the sale of the Bonds at the time the project is financed. The assessment costs will be presented to property owners prior to establishing the special assessment district.



**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**EXHIBIT "B"**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-001	Kenneth C. & Kathryn E. Eckerd P.O. Box 588 Lakeland, MI 48143	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 1	\$ 296,065.00	Occupied	\$ 10,775.87
15-15-101-002	John M. Burch & Melissa Dunwell-Burch 8529 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 2	287,044.00	Occupied	10,775.87
15-15-101-003	Gary & Jennifer Burg P.O. Box 306 Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 3	281,963.00	Occupied	10,775.87
15-15-101-004	Barrett & Linda L. Kalellis 8491 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 4	298,485.00	Occupied	10,775.87
15-15-101-005	Don & Laurie Weidman 8469 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 5	326,497.00	Occupied	10,775.87
15-15-101-006	John & Corey Tidman 8443 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 6 ALSO PT LOT 7 BEG SW COR SAID LOT TH N2*W ALG ELY ROW KIOWA TR 45 FT TH S68*E 109.66 FT TH S87*W ALG SD S LINE 100 FT TO POB ALSO EXC PT LOT 6 BEG NE COR LOT 6 TH S3*E ALG E LINE SD LOT 6 14.12 FT TH S87*W 159.29 FT TH N3*W 14.12 FT TO N LINE SD LOT TH N 87* E ALG SD N LINE 159.29 FT TO POB.	304,179.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-007	Christopher A. Burrell 8415 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 7 ALSO PT LOT 6 DESC AS BEG NE COR LOT 6 TH S3*E ALG E LINE SD LOT 14.12 FT TH S87*W 159.29 FT TH N3*W 14.12 FT TO N LINE SD LOT TH N 87* E ALG SD N LINE 159.29 FT TO POB ALSO EXC PT LOT 7 BEG SW COR LOT 7 TH N2*W ALG ELY ROW KIOWA TRL 45 FT TH S68*E 109.66 FT TO S LINE SD LOT TH S87*W ALG SD S LINE 100 FT TO POB.	\$ 309,283.00	Occupied	\$ 10,775.87
15-15-101-008	Marian Ballenger & Darin Ballenger 8265 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 8	239,222.00	Occupied	10,775.87
15-15-101-009	Christopher & Jennifer Thornton 8215 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 9	336,852.00	Occupied	10,775.87
15-15-101-010	Betty J. Steeber 8191 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 10	403,815.00	Occupied	10,775.87
15-15-101-011	The Robert & Ann Love Trust 8185 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 11	309,842.00	Occupied	10,775.87
15-15-101-012	Richard L. Tomorsky 8161 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 12	348,692.00	Occupied	10,775.87
15-15-101-013	William Porath 8143 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 13	348,257.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-014	John T. & Yvonne Baldwin 8115 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 14	\$ 343,754.00	Occupied	\$ 10,775.87
15-15-101-015	Mary Cortese Trust 8110 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 15	248,459.00	Occupied	10,775.87
15-15-101-016	Richard J. & Suzanne Bauch 8128 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 16	351,016.00	Occupied	10,775.87
15-15-101-017	Alexander M. Allan III 8146 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 17	381,442.00	Occupied	10,775.87
15-15-101-018	Michael Cobb & Carol Dacko 8162 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 18	348,788.00	Occupied	10,775.87
15-15-101-019	Michael Hanig & Joseph E. Mroz 5699 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 19	336,808.00	Occupied	10,775.87
15-15-101-020	Gerald Musgrave 5667 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 20	493,101.00	Occupied	10,775.87
15-15-101-021	Robert A. & Lois J. Grimm 5641 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 21	257,046.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-022	Matthew J. Helms 5621 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 22	\$ 318,943.00	Occupied	\$ 10,775.87
15-15-101-023	Carl J. & Denice J. Franz 5595 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 23	361,039.00	Occupied	10,775.87
15-15-101-024	Glen Gerald Wisner 5567 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 24	274,629.00	Occupied	10,775.87
15-15-101-025	Phillip & Xiaoyan Szornyi 5543 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 25	363,460.00	Occupied	10,775.87
15-15-101-026	Mark & Jackie Jemson 5517 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 26	228,671.00	Occupied	10,775.87
15-15-101-027	Doug Karaska & Erin Endres 5491 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 27	294,188.00	Occupied	10,775.87
15-15-101-028	Sharon Pernia 5463 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 28	261,615.00	Occupied	10,775.87
15-15-101-029	Adam Leibinger & Elizabeth Austin 5435 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 29	217,495.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-030	Nathan J. Roller 5407 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 30	\$ 276,814.00	Occupied	\$ 10,775.87
15-15-101-031	Danny G. & Ann L. Langford 5353 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 31	335,688.00	Occupied	10,775.87
15-15-101-032	Frank J. & Sally A. Urbaniak 5325 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 32	225,897.00	Occupied	10,775.87
15-15-101-033	James & Lavola Cecora 5297 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 33	323,287.00	Occupied	10,775.87
15-15-101-034	Theodore R. Watson, Jr. 7438 Oak Shore Dr. Portage, MI 49024	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 34	519,595.00	Occupied	10,775.87
15-15-101-035	Shaun D. Tuttle 5237 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 35	246,400.00	Occupied	10,775.87
15-15-101-036	James Sternburg & Angel Hellis 5211 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 36	407,385.00	Occupied	10,775.87
15-15-101-037	Jeffrey & Stephanie Sterling 5181 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 37	297,421.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-038	Timothy M. Mahon 5157 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 38	\$ 383,815.00	Occupied	\$ 10,775.87
15-15-101-039	Nathan D. & Sarah J. Emery 5131 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 39	338,441.00	Occupied	10,775.87
15-15-101-040	Joseph & Suzanne Bergum 5101 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 40	379,092.00	Occupied	10,775.87
15-15-101-041	Robert Yunker & Sarah Roessler 5128 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 41	314,688.00	Occupied	10,775.87
15-15-101-042	Thomas G. & Laura A. Smiley 5156 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 42	279,031.00	Occupied	10,775.87
15-15-101-043	Kenneth L. & Susan M. Aris 5188 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 43	348,789.00	Occupied	10,775.87
15-15-101-044	Steven M. & Angela L. Harris 5226 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 44	269,672.00	Occupied	10,775.87
15-15-101-045	Stuart & Tracy Martin 5254 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 45	234,599.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-046	Rolland Spring 5282 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 46	\$ 356,252.00	Occupied	\$ 10,775.87
15-15-101-047	Douglas & Constance Rickelmann 5314 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 47	277,975.00	Occupied	10,775.87
15-15-101-048	Traiforos Family Trust 5360 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 48	305,064.00	Occupied	10,775.87
15-15-101-049	Carol Rozek & Laura Rozek 5416 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 49	348,739.00	Occupied	10,775.87
15-15-101-050	Donald S. & Julie C. Britt 5432 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 50	341,061.00	Occupied	10,775.87
15-15-101-051	Jacob B. & Shannon M. Jurden 5448 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 51	269,386.00	Occupied	10,775.87
15-15-101-052	Frank C. & Laura J. Clark 5464 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 52	383,302.00	Occupied	10,775.87
15-15-101-053	Kenneth & Lynn Brandt 5480 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 53	368,396.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
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**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-054	Gregory R. & Roberta A. Denoyer 5496 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 54	\$ 285,712.00	Occupied	\$ 10,775.87
15-15-101-055	Margherita G. Marini 5512 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 55	312,124.00	Occupied	10,775.87
15-15-101-056	Delores Sattler & John Sattler 5528 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 56	393,457.00	Occupied	10,775.87
15-15-101-057	Janet Certo & Jamie & Mary S. Certo 5544 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 57	371,287.00	Occupied	10,775.87
15-15-101-058	James & Jodi Knight 5548 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 58	323,808.00	Occupied	10,775.87
15-15-101-059	Gary & Marilyn Holman 8422 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 59	252,146.00	Occupied	10,775.87
15-15-101-060	Timothy & Pamela Mann 8444 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 60	271,660.00	Occupied	10,775.87
15-15-101-061	Robert L. Peloquin Trust 8466 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 61	280,561.00	Occupied	10,775.87



**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-062	Robert L. Peloquin Trust 8466 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 62	\$ 50,000.00	Vacant	\$ 10,775.87
15-15-101-063	Stephen & Janet Clapp 8498 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 63	230,564.00	Occupied	10,775.87
15-15-101-064	Michael & Janet McGivney Trust 5345 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 64	241,869.00	Occupied	10,775.87
15-15-101-065	Paul Osburn 5323 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 65	320,440.00	Occupied	10,775.87
15-15-101-066	Erich J. & Dawn L. Vorenkamp 5301 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 66	404,351.00	Occupied	10,775.87
15-15-101-067	David J. & Heather A. Reed 5318 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 67	288,806.00	Occupied	10,775.87
15-15-101-068	Michael D. Chouinard 5344 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 68	271,310.00	Occupied	10,775.87
15-15-101-069	Adam Ungelbach 5366 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 69	286,531.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-070	Derek R. & Diana L. French 5390 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 70	\$ 298,469.00	Occupied	\$ 10,775.87
15-15-101-071	David A. & Pamellia A. Smith 5402 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 71	255,917.00	Occupied	10,775.87
15-15-101-072	Cyril & Linda G. Nichols 5424 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 72	281,653.00	Occupied	10,775.87
15-15-101-073	Lon D. & Sharon L. Maus 5450 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 73	252,060.00	Occupied	10,775.87
15-15-101-074	Christopher & Margaret Billel 5474 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 74	300,438.00	Occupied	10,775.87
15-15-101-075	Timothy & Janice Richards 5500 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 75	338,570.00	Occupied	10,775.87
15-15-101-076	Margaret Moore 5524 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 76	318,390.00	Occupied	10,775.87
15-15-101-077	James & Mark Katakowski 5550 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 77	330,702.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-078	Chris & Linda Dondzila 5549 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 78	\$ 312,454.00	Occupied	\$ 10,775.87
15-15-101-079	Robert & Jane Murdock 5511 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 79	411,994.00	Occupied	10,775.87
15-15-101-080	Dorothy Babas & Ellen Babas 5471 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 80	300,958.00	Occupied	10,775.87
15-15-101-081	Catherine Jones 5427 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 81	286,083.00	Occupied	10,775.87
15-15-101-082	Michael & Kyle Gairdner 5401 Arapaho Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 82	287,230.00	Occupied	10,775.87
15-15-101-083	Clarold Britton 8463 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 83	329,702.00	Occupied	10,775.87
15-15-101-084	Keith & Sharon Guastella 8441 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 84	279,365.00	Occupied	10,775.87
15-15-101-085	Richard W. Everett 8423 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 85	310,790.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-086	James M. Allen 8415 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 86	\$ 306,907.00	Occupied	\$ 10,775.87
15-15-101-087	Michael & Amanda Mortensen 8401 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 87	256,391.00	Occupied	10,775.87
15-15-101-088	Everett & Laurie Livingston 5640 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 88	447,004.00	Occupied	10,775.87
15-15-101-089	Ronald Upton Trust 5660 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 89	403,471.00	Occupied	10,775.87
15-15-101-090	Margaret Demare 8426 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 90	275,659.00	Occupied	10,775.87
15-15-101-091	Jason & Maria Davenport 8442 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 91	288,445.00	Occupied	10,775.87
15-15-101-092	Donald Hoaglund & Nancy Neill 8468 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 92	327,473.00	Occupied	10,775.87
15-15-101-093	James E. & Carol L. Cosman 5661 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 93	299,192.00	Occupied	10,775.87
15-15-101-094	Stephen S. & Mona A. Bossard 8256 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 94	264,628.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-095	Brendan G. & Molly K.H. Finnerty 8240 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 95	\$ 355,606.00	Occupied	\$ 10,775.87
15-15-101-096	David & Christine Northmore 8224 Kiowa Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 96	321,265.00	Occupied	10,775.87
15-15-101-097	Celso P. & Nancy G. Malang 5670 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 97	356,203.00	Occupied	10,775.87
15-15-101-098	Scott & Laurie Lunn 5636 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 98	293,539.00	Occupied	10,775.87
15-15-101-099	James F. & Terryl L. Kobe 5620 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 99	261,071.00	Occupied	10,775.87
15-15-101-100	Brock L. Parker 5600 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 100	347,233.00	Occupied	10,775.87
15-15-101-101	Michael V. & Machaelene Farrell 8225 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 101	321,419.00	Occupied	10,775.87
15-15-101-102	Ken & April Gardner 8247 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 102	323,750.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-103	Yvette Vandersluis Living Trust 5595 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 103	\$ 428,209.00	Occupied	\$ 10,775.87
15-15-101-104	Robert & Theresa Janik 5629 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 104	389,905.00	Occupied	10,775.87
15-15-101-105	Kathleen & Douglas Morningstar 5641 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 105	314,960.00	Occupied	10,775.87
15-15-101-106	Blake Gerald Stamper 5651 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 106	294,881.00	Occupied	10,775.87
15-15-101-107	Gary J. & Andrea Stepien 8290 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 107	451,368.00	Occupied	10,775.87
15-15-101-111	James M. & Jacqueline K. Hagar 5415 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 111	350,255.00	Occupied	10,775.87
15-15-101-112	Colleen Smith & Daniel Anderson 5427 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 112	318,714.00	Occupied	10,775.87
15-15-101-113	Lorra Fitzpatrick 5445 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 113	400,864.00	Occupied	10,775.87

**HAMBURG TOWNSHIP**  
**ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-101-114	Dynetta F. & Llyod T, Jr. Flowers 5491 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 114	\$ 511,807.00	Occupied	\$ 10,775.87
15-15-101-115	David M. Denkhaus 8163 Grand River Rd., Suite 500 Brighton, MI 48114	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 115	346,361.00	Occupied	10,775.87
15-15-101-116	Gary W. Good 5541 Shoshoni Pass Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 116	270,670.00	Occupied	10,775.87
15-15-101-118	Granville A. & Nia L. Noles 8244 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 108 ALSO THE SLY 10 FT LOT 109.	330,548.00	Occupied	10,775.87
15-15-101-119	Arley E. & Virginia L. Downer 8222 Pawnee Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 109 EXC THE SLY 10 FT THEREOF ALSO THE SLY 10 FT OF LOT 110.	286,017.00	Occupied	10,775.87
15-15-101-120	Robert & Victoria Lyscas 5500 Navajo Trail Pinckney, MI 48169	SEC 15 T1N R5E ARROWHEAD SUBDIVISION LOT 110 EXC THE SLY 10 FT THEREOF SPLIT FROM 110.	332,208.00	Occupied	10,775.87

Total Project Assessments:      \$ 1,250,000.00

TOTAL ESTIMATED PROJECT COST:    \$ 1,250,000.00

## **Resolution #3 – Arrowhead Subdivision Road Improvement Project**

### **TOWNSHIP OF HAMBURG**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) held at the Hamburg Township Hall Meeting Room on Tuesday, November 19<sup>th</sup>, 2019, beginning at 7:00 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

### **RESOLUTION APPROVING PETITIONS, PROJECT, COST ESTIMATES, SPECIAL ASSESSMENT DISTRICT AND CAUSING THE SPECIAL ASSESSMENT ROLL TO BE PREPARED**

WHEREAS, the Township Board of Trustees (the “Township Board”) has received petitions from property owners in the Township (the “Petitions”) for certain road improvements to be made along Navajo Trail, Pawnee Trail, Kiowa Trail, Shoshoni Pass and Arapaho Pass within the Arrowhead Subdivision located in the Township;

WHEREAS, the Township Board has determined to proceed with the Arrowhead Subdivision road improvements as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Board has tentatively determined to finance the cost of the Project by issuing bonds (the “Bonds”), in accordance with Act No. 188, Michigan Public Acts of 1954, as amended (“Act 188”);

WHEREAS, the Township Board has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds;

WHEREAS, the Township Board held a public hearing on the Project, the Petitions that have been submitted to the Township Board requesting the Project, and the proposed special assessment district (the “Special Assessment District”) for the Project on November 19, 2019;



NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act 188, and the laws of the State of Michigan, the Township Board approves the completion of the Project and the Township Board approves the plans and cost estimates for the Project, which are on file with the Township Clerk and which are identified as "Plans and Cost Estimates for the "Arrowhead Subdivision Road Improvement Project".

2. The Township Board determines that the petitions for the Project submitted to the Township Board were sufficient to satisfy the requirements under Act 188 for initiating an improvement project.

3. The Township Board determines that the Special Assessment District for the Project shall consist of those properties that are described in Exhibit B. The term of the special assessment district shall be through 2030, or such shorter period of time as may be determined by the Township Board prior to the issuance of the Bonds.

4. After construction costs for the Project are determined, the Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District as identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll, which certificate shall be substantially in the in the form of Exhibit C to this resolution.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Resolution declared \_\_\_\_\_.

CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on November 19, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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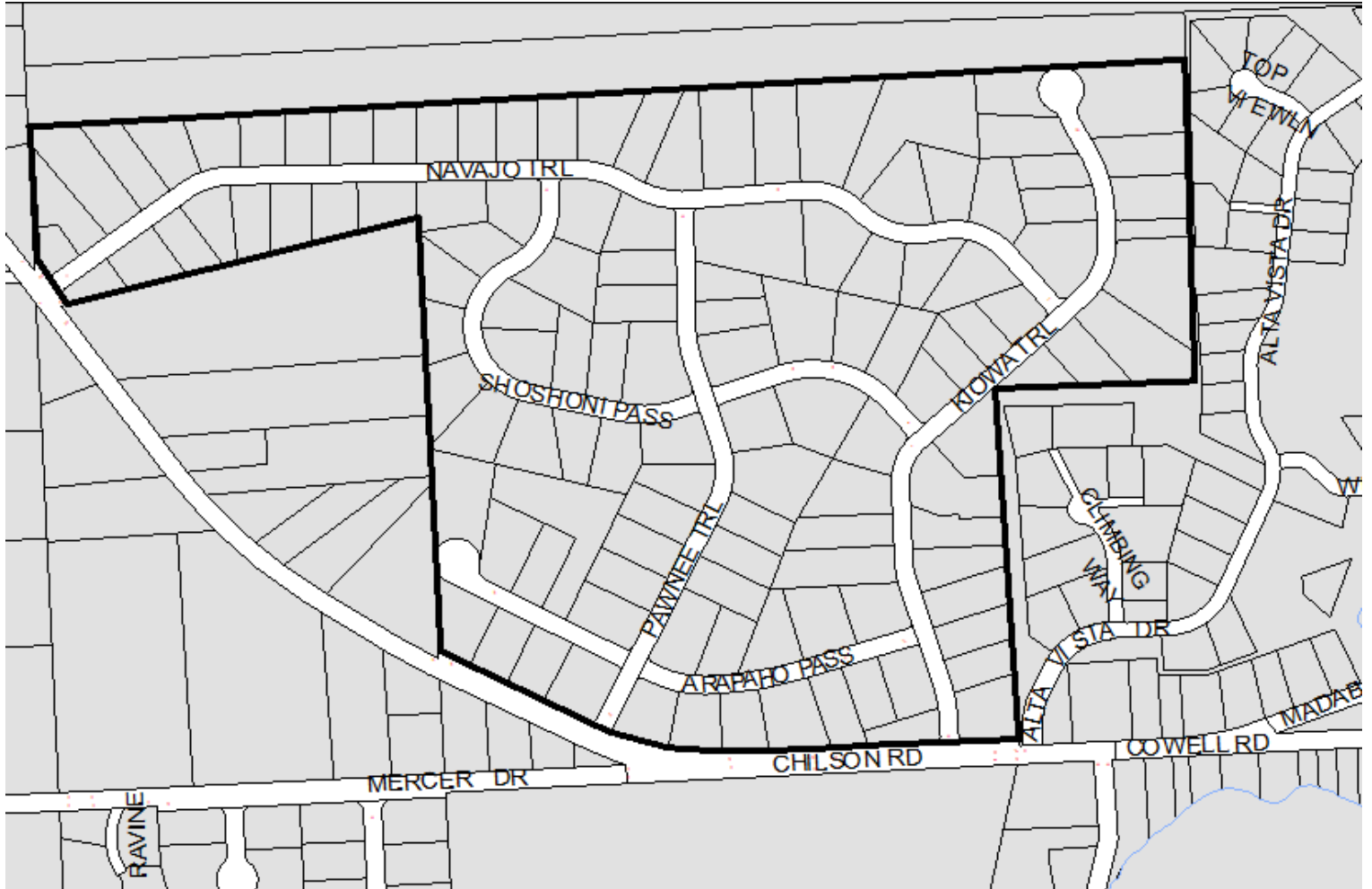
Michael Dolan  
Hamburg Township Clerk

## **EXHIBIT A**

### Description of the Project

The project will consist of milling out approximately three-inches (3.0”) of existing asphalt pavement and repair of transverse cracks. Once the road is re-graded, Contractor shall place two (2) lifts of new hot mix asphalt with as asphalt wing curb and turf restoration to convey road runoff to the existing catch basins or spillways, altogether with the necessary related work. The street rehabilitation shall serve the properties in the Navajo Trail, Pawnee Trail, Kiowa Trail, Shoshoni Pass and Arapaho Pass area of the Township that are within the boundaries indicated on the attached map, along with all necessary construction, drainage and restoration for such project.

Arrowhead Subdivision Road Improvement Project  
Hamburg Township, Livingston County, Michigan



**Exhibit “B”**

**HAMBURG TOWNSHIP  
ARROWHEAD SUBDIVISON ROAD IMPROVEMENT PROJECT**

(1) The Hamburg Township Arrowhead Subdivision Road Improvement Project Special Assessment District (the “Special Assessment District”) has been formed to specially assess the lands which are benefitted from the Project described in Exhibit A.

(2) The proposed Special Assessment District, within which the cost of the Project will be assessed, consists of the properties identified by the following permanent lot and parcel numbers.

15-15-101-001	15-15-101-002	15-15-101-003	15-15-101-004
15-15-101-005	15-15-101-006	15-15-101-007	15-15-101-008
15-15-101-009	15-15-101-010	15-15-101-011	15-15-101-012
15-15-101-013	15-15-101-014	15-15-101-015	15-15-101-016
15-15-101-017	15-15-101-018	15-15-101-019	15-15-101-020
15-15-101-021	15-15-101-022	15-15-101-023	15-15-101-024
15-15-101-025	15-15-101-026	15-15-101-027	15-15-101-028
15-15-101-029	15-15-101-030	15-15-101-031	15-15-101-032
15-15-101-033	15-15-101-034	15-15-101-035	15-15-101-036
15-15-101-037	15-15-101-038	15-15-101-039	15-15-101-040
15-15-101-041	15-15-101-042	15-15-101-043	15-15-101-044
15-15-101-045	15-15-101-046	15-15-101-047	15-15-101-048
15-15-101-049	15-15-101-050	15-15-101-051	15-15-101-052
15-15-101-053	15-15-101-054	15-15-101-055	15-15-101-056
15-15-101-057	15-15-101-058	15-15-101-059	15-15-101-060
15-15-101-061	15-15-101-062	15-15-101-063	15-15-101-064
15-15-101-065	15-15-101-066	15-15-101-067	15-15-101-068
15-15-101-069	15-15-101-070	15-15-101-071	15-15-101-072
15-15-101-073	15-15-101-074	15-15-101-075	15-15-101-076
15-15-101-077	15-15-101-078	15-15-101-079	15-15-101-080
15-15-101-081	15-15-101-082	15-15-101-083	15-15-101-084
15-15-101-085	15-15-101-086	15-15-101-087	15-15-101-088
15-15-101-089	15-15-101-090	15-15-101-091	15-15-101-092
15-15-101-093	15-15-101-094	15-15-101-095	15-15-101-096
15-15-101-097	15-15-101-098	15-15-101-099	15-15-101-100
15-15-101-101	15-15-101-102	15-15-101-103	15-15-101-104
15-15-101-105	15-15-101-106	15-15-101-107	15-15-101-111
15-15-101-112	15-15-101-113	15-15-101-114	15-15-101-115
15-15-101-116	15-15-101-118	15-15-101-119	15-15-101-120

**Exhibit “C”**

**CERTIFICATE**

I, the undersigned, Supervisor of Hamburg Township, Livingston County, Michigan (the “Township”), acting pursuant to a resolution duly adopted by the Board of the Township on November 19<sup>th</sup>, 2019 (the “Resolution”) certify that (1) the attached special assessment roll for the Hamburg Township Arrowhead Subdivision Road Improvement Project Special Assessment District, to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Patrick J. Hohl  
Hamburg Township Supervisor

**Resolution #4 – Arrowhead Subdivision Road Improvement Project**

**TOWNSHIP OF HAMBURG**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) held at the Hamburg Township Hall Meeting Room on Tuesday, November 19<sup>th</sup>, 2019, beginning at 7:00 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION ACKNOWLEDGING THE FILING OF THE  
ARROWHEAD SUBDIVISION SPECIAL ASSESSMENT ROLL,  
SCHEDULING A HEARING  
AND DIRECTING THE ISSUANCE OF THE STATUTORY NOTICES**

WHEREAS, the Board of Trustees (the “Township Board”) has determined that it is desirable and necessary to construct certain road improvements within the Township as described in Exhibit A (the “Project”);

WHEREAS, the Township Board has determined to proceed with the Project;

WHEREAS, the Township Board has tentatively determined to finance the cost of the Project by issuing bonds (the “Bonds”) to finance the cost of the Project, in accordance with Act No. 188, Michigan Public Acts of 1954, as amended (“Act 188”);

WHEREAS, the Township Board has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds;

WHEREAS, the plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Supervisor has prepared the proposed Special Assessment Roll entitled “The Proposed Special Assessment Roll for the Hamburg Township Arrowhead Subdivision Road Improvement Project” (the “Proposed Roll”) and has filed the Proposed Roll with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Clerk.

2. The Township Board acknowledges that the Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the Township Board's direction and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan.

3. In accordance with Act 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Proposed Roll.

4. The public hearing will be held on Tuesday, December 17, 2019 at 6:30 p.m. at the Township Hall of Hamburg Township, Livingston County, Michigan, or at such other place as the Township Clerk may designate, provided sufficient notice is given of such alternate location as required by law.

5. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before December 4, 2019. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

6. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Press & Argus a newspaper of general circulation within the Township. The notice shall be published twice, once on or before December 4, 2019, and once on or before December 11, 2019. The notice shall be in form substantially similar to the notice attached in Exhibit B.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Resolution declared \_\_\_\_\_.



CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on November 19, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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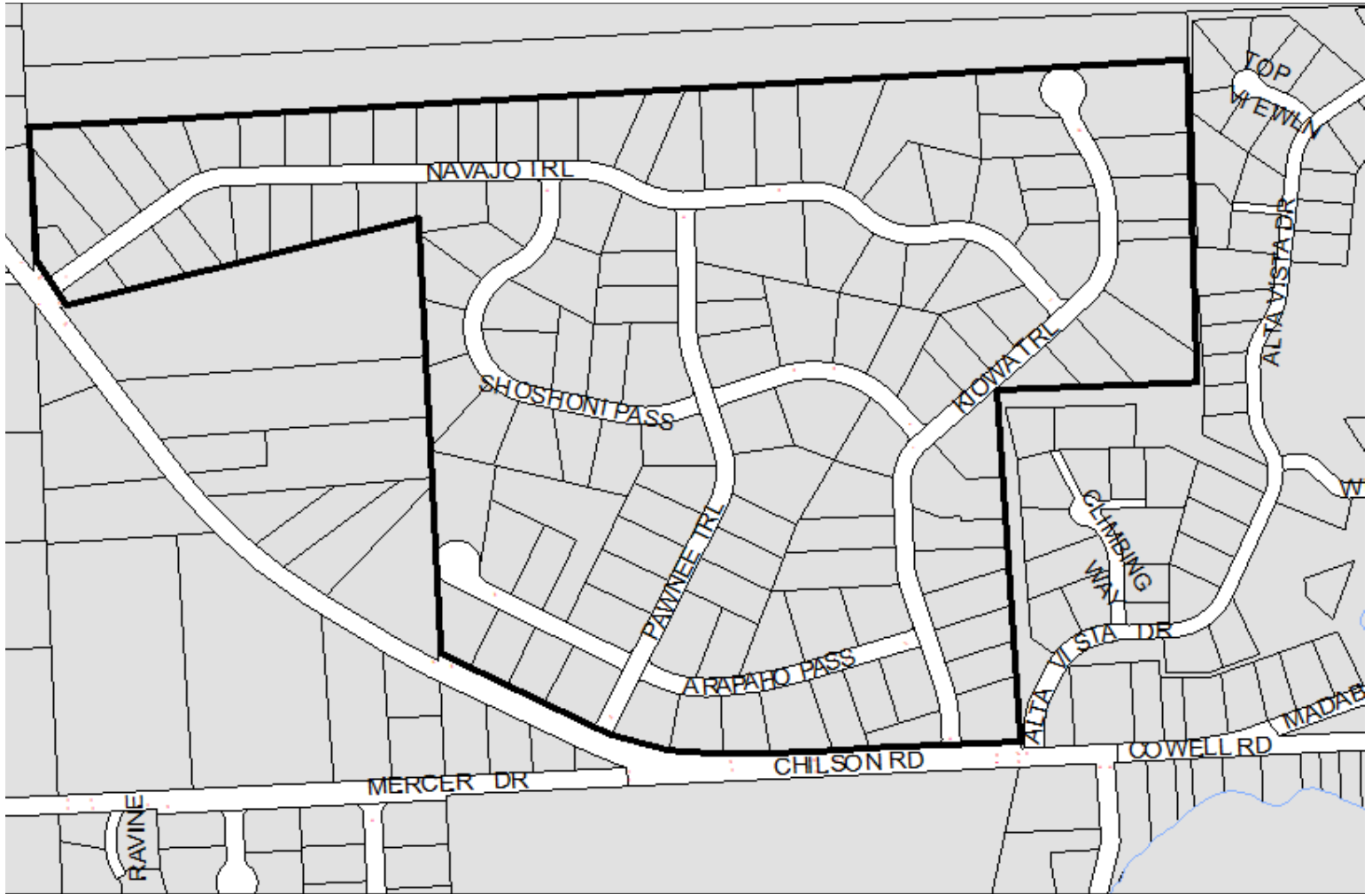
Michael Dolan  
Hamburg Township Clerk

## **EXHIBIT “A”**

### **DESCRIPTION OF PROJECT**

The project will consist of milling out approximately three-inches (3.0”) of existing asphalt pavement and repair of transverse cracks. Once the road is re-graded, Contractor shall place two (2) lifts of new hot mix asphalt with as asphalt wing curb and turf restoration to convey road runoff to the existing catch basins or spillways, altogether with the necessary related work. The street rehabilitation shall serve the properties in the Navajo Trail, Pawnee Trail, Kiowa Trail, Shoshoni Pass and Arapaho Pass area of the Township that are within the boundaries indicated on the attached map, along with all necessary construction, drainage and restoration for such project.

Arrowhead Subdivision Road Improvement Project  
Hamburg Township, Livingston County, Michigan



**EXHIBIT “B”**

**FORM OF NOTICE OF PUBLIC HEARING**

Hamburg Township  
Livingston County, Michigan

**NOTICE OF PUBLIC HEARING  
UPON SPECIAL ASSESSMENT ROLL FOR THE  
ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT  
SPECIAL ASSESSMENT DISTRICT**

NOTICE IS HEREBY GIVEN:

(1) The Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) has determined to levy special assessments against lands in the ARROWHEAD SUBDIVISION ROAD IMPROVEMENT PROJECT SPECIAL ASSESSMENT DISTRICT (the “District”) that will be benefited by the construction of road improvements in the District. The District consists of the lands identified in the map attached to this notice and is more specifically identified by the following permanent parcel numbers:

15-15-101-001	15-15-101-002	15-15-101-003	15-15-101-004
15-15-101-005	15-15-101-006	15-15-101-007	15-15-101-008
15-15-101-009	15-15-101-010	15-15-101-011	15-15-101-012
15-15-101-013	15-15-101-014	15-15-101-015	15-15-101-016
15-15-101-017	15-15-101-018	15-15-101-019	15-15-101-020
15-15-101-021	15-15-101-022	15-15-101-023	15-15-101-024
15-15-101-025	15-15-101-026	15-15-101-027	15-15-101-028
15-15-101-029	15-15-101-030	15-15-101-031	15-15-101-032
15-15-101-033	15-15-101-034	15-15-101-035	15-15-101-036
15-15-101-037	15-15-101-038	15-15-101-039	15-15-101-040
15-15-101-041	15-15-101-042	15-15-101-043	15-15-101-044
15-15-101-045	15-15-101-046	15-15-101-047	15-15-101-048
15-15-101-049	15-15-101-050	15-15-101-051	15-15-101-052
15-15-101-053	15-15-101-054	15-15-101-055	15-15-101-056
15-15-101-057	15-15-101-058	15-15-101-059	15-15-101-060
15-15-101-061	15-15-101-062	15-15-101-063	15-15-101-064
15-15-101-065	15-15-101-066	15-15-101-067	15-15-101-068
15-15-101-069	15-15-101-070	15-15-101-071	15-15-101-072
15-15-101-073	15-15-101-074	15-15-101-075	15-15-101-076
15-15-101-077	15-15-101-078	15-15-101-079	15-15-101-080
15-15-101-081	15-15-101-082	15-15-101-083	15-15-101-084
15-15-101-085	15-15-101-086	15-15-101-087	15-15-101-088

15-15-101-089	15-15-101-090	15-15-101-091	15-15-101-092
15-15-101-093	15-15-101-094	15-15-101-095	15-15-101-096
15-15-101-097	15-15-101-098	15-15-101-099	15-15-101-100
15-15-101-101	15-15-101-102	15-15-101-103	15-15-101-104
15-15-101-105	15-15-101-106	15-15-101-107	15-15-101-111
15-15-101-112	15-15-101-113	15-15-101-114	15-15-101-115
15-15-101-116	15-15-101-118	15-15-101-119	15-15-101-120

(2) The proposed special assessment roll for the District (the "Roll") has been prepared and is now on file in the office of the Township Clerk and is available at such office for public examination during the hours the Township Hall is regularly open to the public for business.

(3) The Township Board will conduct a public hearing beginning at 6:30 p.m., local time on Tuesday, December 17, 2019, at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan to explain and answer questions pertaining to the Roll and to hear objections to the Roll. Any person objecting to the Roll must file his or her objections in writing before the close of the public hearing or within such additional time (if any) as the Township Board may grant.

(4) The owner or other person having an interest in property that is specially assessed is entitled to file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the Roll. However, appearance and protest at the public hearing are required by law in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear and protest in person at the hearing or (2) file an appearance and protest by letter before the close of the hearing.

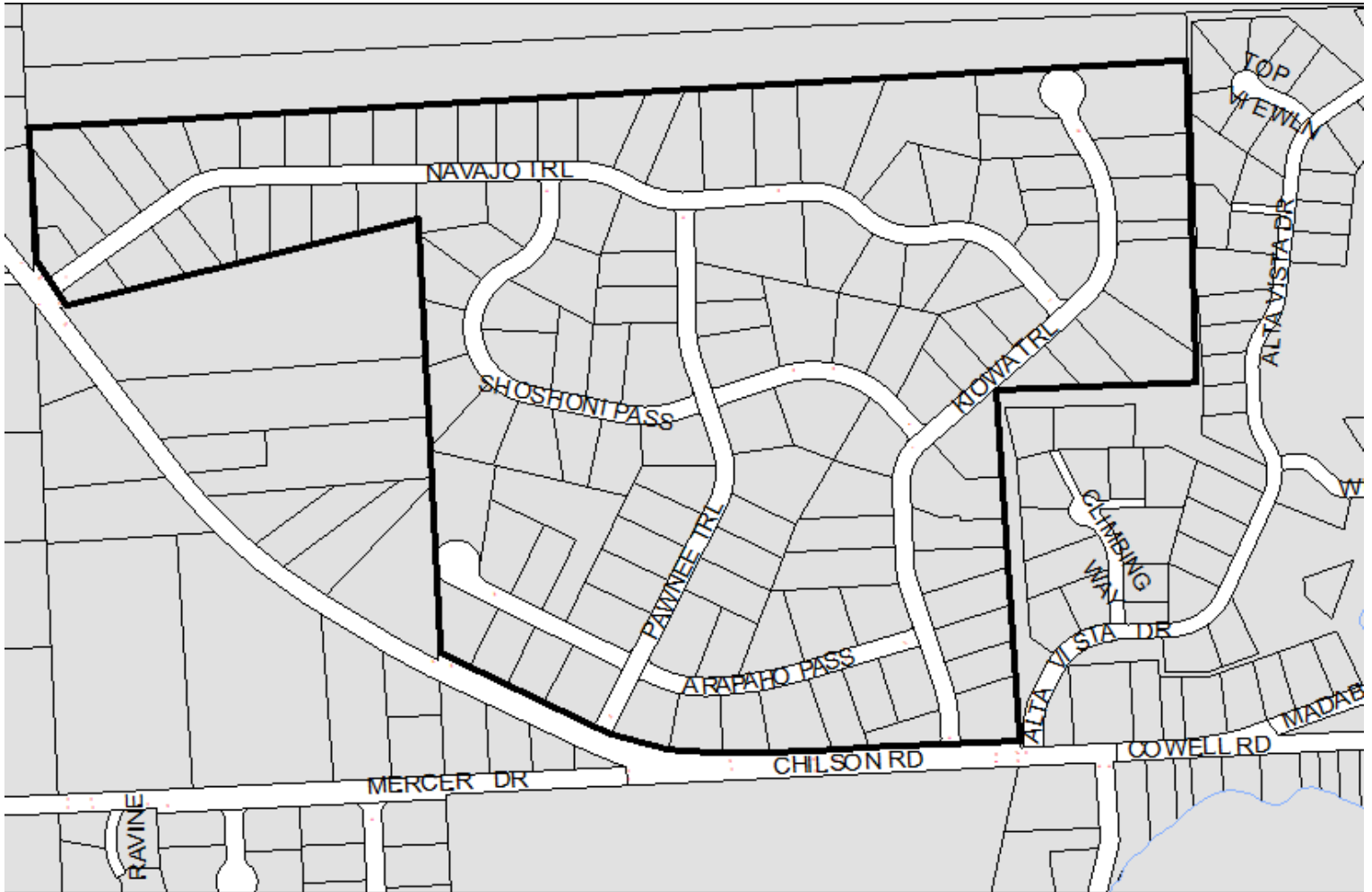
The Township Board will maintain a record of the persons who appear and protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was so recorded shall be considered to have protested the special assessment in person.

This notice is given by order of the Hamburg Township Board.

Dated: \_\_\_\_\_

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139

Arrowhead Subdivision Road Improvement Project  
Hamburg Township, Livingston County, Michigan



Arrowhead Subdivision Road Improvement Project

**EXHIBIT "C"**

**AFFIDAVIT OF MAILING**

STATE OF MICHIGAN       )  
  )ss  
COUNTY OF LIVINGSTON)

MICHAEL DOLAN, being first duly sworn, deposes, and says that he personally prepared for mailing, and did on December 4, 2019, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that he personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that he personally placed all of such envelopes in a United States Post Office receptacle on the above date.

---

Michael Dolan  
Hamburg Township Clerk

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2019.

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\_\_\_\_\_, Notary Public  
Livingston County, MI  
My commission expires:



# Township Board Cover Sheet

## **Far Ravine Drive & Windwood Court** **Road Improvement S.A.D.** **First Public Hearing to Establish S.A.D.**

### **Information Packet:**

Hamburg Township has been approached by residents living on Far Ravine Drive and Windwood Court in the Lakeland Hills Estates subdivision requesting that their road be improved through a Township financed special assessment district. This project would consist of the establishment of a S.A.D. with the road improvements constructed under the direction of the Livingston County Road Commission. Based upon property owner response, there are enough petitions to proceed with creating the district.

The following items have been included for the Board's review:

#### 1. **Notice of First Public Hearing:**

- A. Affidavit of Mailing
- B. Hearing Cover Letter
- C. Notice of Improvement Hearing – per Public Act 188 requirements
- D. Mailing List of Property Owners included in S.A.D.
- E. Estimate of Cost for the proposed Road Improvement S.A.D.
- F. Proposed Far Ravine Drive & Windwood Court Special Assessment Roll

#### 2. **Project Resolution(s):**

- **Resolution No. 3** – Resolution Approving Petitions, Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared
- **Resolution No. 4** – Resolution Acknowledging the Filing of the Far Ravine Drive and Windwood Court Special Assessment Roll, Scheduling a Hearing and Directing the Issuance of the Statutory Notices

**NOTE:** Resolution No. 4 will set the date and time for the second public hearing to be held to adopt the Assessment Roll. I am recommending that the 2<sup>nd</sup> public hearing be scheduled for **Tuesday, December 17<sup>th</sup>, 2019 beginning at 6:00 p.m.** to allow enough time for notice to be published in the newspaper as well as mailing individual notices to property owners.

The Far Ravine Drive and Windwood Court Road Improvement district will be included on the upcoming bond issue along with a number of other Road Improvement projects.

*Drafted: November 5<sup>th</sup>, 2019*





10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
www.hamburg.mi.us

AFFIDAVIT OF MAILING

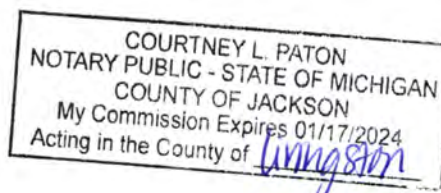
STATE OF MICHIGAN       )  
  )ss  
COUNTY OF LIVINGSTON)

BRITTANY K. CAMPBELL, being first duly sworn, deposes, and says that she personally prepared for mailing, and did on November 6, 2019, send by first-class mail, the proposed **Far Ravine Drive and Windwood Court – Road Improvement Special Assessment District** notice of first public hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Brittany K. Campbell  
Brittany K. Campbell  
Hamburg Township Utilities Coordinator

Subscribed and sworn to before me  
this 10th day of November, 2019.

Courtney L. Paton  
Jackson, Notary Public  
Livingston County, MI  
My commission expires: 4/17/2024





November 6<sup>th</sup>, 2019

Re: **Far Ravine Drive & Windwood Court – Road Improvement Special Assessment District**  
Notice of First Public Hearing

Dear Property Owner,

Enclosed is a copy of the Notice of Improvement Hearing to establish the Far Ravine Drive and Windwood Court road improvement special assessment district (SAD). The project will consist of crushing and shaping the existing asphalt pavement and placing 3.6" of new hot mix asphalt in two lifts. The hot mix asphalt will be feathered onto the existing driveway approaches, including concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch.

The Township Board has scheduled the first public hearing for Tuesday, November 19<sup>th</sup>, 2019 to begin at 6:00 p.m. here at the Township Offices located at 10405 Merrill Road. The purpose of the meeting is to discuss the desire to establish the district, the district boundaries and the estimated cost of the project. The estimated road improvement project cost is \$150,000.00 which will be split equally among the 23 parcels in an assessment of \$6,521.74 per parcel plus interest charges under a ten (10) year bond re-payment schedule.

Any property owner or owners who wish to remove their support for the project must submit a letter in writing to the Township requesting to rescind their signatures from the petition by the first public hearing on November 19<sup>th</sup>. Letters may be addressed to me or the Township Clerk, Michael Dolan, and mailed to Hamburg Township, P.O. Box 157, Hamburg, MI 48139. Faxed copies or emailed/scanned copies cannot be accepted. If after the first public hearing there is still enough support to move forward with establishing the special assessment district the Board will pass a resolution to schedule the 2<sup>nd</sup> public hearing for the purpose of discussing the Assessment Roll and adoption by the Township Board which will authorize the collection of the special assessments that will first appear on the December 1, 2020 tax bill.

If you would like to discuss the road improvement project before the public hearing please feel free to contact the Township Supervisor, Patrick J. Hohl, at (810) 231-1000 Ext. 202 or his direct line at (810) 222-1116 or via email at pathohl@hamburg.mi.us.

Sincerely,

Brittany K. Campbell  
Hamburg Township Utilities Coordinator



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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## NOTICE OF PUBLIC HEARING

Hamburg Township  
Livingston County, Michigan

### NOTICE OF PUBLIC HEARING UPON A PROPOSED ROAD IMPROVEMENT PROJECT AND SPECIAL ASSESSMENT DISTRICT FOR FAR RAVINE DRIVE & WINDWOOD COURT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Hamburg Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a public hearing on Tuesday, November 19, 2019 at 6:00 p.m., at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48139, to review the following proposed special assessment district:

#### HAMBURG TOWNSHIP FAR RAVINE DRIVE & WINDWOOD COURT ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT

and to hear any objections thereto and to the proposed Project and to the petitions filed with the Township Board requesting the Project.

(2) The project (the "Project") will consist of crushing and shaping the existing asphalt pavement and placing 3.6" of new hot mix asphalt in two lifts. The hot mix asphalt will be feathered onto the existing driveway approaches, including concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch. The Project is being designed to serve the properties in the Special Assessment District, which properties are adjacent to Far Ravine Drive and Windwood Court, and which properties are identified by the following permanent parcel numbers:

15-15-301-001	15-15-301-002	15-15-301-003	15-15-301-004
15-15-301-007	15-15-301-008	15-15-301-009	15-15-301-010
15-15-301-011	15-15-301-012	15-15-301-013	15-15-301-014
15-15-301-015	15-15-301-016	15-15-301-017	15-15-301-018
15-15-301-019	15-15-301-020	15-15-301-021	15-15-301-022
15-15-301-023	15-15-301-025	15-15-301-026	

(3) The Township plans on imposing special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The plans and cost estimates for the proposed Project, the boundaries of the Special Assessment District and the petitions filed in support of the Project are now on file in the office of the Township Clerk for public inspection. Periodic redeterminations of the cost of the Project may be made, and subsequent hearings shall not be required if such cost redeterminations do not increase the estimated cost of the Project by more than 10%. Any person objecting to the proposed Project, the petitions for the Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the November 19<sup>th</sup>, 2019 hearing, or within such further time the Township Board may grant.

This notice is given by order of the Hamburg Township Board.

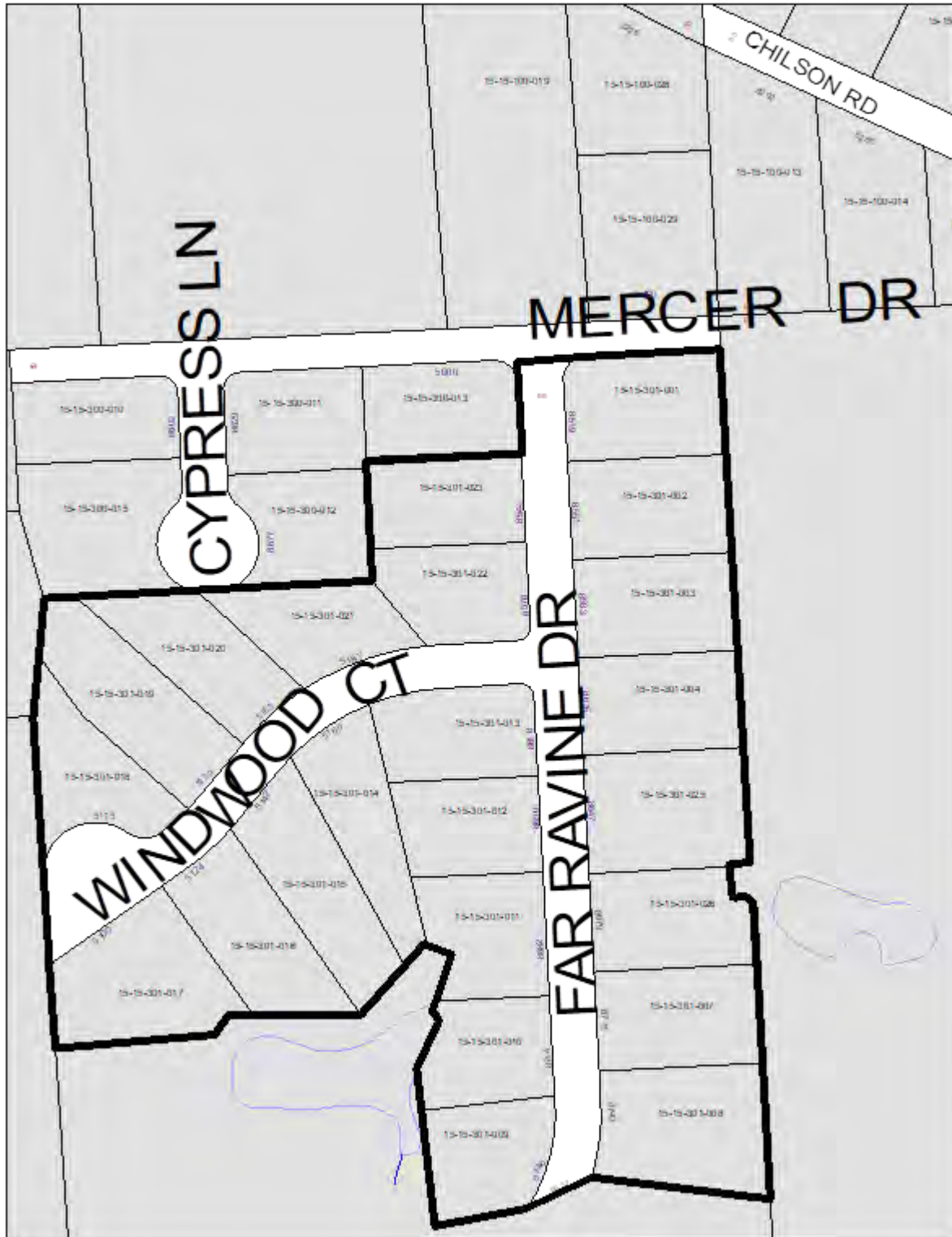
Dated: November 6<sup>th</sup>, 2019

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139

# **FAR RAVINE ROAD AND WINDWOOD COURT - ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**

Hamburg Township, Livingston County, Michigan

The general service area in which a proposed special assessment district is to be designated. The Hamburg Township Board of Trustees may adjust the district boundaries based upon property owner response in support of creating a road improvement special assessment district.



General service area establishing the Far Ravine Drive and Windwood Court – Road Improvement Special Assessment District. **Proposed special assessment district boundary shown within thick black-lined area.**

15-15-301-001

Michael K. & Joanna J. Keling  
8519 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-002

Alex & Beverly Costinew  
8551 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-003

Kenneth M. & Cynthia G. Skrent  
8583 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-004

Leroy Kirk  
8615 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-007

Andrew T. & Ellen M. Smith  
8711 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-008

Dale & Catherine Cox  
8743 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-009

Zachary Johnston  
8746 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-010

Donald Merkle III  
8714 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-011

James P. Abowd & Denine M. Grace-  
Abowd  
8682 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-012

Susan M. Harkness  
8650 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-013

Steven J. & Susan C. Gwizdala  
8618 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-014

Timothy Adams  
5160 Windwood Ct.  
Pinckney, MI 48169

15-15-301-015

Matthew Middleton  
5142 Windwood Ct.  
Pinckney, MI 48169

15-15-301-016

Roderick F. II & Jodi L. Beaton  
5124 Windwood Ct.  
Pinckney, MI 48169

15-15-301-017

R. Scott & Karen Spearin  
5100 Windwood Ct.  
Pinckney, MI 48169

15-15-301-018

J. Thaddeus & Debra L. McGaffey  
5115 Windwood Ct.  
Pinckney, MI 48169

15-15-301-019

Richard Todd & Danielle Amonette-  
Todd  
5139 Windwood Ct.  
Pinckney, MI 48169

15-15-301-020

Tracy L. Tessens  
5163 Windwood Ct.  
Pinckney, MI 48169

15-15-301-021

Jodi Piros  
5187 Windwood Ct.  
Pinckney, MI 48169

15-15-301-022

Aaron L. & Tina S. Lacross  
8576 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-023

Craig & Sandra Strong  
8544 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-025

Charles M. & Michele A. Belbin  
8647 Far Ravine Dr.  
Pinckney, MI 48169

15-15-301-026

Allan F. & Sue A. Rogers  
8679 Far Ravine Dr.  
Pinckney, MI 48169





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**ESTIMATE OF COST  
PROPOSED FAR RAVINE DRIVE & WINDWOOD COURT  
ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**

**Hamburg Township Administration Expenses:**

Total Township Fees: \$ 0.00

**Road Improvements:** Livingston County Road Commission \$ 150,000.00

Road improvements shall include crushing and shaping the existing asphalt pavement and placing 3.6" of new hot mix asphalt in two lifts. The hot mix asphalt will be feathered onto the existing driveway approaches, including concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch.

Total Estimated Project Cost \$ 150,000.00

\$ 150,000.00 divided by 23 Parcels = **\$6,521.74 per parcel.**

**NOTE:**

The cost of the road improvements will be financed through special assessment bonds. Property owners within the SAD will only be charged for the road improvement construction charges. The Township will pay for all legal and administrative fees to establish the district and for the sale of the bond to finance the project. Annual principal payments will be equally assessed per parcel plus interest on the unpaid balance. The interest amount will be determined by the market interest rate for the sale of the Bonds at the time the project is financed. The assessment costs will be presented to property owners prior to establishing the special assessment district.

**HAMBURG TOWNSHIP**  
**FAR RAVINE DRIVE & WINDWOOD COURT ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**EXHIBIT "B"**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-301-001	Michael K. & Joanna J. Keiling 8519 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 1	\$ 310,196.00	Occupied	\$ 6,521.74
15-15-301-002	Alex & Beverly Costinew 8551 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 2	350,430.00	Occupied	6,521.74
15-15-301-003	Kenneth M. & Cynthia G. Skrent 8583 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 3	369,434.000	Occupied	6,521.74
15-15-301-004	Leroy Kirk 8615 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 4	336,181.00	Occupied	6,521.74
15-15-301-007	Andrew T. & Ellen M. Smith 8711 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 7	416,557.00	Occupied	6,521.74
15-15-301-008	Dale & Catherine Cox 8743 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 8	377,521.00	Occupied	6,521.74
15-15-301-009	Zachary Johnston 8746 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 9	337,177.00	Occupied	6,521.74
15-15-301-010	Donald Merkle III 8714 Far Ravine Dr.	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 10	284,757.00	Occupied	6,521.74
15-15-301-011	James P. Abowd & Denine M. Grace-Abowd 8682 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 11	284,327.00	Occupied	6,521.74



**HAMBURG TOWNSHIP**  
**FAR RAVINE DRIVE & WINDWOOD COURT ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-301-012	Susan M. Harkness 8650 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 12	\$ 317,367.00	Occupied	\$ 6,521.74
15-15-301-013	Steven J. & Susan C. Gwizdala 8618 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 13	326,341.00	Occupied	6,521.74
15-15-301-014	Timothy Adams 5160 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 14	362,086.00	Occupied	6,521.74
15-15-301-015	Matthew Middleton 5142 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 15	328,422.00	Occupied	6,521.74
15-15-301-016	Roderick F. II & Jodi L. Beaton 5124 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 16	381,048.00	Occupied	6,521.74
15-15-301-017	R. Scott & Karen Spearin 5100 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 17	356,988.00	Occupied	6,521.74
15-15-301-018	J. Thaddeus & Debra L. McGaffey 5115 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 18	313,446.00	Occupied	6,521.74
15-15-301-019	Richard Todd & Danielle Amonette-Todd 5139 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKELAND HILLS ESTATES LOT 19	322,983.00	Occupied	6,521.74

**HAMBURG TOWNSHIP**  
**FAR RAVINE DRIVE & WINDWOOD COURT ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-15-301-020	Tracy L. Tessens 5163 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 20	\$ 283,814.00	Occupied	\$ 6,521.74
15-15-301-021	Jodi Piros 5187 Windwood Ct. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 21	282,441.00	Occupied	6,521.74
15-15-301-022	Aaron L. & Tina S. Lacross 8576 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 22	295,951.00	Occupied	6,521.74
15-15-301-023	Craig & Sandra Strong 8544 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 23	398,067.00	Occupied	6,521.74
15-15-301-025	Charles M. & Michele A. Belbin 8647 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 5	515,205.00	Occupied	6,521.74
15-15-301-026	Allan F. & Sue A. Rogers 8679 Far Ravine Dr. Pinckney, MI 48169	SEC 15 T1N R5E LAKE LAND HILLS ESTATES LOT 6	346,751.00	Occupied	6,521.74

Total Project Assessments: \$ 150,000.00

TOTAL ESTIMATED PROJECT COST: \$ 150,000.00

## **Resolution #3 – Far Ravine Drive & Windwood Court Road Improvement Project**

### **TOWNSHIP OF HAMBURG**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) held at the Hamburg Township Hall Meeting Room on Tuesday, November 19<sup>th</sup>, 2019, beginning at 7:00 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

### **RESOLUTION APPROVING PETITIONS, PROJECT, COST ESTIMATES, SPECIAL ASSESSMENT DISTRICT AND CAUSING THE SPECIAL ASSESSMENT ROLL TO BE PREPARED**

WHEREAS, the Township Board of Trustees (the “Township Board”) has received petitions from property owners in the Township (the “Petitions”) for certain road improvements to be made along Far Ravine Drive and Windwood Court within the Lakeland Hills Estates subdivision located in the Township;

WHEREAS, the Township Board has determined to proceed with the Far Ravine and Windwood Court road improvements as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Board has tentatively determined to finance the cost of the Project by issuing bonds (the “Bonds”), in accordance with Act No. 188, Michigan Public Acts of 1954, as amended (“Act 188”);

WHEREAS, the Township Board has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds;

WHEREAS, the Township Board held a public hearing on the Project, the Petitions that have been submitted to the Township Board requesting the Project, and the proposed special assessment district (the “Special Assessment District”) for the Project on November 19, 2019;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act 188, and the laws of the State of Michigan, the Township Board approves the completion of the Project and the Township Board approves the plans and cost estimates for the Project, which are on file with the Township Clerk and which are identified as "Plans and Cost Estimates for the "Far Ravine Drive and Windwood Court Road Improvement Project".

2. The Township Board determines that the petitions for the Project submitted to the Township Board were sufficient to satisfy the requirements under Act 188 for initiating an improvement project.

3. The Township Board determines that the Special Assessment District for the Project shall consist of those properties that are described in Exhibit B. The term of the special assessment district shall be through 2030, or such shorter period of time as may be determined by the Township Board prior to the issuance of the Bonds.

4. After construction costs for the Project are determined, the Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District as identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll, which certificate shall be substantially in the in the form of Exhibit C to this resolution.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Resolution declared \_\_\_\_\_.

CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on November 19, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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Michael Dolan  
Hamburg Township Clerk

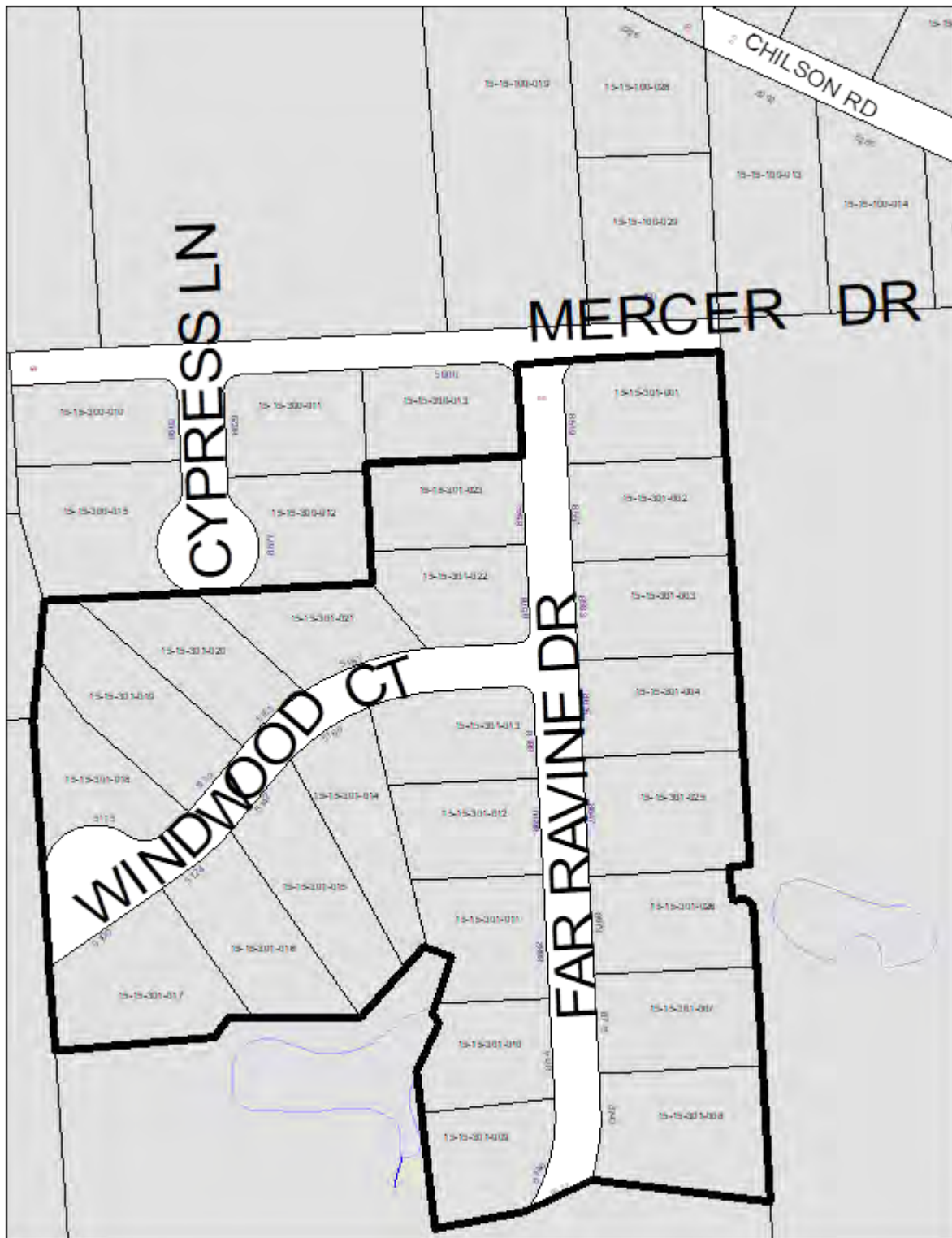
## **EXHIBIT A**

### Description of the Project

The project will consist of crushing and shaping the existing asphalt pavement and placing 3.6” of new hot mix asphalt in two lifts. The hot mix asphalt will be feathered on to the existing driveway approaches, including concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch. The street rehabilitation shall serve the properties in the Far Ravine Drive and Woodwind Court area of the Township that are within the boundaries indicated on the attached map, along with all necessary construction, drainage and restoration for such project.

# Far Ravine Drive and Windwood Court Road Improvement Project

## Hamburg Township, Livingston County, Michigan



**Exhibit “B”**

**HAMBURG TOWNSHIP  
FAR RAVINE DRIVE AND WINDWOOD COURT  
ROAD IMPROVEMENT PROJECT**

(1) The Hamburg Township Far Ravine Drive and Windwood Court Road Improvement Project Special Assessment District (the “Special Assessment District”) has been formed to specially assess the lands which are benefitted from the Project described in Exhibit A.

(2) The proposed Special Assessment District, within which the cost of the Project will be assessed, consists of the properties identified by the following permanent lot and parcel numbers.

15-15-301-001	15-15-301-002	15-15-301-003	15-15-301-004
15-15-301-007	15-15-301-008	15-15-301-009	15-15-301-010
15-15-301-011	15-15-301-012	15-15-301-013	15-15-301-014
15-15-301-015	15-15-301-016	15-15-301-017	15-15-301-018
15-15-301-019	15-15-301-020	15-15-301-021	15-15-301-022
15-15-301-023	15-15-301-025	15-15-301-026	



**Exhibit “C”**

**CERTIFICATE**

I, the undersigned, Supervisor of Hamburg Township, Livingston County, Michigan (the “Township”), acting pursuant to a resolution duly adopted by the Board of the Township on November 19<sup>th</sup>, 2019 (the “Resolution”) certify that (1) the attached special assessment roll for the Hamburg Township Far Ravine Drive and Windwood Court Road Improvement Project Special Assessment District, to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Patrick J. Hohl  
Hamburg Township Supervisor

**Resolution #4 – Far Ravine Drive and Windwood Court Road Improvement Project**

**TOWNSHIP OF HAMBURG**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) held at the Hamburg Township Hall Meeting Room on Tuesday, November 19<sup>th</sup>, 2019, beginning at 7:00 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION ACKNOWLEDGING THE FILING OF THE  
FAR RAVINE DRIVE & WINDWOOD COURT SPECIAL ASSESSMENT ROLL,  
SCHEDULING A HEARING  
AND DIRECTING THE ISSUANCE OF THE STATUTORY NOTICES**

WHEREAS, the Board of Trustees (the “Township Board”) has determined that it is desirable and necessary to construct certain road improvements within the Township as described in Exhibit A (the “Project”);

WHEREAS, the Township Board has determined to proceed with the Project;

WHEREAS, the Township Board has tentatively determined to finance the cost of the Project by issuing bonds (the “Bonds”) to finance the cost of the Project, in accordance with Act No. 188, Michigan Public Acts of 1954, as amended (“Act 188”);

WHEREAS, the Township Board has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds;

WHEREAS, the plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Supervisor has prepared the proposed Special Assessment Roll entitled “The Proposed Special Assessment Roll for the Hamburg Township Far Ravine Drive and Windwood Court Road Improvement Project” (the “Proposed Roll”) and has filed the Proposed Roll with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Clerk.

2. The Township Board acknowledges that the Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the Township Board's direction and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan.

3. In accordance with Act 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Proposed Roll.

4. The public hearing will be held on Tuesday, December 17, 2019 at 6:00 p.m. at the Township Hall of Hamburg Township, Livingston County, Michigan, or at such other place as the Township Clerk may designate, provided sufficient notice is given of such alternate location as required by law.

5. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before December 4, 2019. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

6. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Press & Argus a newspaper of general circulation within the Township. The notice shall be published twice, once on or before December 4, 2019, and once on or before December 11, 2019. The notice shall be in form substantially similar to the notice attached in Exhibit B.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Resolution declared \_\_\_\_\_.

CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on November 19, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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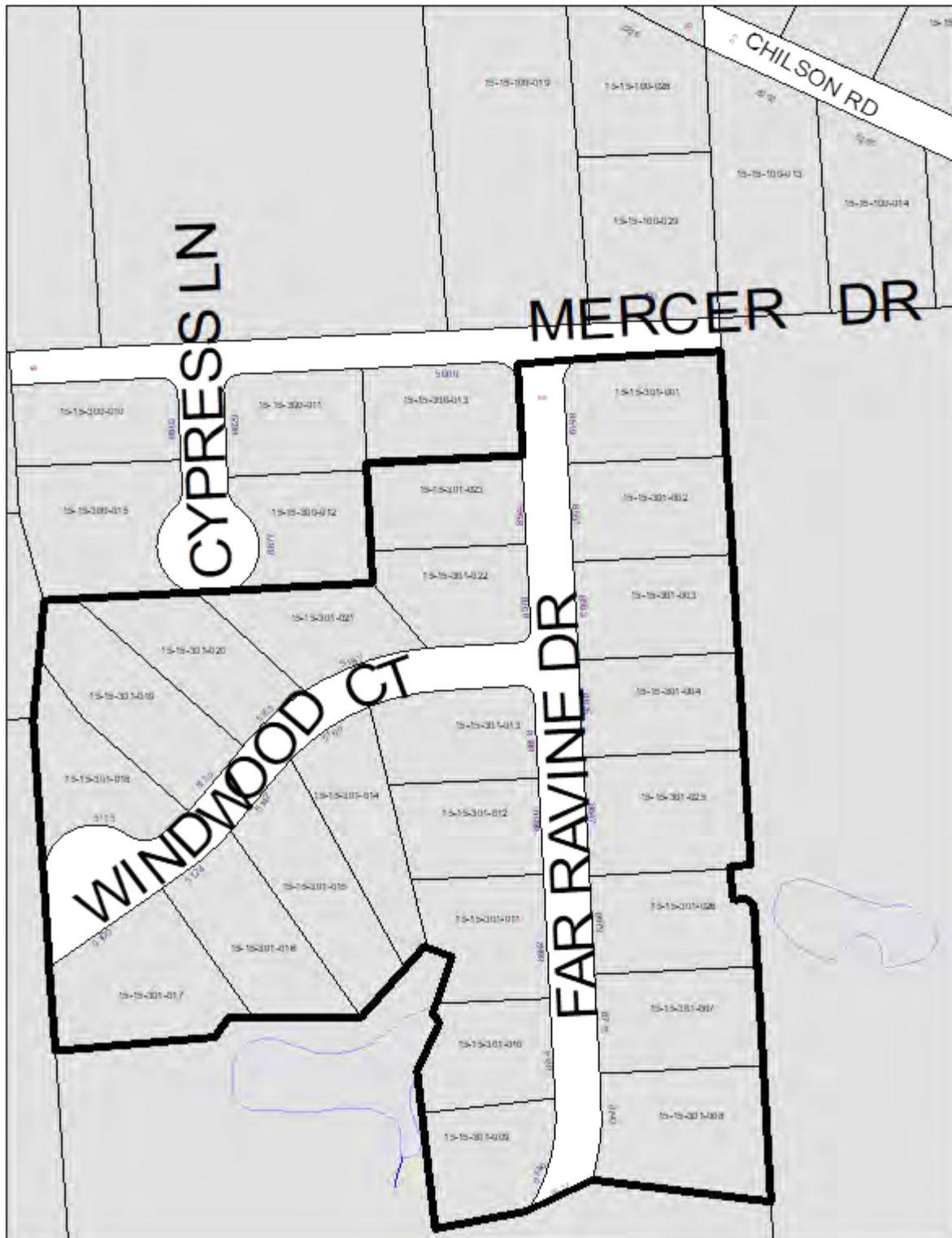
Michael Dolan  
Hamburg Township Clerk

## **EXHIBIT “A”**

### **DESCRIPTION OF PROJECT**

The project will consist of crushing and shaping the existing asphalt pavement and placing 3.6” of new hot mix asphalt in two lifts. The hot mix asphalt will be feathered on to the existing driveway approaches, including concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch. The street rehabilitation shall serve the properties in the Far Ravine Drive and Woodwind Court area of the Township that are within the boundaries indicated on the attached map, along with all necessary construction, drainage and restoration for such project.

Far Ravine Drive and Windwood Court Road Improvement Project  
Hamburg Township, Livingston County, Michigan



**EXHIBIT “B”**

**FORM OF NOTICE OF PUBLIC HEARING**

Hamburg Township  
Livingston County, Michigan

**NOTICE OF PUBLIC HEARING  
UPON SPECIAL ASSESSMENT ROLL FOR THE  
FAR RAVINE DRIVE AND WINDWOOD COURT  
ROAD IMPROVEMENT PROJECT SPECIAL ASSESSMENT DISTRICT**

NOTICE IS HEREBY GIVEN:

(1) The Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) has determined to levy special assessments against lands in the FAR RAVINE DRIVE AND WINDWOOD COURT ROAD IMPROVEMENT PROJECT SPECIAL ASSESSMENT DISTRICT (the “District”) that will be benefited by the construction of road improvements in the District. The District consists of the lands identified in the map attached to this notice and is more specifically identified by the following permanent parcel numbers:

15-15-301-001	15-15-301-002	15-15-301-003	15-15-301-004
15-15-301-007	15-15-301-008	15-15-301-009	15-15-301-010
15-15-301-011	15-15-301-012	15-15-301-013	15-15-301-014
15-15-301-015	15-15-301-016	15-15-301-017	15-15-301-018
15-15-301-019	15-15-301-020	15-15-301-021	15-15-301-022
15-15-301-023	15-15-301-025	15-15-301-026	

(2) The proposed special assessment roll for the District (the “Roll”) has been prepared and is now on file in the office of the Township Clerk and is available at such office for public examination during the hours the Township Hall is regularly open to the public for business.

(3) The Township Board will conduct a public hearing beginning at 6:00 p.m., local time on Tuesday, December 17, 2019, at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan to explain and answer questions pertaining to the Roll and to hear objections to the Roll. Any person objecting to the Roll must file his or her objections in writing before the close of the public hearing or within such additional time (if any) as the Township Board may grant.

(4) The owner or other person having an interest in property that is specially assessed is entitled to file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the Roll. However, appearance and protest at the public hearing are required by law in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear and protest in person at the hearing or (2) file an appearance and protest by letter before the close of the hearing.

The Township Board will maintain a record of the persons who appear and protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was so recorded shall be considered to have protested the special assessment in person.

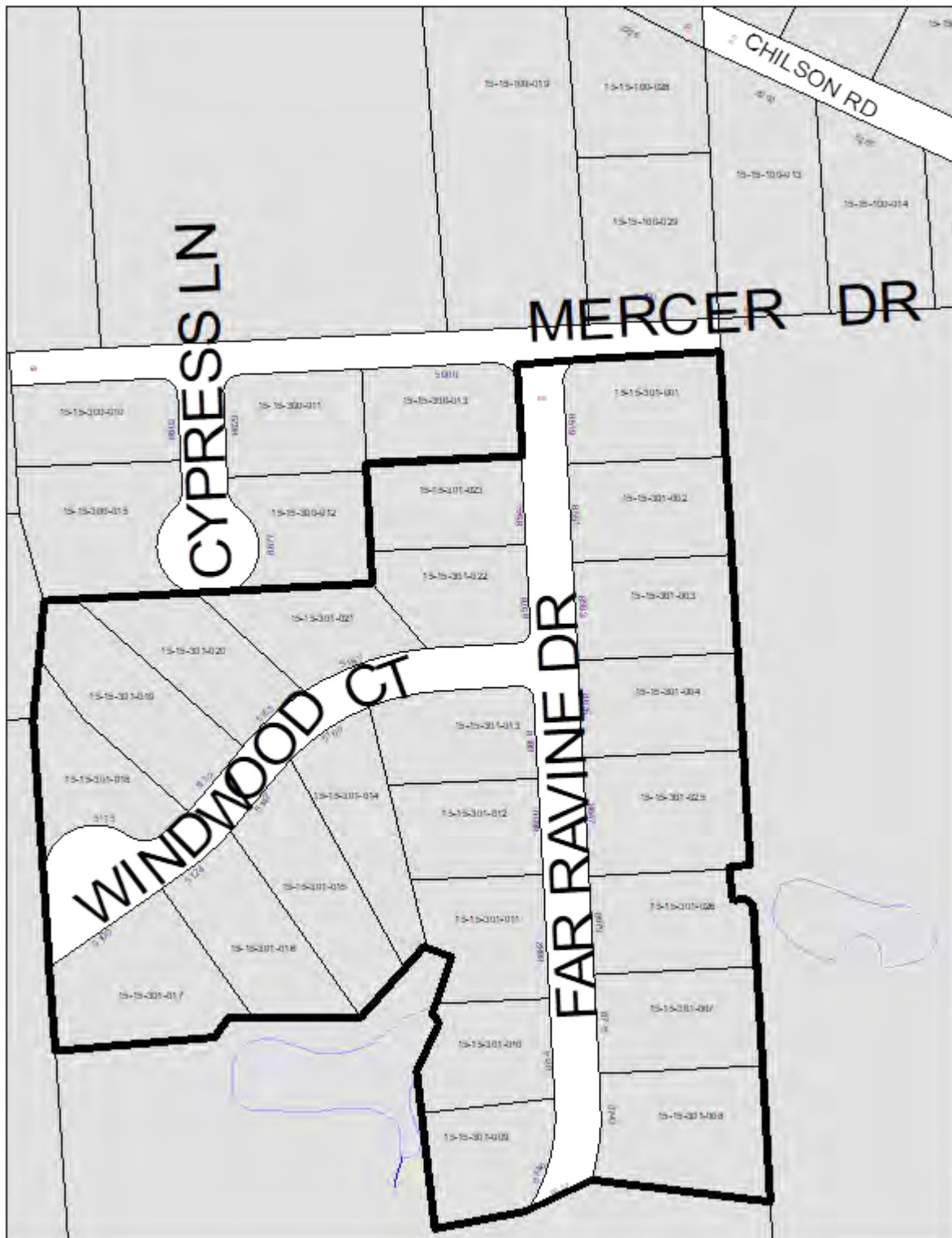
This notice is given by order of the Hamburg Township Board.

Dated: \_\_\_\_\_

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139



# Far Ravine Drive and Windwood Court Road Improvement Project



**EXHIBIT "C"**

**AFFIDAVIT OF MAILING**

STATE OF MICHIGAN       )  
  )ss  
COUNTY OF LIVINGSTON)

MICHAEL DOLAN, being first duly sworn, deposes, and says that he personally prepared for mailing, and did on December 4, 2019, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that he personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that he personally placed all of such envelopes in a United States Post Office receptacle on the above date.

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Michael Dolan  
Hamburg Township Clerk

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2019.

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\_\_\_\_\_, Notary Public  
Livingston County, MI  
My commission expires:



# Township Board Cover Sheet

## **Lawrence Court – Road Improvement S.A.D.** **First Public Hearing to Establish S.A.D.**

### **Information Packet:**

Hamburg Township has been approached by residents living on Lawrence Court in the L R O'Connor subdivision requesting that their road be improved through a Township financed special assessment district. This project would consist of the establishment of a S.A.D. with the road improvements constructed under the direction of the Livingston County Road Commission. Based upon property owner response, there are enough petitions to proceed with creating the district.

The following items have been included for the Board's review:

#### 1. **Notice of First Public Hearing:**

- A. Affidavit of Mailing
- B. Hearing Cover Letter
- C. Notice of Improvement Hearing – per Public Act 188 requirements
- D. Mailing List of Property Owners included in S.A.D.
- E. Estimate of Cost for the proposed Road Improvement S.A.D.
- F. Proposed Lawrence Court Special Assessment Roll

#### 2. **Project Resolution(s):**

- **Resolution No. 3** – Resolution Approving Petitions, Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared
- **Resolution No. 4** – Resolution Acknowledging the Filing of the Lawrence Court Special Assessment Roll, Scheduling a Hearing and Directing the Issuance of the Statutory Notices

**NOTE:** Resolution No. 4 will set the date and time for the second public hearing to be held to adopt the Assessment Roll. I am recommending that the 2<sup>nd</sup> public hearing be scheduled for **Tuesday, December 17<sup>th</sup>, 2019 beginning at 5:30 p.m. to allow enough time for notice to be published in the newspaper as well as mailing individual notices to property owners.**

The Lawrence Court Road Improvement district will be included on the upcoming bond issue along with a number of other Road Improvement projects.

*Drafted: November 5<sup>th</sup>, 2019*



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
www.hamburg.mi.us

AFFIDAVIT OF MAILING

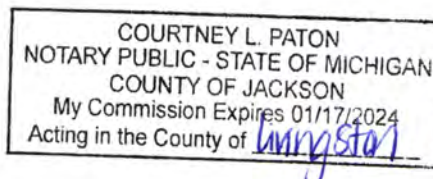
STATE OF MICHIGAN       )  
  )ss  
COUNTY OF LIVINGSTON)

BRITTANY K. CAMPBELL, being first duly sworn, deposes, and says that she personally prepared for mailing, and did on November 6, 2019, send by first-class mail, the proposed **Lawrence Court – Road Improvement Special Assessment District** notice of first public hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Brittany K. Campbell  
Brittany K. Campbell  
Hamburg Township Utilities Coordinator

Subscribed and sworn to before me  
this 10th day of November, 2019.

Courtney L. Paton  
Jackson, Notary Public  
Livingston County, MI  
My commission expires: 1/17/2024





November 6<sup>th</sup>, 2019

Re: **Lawrence Court – Road Improvement Special Assessment District**  
Notice of First Public Hearing

Dear Property Owner,

Enclosed is a copy of the Notice of Improvement Hearing to establish the Lawrence Court road improvement special assessment district (SAD). The project will consist of milling a portion of the existing asphalt pavement including the asphalt curb. Undercutting poor subgrade areas and adding additional stone base where needed to improve drainage. Three and a half (3.5) inches of new hot mix asphalt in two lifts will be placed on the prepared grade. The wing curb will be placed on the final lift of the asphalt. The hot mix asphalt will be feathered onto the existing driveway approaches, including concrete drives, to match the new road elevation.

The Township Board has scheduled the first public hearing for Tuesday, November 19<sup>th</sup>, 2019 to begin at 5:30 p.m. here at the Township Offices located at 10405 Merrill Road. The purpose of the meeting is to discuss the desire to establish the district, the district boundaries and the estimated cost of the project. The estimated road improvement project cost is \$170,000.00 which will be split equally among the 16 parcels in an assessment of \$10,625.00 per parcel plus interest charges under a ten (10) year bond re-payment schedule.

Any property owner or owners who wish to remove their support for the project must submit a letter in writing to the Township requesting to rescind their signatures from the petition by the first public hearing on November 19<sup>th</sup>. Letters may be addressed to me or the Township Clerk, Michael Dolan, and mailed to Hamburg Township, P.O. Box 157, Hamburg, MI 48139. Faxed copies or emailed/scanned copies cannot be accepted. If after the first public hearing there is still enough support to move forward with establishing the special assessment district the Board will pass a resolution to schedule the 2<sup>nd</sup> public hearing for the purpose of discussing the Assessment Roll and adoption by the Township Board which will authorize the collection of the special assessments that will first appear on the December 1, 2020 tax bill.

If you would like to discuss the road improvement project before the public hearing please feel free to contact the Township Supervisor, Patrick J. Hohl, at (810) 231-1000 Ext. 202 or his direct line at (810) 222-1116 or via email at pathohl@hamburg.mi.us.

Sincerely,

Brittany K. Campbell  
Hamburg Township Utilities Coordinator



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
www.hamburg.mi.us

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## **NOTICE OF PUBLIC HEARING**

Hamburg Township  
Livingston County, Michigan

### **NOTICE OF PUBLIC HEARING UPON A PROPOSED ROAD IMPROVEMENT PROJECT AND SPECIAL ASSESSMENT DISTRICT FOR LAWRENCE COURT**

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Hamburg Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a public hearing on Tuesday, November 19, 2019 at 5:30 p.m., at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48139, to review the following proposed special assessment district:

#### **HAMBURG TOWNSHIP LAWRENCE COURT ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**

and to hear any objections thereto and to the proposed Project and to the petitions filed with the Township Board requesting the Project.

(2) The project (the “Project”) will consist of milling a portion of the existing asphalt pavement including the asphalt curb. Undercutting poor subgrade areas and adding additional stone base where needed to improve draining. Three and a half (3.5) inches of new hot mix asphalt in two lifts will be placed on the prepared grade. The wing curb will be placed on the final lift of the asphalt. The hot mix asphalt will be feathered onto the existing driveway approaches, including the concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch. The Project is being designed to serve the properties in the Special Assessment District, which properties are adjacent to Lawrence Court, and which properties are identified by the following permanent parcel numbers:

15-22-100-058	15-22-108-001	15-22-108-002	15-22-108-003
15-22-108-004	15-22-108-005	15-22-108-008	15-22-108-009
15-22-108-010	15-22-108-011	15-22-108-012	15-22-108-013
15-22-108-014	15-22-108-015	15-22-108-016	15-22-108-018



(3) The Township plans on imposing special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The plans and cost estimates for the proposed Project, the boundaries of the Special Assessment District and the petitions filed in support of the Project are now on file in the office of the Township Clerk for public inspection. Periodic redeterminations of the cost of the Project may be made, and subsequent hearings shall not be required if such cost redeterminations do not increase the estimated cost of the Project by more than 10%. Any person objecting to the proposed Project, the petitions for the Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the November 19<sup>th</sup>, 2019 hearing, or within such further time the Township Board may grant.

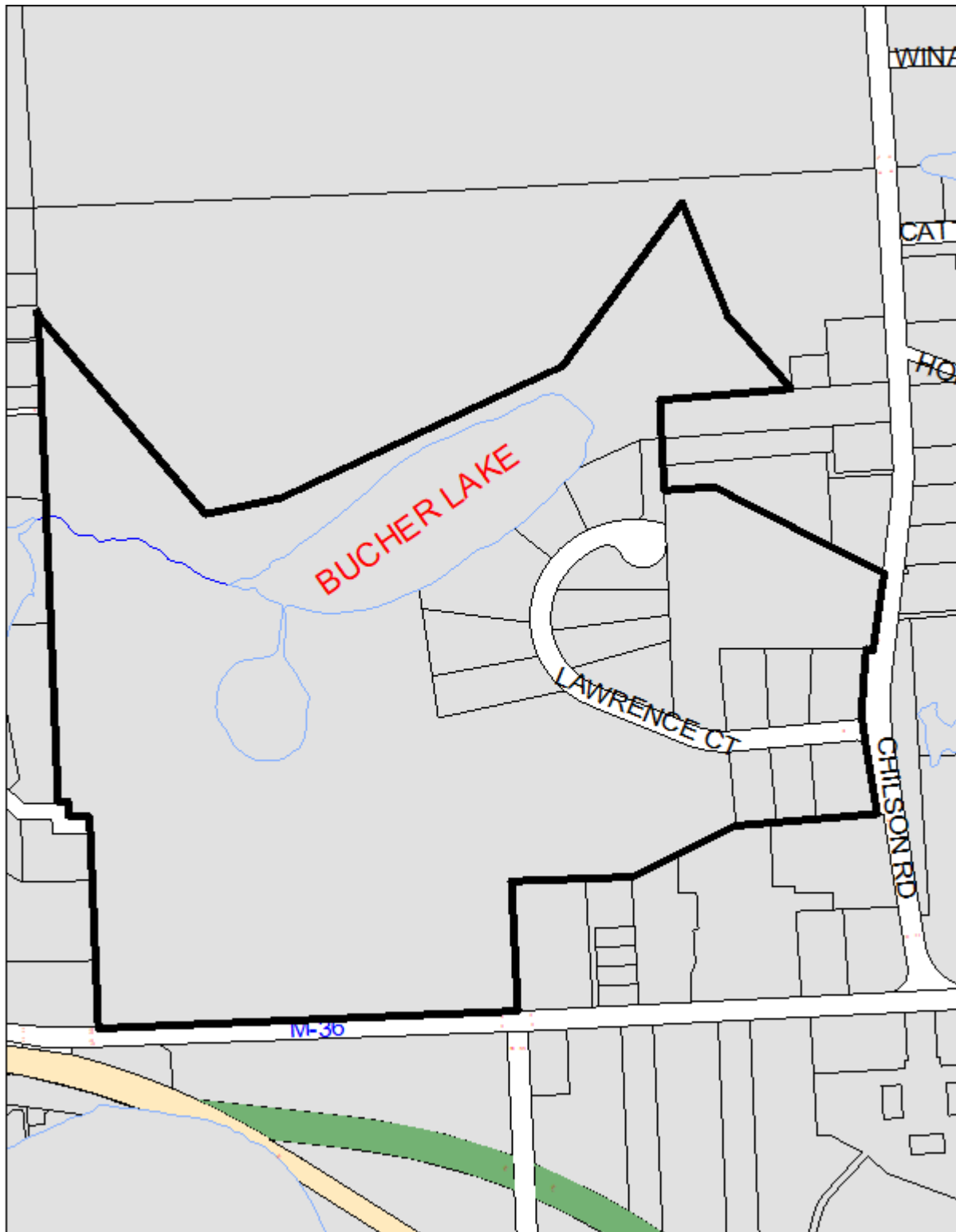
This notice is given by order of the Hamburg Township Board.

Dated: November 6<sup>th</sup>, 2019

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139

**LAWRENCE COURT - ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**  
Hamburg Township, Livingston County, Michigan

The general service area in which a proposed special assessment district is to be designated. The Hamburg Township Board of Trustees may adjust the district boundaries based upon property owner response in support of creating a road improvement special assessment district.



General service area establishing the Lawrence Court – Road Improvement Special Assessment District.  
**Proposed special assessment district boundary shown within thick black-lined area.**



15-22-100-058  
Boguslaw & Barbara Gierak  
5610 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-001  
John G. & Michelle Davis  
5676 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-002  
Donald B., Jr. & Connie Mancini  
5656 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-003  
Thomas A. & Marianne Mancini  
5640 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-004  
John C. & Nancy R. Poelstra  
5556 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-005  
John C. & Nancy R. Poelstra  
5556 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-008  
Elaine J. McIntyre  
5524 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-009  
Tomas & Roxanne Lupsor  
5510 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-010  
Steve Avey & Sarah Belleville  
5531 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-011  
Paul A. & Lisa M. Stojek  
5555 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-012  
Scott F. & Deborah Welser  
5569 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-013  
Deborah Susan Welser  
5569 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-014  
Bradley S. & Melissa Rennells  
5641 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-015  
Frank & Bonnie Schramm  
5655 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-016  
Andrew J. Plackowski  
5675 Lawrence Ct.  
Pinckney, MI 48169

15-22-108-018  
Lloyd D. Johnston Trust  
5538 Lawrence Ct.  
Pinckney, MI 48169



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**ESTIMATE OF COST  
PROPOSED LAWRENCE COURT  
ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT**

**Hamburg Township Administration Expenses:**

Total Township Fees: \$ 0.00

**Road Improvements:** Livingston County Road Commission \$ 170,000.00

Road improvements shall consist of milling a portion of the existing asphalt pavement including the asphalt curb. Undercutting poor subgrade areas and adding additional stone base where needed to improve draining. Three and a half (3.5) inches of new hot mix asphalt in two lifts will be placed on the prepared grade. The wing curb will be placed on the final lift of the asphalt. The hot mix asphalt will be feathered onto the existing driveway approaches, including the concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch.

Total Estimated Project Cost \$ 170,000.00

\$ 170,000.00 divided by 16 Parcels = **\$10,625.00 per parcel.**

**NOTE:**

The cost of the road improvements will be financed through special assessment bonds. Property owners within the SAD will only be charged for the road improvement construction charges. The Township will pay for all legal and administrative fees to establish the district and for the sale of the bond to finance the project. Annual principal payments will be equally assessed per parcel plus interest on the unpaid balance. The interest amount will be determined by the market interest rate for the sale of the Bonds at the time the project is financed. The assessment costs will be presented to property owners prior to establishing the special assessment district.

**HAMBURG TOWNSHIP**  
**LAWRENCE COURT ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**EXHIBIT "B"**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-22-100-058	Boguslaw & Barbara Gierek 5610 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E COM COS FOR POB TH S88* W ALG EW LN & CL M-36 1309.27 FT TH N2* W 17.1 FT TH N88*E 85.02 FT TH N2*W 665.25 FT TH S88*W 85 FT TH N1*W 1659.9 FT TH S 35*E 817.33 FT TH N80*E 244.39 FT TH N68*E 966.84 FT TH N39*E 645.32 FT TH S17*E 381.69 FT TH S39*E 312.15 FT TH S89*W 408.25 FT TH S1*E 129.06 FT TH S88*W 66 FT TH S66*W 272.5 FT TH S53*W 565 FT TH S8*E 430 FT TH N77*E 400 FT TO SE COR LOT 4 TH ALG CHD BRG S58*E 92.43 FT TH S67*E 333.58 FT TH ALG CHD BRG S81*E 122.19 FT TO NW COR LOT 3 TH S4*E ALG W LN LOT 3 240 FT TH S 65*W 362.88 FT TH S88*W 421.3 FT TH S2*E 435.6 FT TO POB PAR B & C 70.15 AC.	\$ 378,505.00	Occupied	\$ 10,625.00
15-22-108-001	John G. & Michelle Davis 5676 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 1	274,520.00	Occupied	10,625.00
15-22-108-002	Donald B., Jr. & Connie Mancini 5656 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 2	228,354.00	Occupied	10,625.00
15-22-108-003	Thomas A. & Marianne Mancini 5640 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 3	249,950.00	Occupied	10,625.00
15-22-108-004	John C. & Nancy R. Poelstra 5556 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 4	87,370.00	Vacant	10,625.00
15-22-108-005	John C. & Nancy R. Poelstra 5556 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 5	327,325.00	Occupied	10,625.00

**HAMBURG TOWNSHIP**  
**LAWRENCE COURT ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-22-108-008	Elaine J. McIntyre 5524 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 8	\$ 259,959.00	Occupied	\$ 10,625.00
15-22-108-009	Tomas & Roxanne Lupsor 5510 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 9	306,787.00	Occupied	10,625.00
15-22-108-010	Steve Avey & Sarah Belleville 5531 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 10	345,316.00	Occupied	10,625.00
15-22-108-011	Paul A. & Lisa M. Stojek 5555 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 11	344,379.00	Occupied	10,625.00
15-22-108-012	Scott F. & Deborah Welser 5569 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 12	386,914.00	Occupied	10,625.00
15-22-108-013	Deborah Susan Welser 5569 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 13	92,169.00	Vacant	10,625.00
15-22-108-014	Bradley S. & Melissa Rennells 5641 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 14	352,237.00	Occupied	10,625.00
15-22-108-015	Frank & Bonnie Schramm 5655 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 15	249,668.00	Occupied	10,625.00

**HAMBURG TOWNSHIP**  
**LAWRENCE COURT ROAD IMPROVEMENT PROJECT**  
**PROPOSED SPECIAL ASSESSMENT ROLL**  
**NOVEMBER 19, 2019**

<b>Tax I.D. #</b>	<b>Property Owner Name &amp; Address</b>	<b>Legal Description</b>	<b>True Cash Value</b>	<b>Vacant/Occupied</b>	<b>Assessment</b>
15-22-108-016	Andrew J. Plackowski 5675 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOT 16	\$ 266,596.00	Occupied	\$ 10,625.00
15-22-108-018	Lloyd D. Johnston Trust 5538 Lawrence Ct. Pinckney, MI 48169	SEC 22 T1N R5E L R O'CONNOR SUB LOTS 6 & 7	562,361.00	Occupied	10,625.00

Total Project Assessments:      \$ 170,000.00

TOTAL ESTIMATED PROJECT COST:      \$ 170,000.00

### **Resolution #3 – Lawrence Court Road Improvement Project**

#### **TOWNSHIP OF HAMBURG**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) held at the Hamburg Township Hall Meeting Room on Tuesday, November 19<sup>th</sup>, 2019, beginning at 7:00 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

#### **RESOLUTION APPROVING PETITIONS, PROJECT, COST ESTIMATES, SPECIAL ASSESSMENT DISTRICT AND CAUSING THE SPECIAL ASSESSMENT ROLL TO BE PREPARED**

WHEREAS, the Township Board of Trustees (the “Township Board”) has received petitions from property owners in the Township (the “Petitions”) for certain road improvements to be made along Lawrence Court within the L R O’Connor subdivision located in the Township;

WHEREAS, the Township Board has determined to proceed with the Lawrence Court road improvements as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Board has tentatively determined to finance the cost of the Project by issuing bonds (the “Bonds”), in accordance with Act No. 188, Michigan Public Acts of 1954, as amended (“Act 188”);

WHEREAS, the Township Board has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds;

WHEREAS, the Township Board held a public hearing on the Project, the Petitions that have been submitted to the Township Board requesting the Project, and the proposed special assessment district (the “Special Assessment District”) for the Project on November 19, 2019;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act 188, and the laws of the State of Michigan, the Township Board approves the completion of the Project and the Township Board approves the plans and cost estimates for the Project, which are on file with the Township Clerk and which are identified as "Plans and Cost Estimates for the "Lawrence Court Road Improvement Project".

2. The Township Board determines that the petitions for the Project submitted to the Township Board were sufficient to satisfy the requirements under Act 188 for initiating an improvement project.

3. The Township Board determines that the Special Assessment District for the Project shall consist of those properties that are described in Exhibit B. The term of the special assessment district shall be through 2030, or such shorter period of time as may be determined by the Township Board prior to the issuance of the Bonds.

4. After construction costs for the Project are determined, the Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District as identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll, which certificate shall be substantially in the in the form of Exhibit C to this resolution.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Resolution declared \_\_\_\_\_.

CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on November 19, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Michael Dolan  
Hamburg Township Clerk

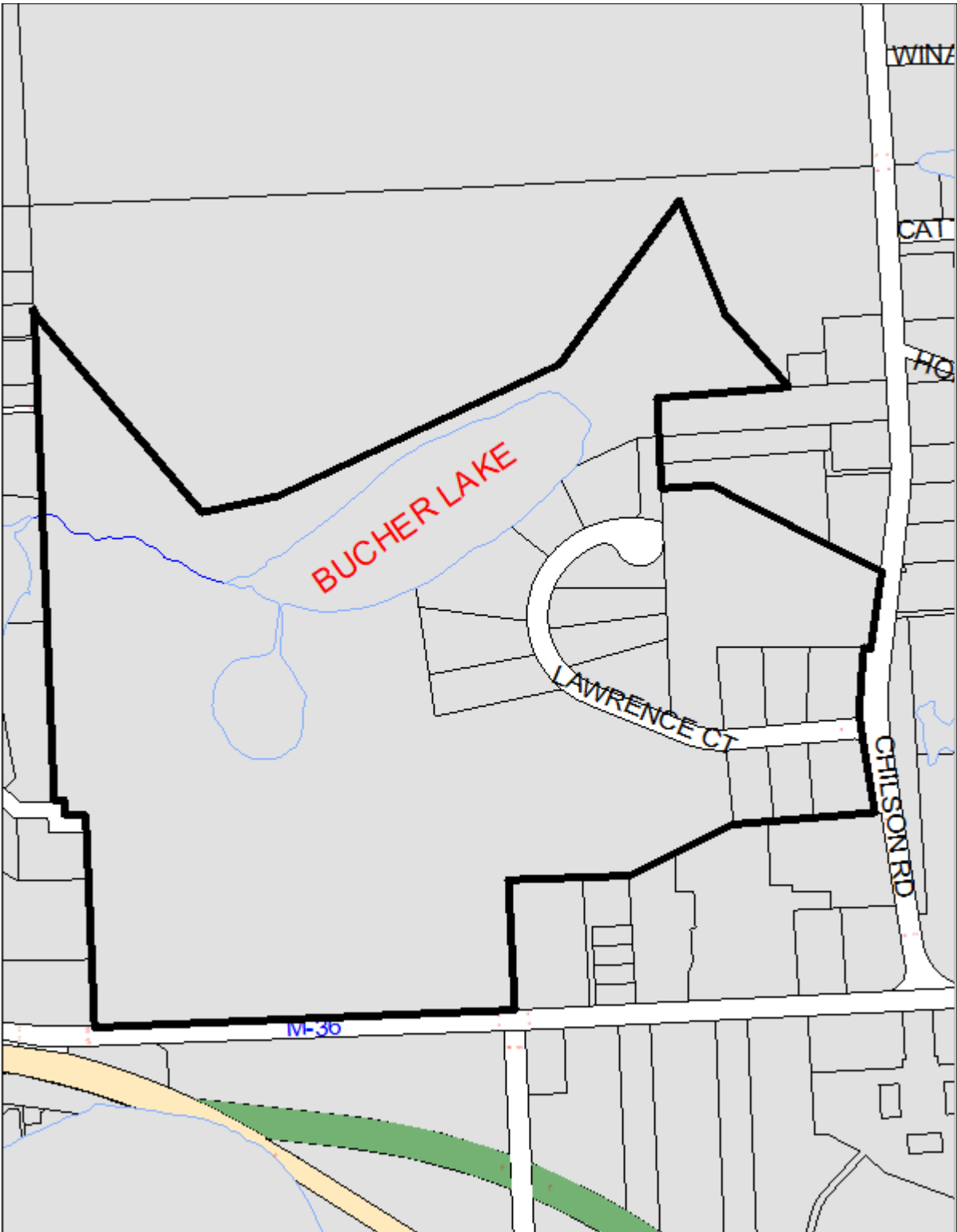


## **EXHIBIT A**

### Description of the Project

The project will consist of milling a portion of the existing asphalt pavement including the asphalt curb. Undercutting poor subgrade areas and adding additional stone base where needed to improve draining. Three and a half (3.5) inches of new hot mix asphalt in two lifts will be placed on the prepared grade. The wing curb will be placed on the final lift of the asphalt. The hot mix asphalt will be feathered on to the existing driveway approaches, including the concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch. The street rehabilitation shall serve the properties within the Township located along Lawrence Court that are within the boundaries indicated on the attached map, along with all necessary construction, drainage and restoration for such project.

Lawrence Court Road Improvement Project  
Hamburg Township, Livingston County, Michigan



**Exhibit “B”**

**HAMBURG TOWNSHIP  
LAWRENCE COURT ROAD IMPROVEMENT PROJECT**

(1) The Hamburg Township Lawrence Court Road Improvement Project Special Assessment District (the “Special Assessment District”) has been formed to specially assess the lands which are benefitted from the Project described in Exhibit A.

(2) The proposed Special Assessment District, within which the cost of the Project will be assessed, consists of the properties identified by the following permanent lot and parcel numbers.

15-22-100-058	15-22-108-001	15-22-108-002	15-22-108-003
15-22-108-004	15-22-108-005	15-22-108-008	15-22-108-009
15-22-108-010	15-22-108-011	15-22-108-012	15-22-108-013
15-22-108-014	15-22-108-015	15-22-108-016	15-22-108-018

**Exhibit “C”**

**CERTIFICATE**

I, the undersigned, Supervisor of Hamburg Township, Livingston County, Michigan (the “Township”), acting pursuant to a resolution duly adopted by the Board of the Township on November 19<sup>th</sup>, 2019 (the “Resolution”) certify that (1) the attached special assessment roll for the Hamburg Township Lawrence Court Road Improvement Project Special Assessment District, to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Patrick J. Hohl  
Hamburg Township Supervisor

**Resolution #4 – Lawrence Court Road Improvement Project**

**TOWNSHIP OF HAMBURG**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) held at the Hamburg Township Hall Meeting Room on Tuesday, November 19<sup>th</sup>, 2019, beginning at 7:00 p.m. Eastern Time, there were:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION ACKNOWLEDGING THE FILING OF THE  
LAWRENCE COURT SPECIAL ASSESSMENT ROLL,  
SCHEDULING A HEARING  
AND DIRECTING THE ISSUANCE OF THE STATUTORY NOTICES**

WHEREAS, the Board of Trustees (the “Township Board”) has determined that it is desirable and necessary to construct certain road improvements within the Township as described in Exhibit A (the “Project”);

WHEREAS, the Township Board has determined to proceed with the Project;

WHEREAS, the Township Board has tentatively determined to finance the cost of the Project by issuing bonds (the “Bonds”) to finance the cost of the Project, in accordance with Act No. 188, Michigan Public Acts of 1954, as amended (“Act 188”);

WHEREAS, the Township Board has tentatively determined to use Special Assessments levied under Act 188 to raise the funds to pay the Township’s obligations on the Bonds;

WHEREAS, the plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Supervisor has prepared the proposed Special Assessment Roll entitled “The Proposed Special Assessment Roll for the Hamburg Township Lawrence Court Road Improvement Project” (the “Proposed Roll”) and has filed the Proposed Roll with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Clerk.

2. The Township Board acknowledges that the Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the Township Board's direction and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan.

3. In accordance with Act 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Proposed Roll.

4. The public hearing will be held on Tuesday, December 17, 2019 at 5:30 p.m. at the Township Hall of Hamburg Township, Livingston County, Michigan, or at such other place as the Township Clerk may designate, provided sufficient notice is given of such alternate location as required by law.

5. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before December 4, 2019. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

6. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Press & Argus a newspaper of general circulation within the Township. The notice shall be published twice, once on or before December 4, 2019, and once on or before December 11, 2019. The notice shall be in form substantially similar to the notice attached in Exhibit B.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Resolution declared \_\_\_\_\_.

CLERK'S CERTIFICATE

The undersigned, being the Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on November 19, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1967, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Michael Dolan  
Hamburg Township Clerk

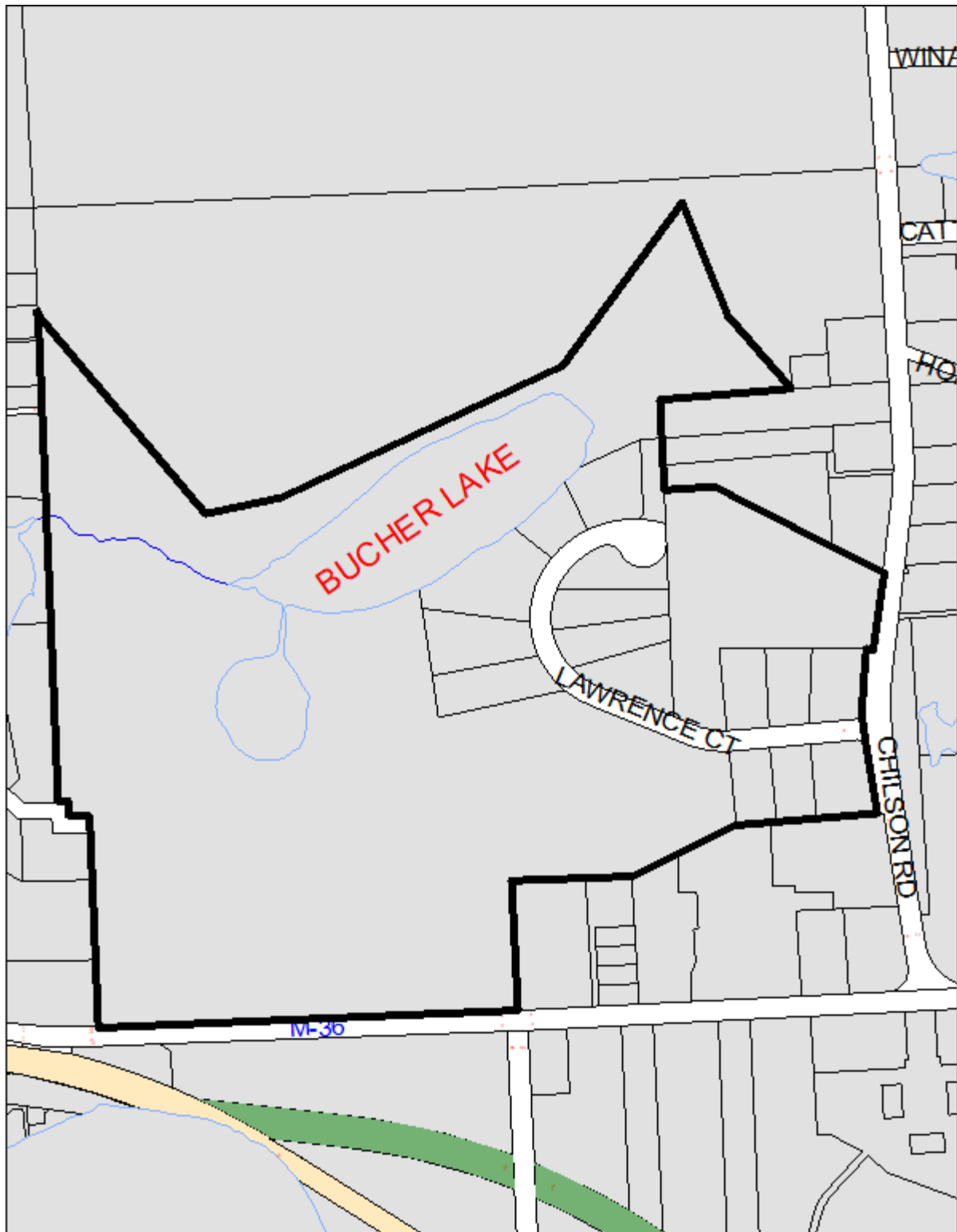
## **EXHIBIT “A”**

### **DESCRIPTION OF PROJECT**

The project will consist of milling a portion of the existing asphalt pavement including the asphalt curb. Undercutting poor subgrade areas and adding additional stone base where needed to improve draining. Three and a half (3.5) inches of new hot mix asphalt in two lifts will be placed on the prepared grade. The wing curb will be placed on the final lift of the asphalt. The hot mix asphalt will be feathered on to the existing driveway approaches, including the concrete drives, to match the new road elevation. The edge of the roadway will be restored with topsoil, seed and mulch. The street rehabilitation shall serve the properties within the Township located along Lawrence Court that are within the boundaries indicated on the attached map, along with all necessary construction, drainage and restoration for such project.



Lawrence Court Road Improvement Project  
Hamburg Township, Livingston County, Michigan



**EXHIBIT “B”**

**FORM OF NOTICE OF PUBLIC HEARING**

Hamburg Township  
Livingston County, Michigan

**NOTICE OF PUBLIC HEARING  
UPON SPECIAL ASSESSMENT ROLL FOR THE  
LAWRENCE COURT ROAD IMPROVEMENT PROJECT  
SPECIAL ASSESSMENT DISTRICT**

NOTICE IS HEREBY GIVEN:

(1) The Township Board of the Township of Hamburg, Livingston County, Michigan (the “Township”) has determined to levy special assessments against lands in the LAWRENCE COURT ROAD IMPROVEMENT PROJECT SPECIAL ASSESSMENT DISTRICT (the “District”) that will be benefited by the construction of road improvements in the District. The District consists of the lands identified in the map attached to this notice and is more specifically identified by the following permanent parcel numbers:

15-22-100-058	15-22-108-001	15-22-108-002	15-22-108-003
15-22-108-004	15-22-108-005	15-22-108-008	15-22-108-009
15-22-108-010	15-22-108-011	15-22-108-012	15-22-108-013
15-22-108-014	15-22-108-015	15-22-108-016	15-22-108-018

(2) The proposed special assessment roll for the District (the “Roll”) has been prepared and is now on file in the office of the Township Clerk and is available at such office for public examination during the hours the Township Hall is regularly open to the public for business.

(3) The Township Board will conduct a public hearing beginning at 5:30 p.m., local time on Tuesday, December 17, 2019, at the Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan to explain and answer questions pertaining to the Roll and to hear objections to the Roll. Any person objecting to the Roll must file his or her objections in writing before the close of the public hearing or within such additional time (if any) as the Township Board may grant.

(4) The owner or other person having an interest in property that is specially assessed is entitled to file a written appeal with the Michigan Tax Tribunal within 30 days after confirmation of the Roll. However, appearance and protest at the public hearing are required by law in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may (1) appear and protest in person at the hearing or (2) file an appearance and protest by letter before the close of the hearing.

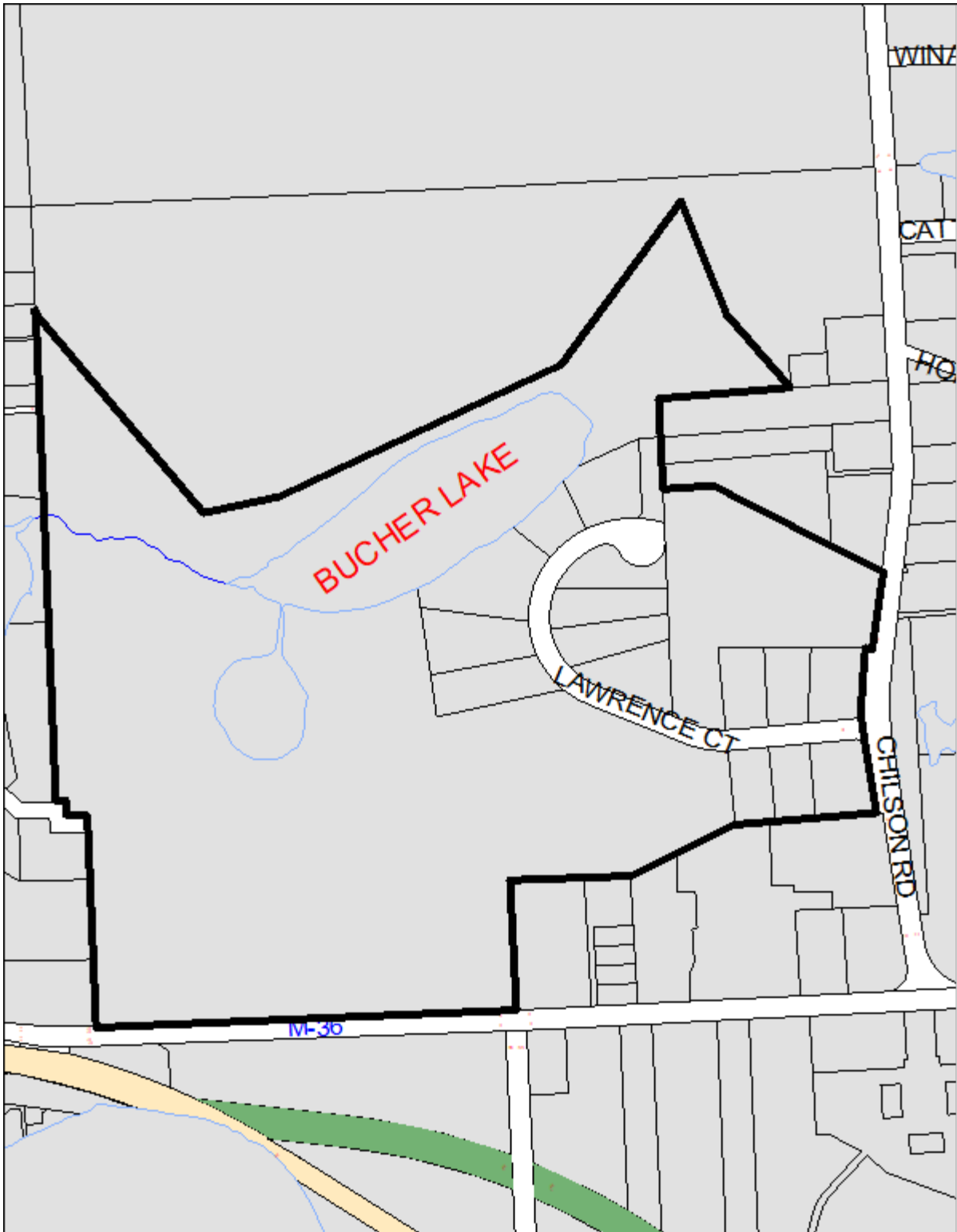
The Township Board will maintain a record of the persons who appear and protest at the hearing. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was so recorded shall be considered to have protested the special assessment in person.

This notice is given by order of the Hamburg Township Board.

Dated: \_\_\_\_\_

Michael Dolan  
Hamburg Township Clerk  
10405 Merrill Rd. P.O. Box 157  
Hamburg, MI 48139

Lawrence Court Road Improvement Project  
Hamburg Township, Livingston County, Michigan



Lawrence Court Road Improvement Project

**EXHIBIT "C"**

**AFFIDAVIT OF MAILING**

STATE OF MICHIGAN       )  
  )ss  
COUNTY OF LIVINGSTON)

MICHAEL DOLAN, being first duly sworn, deposes, and says that he personally prepared for mailing, and did on December 4, 2019, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Hamburg; that he personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that he personally placed all of such envelopes in a United States Post Office receptacle on the above date.

---

Michael Dolan  
Hamburg Township Clerk

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

\_\_\_\_\_, Notary Public  
Livingston County, MI  
My commission expires:

**Hamburg Township**  
**Ordinance No. 102**  
**Repealing Group Insurance Coverage and**  
**Issuance and Sale of Revenue G Bonds Ordinances**

An Ordinance repealing Hamburg Township Ordinance No. 56 Group Insurance Coverage and Ordinance No. 79 Issuance and Sale of Revenue G Bonds.

**Section 1.0. Title**

This Ordinance shall be known and may be cited as the Hamburg Township Ordinance Repealing Group Insurance Coverage and Issuance and Sale of Revenue G Bonds.

**Section 2.0. Intent and Purpose**

The purpose of this Ordinance is to repeal the following Hamburg Township Ordinances in their entirety:

- a. Ordinance No. 56 – known as the Group Insurance Coverage Ordinance, adopted October 26, 1993 and effective November 4, 1993. The Ordinance is unnecessary and obsolete.
- b. Ordinance No. 79 – known as the Issuance and Sale of Revenue G Bonds Ordinance, adopted March 6, 2007 and effective immediately upon its adoption. The Ordinance is unnecessary and obsolete.

**Section 3.0. Repealer**

Hamburg Township Ordinances No. 56 and No. 79 are hereby repealed in their entirety.

**Section 4.0. Effective Date**

This Ordinance will become effective the day following publication in the Livingston Daily Press & Argus. This Ordinance was adopted on the \_\_\_\_ Day of \_\_\_\_\_ 2019 by the Hamburg Township Board at a meeting duly scheduled for the conduct of Township business.

AYES:

NAYS:

ABSENT:

Resolution Carried.

### **Certification**

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, County of Livingston and State of Michigan hereby certify that this Hamburg Township Ordinance No. 102, was duly approved by the Township Board at their regular meeting of Tuesday, \_\_\_\_\_, 2019 and was published within 30 days after its adoption by printing the same in the Livingston Daily Press & Argus on \_\_\_\_\_ .

Original signed by:

---

Michael Dolan  
Hamburg Township Clerk

Date Adopted:

Date Published:

Effective Date:

**C & E CONSTRUCTION CO INC**

PO BOX 1359  
HIGHLAND, MI 48357  
248-889-1716

**Invoice**

DATE	INVOICE #
11/21/2019	2427

**BILL TO**

Hamburg Township  
ATTN: Accounts Payable  
PO Box 157  
Hamburg MI 48139

**PROJECT**

GP Hamburg Twp

DESCRIPTION	QTY	RATE	AMOUNT
Hamburg Township Grinder Pump Install  5229 Post Drive / Hamburg Twp.  This work was completed on 11/20/19  <div>GL Code <u>590-000-198.884</u> Approved <u>PJA</u> NOV 22 2019 Entered <u>11/25 kg</u> Due Date <u>kg</u></div> <div>* Property owner pre-paid sewer connection fees up-front in Cash on 4/05/2019 - receipt #1205032. - NO additional fees due. BKC</div>		7,087.50	7,087.50
<b>Total</b>			\$7,087.50



**BIOTECH**  
**AGRONOMICS**  
INC.  
A Residuals Management Company

Fax (231) 882-9690  
1651 Beulah Hwy.  
Beulah, MI 49617  
Phone (231) 882-7219

# INVOICE

Date	Invoice #
11/15/2019	2347

Bill To
Hamburg Township DPW Attn: Accounts Payable P.O. Box 157 Hamburg, MI 48139

Due Date	Customer PO #	Terms
12/15/2019		Net 30

Quantity	Description	Rate	Amount
527,000	Load, transport and land application of biosolids from Hamburg WWTP for October 30 - November 6, 2019  <div>GL Code <u>590.002.831</u> Approved <u>TR / POH</u>  NOV 19 2019  Entered <u>11/25</u> <u>xy</u> Due Date <u>                    </u></div>	0.0468	24,663.60
Thank you for your business.		<b>TOTAL</b>	\$24,663.60