



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Chuck Menzies, Patricia Hughes, Nick Miller, Joanna Hardesty

TOWNSHIP BOAD WORK-STUDY SESSION

Tuesday, December 17, 2024 at 6:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

1. Township Manager Search Update
2. Committee Bylaws
3. Organizational Chart

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT

TO: Board of Trustees

FROM: Mike Dolan, Clerk

DATE: December 12, 2024

AGENDA ITEM TOPIC: Committee Bylaws

Requested Action

- Review committee bylaws for discussion.

Background

Temporary committee assignments have been made thru February 1, 2025. We will need to make additional committee assignments after bylaw review and updates.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1				Board and Commissions Member List										Item 2.	
2				10405 Merrill Rd., P.O. Box 157											
3				Hamburg, MI 48139											
4				(810) 231-1000											
5				(810) 231-4295 (FAX)											
6	Revised 11-20-2024 mk														
7															
8	Board/Commission	Name of Member	Title	Per Diem Reg	Per Diem Spec	Pay by	Address	City	State	Zip	Cell Phone	Alternate Phone	Email	Term expires	Term Length
9															
10	Arbitration Avoidance	Hohl, Patrick	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.
11	Arbitration Avoidance	Hughes, Patricia	Trustee	0	0	Salary	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	November, 2024	4 yrs.
12	Arbitration Avoidance	Dolan, Mike	Clerk	0	0	Salary	10835 Lakepoint Dr	Pinckney	MI	48169	734-891-7398		mdolan@hamburg.mi.us	November, 2024	4 yrs.
13															
14	Board of Review	Michael Bintondo	Board Member	65	65	Meeting	2020 Darwin Road	Pinckney	MI	48169		810-623-1025	mikebintondo1@gmail.com	December 31, 2024	2 yrs.
15	Board of Review	Rill, William	Board Member	65	65	Meeting	9130 Lakecrest Drive	Whitmore Lake	MI	48189	517-851-2116		w102046@aol.com	December 31, 2024	2 yrs.
16	Board of Review	Donn Nelson	Board Member	65	65	Meeting	5959 Winans Lake Rd	Pinckney	MI	48116	810-231-1097			December 31, 2024	2 yrs.
17	Board of Review	Deborah Harper	Alternate	65	65	Meeting	8615 Van Horn Dr	Pinckney	MI	48169	734-347-3459		deborah_harper@charter.net	December 31, 2024	2 yrs.
18															
19	Cemetery Committee	Hohl, Patrick	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.
20	Cemetery Committee	Negri, Jason	Treasurer	0	0	Salary	7881 Pintail Lane	Whitmore Lake	MI	48189	810-772-1897	810-231-0533	jnegri@hamburg.mi.us	November, 2024	4 yrs.
21	Cemetery Committee	Dolan, Mike	Clerk	0	0	Salary	10835 Lakepoint Dr	Pinckney	MI	48169	734-891-7398		mdolan@hamburg.mi.us	November, 2024	4 yrs.
22															
23	Contract Negotiations	Hohl, Patrick	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.
24	Contract Negotiations	Hughes, Patricia	Trustee	0	0	N/A	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	November, 2024	4 yrs.
25	Contract Negotiations	Hahn, Bill	Board Member	0	0	N/A	11335 Dunlavy Lane	Whitmore Lake	MI	48189	734-972-7984	734-426-9778	bbhahn@me.com	November, 2024	4 yrs.
26															
27	Dept. of Public Works	Randazzo, Tony	Director of Services	0	0	Salary	c/o Hamburg Township, P.O. Box 157	Hamburg	MI	48139	734-634-5977	810-222-1191	trandazzo@hamburg.mi.us	None	Employee
28															
29	Election Commission	Hohl, Patrick	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.
30	Election Commission	Dolan, Mike	Clerk	0	0	Salary	10835 Lakepoint Dr	Pinckney	MI	48169	734-891-7398		mdolan@hamburg.mi.us	November, 2024	4 yrs.
31	Election Commission	Negri, Jason	Treasurer	0	0	Salary	7881 Pintail Lane	Whitmore Lake	MI	48189	810-772-1897	810-231-0533	jnegri@hamburg.mi.us	November, 2024	4 yrs.
32															
33	Flood Hazard Prev	Hahn, Bill	TB Representative	0	0	Volunteer	11335 Dunlavy Lane	Whitmore Lake	MI	48189	734-972-7984	734-426-9778	bbhahn@me.com	November, 2024	4 yrs.
34	Flood Hazard Prev	Menzies, Chuck	Trustee	0	0	Volunteer	6371 Riverdale, P.O. Box 573	Hamburg	MI	48139	734-612-4271	810-231-2399	chasman1@charter.net	November, 2024	4 yrs.
35	Flood Hazard Prev	Strane, Scott	At Large	0	0	Volunteer	9858 Riverview	Lakeland	MI	48143	810-599-2123		sts.51@yahoo.com		
36	Flood Hazard Prev	Bitondo, Mike	At Large	0	0	Volunteer	2020 Darwin Rd.	Pinckney	MI	48169	810-623-1025	734-878-5548	mikebitondo1@gmail.com		
37	Flood Hazard Prev	Burton, Buhl	At Large	0	0	Volunteer	10300 Buhl Rd.	Lakeland	MI	48143	810-231-2390		jaburton@charter.net		
38	Flood Hazard Prev	Arvin, Donna	At Large	0	0	Volunteer	10244 Buhl	Pinckney	MI	48169	810-623-7056		darwin@me.com		
39	Flood Hazard Prev	Hicke, Richard	At Large	0	0	Volunteer	8746 Riverside Dr.	Brighton	MI	48116	810-355-8063	810-231-8034	rehicke@hotmail.com		
40	Flood Hazard Prev	Vinson, Norma	At Large	0	0	Volunteer	10244 Buhl	Pinckney	MI	48169	810-623-8662	810-231-3280	nvinson@charter.net		
41	Flood Hazard Prev	Demyanovich, Robert	At Large	0	0	Volunteer	8701 Lagoon Drive	Brighton	MI	48116	810-355-1110	517-404-8246	rdemyano@gmail.com		
42	Flood Hazard Prev	Robertson, Robert	At Large	0	0	Volunteer	11026 Silver Drive	Hamburg	MI	48139	810-231-3904		nostrebor8@att.net		
43	Flood Hazard Prev	Spielman, David	At Large	0	0	Volunteer	11474 Dunlavy	Whitmore Lake	MI	48189	734-426-4301		forddoct@charter.net		
44															
45	Huron Watershed	Demyanovich, Robert	At Lg. Representative	75	75	Meeting	8701 Lagoon Drive	Brighton	MI	48116	810-355-1110	517-404-8246	rdemyano@gmail.com	January 1, 2024	3 yrs.
46															
47	LC Water Authority	Hohl, Patrick	Board Member	0	0	N/A	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.
48	LC Water Authority	Hahn, Bill	Board Member	0	0	N/A	11335 Dunlavy Lane	Whitmore Lake	MI	48189	734-972-7984	734-426-9778	bbhahn@me.com	November, 2024	4 yrs.
49	LC Water Authority	Hughes, Patricia	Trustee	0	0	N/A	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	November, 2024	4 yrs.
50															
51	Municipal Utilities	Hohl, Patrick	TB Supervisor Rep	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.
52	Municipal Utilities	Hahn, Bill	TB Representative	65	65	Meeting	11335 Dunlavy Lane	Whitmore Lake	MI	48189	734-972-7984	734-426-9778	bbhahn@me.com	November, 2024	4 yrs.
53	Municipal Utilities	Michniewicz, Cindy	TB Representative	65	65	Meeting	3140 Shehan Rd	Pinckney	MI	48169	734-846-1912	734-878-2504	cmichniewicz@hamburg.mi.us	November, 2024	4 yrs.
54															
55	Parks & Recreation	Henneman, Deby	Township Coordinator			Hourly	c/o Hamburg Township, P.O. Box 157	Hamburg	MI	48139		810-222-1124	dhenneman@hamburg.mi.us	None	No Term
56	Parks & Recreation	Michniewicz, Cindy	TB Representative	65	0	Meeting	3140 Shehan Rd	Pinckney	MI	48169	734-846-1912	734-878-2504	cmichniewicz@hamburg.mi.us	November, 2024	4 yrs.
57	Parks & Recreation	Dolan, Mike	TB Clerk	0	0	Salary	3815 Green Hills Dr.	Pinckney	MI	48169	734-891-7398	810-222-1121	mdolan@hamburg.mi.us	November, 2024	4 yrs.
58	Parks & Recreation	Auxier, Cliff	Member at Large	65	65	Meeting	10940 Bob White Beach Blvd.	Whitmore Lake	MI	48189	734-904-1927		cauxier@hotmail.com	January 1, 2025	2 yrs.
59	Parks & Recreation	Muck, Jeffrey	Member at Large	65	65	Meeting	6563 Pressley Creek Dr.	Whitmore Lake	MI	48189		517-404-2931	muckie@yahoo.com	January 1, 2025	2 yrs.
60	Parks & Recreation	Barbara McCabe	Member at Large	65	65	Meeting	6891 Kestrel Ct	Brighton	MI	48116	810-231-2143		barb.mccabe@live.com	January 1, 2025	2 yrs.
61															
62															
63	Planning Commission	Priebe, Joyce	Commissioner	65	65	Meeting	2961 Indian Trail	Pinckney	MI	48169	313-300-0480	Ron 313-938-9751	joycepriebe@aol.com	June 30, 2026	3 yrs.
64	Planning Commission	Hughes, Patricia	TB representative	65	65	Meeting	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	November, 2024	4 yrs.
65	Planning Commission	Muir, Ron	Commissioner/CoChair	65	65	Meeting	4893 Gallagher Road	Whitmore Lake	MI	48189		810-231-3560	rcmuir@charter.net	June 30, 2027	3 yrs.
66	Planning Commission	Leabu, Victor Jr.	Commissioner	65	65	Meeting	6023 Winans Drive	Brighton	MI	48116	810-599-7741	810-231-1555	yleabu@sbcglobal.net	June 30, 2026	3 yrs.
67	Planning Commission	Hamlin, John	Commissioner	65	65	Meeting	8801 River Valley Rd	Brighton	MI	48116	734-478-5777		matdog4@sbcglobal.net	June 30, 2027	3 yrs.
68	Planning Commission	Muck, Jeff	Chair	65	65	Meeting	6563 Pressley Creek Dr.	Whitmore Lake	MI	48189		517-404-2931	muckie@yahoo.com	June 30, 2026	3 yrs.
69	Planning Commission	Mariani, Deborah	Commissioner	65	65	Meeting	10193 Kingfisher Cove	Pinckney	MI	48169	914-393-0344		debbie.mariani@gmail.com	March 13, 2026	3 yrs.
70															
71	Portage Sewer	Randazzo, Tony	Administrator	0	0	Salary	c/o Hamburg Township	Hamburg	MI	48139	734-634-5977	810-222-1191	trandazzo@hamburg.mi.us	None	Employee
72	Portage Sewer	Hughes, Patricia	TB Representative	75	75	Meeting	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	November, 2024	4 yrs.
73															
74	Public Safety	Hohl, Patrick	TB Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pthohl@hamburg.mi.us	November, 2024	4 yrs.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
8	Board/Commission	Name of Member	Title	Per Diem Reg	Per Diem Spec	Pay by	Address	City	State	Zip	Cell Phone	Alternate Phone	Email	Term e	Length
75	Public Safety	Hughes, Patricia	TB Representative	65	65	Meeting	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	Novemb	Item 2.
76	Public Safety	Menzies, Chuck	TB Rep-Chair	65	65	Meeting	6371 Riverdale, P.O. Box 573	Hamburg	MI	48139	734-612-4271	810-231-2399	chasman1@charter.net	Novemb	
77	Public Safety	Duffany, Rick	Public Safety Director	0	0	Salary	10409 Merrill Rd., P.O. Box 157	Hamburg	MI	48139	734-968-5711	810-222-1171	rduffany@hamburg.mi.us	None	Employee
78	Public Safety	Newton, Jeffrey	Dep Director - Fire	0	0	Salary	3666 M-36, P.O. Box 157	Hamburg	MI	48139	734-564-2812	810-222-1105	jnewton@hamburg.mi.us	None	Employee
79	Public Safety	Zernick, Jordan	Deputy Fire Chief	0	0	Off Duty	3666 M-36, P.O. Box 157	Hamburg	MI	48139	810-626-8083	810-222-1104	jzernick@hamburg.mi.us	None	Employee
80	Public Safety	Nisenbaum, Dariusz	Dep Director - Police	0	0	Off Duty	10409 Merrill Rd., P.O. Box 157	Hamburg	MI	48139	734-564-3306	810-222-1172	dnsenbaum@hamburg.mi.us	None	Employee
81															
82	PCYDI	Dolan, Mike	Liaison	0	0	Salary	10835 Lakepoint Dr	Pinckney	MI	48169	734-891-7398	810-222-1121	mdolan@hamburg.mi.us	No Term Set	4 yrs.
83															
84	Road Committee	Hohl, Patrick	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pathohl@hamburg.mi.us	November, 2024	4 yrs.
85	Road Committee	Hahn, Bill	Trustee	0	0	Meeting	11335 Dunlavy Lane	Whitmore Lake	MI	48189	734-972-7984	734-426-9778	bbhahn@me.com	November, 2024	4 yrs.
86															
87	SEMOG	Hohl, Pat	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	pathohl@hamburg.mi.us	November, 2024	
88															
89	Senior Advisory Board	Eddings, Julie	Secretary	0	0	Hourly	c/o Hamburg Township, P.O. Box 157	Hamburg	MI	48139		810-222-1142	jeddings@hamburg.mi.us	None	Employee
90	Senior Advisory Board	Bater, Janet	Business Rep	0	0	Volunteer	8521 Hamburg Rd.	Brighton	MI	48116	810-623-1508		jrbater80@aol.com	June, 2024	Business
91	Senior Advisory Board	Dolan, Mike	Clerk	0	0	Salary	10835 Lakepoint Dr	Pinckney	MI	48169	734-891-7398	810-222-1121	mdolan@hamburg.mi.us	November, 2024	4 yrs.
92	Senior Advisory Board	Andrews, Robert	Senior Rep	0	0	Volunteer	11037 Shadowoods Lane	Whitmore Lake	MI	48189	810-231-0926		fleuryandrews@hotmail.com	June, 2024	2 yrs.
93	Senior Advisory Board	Menzies, Chuck	Chairman	0	0	Volunteer	6371 Riverdale, P.O. Box 573	Hamburg	MI	48139	734-612-4271	810-231-2399	chasman1@charter.net	November, 2024	4 yrs.
94	Senior Advisory Board	Przeslawski, Gerry	Senior Rep	0	0	Volunteer	11584 Riverbank	Pinckney	MI	48169		734-878-9014	gprzeslawski@yahoo.com	June, 2024	2 yrs.
95	Senior Advisory Board	Mitchell, Barb	Senior Rep	0	0	Volunteer	10526 Bob White Beach	Whitmore Lake	MI	48189		734-892-7761	barbmitch1952@gmail.com	None	None
96	Senior Advisory Board	Kaiser, Gary	Senior Rep	0	0	Volunteer	10792 Whitewood	Pinckney	MI	48169		734-878-6398	kaiser3@charter.net	June, 2024	2 yrs.
97	Senior Advisory Board	France, Larry	Senior Rep	0	0	Volunteer	11690 Earl	Pinckney	MI	48169	734-718-3371		lff_409@yahoo.com	June, 2024	2 yrs.
98	Senior Advisory Board	Kaiser, Deb	Senior Rep	0	0	Volunteer	10792 Whitewood	Pinckney	MI	48169		734-878-6398	kaiser3@charter.net	None	None
99	Senior Advisory Board	Pack, Susan	Senior Rep	0	0	Volunteer	10553 East Spitstone	Pinckney	MI	48169		248-561-8343	Zonpack@att.net	June, 2024	2 yrs.
100	Senior Advisory Board	Michniewicz, Cindy	TB Rep	0	0	Volunteer	3140 Shehan Rd	Pinckney	MI	48169	734-846-1912	734-878-2504	cmichniewicz@hamburg.mi.us	November, 2024	4 yrs.
101															
102	Township Board	Hohl, Patrick	Supervisor	0	0	Salary	8207 Chambers	Pinckney	MI	48169	586-663-2842	810-222-1116	phohl@hamburg.mi.us	November, 2028	4 yrs.
103	Township Board	Dolan, Mike	Clerk	0	0	Meeting	10835 Lakepoint Dr	Pinckney	MI	48169	734-891-7398		mikedolan19@yahoo.com	November, 2028	4 yrs.
104	Township Board	Negri, Jason	Treasurer	0	0	Meeting	7881 Pintail Lane	Whitmore Lake	MI	48189	810-772-1897	810-231-0533	jasonnegri@gmail.com	November, 2028	4 yrs.
105	Township Board	Menzies, Chuck	Trustee	65	65	Meeting	6371 Riverdale, P.O. Box 573	Hamburg	MI	48139	734-612-4271	810-231-2399	chasman1@charter.net	November, 2028	4 yrs.
106	Township Board	Hughes, Patricia	Trustee	65	65	Salary	11359 Pleasant View Dr	Pinckney	MI	48169	734-878-6449	810-222-1122	phughes@hamburg.mi.us	November, 2028	4 yrs.
107	Township Board	Hardesty, Joanna	Trustee	65	65	Meeting	4277 E. M-36	Pinckney	MI	48169	810-397-9058		jhardesty@hamburg.mi.us	November, 2028	4 yrs.
108	Township Board	Miller, Nick	Trustee	65	65	Meeting	9369 Huron Park Drive	Brighton	MI	48116	810-459-1567		nmiller@hamburg.mi.us	November, 2028	4 yrs.
109															
110	Zoning Administrator	Rohr, David	Zoning Admin	0	0	Salary	8409 Walnut Hill	Dexter	MI	48130	773-614-1101	810-222-1167	drohr@hamburg.mi.us	None	Employee
111															
112	Zoning Board	Russell, Benedict	Board Member	65	65	Case	8711 Club House Drive	Brighton	MI	48116	810-772-0102			June 30, 2027	3 yrs
113	Zoning Board	Rill, William	Board Member	65	65	Case	9130 Lakecrest Drive	Whitmore Lake	MI	48189	517-851-2116		w102046@aol.com	June 30, 2027	3 yrs.
114	Zoning Board	Brian Ignatowski	Board Member	65	65	Case	9617 N Bass Ct	Pinckney	MI	48169	313-444-4867		brianignatowski@gmail.com	June 30, 2027	3 yrs.
115	Zoning Board	Jim Hollenbeck	Alternate	65	65	Case	P.O. Box 366	Hamburg	MI	48139	810-588-9306		jdhollenbeck@charter.net	June 30, 2026	3 yrs
116	Zoning Board	Priebe, Joyce	Chairman/PC Rep	75	75	Case	2961 Indian Trail	Pinckney	MI	48169	313-300-0480	Ron 313-938-9751	joycepriebe@aol.com	June 30, 2026	3 yrs.
117	Zoning Board	Negri, Jason	TB rep	0	0	salary	7881 Pintail Lane	Whitmore Lake	MI	48189	810-772-1897	810-231-0533	jasonnegri@gmail.com	November, 2024	4 yrs.

Per Diem Breakdown by Board/Committee as of January 1, 2017

Board/Committee	Per Diem Regular	Per Diem Special	Excluded from Per Diem
Arbitration Avoidance	0.00	0.00	Supervisor, Clerk, Treasurer
Board of Review	65.00	65.00	Supervisor, Clerk, Treasurer
Cemetery Committee	0.00	0.00	Supervisor, Clerk, Treasurer
Contract Negotiations	0.00	0.00	All Officials
Election Commission	0.00	0.00	Supervisor, Clerk, Treasurer
Flood Hazard Prev	0.00	0.00	All Officials
Huron River Watershed Council	75.00	75.00	None - 1 Member at Large Rep
LC Water Authority	0.00	0.00	All Officials
Municipal Utilities	65.00	65.00	Supervisor, Clerk, Treasurer
Parks & Recreation	65.00	65.00	Supervisor, Clerk, Treasurer
Personnel Committee	65.00	0.00	Supervisor, Clerk, Treasurer
Plan Comm - Chairman	80.00	80.00	Supervisor, Clerk, Treasurer
Plan Comm - All others	65.00	65.00	Supervisor, Clerk, Treasurer
Plan Comm Site Walk - Chair	80.00	80.00	Supervisor, Clerk, Treasurer
Plan Comm Site Walk - All Others	65.00	65.00	Supervisor, Clerk, Treasurer
Portage Sewer	75.00	0.00	None - We Administrate
Portage Sewer - Chair	100.00	0.00	None - We Administrate

Professional Service Review	65.00	65.00	3 Trustees
Public Safety	65.00	65.00	Supervisor, Clerk, Treasurer & Chiefs
Record Keeping - Minutes	Hourly	75.00	Flat rate not paid if hourly rate taken
Record Keeping - Video	Hourly	Hourly	2 hour minimum per meeting
Road Committee	65.00	65.00	Supervisor, Trustee
Senior Advisory Board	0.00	0.00	Volunteer Board
Township Board	65.00	0.00	Supervisor, Clerk, Treasurer
Zoning Administrator	0.00	0.00	For meetings he/she attends
Zoning Board - Chairman	\$25 per case over 3 cases	\$25 per case over 3 cases	\$75.00 minimum per meeting
Zoning Board - All others	\$20 per case over 3 cases	\$20 per case over 3 cases	\$65.00 minimum per meeting

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

By-Laws & Rules of Procedure

Article 1 – Name

Hamburg Township Senior Advisory Board

Article II – Purpose

- 2.1 To ensure that Senior participants have a voice in governance of the Hamburg Township Senior Community Center (HTSCC).
- 2.2 To assist the Hamburg Senior Program Director in developing policies and procedures for the Senior Program.
- 2.3 To plan for the future of the HTSCC.
- 2.4 To review interests and satisfaction levels of members.
- 2.5 Make recommendations to the Township Board regarding expenditures and program enhancements through the Senior Program Director.
- 2.6 To annually review the Senior Center budget prepared by the Hamburg Township Board of Trustees.
- 2.7 Provide updates regarding expenditure accounts.

Article III – Offices

Hamburg Township Senior Community Center
10407 Merrill Road
P.O. Box 157
Hamburg, Michigan 48139

Article IV – Membership

4.1 The Board shall consist of seven (7) members appointed by the Township Board as follows:

- One (1) Hamburg Township Board representative.
- Five (5) Hamburg Senior representatives (55 years or older)
- One (1) Hamburg area business member.
- Up to Two (2) alternate board members.

4.2 The Hamburg Senior Program Director will serve as the Hamburg Township liaison to the Advisory Board.

4.3 All Senior membership representatives must be active participants in the Hamburg Senior Program for a minimum of one (1) year before appointment to serve on the Board and must maintain residency within the service area. Those interested in serving on the Board must complete a 'Hamburg Township Senior Advisory Board Participation Form' for presentation to the Township Board.

4.4 For Hamburg area business owner representatives, a notice will be sent to the members of the business community seeking business member at large.

4.5 All Board members must possess the following qualifications:

- An awareness of the process of aging and problems of aging individuals.
- A deep concern for the welfare of seniors.
- A commitment to develop services of high quality for seniors.
- A capacity to envision new services for seniors.

- 4.6 The terms of service for the members will be (2) year terms. Member Renewals will be voted on by the advisory board if more than one candidate is running during alternate years.
- 4.7 Any vacancies that should arise will be filled by the Advisory Board in a timely manner.
- 4.8 All members will serve as volunteers. Membership dues will be waived for their term.
- 4.9 Members may be reimbursed for expenses incurred while performing duties related to the work of the Board. Mileage will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.
- 4.10 Member attendance at any senior related seminars, conventions, or other meetings where expenses are involved must be pre-approved by the Township Board.

Article V – Officers

- 5.1 **Selection.** At the July regular meeting, or the first scheduled meeting of the fiscal year the Advisory Board shall renew member terms.
- 5.2 **Duties.** The Chairperson or Alternate Chairperson will be a representative from the Township Board and will be responsible for conducting the meeting. The Senior Program Director shall be responsible for establishing the agenda. Meetings will be conducted in accordance with simplified Robert's Rules of Order. The Senior Program Director shall keep accurate minutes of all meetings and handle any necessary correspondence. The Senior Program Director shall act as the Advisory Board Treasurer. The Senior Program Director shall be responsible for the receipt of all monies collected for the Hamburg Senior Program and transmittal of same to the Hamburg Township Treasurer. The Senior Program Director shall keep the Advisory Board informed as to the financial affairs of the Senior Program. All payment of funds will be at the direction of the Township Board.

Article VI – Suspensions

- 6.1 Members who miss three (3) or more consecutive meetings may receive an automatic suspension for non-performance of duty.
- 6.2 Complaint and request for suspension must be presented to the Hamburg Senior Program Director in writing.
- 6.3 The Senior Program Director shall present the request to the Advisory Board. Except for cases indicated in Section 6.1 a majority vote of the Board is required for suspension of a member for non-performance of duty or misconduct in office upon written charges and after a public hearing.

Article VII - Resignations

- 7.1 Requests for resignation must be submitted to the Senior Advisory Board.

Article VIII – Meetings

- 8.1 **Meeting Notices.** All meetings shall be posted at the Hamburg Senior Community Center in accordance with the Open Meetings Act. The notice shall include the date, time and location of the meeting.
- 8.2 **Meetings.** The meetings of the Board shall be held at the Hamburg Township Senior Community Center. The regular meeting shall be held bi-monthly on the 2nd Wednesday of the month beginning at 10:00 a.m. Any changes in the date or time of the regular meeting shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Board shall select suitable alternate dates in the same month.
- 8.3 **Special Meetings.** A special meeting may be called by the Chairperson of the Board or by three (3) members of the Board upon written request to the

The Senior Program Director or Chairperson. The business that the Board may perform at a special meeting must be conducted at a public meeting held according to the Open Meetings Act. Public notice of the time, date, and place of the special meeting must be given in a manner as required by the Open Meetings Act, and the Senior Program Director shall give notice of a special meeting to Board members not less than 48 hours before the meeting.

- 8.4 **Quorum.** In order for the Board to conduct business or take any official action, a quorum consisting of the majority (half plus one) of all the voting members serving on the Board must be present. When a quorum is not present, no official action may take place. The members of the Board may discuss matters of interest, but can take no action until the next meeting, or special meeting.
- 8.5 **Motions.** Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of the motions shall be recorded in the minutes.
- 8.6 **Voting.** An affirmative vote of the majority shall be required for the approval of any requested action or motion placed before the Board. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Board member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Board member must be recorded in the minutes of the meeting. All members of the Board present, including the Chairperson, shall vote. Abstentions from voting are prohibited unless a conflict of interest is proven and accepted by the Board.
- 8.7 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall be:

- 1) Call to Order
- 2) Pledge to the Flag
- 3) Approval of the Agenda

- 4) Approval of the Minutes
- 5) Call to the Public
- 6) Senior Program Director Report
- 7) Old Business
- 8) New Business
- 9) Call to the Public
- 10) Adjournment

8.8 Rules of Order. All meetings of the Board shall be conducted according to generally accepted parliamentary procedure, as governed by Robert's Rules of Order, except as noted otherwise herein.

Article IX – Minutes

9.1 Board minutes shall be prepared by The Senior Program Director. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; actions; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article X – Open Meetings and Freedom of Information Provisions

- 10.1 All meetings of the Board shall be open to the public and held in a place available to the general public.
- 10.2 All deliberations and decisions of the Board shall be made at a meeting open to the public.
- 10.3 A person shall be allowed to address a hearing of the Board under the rules established herein.
- 10.4 A person shall not be excluded from a meeting of the Board except for breach of peace, committed at the meeting.
- 10.5 All record, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as required by

the Freedom of Information Act and based on the Township Retention Policy.

Article XI – Amendments

- 11.1 These rules may be amended from time to time with final approval by the Hamburg Township Board.

THESE BY-LAWS AND RULES OF PROCEDURE ARE ADOPTED THIS
____25th____ DAY OF ____May____, 1999.

Amended: July 13, 1999

Amended: January 9, 2001

Amended: March 21, 2019

1.0 INTRODUCTION

1.1 Purpose

The Ordinance No. 69H administrative policies and procedures manual shall be adopted to provide for the efficient and uniform application of administrative policies and procedures pursuant to Hamburg Township Ordinance No. 69H, the Wastewater Treatment and Administration Ordinance, where such procedures have not been provided for under State law. This policy and procedure manual supersedes any and all prior practices and policies of the Township, oral or written, and rescinds prior policies, procedures or general Township rules previously in effect.

2.0 TOWNSHIP BOARD ADMINISTRATION

2.1 Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the Ordinance No. 69H administrative policies and procedures manual at any time.

2.2 Authority Delegated from the Board

The Municipal Utilities Committee was established by the Township Board of Trustees as a public body to address those issues related to the municipal provided utilities, including but not limited to sanitary sewer, water, infrastructure improvements, etc. and to make recommendations to the Township Board of Trustees. In the interest of promoting the efficient operation of the Township, and pursuant to MCLA41.96, as well as implied powers of the Township Board, the Hamburg Township Board has assigned the authority to exercise the following non-statutory administrative responsibilities of Ordinance No. 69H to the Municipal Utilities Committee, in accordance with the specific policies and procedures contained herein.

2.3 Authority to Interpret the Provisions of this Manual

The Municipal Utilities Committee shall provide to the Township Board of Trustees, department heads and employees, interpretations to implement the provisions of the Ordinance No. 69H administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this manual.

2.4 Committee Meeting Administration

2.4(a) Postings. The Township Supervisor, or by his or her authorization the Utilities Coordinator acting in the capacity as Secretary to the Municipal Utilities Committee, shall be responsible for posting all regular and special meetings of the Municipal Utilities Committee in conformance with the Michigan Open Meetings Act.

2.4(b) Meeting Agenda. The Utilities Coordinator in consultation with the Supervisor and Utilities Director shall prepare the agenda at least 5 days prior to every Municipal Utilities Committee meeting. Any Committee member who desires to have an item placed on the agenda will notify the Utilities Coordinator at least 10 days prior to the meeting. A copy of the proposed agenda shall be made available to every Committee member, along with all supporting documentation and correspondence addressed to the Committee, at least 4 days prior to the Committee meeting. When a need to place an item on the agenda arises after this deadline, the business item may be added to the agenda by a majority vote of the Committee.

Department heads who desire to have any business placed on the agenda shall notify the Utilities Coordinator with a cover memo and supporting documentation at least 10 days prior to the Municipal Utilities Committee meeting.

The proposed agenda shall be approved by majority vote following the roll call of the Committee members at each Municipal Utilities Committee meeting. The agenda shall conform to the following format:

1. Call to Order
2. Call to the Public
3. Correspondence
4. Approval of the Agenda
5. Approval of the Minutes
6. Unfinished Business
7. Current Business
8. Call to the Public
9. Informational/Educational Material
10. Adjournment

2.4(c) Committee Meeting Cancellation. The Municipal Utilities Committee (MUC) monthly meeting agenda and packet shall be created, assembled and distributed by the Utilities Coordinator. Upon determination that there is either a lack of a quorum available on the date of the meeting or that there are no items needing immediate action by the Committee the Utilities Coordinator at her discretion may cancel the meeting. A cancellation notice of the meeting shall be posted on the Township website.

In the event that the regularly scheduled monthly MUC meeting is cancelled, the Utilities Coordinator shall be authorized to forward the DPW monthly report to the Township Board for its review as an agenda item. All remaining agenda items shall be forwarded for inclusion in the next regularly scheduled meeting packet.

2.4(d) Committee Rules. All Committee meetings shall be conducted in the spirit of Robert's Rules of Order. However, the Chairman of the meeting shall deviate as necessary.

2.4(e) Public Participation. Members of the public shall have the opportunity, under Call to the Public, to address the Committee for no more than three (3) minutes on any item that is not on the agenda as well as on any item. The Committee may suspend the time limitation when warranted. When all persons who wish to address the Committee have been heard, the Chairman shall announce that public comment is concluded.

2.4(f) Committee Correspondence. Each Committee member shall receive with the meeting agenda, a copy of written correspondence addressed to the Municipal Utilities Committee requesting Committee action. A motion may be made to consider the correspondent's request under new business. If no motion is made to consider the request, the correspondence will be received and filed. Informational written correspondence that does not require Committee action will be forwarded to Committee members in a timely fashion.

2.4(g) Committee Consultants. The Municipal Utilities Committee reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Engineer
3. Bond Counsel
4. Other (As Appropriate)

A letter of agreement shall be executed between the Township Board of Trustees and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes
7. Which Township officials are authorized to direct work or assign tasks to consultants.

Consultants shall serve at the pleasure of the Board, but in no case shall the term of the agreement with any consultant exceed the end of the then current Board's term of office. The Board shall establish a line item for consulting services within the cost center of each Township official who is authorized to assign tasks to a consultant. The official may incur costs in utilizing a consultant for pertinent business up to the amount appropriated by the Board.

2.4(h) Direction and Control of Day-to-Day Administration. To promote efficient administration of the wastewater treatment and administration ordinance, the Township Board authorizes the Municipal Utilities Committee members, including but not limited to the Supervisor, Utilities Director, Utilities Coordinator and DPW Field Superintendent, to provide day-to-day direction and control over all Township activities pursuant to Ordinance No. 69H that are not assigned to State law to another official, and to provide a liaison between the Committee and the various Township departments.

Committee members should make all inquiries, requests or complaints directed at department heads or employees to the Township Supervisor or Utilities Director. Any directives, complaints or requests made by a member of the Committee directly to a department head or employee, shall be brought to the attention of the Supervisor or Utilities Director prior to initiating any response.

3.0 SEWER CONNECTIONS AND REU REVIEWS

3.1 Sewer Connection for Single Building Unit

In the event a property is within 400 feet of an existing sewer line, the owner shall be permitted to make an application for an immediate connection together with the \$200.00 non-refundable application fee. A cost estimate will be prepared by Hamburg Township to complete the connection and submitted to the property owner. The property owner, upon payment of all costs estimated to complete the connection, would then be scheduled for construction of the connection to the Hamburg Township Sanitary Sewer System (HTSSS).

- In the event that the sewer connection application submitted by the property owners is for a new home to be constructed in Hamburg Township, a Land Use permit will not be issued until such time as the Agreement for Sewer Connection has been signed by the property owner(s) and all estimated fees for connection have been paid in full.

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 that the Contractor used is on the Township's approved list or who can qualify for training, at the contractor's own expense, with the Township Engineer and DPW Field Superintendent.

The Utilities Department may also provide the property owner with an estimate of cost utilizing the Township's Blanket Contract Agreement to calculate the estimated charges for the proposed sewer connection for a cost comparison. Once the property owner chooses a township approved Contractor to complete the sewer connection, the owner will be required to provide a signed *Agreement Regarding Use of Approved Contractor for Sewer Connection* guaranteeing the use of an approved contractor prior to receiving final approval of the sewer connection.

If it is determined by the DPW Field Superintendent or Township Engineer that the sewer connection will require tapping into a live sewer main or transmission line, the Township will send the project out for competitive bid. Connections requiring live main taps of the sewer system shall be completed by those Contractors authorized and approved by the DPW Field Superintendent and the Municipal Utilities Committee. Contractors performing live main sewer taps shall uphold all insurance and warranty assurances. The results of the bid shall be sent to the property owner(s) for review. The sewer connection shall be completed using the township approved Contractor selected by the property owner(s).

In the event a property owner experiences a failed septic system, has completed the requirements of the Hamburg Township Policies and Procedures for the Establishment of Contract Special Assessment Districts (S.A.D.), and qualifies under the Hardship rules established by the Board of Trustees, the

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I - Name

Hamburg Township Parks & Recreation Committee

Article II - Purpose

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustees for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.
- 2.6 Development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events.
- 2.7 Marketing of various recreational programs to the community-at-large.
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.
- 2.9 In cooperation with the Township's DPW and Clerk's departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.
- 2.10 Working closely with the Township's Public Safety Departments (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities.
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.

Article III – Membership

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

3.1 Five (5) voting members shall consist of the following:

- Hamburg Township Clerk.
- One (1) additional member of the Hamburg Township Board of Trustees to be nominated and appointed by the Township Board.
- Two (2) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two-year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy.
- One (1) Pinckney Community High School student as recommended by the Hamburg Township Clerk and to be appointed by the Hamburg Township Board to serve no less than a one-year term.

3.2 Attendance of non-voting staff members on as needed basis:

- Parks & Recreation Coordinator
- Public Safety representative
- DPW/Building & Grounds representative
- Senior Center Director

3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.

3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for regularly scheduled meetings. Citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for special meetings.

3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

- 3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.

Article IV - Officers

- 4.1 **Selection.** At the January regular meeting, or the first scheduled meeting of a new year, the Committee shall elect from its voting members, a Chairperson, who shall serve for a 24-month period beginning at the January regular meeting and running through the end of their stated term or until such time as a successor has been appointed. The Chairperson shall be responsible for establishing the agenda for all meetings and will preside over all meetings.

Article V - Meetings

- 5.1 **Meeting Notices.** All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 **Meetings.** Regular meetings shall be held monthly according to the schedule adopted by the Committee prior to their first regularly scheduled monthly meeting of each year to be held on the fourth Tuesday of January at 3:00 p.m.
- 5.3 **Special Meetings.** Special meetings may be called by the Township Clerk, the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 **Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 **Voting.** An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall be:
- i. Call to Order
 - ii. Approval of the Agenda
 - iii. Approval of the Minutes

- iv. Call to the Public
- v. Old Business
- vi. New Business
- vii. Call to the Public
- viii. Committee Comments
- ix. Adjournment

- 5.8 Rules of Order. All meetings of the Committee shall be conducted in an orderly manner similar to Roberts Rule of Order.

Article VI - Minutes

- 6.1 Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article VII - Open Meetings and Freedom of Information Provisions

- 7.1 All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2 All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3 A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

Article VIII - Amendments

- 8.1 These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

Original: January 4, 2011 Amended: April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019, October 5, 2021

Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

HAMBURG TOWNSHIP PUBLIC SAFETY COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I - Name

Hamburg Township Public Safety Committee

Article II - Purpose

- 2.1** To ensure that the Hamburg Township Fire Department and Hamburg Township Police Department have a voice in governance.
- 2.2** To plan for future public safety needs within Hamburg Township.
- 2.3** Make recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4** To review proposed annual budgets prepared by the Hamburg Township Fire Chief and the Hamburg Township Police Chief.

Article III – Membership

- 3.1** The Committee shall consist of three (3) elected Township Board members appointed by the Township Board.
 - The Hamburg Township Fire Chief and Police Chief will serve as non-voting liaison members—Police Officers and Firemen may attend at their own discretion.
 - In the absence of either the Hamburg Township Fire or the Hamburg Township Police Chief, their respective Deputy or Appointee may serve as a non-voting member.
- 3.2** Any vacancies that should arise will be filled by another Hamburg Township Board member.
- 3.3** The Trustees will be paid the prevailing per diem amount. Police and Fire Department members other than the Chief's will also be paid the prevailing per diem amount if they attend the meetings in an off-duty status.

- 3.4** Members may be reimbursed for expenses incurred while performing duties related to the work of the Committee. Mileage will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.
- 3.5** Member attendance at public safety related seminars, conventions, or other meetings where expenses are involved must be pre-approved by the Township Board.

Article IV - Officers

- 4.1 Selection.** At the December regular meeting, or the first scheduled meeting of a new year, the three (3) voting Committee members shall appoint a Chairperson and Vice-Chairperson who shall serve for a 12-month period and who shall be eligible for reappointment. The Committee may appoint a Secretary that is not a Committee member.
- 4.2 Duties.** A Chairperson shall be responsible for establishing the agenda for each meeting and will preside over said meetings. The Vice-Chairperson shall act in the capacity of Chairperson in his/her absence. The Secretary shall keep accurate minutes of all meetings and handle any necessary correspondence.

Article V - Meetings

- 5.1 Meeting Notices.** All meetings shall be posted at Hamburg Township Hall, by the Hamburg Township Clerk, according to the Open Meetings Act. The notice shall include the date, time and location of the meeting.
- 5.2 Meetings.** Regular meetings of the Committee shall be held monthly on the first Wednesday of the month at 3:00 p.m. unless otherwise specified and agreed upon in advance by a majority vote of the committee.
- 5.3 Special Meetings.** A special meeting may be called by the Chairperson of the Committee or two (2) members of the Committee. The business that the Committee may perform at a special meeting must be conducted at a public meeting held according to the Open Meetings Act. Public notice of the time, date and place of the special meeting must be given in a manner as required by the Open Meetings Act, and the Secretary shall give notice of a special meeting to Committee members not less than 48 hours before the meeting.
- 5.4 Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next meeting or special meeting.

- 5.5 Motions.** The name of the maker and supporter of the motions shall be recorded in the minutes.
- 5.6 Voting.** An affirmative vote of the majority shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting. All members of the Committee present, including the Chairperson, shall vote.
- 5.7 Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall be:
1. Call to Order
 2. Approval of the Agenda
 3. Approval of the Minutes
 4. Call to the Public
 5. Old Business
 6. New Business
 7. Call to the Public
 8. Board Comments
 9. Adjournment
- 5.8 Rules of Order.** All meetings of the Committee shall be conducted in an orderly manner in accordance with rules established by the Chairperson.

Article VI - Minutes

- 6.1** Committee minutes shall be prepared by the Secretary. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article VII – Open Meetings and Freedom of Information Provisions

- 7.1** All meetings of the Committee shall be open to the public and held in a place available to the general public.
- All deliberations and decisions of the Committee shall be made at a meeting open to the public.
- A person shall be allowed to address a hearing of the Committee under the rules established herein.

A person shall not be excluded from a meeting of the Committee except for breach of peace, committed at the meetings.

All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

Article VIII - Amendments

- 8.1** These rules may be amended from time to time by majority vote of this Committee and with final approval by the Hamburg Township Board.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS
Day of June 2019