



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

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

BOARD OF TRUSTEES SPECIAL MEETING

Wednesday, November 12, 2025 at 3:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

1. Email from Cindy Michniewicz

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

CURRENT BUSINESS

2. Closed Session - Discuss Legal opinion MCL 15.268(h) and MCL 15.243(1)(g)
3. Personnel Committee By-Laws
4. Fire Department Invoice
5. Emergency Sewer Repair - Hamburg Rd. Pump Station
6. Regular Board Meeting Schedule Update

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT

HAMBURG TOWNSHIP PERSONNEL COMMITTEE BYLAWS & RULES OF PROCEDURE

Article I – Name

Hamburg Township Personnel Committee

Article II – Purpose

The Personnel Committee shall be an **advisory committee** to the Hamburg Township Board of Trustees for personnel matters including the following:

- Annual Benefit and ECI Review and Recommendation
- Job Descriptions and Step/Grade Reviews
- Work Force Size
- Employee Grievances

Article III – Membership

Personnel Committee shall consist of two (2) Township Trustees and Treasurer as voting members. **The Deputy Clerk, and benefits manager may attend in a non-voting capacity.** All appointments will be done by majority vote of the Township Board.

- 3.1 Any Committee vacancies that should arise will be filled by the Hamburg Township Board.
- 3.2 Trustees will be paid according to the prevailing per diem amount approved by the Board.
- 3.3 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.
- 3.4 Expenses incurred by members relating to attendance at Committee related seminars, conventions, or other meetings must be pre-approved by the Township Board.
- 3.5 The Township Treasurer shall serve as Chairperson. The Chairperson shall be responsible for establishing the agenda for each meeting and will preside over said meetings.

Article V – Meetings

- 5.1 Meeting Notices. All meetings shall be posted at Hamburg Township Hall by the Hamburg Township Clerk, and **shall otherwise comply with the requirements of the Open Meetings Act.**
- 5.2 Meetings will be held every other month or more frequent when personnel matters dictate a need in accordance with the Township Employee Policy and Procedures or when directed by the Township Board. A meeting may be called by the Chairperson or any two members of the Committee.

Article VI – Rules of Order

6.1 All meetings of the Committee shall be conducted in an orderly manner using parliamentary procedure and utilizing Robert's Rules of Order simplified per Section 2.4(d) Board Rules of the Hamburg Township Policy & Procedure Manual.

Article VII – Order of Business

7.1 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. Current Business
7. Call to the Public
8. Board Comments
9. Adjournment

Article VIII – Minutes

8.1 Committee minutes shall be prepared by the Deputy Clerk. 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 recommended resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article IX – Amendments

9.1 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 2nd DAY of September, 2025.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

11/11/25

To: Hamburg Township Board of Trustees
From: Tony Randazzo

Re: Hamburg Rd. Pump Station

On Friday November 7th, DPW staff responded to an alarm at the Hamburg Rd. pump station and found that a hole had developed in the discharge piping. Staff attempted to bypass the station but a valve that needed to be closed was seized and would not shut. They were able to reroute roughly half the flow that goes to the station to lessen the load, but the rest of the sewage still must go to the station until the bypass is functional. Fortunately, the station has made it till now without further degradation of the pipe, which could cause the station to fail entirely.

In the meantime, we obtained a quote to replace the piping from a company that specializes in this type of work, and their price is \$49,580. The old piping prematurely failed due to strong hydrogen sulfide gas which corroded the pipe. We will use HDPE piping this time which will provide better resistance to the corrosive effects of the gas. We contacted a different contractor for a quote, but they don't work with HDPE pipe.

The Executive team approved the quote to repair the station and correct this urgent situation. The work is scheduled for Thursday. We also have a different contractor replacing the valve on Wednesday which will cost \$10,160.



Proposal

Ryan Ward Hamburg Township 10405 Merrill Road, P.O. Box 157 Hamburg, MI 48139	Date:	11/11/25	Proposal #	119828
	Project			
	Pump Station Pipe Repair			
Phone: 8105995781	Fax:	E-mail: rward@hamburg.mi.us	P.O. No.	

Description	Total
<ol style="list-style-type: none">1. Removal and disposal of existing ductile iron process pipe.2. Provide and install new HDPE process pipe inside the wet well.3. Provide and install SS pipe supports as needed.4. Connect HDPE outside the structure.5. Grout hole as needed.6. Start up assistance. <p>Not included:</p> <ol style="list-style-type: none">1. Bypass pumping2. Dewatering3. Tank coatings4. Vactor services	\$49,580.00

	Total	\$49,580.00
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Project to be billed as follows: Upon Completion

Note: This Proposal may be withdrawn if not accepted within 15 days. Unless noted in estimate, any electrical and plumbing is to be quoted separately or on a time and material basis. A Fuel Surcharge may be added and is subject to change. Tarping is not included. Any tarping required will be an additional charge and completed per Lee Industrial Contracting Procedures. Unless otherwise specified above, Lee uses aluminum wire due to the more stable cost of aluminum. The accuracy of this quote will vary upon the accuracy and completeness of information provided to Lee Industrial Contracting. If this is a "budgetary" quote, these costs are an approximation prepared for budgeting and planning purposes only, not for award.

Authorized

Signature: _____

Submitted by:

Matthew Shaeffer

Phone Number:

248-770-5124

Email:

matthewshaeffer@leecontracting.com

Acceptance of Proposal

The above shown prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. I understand a service charge of 1.5% per month will be added to all accounts past due. Payment is due upon work completion. I understand that if Lee Industrial Contracting incurs any expense or costs in the collection of amount due pursuant to the proposal or related invoices, then all costs of collection, including reasonable attorneys fees, shall be paid by us (purchaser/buyer) to Lee Industrial Contracting.

Signature: _____

Print Name: _____

Date: _____

Matthew B. Shaeffer
Matthew B. Shaeffer
11/11/2025

This Proposal is subject to the Lee Contracting, Inc. Proposal Terms and Conditions, which can be found by visiting:

http://files.leecontracting.com/LC_Terms_Conditions.pdf

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HAMBURG TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Dates

2025/2026 Fiscal Year

The regular meetings of the Hamburg Township Board of Trustees for the 2025/2026 fiscal year are scheduled for the following dates and times:

July 1, 2025 @ 2:30 p.m. Work-Study @ 10:00 am
Aug. 5, 2025 @ 2:30 p.m.
September 2, 2025 @ 2:30 p.m.
October 7, 2025 @ 2:30 p.m.
Nov. 4, 2025 @ 2:30 p.m.
December 2, 2025 @ 2:30 p.m.
January 8, 2026 @ 2:30 p.m.
February 3, 2026 @ 2:30 p.m.
March 3, 2026 @ 2:30 p.m.
April 7, 2026 @ 2:30 p.m.
May 5, 2026 @ 2:30 p.m. (Election Day?)
June 2, 2026 @ 2:30 p.m.

July 15, 2025 @ 7:00 p.m.
August 19, 2025 @ 7:00 p.m.
September 16, 2025 @ 7:00 p.m.
October 21, 2025 @ 1pm & 7:00pm
November 18, 2025 @ 7:00 p.m.
December 16, 2025 @ 7:00 p.m.
January 20, 2026 @ 7:00 p.m.
February 17, 2026 @ 7:00 p.m.
March 17, 2026 @ 7:00 p.m.
April 21, 2026 @ 7:00 p.m.
May 19, 2026 @ 7:00 p.m.
June 16, 2026 @ 7:00 p.m.

There will be a work-study session held at 2:00 pm preceding the first Board Meeting and also at 6:30 pm preceding the second Board Meeting each month, unless cancelled. Work-Study sessions are posted regular meetings and subject to the Open Meetings Act of Michigan.

All meetings are held at the Hamburg Township Hall Board Room located at 10405 Merrill Road, Hamburg, Michigan 48139.

Changes and/or additions to these dates, times and/or location will be posted at the Hamburg Township Office, located at 10405 Merrill Road, Hamburg, Michigan 48139. The

Township will provide necessary, reasonable auxiliary aids and services to individuals with disabilities upon advance written notice or by calling the Township Hall at 810-231-1000.

Michael H. Dolan, Hamburg Township Clerk
810-231-1000 Ext. 206, clerk@hamburg.mi.us