

BALDWIN TOWNSHIP SPECIAL MEETING

November 30, 2017

Present – Supervisors Brad Schumacher, Larry Handshoe, Jay Swanson, Bryan Lawrence and Tom Rush. Also present is the Township Engineer, Jon Bogart, the Township Attorney, Bob Ruppe, Bridget Chard and Brian Koski, Septic Check.

Call to Order – The November 30, 2017 Baldwin Township special meeting was called to order by Chairman Brad Schumacher at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Approve/Disapprove Agenda – Lawrence/Swanson unanimous to approve the Baldwin Township Special Meeting agenda of November 30, 2017.

Subject No 1: Construction/Costs

a. Homeowner Side of Construction (Private Portion).

1. List of Homeowner Items – From Pumping Originally:
Reviewed list regarding homeowners' private portion during construction. (\$11,362.60). List remained the same, and costs were put into whole bid, not as separate item. Sheet submitted showing what has been completed. Two-line items (Cegla & Leflay) are additional costs for the project. To be included in construction costs? Other-on taxes? To be determined.
2. Status of List – Currently/Costs Should be as Approved:
List is probably done as stated. Review is going on at no extra cost
Service Provider stated that there was no consistency when originally installed. Discussion on consistency going forth in the future with all parts. Pump vaults and pump tanks (plastic) were unable to identify repairs at time of review. Some filters are now plugged, and the filters are old. Pumps are high head pumps. Cleaning was never done or in the contract to do. Consider adding to contract for review in future. NOTE: Jon – to provide specification for it for unit price. Quotes/rate should remain the same. Electrical to be in conduit with protection from ground water and animal intrusions.
 - Homeowner Vaults may be needed. Approximately 20 vaults @ \$750.00. Consider placing in O & M budget to have some on hand.
 - Control Panels: (Homeowners side). 12-15 presently replaced. Approximately \$1,000/panel.
3. Add to Taxes/Next Year (Pulled Out for this Year)/New Bills?
Concern about costs of new pumps recently replaced and how to deal with this. Possibly place on taxes if it exceeds a certain amount.

b. Policy of Costs – Put on Taxes if it Exceeds a Certain Amount (With or Without

Interest).

For high ticket items: Discussion of costs inclusive of labor for larger ticket items. Place on taxes if not paid within thirty days (example) at a certain amount of interest to be paid over a certain period of time. For monthly rates – place on taxes if not paid with interest including late fees, Attorney costs, recording fees, etc.

- c. New-End Date Schedule to Complete Homeowner Side if Not Completed. Service Provider stated that homeowner side of project will be completed by the 18th of December 2017. Fencing has been completed. Some clean-up needs to be done yet at the site. Contractor (Service Provider) to finish this out.

Subject No. 2: MPCA Permit (New)

- a. Existing and Outstanding Issues.
1. Four- Page Letter Dated February 2nd, 2017 – Review:
Reviewed four-page letter regarding system for short term and long-term items. Groundwater wells: One is presently closed. Three left remaining to check for down from site to see if any increase in nitrates over period of time. **Jon Bogart** – Working already with MPCA regarding substantial completion and will finish out homeowner's manual and provide pump listings, size, value and manuals with as-builts to Township office. Will let MPCA know that wells are still open. Permit requires closure.
 2. Schedule Site Visit (with Board Member (s) – MPCA 60 Days:
Meeting to be scheduled with MPCA – with Board Members, Engineer, Service Provider, Consultant and others in attendance. **Jon Bogart** - To set up site visit later in early 2018 when system is online and working.
 3. Existing Permit Requirements:
Service Provider is working under old MPCA permit for present until the system is approved by MPCA; however, the testing is pretty much the same (per Service Provider). New permit suggested to be attached to contract with any addendums to it in the future so correct permit is being done.
 4. Homeowner Manual:
Sample Manual to be completed by Engineer who has one done from a similar system. Due at site visit with MPCA.
 5. One Year Out from Construction – Who responsible? Follow-up:
Engineer to be responsible for one-year out with follow-up with MPCA and coordinate with Chair.
- b. Testing – Reduce After a Number of Years/Due to Testing/Reduce Costs:
Discussed. Engineer and Service Provider felt that this may not happen. Testing to remain. Question: Decertification due to flows in the future? Permit

to County instead.

- c. Department of Health – Old Drainfield System – In Contract to Remove (Cost For It)?
Department of Health contacted by Engineer. Do NOT need to remove old drainfield system – was never stated or required in permit issued by Department of Health. Might want to get a statement from them for file. Engineer will pursue.
- d. Monitor Well Removal – Notice to MPCA of Wells Remaining and Plan to Remove (Timeline):
Engineer to complete this and notify MPCA – not sure if testing to continue if in place. Are there added costs for testing?
- e. Inventory Items – Extra Pumps for Common and Private Portions – Store at Town Hall:
Identify all parts, manuals, size, and value for insurance purposes and have them available at office for use. Discussion on where due to vandalism, etc.
Lighting and Heating in garage – to be added costs in budget. Possibly new line items or incorporate in electrical. **Jon Bogart** – to provide these items and inventory to Town Board along with written warranties.

Subject No. 3: Budget for Homeowners (To Determine Rates)

- a. Go Over Costs – Finalize:
Reviewed. Modifications yet to be completed. Due to poorly built homeowner side, two-year pumping will remain in place until new vaults and system is standardized for now. Internet cost to be added to budget so that Service Provider can view system. Discussion still remains regarding how much standby pumps, etc. to have on hand for common system versus homeowner portion of system. Pump Vaults - \$250-750 with P&L at approximately \$350/each. About \$1,000 to complete (using lower cost vaults). Control Panels - \$650.00 each with approximately \$105.00/hour electrical and 1-2 hours labor (\$700.00). Twelve are done already. 30 left to do in the future as they fail. Service Provider to review a hot spot instead of the present hook-up of internet to reduce costs. Jon Bogart and Bridget Chard to complete and give to Board as soon as possible. Clerk/Treasurer to contact MATIT for Insurance needs.
- b. Micro C – Options:
Discussed about different carbon sources. Micro C 1000 versus Micro C 2000 or other lower cost sources. \$6,000.00/year was left in budget as line item.
- c. Determine Rates/Place on Next Month's Agenda for Approval of Rates for Year 2018:
Rates to be continued as same for now with review of new budget as soon as numbers are known.

Subject No. 4: Service Provider Contract

- a. One-Year Contract for Now – Pull Out Pumping and Do Quotes (2):
The Town Board explained that since the Service Provider was the Contractor as well, the contract will stay for one year after which portions, and contract may be quoted out for competitive purposes. **Attorney** – to make changes regarding termination clause in contract.
- b. Incorporate MPCA Permit – Attach to Any Contract:
Attachment suggested. Discussion. Agreement to place MPCA Permit identification within contract and as amended. Review homeowner side and possible add to contract as a six-month review for filters, pumps, etc. Town Board – to consider this for preventive maintenance on homeowner side. Or to just have extra inventory on hand to fix immediately.
- c. Piece Work Costs – Do Schedule (Pump Replacements, Etc.):
Discussion of unit costs (one price with P&L versus cost at time of need). No decision made on this. Consistency was discussed at length not just replace what was there. The Service Provider will provide a cost for consideration.
- d. Go Over Added Items – Not on Permit:
O & M – generally. Mowing, snow plowing, etc. to be done by Township.
- e. Other Service Providers – Consider:
Update permits from Service Provide to Township files. HAZWOPER certification, continuing CLEs, annual Insurance certificate and other certifications (pumper licensure, plumber's licensure, etc.). The Service Provider will provide to the Township and update as needed.
- f. Long-Term Items for System (Capital Improvements):
Service Provider had no suggestions on budget for capital improvements.
- g. Other Items: None at this time.

Adjourn – Rush/Handshoe unanimous to adjourn at 9:23 p.m.


Submitted By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township


Approved By: (s/) Brad Schumacher
Chairman, Board of Supervisors
Baldwin Township

12-4-17
Date