

**HEBRON TOWN COUNCIL
HEBRON UTILITY REGULATORY COMMISSION
MINUTES OF NOVEMBER 16, 2021**

The Hebron Town Council and Hebron Utility Regulatory Commission meeting of November 16, 2021 was called to order at 7:02 p.m. by President Dave Peeler. In attendance were Councilmen Todd Adamczyk, Justin Albright, Dave Peeler, Kevin Joseph, and John Spinks, Jr.; MCO Representative Randy Decker; Clerk-Treasurer Jamie Uzelac; Marshall Josh Noel; Fire Chief Chad Franzman; Park Board President Linda Brebner; Interim Town Attorney Brett Galvan; and Recording Secretary Joanne Hansen. Building Inspector Ken Caravana was not in attendance. This meeting was conducted via Zoom.

Following the Pledge of Allegiance, the following business was conducted.

Public Hearing - OCRA #2 Waste Water Collection System - President Peeler opened the public hearing. Mary Jane Thomas, Thomas and Associates, stated that this is the second public hearing on this matter and the cost is \$847,000.00 which will be paid 55% OCRA and 45% from local match. She noted that a Resolution pertaining to the match amount and a Resolution rescinding an adopted Ordinance will be voted later during the meeting. President Peeler asked for any public comments both for or against the adoption of said Resolution. There being none, President Peeler closed the public hearing.

Water Rate Increase - President Peeler opened the public hearing and read the proposed Ordinance (Ordinance is attached for reference). Bob Reynolds, London Witte Group, explained the process in preparing the rate study and the need for the study. He noted that the Town has been working with a deficit of \$38,000.00 since 2020. Engineer Jon Boarders gave a synopsis of the need for the rate increase listing areas where the funds will be used to upgrade the system. Clerk-Treasurer Uzelac presented concerns expressed by Bob and Gloria Miller regarding the proposed subdivision. MCO Representative Randy Decker noted that the sewer plant will be okay with the development, but the aging water plant may have issues. He noted that the Developer is paying for the first part of the subdivision. Attorney Brett Galvan stated that the Town should keep to public comments. President Peeler stated that the rate increase was going to happen with or without the proposed subdivisions and it has to be done. Mr. Decker stated that the Town has been and will continue to seek all funding sources available to help with costs. Councilman Spinks noted that the Council met with American Water to see if would be better for the Town, but at this point it is not an option. President Peeler asked for any public comments both for or against the rate increase. There being none, President Peeler closed that public hearing.

Utility Adjustments - None

Approvals of Minutes - On motion of Councilman Spinks, seconded by Councilman Albright, and duly carried 5-0, the minutes of the Special Council Meeting of October 12, 2021; Regular Council Meeting of October 19, 2021; and Workshop Meeting of November 9, 2021 were approved with the noted date change for the Workshop Minutes.

Docket – President Peeler read the docket totals for November 16, 2021: Total

\$599,468.22, Transfer \$290,247.95 and Net \$309,220.27. On motion of Councilman Adamczyk, seconded by Councilman Joseph, and duly carried 5-0, the Docket was approved as presented.

Ordinances and Resolutions

Ordinance 2021-11-16 - An Ordinance Amending the Town of Hebron Zone Map - President Peeler read Ordinance 2021-11-16. On motion of Councilman Albright, seconded by Councilman Spinks, and duly carried 5-0, Ordinance 2021-11-16 was passed and adopted.

Resolution 2021-11-16 - Resolution Authorizing Application Submission and Local Match Commitment - President Peeler noted that this is the Resolution from the Public Hearing for OCRA #2 Waste Water Collection System. On motion of Councilman Joseph, seconded by Councilman Adamczyk, and duly carried 5-0, Resolution 2021-11-16 was passed and adopted.

Resolution 2021-11-16-1 Transfer Resolution - Resolution 2021-11-16-1 was read by President Peeler. On motion of Councilman Joseph, seconded by Councilman Spinks, and duly carried 5-0, Resolution 2021-11-16-1 was passed and adopted.

OLD BUSINESS:

Sewer Use Ordinance - Mr. Decker reported that he is working on this Ordinance and a draft was submitted to Attorney Galvan for review. Councilman Spinks noted that the Plan Commission reviewed the “draft” and the Commission had no issues and voted to pass a favorable recommendation for approval to the Council. Mr. Decker stated he would have a final draft for the Council’s consideration at the December meeting.

NEW BUSINESS:

Hiring of Building Inspector - On motion of Councilman Albright, seconded by Councilman Spinks, and duly carried 5-0, Ernie Snow was hired with an effective start date of November 12, 2021.

Department Reports

Public Works - A copy of MCO Representative Randy Decker’s report is attached to and made a part of these minutes.

Mr. Decker noted that the Department is doing leaf collection and he noted that there are some areas where leaves have been placed behind the parked vehicle making it difficult to collect the leaves. Councilman Joseph asked that this issue be placed on the website informing homeowners that vehicles are to be removed during the collection of leaves.

HRC - No report.

Police Department - A copy of the Police Report submitted by Josh Noel is attached hereto and made a part of these minutes. Chief Noel further reported as follows:

2021 Explorer - Chief Noel reported that the Department has picked up the new vehicle, but it still needs to be equipped. He further noted that the numbers on the vehicles will match the officer's number and that this vehicle will probably go to Officer Hawkins and will be known as Vehicle #6.

New Hire - On motion of Councilman Albright, seconded by Councilman Adamczyk, and duly carried 5-0, at the recommendation of Chief Noel, the Council approved the hiring of Adam Woods, effective December 6, 2021, full time probationary officer with a starting salary of \$38,500.00.

Fire Department - A copy of the Fire Report submitted by Chief Franzman is attached hereto and made a part of these minutes.

Parks - President Brebner reported the following:

1. Park Board is currently working on the Santa event at the Hebron School on December 4 from 12:00 pm to 3:00 pm. She noted that the Fire Department will bring Santa to the school at 12:00 pm and that there will be a silent auction. She stated that the local businesses have made generous contributions for this event.
2. The Board is holding the Light Up Hebron Event and five people have signed up.
3. The Christmas Tree Lights were installed by the Public Works Department and a Girl Scout Troupe will be decorating the tree.

Building Department - No report.

Town Comments - President Peeler asked that a reminder of the 2" snow rules of no parking on the street be placed on the website.

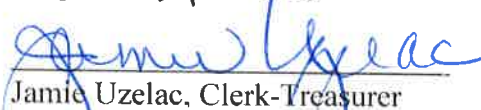
Next Council meeting will be held on December 20, 2021 at 7:00 pm.

Clerk Office will be closed on November 25th and 26th for the Thanksgiving Holiday.

Fire Chief Franzman asked as to when the Council will be meeting with the developer for the new subdivision. President Peeler stated that a meeting will be scheduled.

There being no further business before the Council, on motion of Councilman Joseph, seconded by Councilman Albright, and duly carried 5-0, the meeting was adjourned.

Respectfully submitted,


Jamie Uzelac, Clerk-Treasurer

Approved

Dave Peeler, President

***Town of Hebron
Premium Breakdown
Astra/Great American renewal
Workers Compensation Renewals***

Policy Dates 1/1/2022 – 1/1/2023

| | Town | Fire | Police | Street | Water | Sewer | Stormwater | TOTALS |
|------------------------------|--------------------|------------------|------------------|-----------------|-----------------|------------------|-------------------|--------------------|
| Property | \$1,118.03 | \$649.66 | \$401.37 | \$109.97 | \$3,209.54 | \$4,374.43 | 0.00 | \$9,863.00 |
| Inland Marine | 284.50 | 379.22 | 890.70 | 203.15 | 165.42 | 48.01 | 0.00 | 1,971.00 |
| Crime | 444.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 444.00 |
| Work Comp. | 110.40 | 0.00 | 7,334.80 | 2,511.80 | 373.20 | 1,455.80 | 0.00 | 11,786.00 |
| Work Comp. VFD | 0.00 | 1,471.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,471.00 |
| Auto | 343.58 | 12,872.16 | 5,076.20 | 2,264.73 | 411.91 | 1,318.42 | 0.00 | 22,287.00 |
| Liability | 3,175.99 | 229.25 | 1,671.69 | 1,368.12 | 1,071.02 | 2,391.94 | 559.99 | 10,468.00 |
| Public Officials/EPLI | 3,912.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,912.00 |
| Law Enforcement | 0.00 | 0.00 | 4,326.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,326.00 |
| Excess/Umbrella | 1,814.02 | 130.44 | 954.35 | 780.96 | 613.55 | 1,366.30 | 319.38 | 5,979.00 |
| Terrorism | 850.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 850.00 |
| TOTAL | \$12,052.52 | 15,731.73 | 20,655.11 | 7,238.73 | 5,844.64 | 10,954.90 | 879.37 | \$73,357.00 |

Astra/Great American Renewal Premium \$60,100



**Town of Hebron
Report of Operations
Prepared By: Randy
Decker October 2021**

Water Plant

- Wessler was onsite to look at the plant capacity to verify if expansion is needed for the projected added users to the system.
- The Emergency Response Plan is being developed for the Risk Resilience Assessments.
- Transfer Pump #2 has been rebuilt and is now back online. Peerless took the rotating assembly back to the shop to see if it can be rebuilt. We will also send the old motor out to see if it can be rewound.

Water Distribution

- Hydrants have been flushed with no new issues.
- Hydrants #134 and #33 are back in service.
- Hydrant #22 on Butternut is scheduled to be replaced When a contractor has time.
- Hydrants #150, #65 and #144 are out of service. These are Traverse City hydrants which are obsolete. As of now, the plan for funding to replace them will be to wait for grants.
- The Water Tap has been completed at 610 N Main St.

Wastewater

- The Wastewater Plant is running very well.
- On October 20, 2021, we had heavy rains and the South end of Town was without power. Everyone worked through the night to monitor the Wastewater Plant and the Jackson, Monroe, and South Lift Stations. Rain totals for Sunday and Monday was 3.56 inches.
- Lift stations have been cleaned.
- The Sewer Tap has been completed at 610 N Main St.
- We have received the final O&M Manuals from McMahon. Bob has rejected them and John Sturgill is aware.

- All heater and battery backup issues have been fixed by Bowen and Sweeney.
- November 1st will begin the six-month compliance portion of the Agreed Order. This will last until May 1, 2022.
- Wessler was onsite to look at the Wastewater Plant to evaluate necessary capacity because of the added users.
- We have received a draft copy of the Sewer Use Ordinance and the Town Attorney will need to review it.
- The Preventive Maintenance Schedule has been completed and is now in use.

Storm Water

- We met with Chip from Abonmarche regarding the Snake Flats drainage study. Chip should have a plan with pricing soon.
- The tile on Washington, with the big sink hole, has been temporarily repaired. Both structures and tile are in complete disrepair. We are not sure how long the patch will hold. A sink hole appeared with all the heavy rain recently.
- The tile at 188 Park Place to Hawk Lake has been repaired. The landscaping has been repaired.
- Catch basins continue to be cleaned.

Streets

- Chipping has been completed.
- Leaf pickup has begun.
- Flags and banners have been taken down for the winter. We will need all new American Flags before next spring.
- The Work Order Monthly Report is attached.
- Mowing is completed for the season. Mowers will be cleaned and winterized as time allows.
- As time allows, we are still moving into the new Public Works building.
- The Preventive Maintenance Logs for the mower and truck are ready.
- All plow trucks are ready for winter with two salt boxes already installed.
- We would still like to have a couple more part-time plow drivers.

Completed Work Orders

Water/Sewer – 42

Drainage – 2

Streets – 3 Locates

– 26 Code

Enforcement – 1

Parks – 0

Comp Time

Robert Paaanen –

24 Dustin Lindsay –

24 Jami Norris – 26

Alan Kosinski –

35.75

Town of Hebron - Operational Summary

Wastewater Treatment Plant - Influent

| 2021 | Flow | | | | BOD | | TSS | | Ammonia | |
|-----------|---------------|------------|------------|--------------|-------|---------|------|--------|---------|-----|
| | Total Gallons | Max. Daily | Min. Daily | Monthly Avg. | mg/l | #'s | mg/l | #'s | mg/l | #'s |
| January | 9,380,000 | 770,000 | 190,000 | 269,300 | 250 | 513.22 | 144 | 286.8 | 44.6 | |
| February | 8,920,000 | 1,100,000 | 160,000 | 318,600 | 204 | 371.62 | 277 | 545.6 | 38.7 | |
| March | 12,860,040 | 830,000 | 270,000 | 414,840 | 170 | 586.961 | 118 | 416.10 | 23.13 | |
| April | 9,720,000 | 860,000 | 240,000 | 324,000 | 205 | 496.6 | 122 | 320.67 | 32.4 | |
| May | 13,593,000 | 1,300,000 | 260,000 | 450,300 | 112.8 | 413.9 | 76.7 | 281.5 | 20 | |
| June | 15,323,300 | 1,600,000 | 250,000 | 494,000 | 123 | 509.1 | 193 | 726.3 | 21.5 | |
| July | 9,340,300 | 610,000 | 230,000 | 301,300 | 158 | 340.5 | 115 | 239.78 | 27 | |
| August | 8,711,000 | 630,000 | 200,000 | 281,000 | 289 | 654.79 | 235 | 540.6 | 30.4 | |
| September | 7,011,000 | 440,000 | 200,000 | 233,700 | 274 | 536.14 | 188 | 367.02 | 64.8 | |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |

Wastewater Treatment Plant - Effluent

| 2021 | Total Gallons | Flow | | | BOD | | TSS | | Ammonia | |
|-----------|---------------|------------|------------|--------------|--------------|-----------|--------------|-----------|--------------|-----------|
| | | Max. Daily | Min. Daily | Monthly Avg. | Monthly Avg. | % Removed | Monthly Avg. | % Removed | Monthly Avg. | % Removed |
| January | 9,380,000 | 770,000 | 230,000 | 302,600 | 7.1 | 97.2 | 18.5 | 87.1 | 1.3 | 97 |
| February | 9,370,000 | 1,000,000 | 210,000 | 334,600 | 5.0 | 97.6 | 10 | 96.4 | .295 | 99.2 |
| March | 12,200,000 | 810,000 | 270,000 | 393,550 | 7.2 | 97.5 | 22.5 | 93.9 | .233 | 99 |
| April | 9,350,000 | 850,000 | 240,000 | 311,700 | 5.8 | 97.2 | 10.5 | 91.4 | .294 | 99.1 |
| May | 16,760,000 | 1,800,000 | 250,000 | 540,600 | 3.4 | 97.7 | 9.4 | 90.8 | .338 | 98.7 |
| June | 16,570,000 | 2,200,000 | 294,300 | 552,300 | 4.8 | 96.1 | 15.4 | 92.0 | .216 | 99.0 |
| July | 9,190,000 | 610,000 | 210,000 | 296,500 | 3.4 | 97.9 | 8.8 | 94.6 | .2 | 99.4 |
| August | 8,420,000 | 560,000 | 211,400 | 271,600 | 7.4 | 97.4 | 14.9 | 93.7 | .221 | 99.3 |
| September | 6,630,000 | 410,000 | 160,000 | 221,000 | 7.0 | 97.4 | 12.6 | 93.3 | .213 | 99.7 |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |

Water Treatment Plant

| Month Ending | Total Monthly Flow | Maximum Daily Flow | Minimum Daily Flow | Average Daily Flow | Chlorine Usage (pounds.) |
|--------------|--------------------|--------------------|--------------------|--------------------|--------------------------|
| 01/31/21 | 6,613,730 | 288,440 | 167,080 | 213,346 | 125.0 |

| | | | | | |
|----------|-----------|---------|---------|---------|-------|
| 02/29/21 | 6,196,400 | 287,740 | 194,940 | 221,300 | 115.6 |
| 03/31/21 | 6,896,020 | 283,870 | 208,720 | 222,452 | 132.5 |
| 04/30/21 | 7,130,480 | 287,800 | 209,560 | 237,683 | 117.7 |
| 05/31/21 | 7,464,910 | 305,330 | 211,640 | 240,804 | 110.0 |
| 06/30/21 | 7,354,710 | 275,150 | 210,510 | 245,157 | 108.9 |
| 07/31/21 | 7,472,780 | 267,500 | 209,940 | 241,057 | 114.7 |
| 08/31/21 | 7,323,740 | 273,360 | 203,910 | 233,314 | 108.2 |
| 09/30/21 | 7,062,900 | 267,880 | 208,490 | 235,430 | 105.2 |
| 10/31/21 | 7,098,400 | 301,890 | 197,360 | 228,981 | 104.8 |
| 11/30/21 | | | | | |
| 12/31/21 | | | | | |

HEBRON POLICE



JOSHUA NOEL
CHIEF OF POLICE

Hebron Police Department

Monthly Report

Town Board Meeting

November 16th, 2021

**Police Department Stats
October 2021**

| | Traffic Stops | Citations | Arrest Misd. | Arrest Felony | Calls of Service |
|--------------|---------------|-----------|--------------|---------------|------------------|
| Total | 112 | 45 | 10 | 3 | 109 |

Hebron Police Department Vehicle Report

November 9th, 2021

| Vehicle Number | Officer Assigned | Model & Year | VIN: Number | Current Mileage | Mechanical Issues |
|----------------|-------------------|--------------------|--------------------|-----------------|-------------------|
| 1 | J. Noel | 2021 Ford Explorer | 1FM5K8AC7MNA0687 | 7,897 | No Issues |
| 2 | S. Sejda | 2020 Ford F150 | 1FTEW1P45LKE443737 | 21,311 | No Issues |
| 3 | Pool Car/Hayworth | 2016 Ford Explorer | 1FM5K8ARGGA04479 | 108,694 | No Issues |
| 4 | Pool Car | 2013 Dodge Charger | 2C3CDXAG3DH604184 | 119,323 | No Issues |
| 5 | -- | 2015 Ford Explorer | 1FM5K8AR2FGA94504 | 90,236 | No Issues |
| 6 | S. Hawkins | 2017 Ford Explorer | 1FM5K8ARXHGA35946 | 75,306 | No Issues |
| 9 | B. Swaney | 2019 Ford Explorer | 1FM5K8AR9KGB44034 | 29,915 | No Issues |
| 11 | -- | 2018 Ford Explorer | 1FM5K8AR3JGA83343 | 41,207 | *wrecked* |
| 12 | Montelone | 2017 Ford Explorer | 1FM5K8AR3HGB94095 | 77,280 | No Issues |

AS OF 11/06/21

| EMPLOYEE | COMP TIME AS OF END OF LAST PAY | COMP-TIME EARNED STRAIGHT TIME | COMP TIME EARNED AT TIME AND A HALF | COMP-TIME USED | COMP-TIME ACCUMULATED |
|------------|---------------------------------|--------------------------------|-------------------------------------|----------------|-----------------------|
| NOEL | - | - | - | - | - |
| SEJDA | - | - | - | - | - |
| HAWKINS | 73 | - | - | - | 73 |
| SWANEY | 96.5 | 4 | - | - | 100.5 |
| HAYWORTH | 25 | - | - | - | 25 |
| MONTELOENE | - | 6 | 21 | - | 27 |
| CHERMAK | - | - | - | - | - |

PERSONAL DAYS

(Based on 8 hour Days)

| EMPLOYEE | PERS/SICK DAYS | PERS/SICK DAYS EARNED | PERS/SICK DAYS USED | PERS/SICK DAYS AS OF END OF PAY PERIOD | Major Medical Days |
|------------|----------------|-----------------------|---------------------|--|--------------------|
| NOEL | 6 | - | - | 6 | 27 |
| SEJDA | 6 | - | - | 6 | 5 |
| HAWKINS | 6 | - | - | 6 | 5 |
| SWANEY | 6 | - | - | 6 | - |
| HAYWORTH | 3 | - | - | 3 | - |
| MONTELEONE | 1 | - | - | 1 | - |
| CHERMAK | 5 | - | - | 5 | - |

VACATION DAYS

(Based on 8 hour Days)

| EMPLOYEE | VACATION DAYS AS OF END OF LAST PAY PERIOD: | VACATION DAYS EARNED DURING LAST PAY PERIOD: | VACATION DAYS USED DURING LAST PAY PERIOD: | VACATION DAYS AS OF END OF THIS PAY PERIOD: |
|------------|---|--|--|---|
| NOEL | 10.5 | - | - | 10.5 |
| SEJDA | 7 | - | - | 7 |
| HAWKINS | 9 | - | 5.5 | 3.5 |
| SWANEY | 2.5 | - | - | 2.5 |
| HAYWORTH | - | - | - | - |
| MONTELEONE | - | - | - | - |
| CHERMAK | 6 | 5 | 3 | 8 |

PREPARED BY: _____ J. NOEL _____ DATE: 11/08/21
 APPROVED BY: _____ DATE: 11/08/21

