

**Informational Meeting  
Sanitary Sewer along Van Dyke  
22 Mile Road to City of Utica**

Thursday, March 5, 2009  
7:00 PM  
Shelby Township Board Room

**AGENDA**

1. Welcome and Introduction—Ted Schoenherr, Director of Public Works
2. Purpose of the Meeting—David Birchler & Jill Bahm, Downtown Development Authority
3. Existing Sanitary Sewers—Ted Schoenherr & Lyle Winn, Township Engineer
4. Proposed Outlets—Lyle Winn
5. Cost Estimates—Ted Schoenherr, Lyle Winn, Jaime Barra, Deputy Assessor
6. S.A.D. Process—Ted Schoenherr & Pat Czaiczynski, DPW and Jaime Barra
7. Construction and Restoration—Ted Schoenherr and Lyle Winn
8. Questions and Answers

# CHARTER TOWNSHIP OF SHELBY

## RESOLUTION PROCESS--WATER & SANITARY SEWER

The Township is keenly aware that soliciting signatures for a proposed water or sewer district is sometimes a very difficult task. Perhaps more confusing, however, is the actual legal process that takes place after the signatures are collected and submitted to the Township. What follows is a brief description of what we call the "Resolution Process".

### **COLLECTION AND SUBMISSION OF SIGNATURES TO ESTABLISH A DISTRICT:**

A homeowner interested in collecting signatures should contact the Department of Public Works Office at 586-726-7272 to inquire about the process. Ted Schoenherr, Director of Public Works or David Miller, Assistant Director of Public Works, will discuss the possibility of a district, including the boundaries, the number of signatures required and other pertinent information. Once the contact person commits to circulating a petition, a letter is sent to all of the property owners in the proposed district informing them that a petition will soon be circulated in their neighborhood. It gives the property owners a brief synopsis of the process, an estimate of cost based on previous districts and the name, address and telephone number of the contact person. Once the letter is received by the property owners, the contact person may pick up the petition forms. The circulator **MUST** collect property owners' signatures representing at least 51% of the property to be served in the district to initiate proceedings. We encourage each district to be as strong in sufficiency as possible.

### **STEP 1--THE TOWNSHIP ASSESSOR CERTIFIES THE SIGNATURES:**

When the signed petitions are returned to the DPW, the Township Assessor's Office reviews the signatures for validity and sufficiency. If it is determined that the signatures of the homeowners in the proposed district represent 51% or more of the area to be served, the petition is "certified" by the Township Assessor, and forwarded to the Township Board for acceptance.

### **STEP 2--THE TOWNSHIP BOARD ACCEPTS THE PETITIONS:**

At the next regular meeting of the Township Board, the petitions and the certification affidavit are presented to the Township Board by the DPW. The Township Board accepts

the petitions and establishes a district. A district number is assigned (W-denotes water district; S-denotes sewer district)

### **STEP 3--RESOLUTION NO. 1:**

The Township Board adopts Resolution No. 1. This resolution instructs the Township Engineer to prepare the plans and estimates for the project.

### **STEP 4--RESOLUTION NO. 2:**

After the plans and estimates are completed by the Township Engineer, the Township Board, at its regular Board meeting, adopts Resolution No. 2, which sets a date and time for a public hearing on "necessity" of the proposed district. The public hearing is set far enough in advance to allow for two

publication notices in the *Source Newspaper* and provide 10 days notice for mailing of a Notice of Public Hearing to the individual homeowner advising of the date, time and place for the “public hearing on necessity”.

**STEP 5--PUBLIC HEARING ON NECESSITY:**

At the specified date and time, the Township Board holds a public hearing as to the necessity of the proposed district. It is at this time that objections to the district are heard, as well as those persons in favor.

As mentioned previously, this is **ONLY A PUBLIC HEARING**. No action to either proceed with the district or abandon the district can be taken until the Board meets at its regular session, usually the same night as the public hearing.

**STEP 6--RESOLUTION NO. 3**

The Township Board adopts Resolution No. 3, which instructs the Supervisor to prepare the roll of property to be included in the special assessment district. The DPW, in the meantime, together with the Township Engineer, takes sealed bids on the project.

Once the bids are accepted, tabulated and verified by the Township Engineers, the Township Assessor determines a benefit amount for each parcel in the special assessment district, and the information is forwarded to the Township Board.

**STEP 7--RESOLUTION NO. 4**

The Township Board sets the date for the public hearing on costs and accepts the roll for the special assessment district. This public hearing, like the public hearing on necessity, is set far enough in advance to allow for two publication notices in the *Source Newspaper*, as well as 10 days notice to individual homeowners. This notice includes the date, time, place and reason for the public hearing.

**STEP 8--PUBLIC HEARING ON COSTS:**

The Township Board conducts a second public hearing to advise the property owners involved in the district of the benefit cost for each parcel. If there are any objections as to the cost per benefit, **THE OBJECTIONS MUST BE FILED AT THIS TIME.**

**STEP 9--RESOLUTION NO. 5.**

The Township Board takes the final action to confirm the district. At this time, the assessment becomes a lien against each parcel in the district.

**STEP 10--SALE OF BONDS:**

The Township Board accepts bids for bonds on the total amount of the special assessment rolls to be included in the issue. The lowest interest bidder is awarded the bond sale. The Township Bond Counsel, as well as the Township Municipal Finance Advisors, are present to ensure the integrity and acceptability of the bidders.

**OFTEN ASKED QUESTIONS:**

**Q: How much will the entire project cost?**

A: We can only relay to you our best guess estimate. We pass along information based on prior districts in your area. There are factors which may result in one district being higher than another. Lot size, restoration costs, soil conditions and the like are several factors which determine project cost. We can assure you that we will do everything possible to gain the best price.

**Q: How much is the tap-in fee and must I tap into the system?**

A: The Township does not require that a homeowner tap into a water or sewer system. There is presently a \$1,115. tap-in fee for a normal residential **WATER** tap, which includes a 1-inch copper service line and a

5/8-inch meter. The \$1,115 figure is based on a normal subdivision street. The cost of tapping in for main roads such as Shelby Road, Mound, etc., is slightly higher.

For a normal, residential **SANITARY SEWER** connection, there is a \$975 capital charge and a \$50 inspection fee, for a total connection charge of \$1,025. Should the property owner have a water meter larger than 5/8-inch, the sewer connection charge will be higher.

**Q: What if the water line is across the street from my home? Do I pay a higher tap-in fee?**

A: No. The tap fee is the same fee for all customers on a normal width residential street.

**Q: How do I bring the water service line from my house to the property line?**

A: A homeowner is allowed to install a water line from the house to the property line. We do request, however, that you stop by the DPW to obtain the necessary information you will need to install the line correctly. The DPW must inspect the copper line. You can, however, hire an outside contracting firm to install the water line. The DPW has a list of those outside contractors. It is the homeowner's responsibility to contract for this service, if so desired.

**Q.: How do I connect to the sanitary sewer main?**

Again, the Township has a list of outside contractors who work in the area. Once the fees are paid, the contractor contacts the DPW to schedule a sewer inspection. The inspector remains onsite until the property is connected to the sanitary sewer and the septic tank is abandoned.

**Q: How do I abandon my septic field and tank?**

A: The Health Department requires that the tank be first cleaned, lid broken and tank filled with sand. This eliminates the possibility of deadly methane gas formation.

**Q: How long do I have to pay the special assessment off?**

A: The special assessment can be spread over a period of 10 years. However, if the property is sold, the special assessment must be paid off.

**Q: When am I billed for the special assessment?**

A: The Township Treasurer bills special assessments once per year, separate from your property taxes, around the first of May, with the bill due on June 30th of each year.

**Q: What is the interest rate I will pay?**

A: At this time, we don't know. The climate of the economy sets the pace for the interest rates. Shelby Township has an excellent bond rating and has enjoyed very favorable interest rates in the past.

**Q: Speaking of interest, when does interest commence for my district and why does interest commence prior to construction?**

A: As mentioned previously, the Township must sell bonds to pay for the construction, engineering and inspection of the district. As a matter of policy, interest will begin the first day of the third month following the confirmation (adoption of Resolution #5) of the district. An example: Resolution #5 is adopted on June 3, interest on the district will commence September 1st. This time span allows the Township an opportunity to print a

prospectus, obtain a bond rating (from Standard & Poors or a like organization) and "close" the bond sale. A district participant pays interest when the Township pays interest. By statute, the Township cannot absorb any costs attributable to the district and must have sufficient sums on hand to pay construction and engineering costs as they occur. Simply put, the Township must have the money "in hand" prior to construction. Since the Township pays interest on the money, those costs, by law, must be passed along to the district.

**Q: I am a senior citizen--do I qualify for an exemption?**

A: The State Legislature has provided for a **DEFERMENT** of the special assessment portion of the benefit charge for those persons who are senior citizens or those persons permanently and totally disabled. Briefly, this deferment provides that the special assessment becomes a lien on the property to either through an estate or private. Interest accrues at the rate of 1/2% per month, or 6% per year. The Township has the forms necessary to apply for this deferment. If you are interested, please contact the Clerk either at the meeting, or during the day, at 586-731-5102. There are some income requirements, which must be met.

**Q: What about restoration?**

A: Before a project commences construction, a video is made of the district. This video is intended to be used as a reference once the property is disturbed. The property is to be returned as near as possible to its original condition. For example, if your lawn was sod, the area disturbed will be replaced with sod; concrete drive with concrete, etc.

## Timeline for Special Assessment District

The following 3-step process takes approximately 1 week:

- Pre-Petition form is submitted by petitioner
- Clerk's Office sends out letters to all property owners
- After letter is received, petitioner contacts DPW and petition is issued

Petition is circulated—there is no timeframe for this step

Petition is returned to the DPW and forwarded to the Assessing office for certification of signatures—this requires research through Register of Deeds office and takes about **2 weeks**.

If the petition is sufficient, it is presented to the Township Board and the district is established. This takes approximately **2 weeks** depending on agenda deadlines. At the same Board meeting the Board may adopt Resolution No. 1 directing the Township Engineer to proceed with the plans and estimates.

The Township Engineer prepares the plans and estimates—this takes **approximately 6 months** and includes topographical surveys and obtaining the necessary permits. The Engineer's office may proceed with obtaining bids at any time after plans and estimates are complete.

Once plans and estimates are received, Resolution 2 is presented to the Board. This Resolution sets the date and time for the public hearing. Again, this takes **approximately 2 weeks**, depending on agenda deadlines.

Public hearing on necessity is advertised twice in the Source newspaper and copies of the publication are mailed to all of the property owners in the district at least 10 days before the meeting. This takes **approximately 4 weeks**, depending on the deadlines for the publication and the Board agenda.

The public hearing on necessity is held on the same evening that the Board considers adoption of Resolution No. 3. Resolution No. 3 directs the Supervisor to prepare the assessment roll. This step runs concurrently with the step above.

Resolution No. 4 is presented to the Board, which sets the date for the public hearing on costs. This takes **approximately 2 weeks**, depending on the agenda deadlines.

Public hearing on costs is advertised twice in the Source newspaper and copies of the publication are mailed to all of the property owners in the district at least 10 days before the meeting. This step takes **approximately 4 weeks**.

The Board conducts the public hearing on costs. At this time the property owners in the district are informed of the amount of their individual assessments. It is also at this time that objections must be filed. The same night, the Board accepts Resolution No. 5, and the assessment becomes a lien against each property in the district.

If bonds are to be sold to finance the project, the Township Board takes bids on bonds for the total amount of the assessment roll. Advertising, taking bids and awarding the sale of bonds takes approximately **4 to 6 weeks**. This step may be omitted if the Township finances the project.

The process described above takes approximately 1 year plus the time involved in circulating the petition. After this process is complete, construction may commence.

Dear Special Assessment District Petition Applicant:

You have requested a petition for circulation regarding a proposed Special Assessment District. In the past, we have had numerous complaints from residents who were either not contacted regarding proposed Special Assessment Districts and/or allegations of misunderstanding in the circulation process.

To avoid any misunderstanding, you are now required to complete Form B at this time. A letter will be mailed by our Township Clerk, Terri Kowal, to alert all potentially affected property owners of your intent to circulate this petition.

We hope this will make your task easier by dealing with a well-informed audience.

Very truly yours,

CHARTER TOWNSHIP OF SHELBY

Theodore P. Schoenherr  
Director of Public Works  
(586) 731-5990

SPECIAL ASSESSMENT DISTRICT PRE-PETITION FORM B

The undersigned has requested a special assessment district petition to be circulated on the following streets of \_\_\_\_\_ Subdivision.

(List street names and cross streets of outermost boundaries)

The purpose of this special assessment district will be to install \_\_\_\_\_  
(Identify project e.g. water, sewer, street lighting)

I understand that the property owners of the above described streets will be notified of my request and my intent to circulate this petition.

For purposes of this notification, my name, address and contact telephone number is:

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signature \_\_\_\_\_



## SAD Pre-Petition Form “C” for sanitary sewers

Dear Resident:

Recently one of your neighbors contacted Shelby Township about circulating petitions for municipal sewer lines to be installed in your neighborhood.

The Special Assessment Resolution process includes five steps, the first of which is the petitions being presented to the Township Board. Public hearings are scheduled for resolution step numbers 3 and 5, and you will be notified prior to those hearings. At the public hearings you will be encouraged to speak for or against the project.

We are unable to provide you with any idea of costs at this time, since the price varies greatly according to the size of the project, the number of properties which will be assessed and the level of difficulty of the installation. However, the last two sewer projects somewhat similar in scope to your neighborhood cost each property owner approximately \_\_\_\_\_, plus tap fees to the Township, which are based on the size of your water meter. (Please see the attached) A ten-year payment plan is available.

The actual price is not determined until Resolution No. 5. The sample prices we've provided are simply an illustration of what similar projects have cost the property owners, without inflation and rising construction costs being taken into consideration.

When you are presented with the petition, please understand that this only sets the resolution process into motion. The Township Board will have the opportunity to vote on this project at all five resolution steps, so it is important for you to be heard at the public hearings, or by sending a letter to be read in your absence.

**If you are not in favor of this project, do not sign the petition.** Once the petitions have been accepted by the Township, only a vote of the Board can stop the special assessment district. There is no legal process for you to change your mind if the cost is higher than originally thought or if you don't care for the plans.

On the other hand, if you are in favor of the process, you can contact the circulator of the petitions and offer your assistance.

If you have any questions at this early stage, they should be directed to the applicant, who is \_\_\_\_\_ at 1234 Smith Road, Shelby Township, 810-555-1212.

Yours truly,

Terri Kowal, Township Clerk

**SANITARY SEWER TAP FEES PAYABLE TO SHELBY TOWNSHIP DPW**  
(BASED ON WATER METER SIZE)

<u>Water Meter Size</u>	<u>Capital Charge</u>	<u>Inspection Fee</u>	<u>Total</u>
5/8"	\$ 975.00	\$50.00	\$1,025.00
3/4"	1,462.50	50.00	1,512.50
1"	2,437.50	50.00	2,487.50
1-1/2"	4,875.00	50.00	4,925.00
2"	7,800.00	50.00	7,850.00
3"	14,625.00	50.00	14,675.00
4"	24,375.00	50.00	24,425.00

**SANITARY SEWER LEAD CONTRACTORS**

(Please call for an estimate. Fees paid directly to contractor, unrelated to tap fees above)

Mark Wozniak Underground	586-697-6174
C & P Construction, Inc.	586-739-4593
B & F Construction (Larry)	586-739-9147
Royal Sewer & Plumbing	586-254-2222
Aaron Swift Plumbing	586-752-5808
Allied Septic Cleaning & Excavating	586-781-2600
F & M Contractors	586-731-6440
Shelby Underground	586-254-4784
Goike Trucking & Excavating	586-784-9433
Bob's Excavating	586-709-8832
Curtis Excavating & Grading	248-960-1037
All American Septic Service	810-724-3620
Duro Construction	586-726-1800

The Shelby Township Department of Public Works does not recommend any particular contractor. These names are provided as a courtesy to assist you in locating a contractor.

The Shelby Township Department of Public Works does not require the above contractors to have insurance coverage. It is the responsibility of the homeowner to verify coverage.

# **THREE COMPONENTS OF TOTAL COST FOR SANITARY SEWERS**

## **1. SANITARY SEWER ASSESSMENT**

- AMOUNT TO BE DETERMINED
- SPREAD OVER 10 YEARS
- PAID ONCE A YEAR TO TREASURER'S OFFICE.

## **2. CONNECTION (TAP) FEE**

- PAID AT TIME OF APPLICATION
- BASED ON WATER METER SIZE (SEE SCHEDULE INCLUDED IN PACKET)

## **3. FEE PAID TO PRIVATE CONTRACTOR**

- FOR ONSITE WORK
- INCLUDES RUNNING SEWER LINE FROM BUILDING TO SEWER LEAD AND ABANDONING SEPTIC SYSTEM
- LIST OF CONTRACTORS INCLUDED IN PACKET

# **FRONT FOOT COSTS FOR PAST VAN DYKE SANITARY SEWER SPECIAL ASSESSMENT DISTRICTS**

22-S-1994	Sanitary sewer along Van Dyke from 25 Mile Road to 26 Mile Road--\$72.49 per front foot
24-S-1994	Sanitary Sewer along Van Dyke from 24 Mile Road to 25 Mile Road--\$89.73 per front foot
27-S-1996	Sanitary sewer along Van Dyke from 22 Mile Road to 23 Mile Road--\$132.73 per front foot
29-S-1998	Sanitary sewer along Van Dyke from 23 Mile Road to 24 Mile Road--\$135.90 per front foot

Note: This is only the cover sheet for the petition. Please contact the DPW to discuss circulating an SAD petition

Attached you will find the following information with respect to your proposed special assessment district:

1. Petition form—The format of our form has recently changed to include a line under each signature for the property owner to clearly print his/her name. This will aid our Assessing Department in reading the signatures and will assure that you receive credit for each property owner's signature you obtain. Please remember only the property owner's signature is acceptable and only one signature per property is counted towards sufficiency.
2. An information sheet regarding the resolution process to better help you understand each of the steps necessary to take you from a petition to a confirmed district. This also includes a section on the most frequently asked questions.
3. A list of tap charges to aid you in determining the fees payable to the Township when application is made for sewer. The sewer capital charge is based on the water meter size plus a \$50.00 inspection fee. We will be happy to assist you in determining your specific fees.
4. A list of copper line and sewer lead installers—This list will provide you with names of companies that have worked in the Township and can quote a price on the service you require. The Department of Public Works does not recommend any specific company, but provides this list as a starting point to assist you in choosing a contractor.

Please be aware that when you connect to the municipal sanitary sewers, you will be required to abandon your septic tank. This will require having the tank pumped, crushing the top and filling it with sand in order to avoid the creation of methane gas.

The Shelby Township Department of Public Works hopes that this information will answer any questions you may have regarding the resolution process and connecting to the municipal sanitary sewer system. We believe the number one question you will be asked while circulating the petition is "What will it cost?" We will not be able to give you an estimated cost for your district until the plans and estimates are returned to us from the Township Engineer. A specific cost for each property owner will not be available until bids are taken and the assessment roll is prepared. However, we can provide you with a list of our most recent special assessment districts and their costs. This may give you a basic idea as to what you can expect. The listing is not included with this packet as the information changes with the addition of new districts. If a list is not given to you, please request it.

Should you have any questions after reviewing this information, please feel free to contact the Department of Public Works at 586-726-7272.