

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES

April 19, 2022

12:00 PM

**I. Call to Order:** Meeting was called to order at 12:00 PM

**II. Roll Call - Attendance:**

**Present:** Bryan Hardy, Dave Ciganick, and Dan Bennett

**Absent:** None

**Staff Present:** Nicole Essad, Clerk; Cathy Odom, Treasurer; and Bradley Keiser, DWP Supervisor

**III. Approval of Agenda:** The agenda was approved as presented.

**Motion by Bennett, seconded by Hardy to approve the agenda as presented. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes:** There were no meeting minutes presented as this was an emergency meeting to discuss the State of Michigan violations against the Operator of the Village's Sewer Treatment Plant and to discuss the plan to correct said violations. This constituted a severe and imminent threat to the health, safety, and welfare of the public, as the plan needed to be in place by end of day on that date of the meeting.

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business:** None presented.

**VIII. New Business:**

- a. Sewer Treatment Plant Violation and Plan:** DPW Supervisor Keiser explained that yesterday he contacted EGLE to see if the Sewer Treatment Plant could start discharging. He stated that the response he received back from EGLE was that there were outstanding reports due for October, November, and December 2021. He stated that EGLE had issued violations for these missing reports. DPW Supervisor Keiser explained that the DMR reports are due the 20<sup>th</sup> of every month, and the violation letter that EGLE sent to Mr. Thompson in February showed every time the reports were late or missing in the last year. DPW Supervisor Keiser followed up with his employee to discuss the violations. DPW Supervisor Keiser then explained that at this point the Sewer Treatment Plant should be discharging but cannot, there are three months of reports missing, and EGLE also gave him a list of past violations that had

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

been fixed, but that no one else at the Village knew about. DPW Supervisor Keiser asked this Committee about how to move forward with the employee. It was noted that EGLE gave him until the end of the day to put a plan in place to start discharging because the lagoons are almost full. DPW Supervisor Keiser explained that he has made numerous phone calls to licensed operators to help with the Sewer Treatment Plant and is waiting on them to call him back. It was further noted that EGLE only contacted the Sewer Treatment Plant Operator for communications, unlike with Water Operators, who EGLE communicates with several staff members.

General discussion was held about getting another operator to oversee the sewer treatment plant. It was noted that EGLE needed to know what the Village was going to do to its employee and who the Village was going to get as a third-party operator to oversee the plant. DPW Supervisor Keiser stated that he had the administration portion of the Sewer Treatment Plant through EGLE transferred into his name/position. This allows him to add other staff members to get notified through the MiWaters system. Trustee Hardy stated that at the least the employee should be suspended. Chairperson Bennett stated that his concern was getting in good standing with EGLE then dealing with the employee. DPW Supervisor Keiser stated that EGLE stated that if the plant tested for five-days then it could start discharging. It was noted that EGLE suggested that a third party come in to do the testing and oversee the operations of the plant.

General discussion was held about training another employee to be an operator for the plant and getting a third-party operator here to oversee the plant so that it can discharge.

**Motion by Hardy, seconded by Bennett to recommend to Village Council to bring in a third party for entire plant and lagoons operations. Motion Passed by unanimous voice vote.**

Trustee Hardy stated that the next Village Council meeting is two weeks from tomorrow, and that he recommends that the employee is suspended without pay until after the Council meeting. He stated that this way Council can discuss it. Chairperson Bennett agreed, and he asked about the progressive discipline policy. General discussion was held about the fact that the Village is an at will employer, with a progressive discipline policy, but if the offense is grievous enough the progressive discipline policy does not need to be followed. DPW Supervisor Keiser asked for a letter signed by the Village President about suspension.

**Motion by Hardy, seconded by Bennett to immediately suspend Christopher Thompson without pay until after the May Council meeting. Motion Passed by unanimous voice vote.**

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

Trustee Ciganick stated that some of these issues are on DPW Supervisor Keiser. He stated that he would not have left that much responsibility to an employee. DPW Supervisor Keiser stated that in EGGLE's eyes the operator is the one that is responsible for the plant and is the one contacted. He also stated that the Village does not hold a wastewater license, the operator holds the license. DPW Supervisor Keiser further explained that when he went down to the lab, he saw beakers full of water and thought that the tests were being performed. He also stated that the employee was telling him that the reports were getting done, and DPW Supervisor Keiser never got a notice from EGGLE until he inquired about discharging this spring. He further explained that now he will be notified by EGGLE as well as other members of staff. DPW Supervisor Keiser stated that violations like these fall on to the operator with the license, not the Village, just like with water. He stated that the Village is in good standing with EGGLE because of the Village's swift action when notified about the violations. Trustee Hardy wanted an update once a third-party operator was here to help. General discussion was held about the fact that the Village is doing everything it can to protect the community, and to work with EGGLE to fix the issues.

**IX. Correspondence/Reports:** None presented.

**X. Member/Public Comment:** None presented.

**XI. Adjourn:** The meeting was adjourned at 12:45 PM to the call of the chair.

Minutes compiled by:  
Nicole E. Essad, Clerk

**Minutes are subject to approval.**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_