



Water & Sewer Department Meeting Agenda & Minutes

Date: 1/22/2026

Time: _____

Location: Village Hall

Type of Meeting/ Purpose (Regular, Special, Emergency): Regular

1. Call to Order

- **Members Present:** Mark Hammer, Chair; CJ Gadosik, 2nd Chair; Mayor Terry Lindeman
- **Staff Members:** Stephanie Petit, Utilities Clerk; Christina Mambourg, Village Admin; Mark Lightner, Utilities General Manager
- **Members Absent:** _____

2. Guest Comments & Presentations

- **Introduction of Guests:** Environmental Design Group- Jeff Carr and Gerard Neugebaur
Presentation: Sewer Line Expansion Project

3. Clerk Report

- **Full Size Utility Bills Project:** Completed, 2 billing mailer and Service Line Inventory mailer.
- **Meter replacement program**

4. Utilities General Manager Report

- **Water Plant:** operationally efficient; Working through NOV's:
 - Bulk Brine Tank: Coordinating hatch replacements
 - Cross Connection Surveys: Work in progress due 11/26
 - Water Rate Study: Estimate review (includes Sewer Rate Study paid for by grant) Note: Anticipated to be a one-year project and will require data collection from staff and site walk-throughs. Will help with grants for Expansion Project.
- **Water Distribution:** Tower inspections are this year; Working through NOV's:
 - **Documentation:** All items are complete, with continued work underway on hydrant asset condition assessments, water line asset tracking, and ongoing exercise and repair/replacement programs for all ArcGIS Assets.
 - **24mm Non-Corrosive Mesh** (+ Internal Tank Inspection Estimate): Scheduling repairs
- **Sewer Plant:** Working through the NOV's,
 - Copper Exceedances: Closed
 - Flow Pacing: Closed
 - DO Probe Relocation: Closed
 - Clari Wier wall Modification: See estimate
- **Collections:** Collier Lift station panel replacement: Coordinating estimate
- **Equipment:** Gate repair: Coordinating repair timeline; Hidden Pond Spare Pump: Coordinating an estimate

5. Administrator Report

- **Budget** (*Any motions passed in this or any meeting regarding finances are not guaranteed and subject to budget allocation confirmations*):
 - Water Operating: \$321,612.03
 - Water Line Capital: \$257,631.90
 - Water Plant: TBA \$125,688.92

- Water Tower Repairs: \$18,805.46
- **Water Tower/ Elevated Tank Cleanings:** Scheduled for April. Contractor advises final scheduling is weather-dependent, requiring temperatures above 40–45°F and light winds. Weather monitoring will begin in late March, with confirmation provided closer to the work date.
- **CIS Meter:** Install Completed

7. Standing Business

- **Push Camera:** Updated cost estimate forthcoming; costs to be split with Streets Department
- **Sewer Plant Roof Specifications for Bid**

8. New Business

- **Enbridge Gas Line Replacement Project Notification:** Mark Lightner provided all requested information. Commentary will be submitted noting that sewer laterals are not marked. Also asking “for any standard details the village would require us to add on our plans prior to submitting for permitting. This could include any roadway restoration, curb details, or any other standards the Village of Doylestown may require”
- **Lead and Copper Rule Improvements (LCRI) Updates**
- **Formation of Short-Term Mapping Committee (to update Official Maps):** Including Utilities General Manager participation for at least one meeting to present proposed water/sewer map changes and address questions.

9. Adjournment

- **Confirm next meeting date & time:** April 23, 2026 – 4:00 PM, Village Hall
- **Adjournment Timed:** _____