



# Water & Sewer Department Meeting Agenda & Minutes

Date: 1/22/2026

Time: 6:04

Location: Village Hall

Type of Meeting/ Purpose (Regular, Special, Emergency): Regular 1<sup>st</sup> Quarter Meeting 2026

## 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

## 2. Guest Comments & Presentations

Introduction of Guests: Environmental Design Group – Jeff Carr, Joshua Huffine and Gerard Newgebaur: Present to submit a proposal for professional services regarding the Sewer Line Expansion Project.

EDG reviewed preliminary concepts for future wastewater collection routing and trunk sewer options, including potential force main realignment and gravity routing alternatives to serve future growth areas.

Discussion focused on:

- Evaluating alternative alignments for major sewer trunk lines to support future development areas.
- Preparing a Preliminary Engineering Report (PER) in an Ohio EPA-approved format to establish an official long-range plan and support future grant and loan eligibility.
- The initial PER would include treatment plant evaluation and collection system planning both inside and outside Village limits.
- The PER would place the Village “on the radar” with Ohio EPA for future funding and coordination.

EDG explained that planning-level design uses a conservative per-capita flow to ensure adequate future expansion capacity and avoid designing facilities already at full utilization at the time of construction. EDG also discussed potential use of Tax Increment Financing (TIF) districts to generate local funding to assist with infrastructure investments tied to new residential developments.

A motion was made by Terry Lindeman to hire Environmental Design Group to develop a preliminary Engineering report to include Lockhart development and trunk line from Calaboone. Seconded by Mark Hammer, roll call: all ayes

## 3. Clerk Report

The Clerk presented a four-year phased water meter replacement program. Approximately 470 manual-read meters remain in service.

Phase 1 (2026) will include the replacement of 120 meters, utilizing 90 newly purchased meters and 30 meters from existing inventory. During 2027 through 2029, 120 meters will be replaced annually to complete the system-wide conversion. Priority will be given to non-functioning meters, failing meters and the oldest meter areas, specifically Gates Street and High Street.

Customers will be notified by letter to schedule replacement appointments. In addition, field crews will conduct visual inspections of service lines during meter replacements to support the service line inventory process.

Additional items discussed:

- The Street Department building currently does not have a metered water connection. A meter will be installed once ownership and building use are finalized.

- The Table Rock property on Collier, a multi-unit facility with 29 individual meters, will be evaluated for potential conversion to a master meter configuration to improve operational efficiency.

## 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: RCAP gave us an estimate of free for sewer and \$10,000 to \$13,000 for water with an estimated time of completion being 1 year. After discussion the committee opted to table until the 2027 budget year.
- **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 (\$31,969.00), this item will be tabled until next year when issue 2 money and grants may be options.
- **Collections:** Collier Lift station panel replacement at a cost of \$21,750: If funding availability is confirmed by the Fiscal Officer for the Collier Lift Station Control Panel, a motion will be made at a future Council meeting for purchase authorization.
- The committee instructed Mark Lightner to order the push camera at \$24,000 to be split 50/50 with the street department as soon as possible.
- **Regulatory & Compliance Updates:** Utilities staff reported:
  - Ohio EPA inspections were completed.
  - Cross-connection survey program is underway, with completion targeted by year-end and recurring every four years thereafter. Mandated to be completed every 5 years.
  - Gate repair at the sewer plant pending contractor scheduling.
  - Need to obtain a quote for a spare Hidden Pond lift station pump.

## 9. Adjournment

- Confirm next meeting date & time: April 23, 2026
- Adjourn: 5:55pm 1/22/2026