



## Village of Doylestown

24 S. Portage St., Doylestown, OH 44230  
Phone: (330) 658-2181 | [www.doylestown.com](http://www.doylestown.com)

### Water & Sewer Committee Emergency Meeting Minutes

Date: May 7, 2025

Time: 7:18 PM

Location: Village Hall, 24 S. Portage St, Doylestown, Ohio

#### 1. Attendance

Committee Members Present:

- Mark Hammer
- Terry Lindeman

Excused:

- CJ Gadosik

Others Present:

- Christina Mambourg, Village Administrator

#### 2. Call to Order

The meeting was called to order by Mark Hammer at 7:18 PM.

#### 3. Purpose of Emergency Meeting

To review and approve the update of the emergency communication/notification system, in response to recent line breaks and to enhance contingency planning efforts.

#### 4. Discussion Items

The committee reviewed the Water Treatment Contingency Plan, specifically addressing outdated references to the "Nixel" system in Section 4, Part 5: Line Breaks, which currently states:

***"The Village of Doylestown Police Chief will be notified and will post a boil alert on social media as well as the emergency text messaging service (Nixel) used by the Village."***

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Action Steps Identified:

1. Stephanie to coordinate a staff training session.
2. Stephanie to compose a Standard Operating Procedure (SOP) following training.
  - Required attendees: Water & Sewer Clerk, Police Department Representative, Village Administrator.
3. Water & Sewer Department to perform a test of the new system.
4. Water & Sewer Department to update monthly statements to reflect the new system.
5. Water & Sewer Department to post a reminder on social media.

- 6. Fiscal Office to include a reminder in the Summer Newsletter.
- 7. Water & Sewer Department to provide the Administrator with copies of prior notifications.
- 8. Water & Sewer Department to remove all references to "Text and (Nixel)" from the Contingency Plan.

**5. Action Item**

Motion: To approve the implementation and update of the emergency communication/notification system.

Motion by: Mark Hammer

Seconded by: Terry Lindeman

Vote: - Yes: 2            - No: 0            - Abstain: 1

**6. Other Business**

Going forward, all meeting minutes will be presented to Village Council at the next council meeting following each Water & Sewer Committee meeting for formal approval and sign-off.

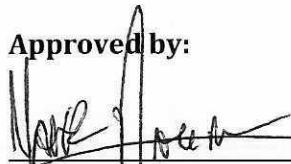
**7. Approval of Previous Meeting Minutes**

Minutes from the April 24, 2025 meeting were reviewed and approved.

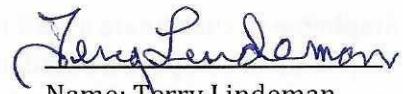
**8. Adjournment**

The meeting was adjourned at 7:23 PM.

**Approved by:**

  
\_\_\_\_\_  
Name: Mark Hammer  
Title: Chairperson  
Date: 5/21/25

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Name: CJ Gadosik  
Title: Committee Member  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Name: Terry Lindeman  
Title: Committee Member  
Date: 5-21-25