



Water and Sewer Department

Meeting Minutes

Village of Doylestown

Water & Sewer Committee Meeting Agenda Template

Date: July 24, 2025

Time: **Chair Hammer called the meeting to order at 4:00p.**

Location: Village Hall

1. Call to Order

- CJ Gadosik was absent from the meeting
- Introduction of Guests: The meeting was called to order and the guests, Tami and George Tonathy were introduced.

2. Guest Comments & Presentations

- List any scheduled guests or topics for guest input:
 - Tami and George Tonathy were present to request a refund on behalf of Mrs. T.M. Byrd, former resident of 107 Woodhaven Drive, who occupied the residence until June 2025. Mrs. Byrd received a new grinder pump in April 2023 and, per the Grinder Pump Maintenance Plan termination agreement, should have been removed from the maintenance program at that time. However, due to an oversight by the Water Department, charges continued to accrue until the property was sold.
- Motion:
A motion was made by Terry Lindeman to approve a refund to Mrs. Byrd in the amount of \$716.80 for charges assessed in error.
- Second / Vote:
The motion was seconded by Mark Hammer. Roll call vote: all ayes. Motion carried.

3. Clerk Report

- Insert Clerk updates – e.g., uncollectable debts, billing changes, policy follow-ups:
 - Previous Business:
 - The previously discussed uncollectable debt was removed from the billing system following the decision made during the 2nd quarter meeting.
 - *Lead Service Line Letters*: A second notification letter is required to be mailed to applicable property owners.
 - Quarterly Report: The quarterly report was presented for review.
 - Leak forgiveness: A leak forgiveness request was submitted by Lee Post due to an incident involving a hose connected to a power washer that became detached while the family was on vacation. This resulted in excessive water usage. An adjustment for 92,000 gallons of water, in the amount of \$745.06, was approved and applied to the account.
 - Current projects: The Village is continuing to gather information related to the transition to full-sized utility bills. The Committee has requested cost comparisons between the current postcard billing method and the proposed full-page billing format. Additional pricing information regarding the inclusion of inserts is also being collected. The committee is considering whether we need to charge organizations for this service.

4. Utilities Manager Report

1) Discussion Points:

- a) Service Line Inventory – we need to mail a 2nd letter to residents who have not responded to the request to give us their meter material information.

2) Water Plant:

- a) Information on replacing the SCADA card should be coming in September.

3) Water Distribution:

- a) Mark Lightner informed the committee that locking caps for curb boxes, intended to prevent unauthorized water use by contractors during construction, cost approximately **\$125.00 per cap**. He noted several concerns with relying on locking devices as a preventative measure:
 - i) After further discussion, the committee agreed that implementing a **construction water fee** would be a more effective approach. The fee will help:
 - ii) Deter unauthorized use and help recover costs related to water infrastructure and monitoring.
- iii) Decision:

The committee voted to approve the addition of a Construction Water Fee to the Village's tap-in fee schedule. This change will be incorporated into the permitting and billing process to ensure compliance and reduce the need for physical locking mechanisms on curb boxes.

- Motion:

A motion was made by Terry Lindeman to charge a \$200.00 construction water fee with the tap in fees.

- Second / Vote:

The motion was seconded by Mark Hammer. Roll call vote: all ayes. Motion carried.

4) Sewer Plant:

- a) The Village is currently seeking a new sewer camera vendor. The previously approved model has been discontinued and is no longer available at a reasonable price.
- b) A few violations have been received from the Ohio Environmental Protection Agency (EPA):
 - i) One violation pertains to elevated copper levels in the system. In response, the following actions have been taken:
 - (1) The treatment tanks have been cleaned.
 - (2) The Meadows Pump Station is being closely monitored as staff continues to investigate the source of the copper intrusion.
 - ii) The second violation concerns the Village's Biosolids Program. Although the violation was formally issued to Agrisludge, the Village received a citation due to its affiliation with the company.
 - (1) Agrisludge is presently addressing the NOV and has corrected its protocols.

5) Collections:

- a) The Collier sump station was cleaned the week of July 14th.
- b) Ohio Edison will not charge the village to update the delta phase system to a standard phase system. Mark will check on a timeline for this work. It will cost less to upgrade the panel if the phase update has been completed. The committee would like to know the timeline so they can make a decision on whether to wait or go ahead and upgrade the panel.
- c) The phase update will not interfere with the Sensaphone changes.
- d) The committee would like the horn system to be activated with the strobe light as an additional distress warning for the pump station.

6) Equipment: The purchase of a new skid steer will be added to the 2027 budget.

5. Administrator Report

- Insert any new proposals, community feedback, or committee concerns:
 - Request Approval of Water & Sewer Committee Meeting Agenda



Water and Sewer Department

Meeting Minutes

- Process for Approval of Previous Meeting Minutes: Would you prefer Stephanie to email the minutes to you as soon as they're completed (to be approved by committee members at the next council meeting), or would you rather receive them with the regular council meeting packet from Kristen? *Note: Special and emergency meeting minutes will follow the same process. Commissioners would like both.*
- Request for Motion to approve Emergency Meeting of the Water & Sewer Department (June 5, 2025- Sewer backups affecting residences of Greenwood Dr.)
 - **Motion:**
A motion was made by Mark hammer to charge accept the minutes as written.
 - **Second / Vote:**
The motion was seconded by Mayor Lindeman. Roll call vote: all ayes. Motion carried.
- Village Notification System Update: **Will provide cost analysis once finalized.**
 - We have used the text and email messaging systems a few times
 - Text: Silver Creek- Temporary Service Interruption, Street Sweeping
 - Email: Monthly Community Notification
 - Draft SOP-PR: **Will provide complete version once finalized.**
- Draft Paper & Electronic Event Request Form: **Will provided complete version once finalized.**

6. Committee Business

- Insert any new proposals, community feedback, or committee concerns: [Click or tap here to enter text.](#)

7. New Business

- 1) Insert any new proposals, community feedback, or committee concerns: Mark Hammer requested that he have a water and sewer appropriation status given to the committee prior to each meeting.
 - a) Christina will have the most recent water and sewer report attached to the agenda prior to each meeting.

8. Public Comment

- Open floor for any members of the public who wish to speak (time limit may be applied as needed):
There were no public comments.

9. Adjournment

- Confirm next meeting date: October 23, 2025
 - Adjourn: Chair Hammer motioned to adjourn at 6:00pm. **The motion was seconded by Mayor Lindeman. Roll call vote: all ayes. Motion carried.**