



Water and Sewer Department

Meeting Minutes

Water & Sewer Committee Meeting Minutes

Date: 10/23/2025

Time: 4:00

Location: Village Hall

1. Call to Order

- Members Present: Mark Hammer, CJ Gadosik,
- Staff Members: Mark Lightner, Christina Mambourg, Stephanie Petit
- Members Absent: Terry Lindeman
- Minutes from 10/23/2025 were approved on 11/19/2025 at Council Meeting, 2 ayes, 0 neighs, 1 abstain.

2. Guest Comments & Presentations

- Introduction of Guests: Councilman Harold Rozak

3. Clerk Report

Previous Business:

- Construction water has been implemented.
- Full Size bills: At the previous meeting, the committee tabled the discussion regarding the transition from postcard bills to full-size statements. The delay was to allow time for additional information to be presented regarding the cost of including inserts from civic organizations with the monthly water and sewer invoices, and to determine whether a fee should be charged for this service.
 - The Clerk reported that the estimated cost to add an insert is \$15.00 for black-and-white and \$30.00 for two black-and-white inserts. Color copies would increase ink costs to approximately eight times that of black-and-white printing, with all other costs remaining the same.
 - Three equipment options were presented for the mailing process. New inserter machines range from \$9,000 to \$12,000. The committee elected to purchase a refurbished folder/inserter machine from Intelligent Mail Solutions, located in Hinckley, Ohio, for \$3,375.00. This company offers the same benefits as purchasing new equipment, including a service contract, setup, and training.
- Motion:
A motion was made by Mark Hammer to:
 - Transition from postcard bills to full-size mailers for monthly water and sewer invoices.
 - Purchase a refurbished FPi 2700 (or similar) folder/inserter machine through Intelligent Mail Solutions for \$3,375.00, which includes the first year of maintenance.
 - Allow community organizations to submit flyers for inclusion with the monthly invoices at a rate of \$50.00 for black-and-white and \$125.00 for color inserts. These fees will be added to the Village's fiscal miscellaneous fee schedule. Rates may be adjusted by committee action and do not require an ordinance or council approval.
- Second / Vote:
Motion seconded by CJ Gadosik.
- Quarterly Report : was presented to the committee.

4. Utility Manager Report

A. Discussion Points:

- a. Chuck Conrad submitted a quote of \$3,000 for the heater replacement at the Maple Street lift station.
- b. The committee requested two additional quotes before proceeding.

B. Water Plant: There was discussion about replacing the dehumidifier for water plant. Mark has received a quote of \$150,000, of which \$75,000 has been budgeted for 2026 and \$75,000 for 2027.

C. Water Distribution:

- a. Mark Lightner is to order 90 more meters. The committee approved the purchase and authorized the scheduling of replacements for older meters to update all meters to radio-read capability.
- b. The committee approved payment for the installation of a water meter at the CIS building.
- c. Christina presented 3 estimates to have the water tower cleaned. The committee approved hiring National Wash Authority to clean both towers. A purchase order is to be written in 2025 and scheduled the washing for 2026.

D. Sewer Plant: RBC pump to be ordered for the sewer plant.

E. Collections: Mark is collecting quotes for a generator for the Collier lift station. The 1st quote was for \$47,000.00 from BCU electric and he is still expecting a quote from Millersburg Electric. The committee would like to see Mark Lightner order the generator and pay ½ down out of the 2025 budget and the remaining amount to be paid with 2026 budget monies. There is still need for a generator at the Summit St pump station. The Lockhart properties pump station generator has been serviced and is in working order.

5. Administrator Report

- Insert any new proposals, community feedback, or committee concerns:
 - Budget Utilization (Any motions passed in this or any meeting regarding finances are not guaranteed and subject to budget allocation confirmations).: §
 - Water Operating \$341,517.24 §
 - Water Line Capital: \$273,350.06 §
 - Water Plant: \$162,086.34 §
 - Water Tower Repairs: \$22,876.50

6. Committee Business

• Sewer Expansion Project Update:

Per discussion during the April 2025 Regular Water & Sewer Committee Meeting, and in support of advancing the Doylestown Facility Planning Area (FPA) under the 208 Plan, bids for engineering and design services for the proposed sewer line expansion are being coordinated from Hammontree & Associates, Engineering Associates, and Environmental Design Group.

- The proposed project will reroute sewer flows to bypass the Silver Creek Lift Station to prevent overloading from anticipated new development connections. The design also includes the installation of larger sewer lines along the creek to allow for future connection to the Route 21 corridor.

- Mark requested a rate study to be completed for the January meeting and a list of priority expenses.

7. New Business

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9. Adjournment

- Confirm next meeting date: January 22nd, 2026
- Adjourn: 5:08