

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
September 27, 2023

Roethel called the meeting to order at 4:30 P.M. Present – Commissioners Beard, Roethel, and Youngbauer. Bending and Ottman were absent. Also, present was Sara Rutkowski, Supt. Malnory and Jennifer Langham. There were no virtual attendees.

The next item on the agenda was public appearances/correspondence. Malnory announced the retirement of Peggy Labuda on December 11, 2023. We had no other public appearances or correspondence.

The next item on the agenda was approval of minutes from the August 30, 2023 Water & Sewer Commission Meeting. Youngbauer moved to approve the minutes of the July 26, 2023 Water & Sewer Commission Meeting. Beard seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for August 2023. Beard moved to approve the vouchers between #16673 through #16705. Paul seconded the motion, which was carried by voice vote.

The next item on the agenda was the superintendent report.

- Lafayette Street Reconstruction Project – All of the water and sewer utilities are done as well as concrete and top soil. Paving to be done the week of October 11th. Emmel will come back and put the chimney seals in the manholes and adjust them for blacktop.
- 2023 Budget Items – Three items were not completed. Black topping for the WWTP, GIS software (a firm is giving us estimates to be done in 2024), and Hydrant painting (contractor behind in work, but will try in October). Malnory stated that he will be getting updated quotes and put them back in the budget for 2024.
- WWTP Update- Strand engineering did send in a Wastewater facility plan to the DNR on the utility's behalf. The DNR approved the plan for digester mixing system, gas piping, and safety equipment. The next step will be the DNR will review the drawings and specifications.
- Cumberland Street Lift Station – The pumps we had in the budget for this year came in last week. The new pumps are set and plumbed in and the bases are grounded, by tomorrow they will be ready to go.
- Lead service line update – Everything is complete except there are curb boxes sticking up too high and also some tops need to be replaced. The contractor has it scheduled for the week of October 4th (they are just waiting for the replacement tops).
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The next item on the agenda was New Business. Of which, we had none.

Youngbauer made a motion to move into closed session under Wis Stat 19.85(1)(c) for 2024 Benefits & Wages, with a second by Roethel. Roll call vote resulted in 3 ayes and 2 absent (Bending and Ottman). Motion carried.

Discussion continued in closed session.

Roethel made a motion to move into open session, with a second by Youngbauer. Motion carried via voice vote.

Next meeting was set to October 25, 2023 at 4:30 pm.

At 4:58 pm, Youngbauer motioned to adjourn with a second by Beard, which was carried by voice vote.

Jennifer Langham - Secretary

