

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
March 27, 2024

Roethel called the meeting to order at 4:30 P.M. Present – Commissioners Bending, Ottman, Youngbauer, and Roethel. Also, present was Supt. Malnory, Sue Kiener and Jennifer Langham. No virtual attendees.

The next item on the agenda was the introduction of Sue Kiener. We had no other public appearances or correspondence.

The next item on the agenda was approval of the minutes from the February 28, 2024 Sewer & Water Commission Meeting. Youngbauer moved to approve the minutes of the February 28, 2024 Sewer & Water Commission Meeting. Ottman seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for February 2024 and Accounts Payable for 2023. There was a question about if we paid a pump invoice twice. Langham looked into it and emailed the commissioners that it was not paid twice, but it was just the time frame a financial report was run. Bending moved to approve the February 2024 and A/P 2023 Financials. Ottman seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on Office updates. Langham stated that the first billing was ran through the new system in March as well as the first ACH batch on March 26th. Langham stated that we are working diligently on fixing errors and that they were hoping to have e-mail bills to start up in May.

The next item on the agenda was discussion and recommendation on the Jet Truck. As per the last meeting and e-mail motions, the new jet truck will be delivered the first part of April (after McQueen shows it in some scheduled expos). McQueen was not interested in the old jet truck, but the City of Berlin DPW is going to present buying it to council at their next meeting. There were questions about how much the city was offering and what would be the next option if the council did not approve the purchase. Malnory stated that the next option would be contractors if the City of Berlin did not approve the purchase or it was not an acceptable purchase price. It was also mentioned that by keeping it in the city the Utility Department would still have access to it.

The next item on the agenda was the superintendent report.

- Utilities on Oak St- No update at this time due to changes in process.
- Digester Project Update – Travis at Strand was sent the awarding bid to August Winter & Sons. Once documents are all signed, a preconstruction conference will be set up sometime in late April. Malnory also provided more information about August Winter & Sons.
- Well # 5 Update-As per the budget, the roof contractor walked the roof replacement job. Right now, roof vents/hatches are being built, which should be done for the tear off and installation at the end of April. We are waiting on approval from the DNR (Roof replacements on a well reservoir requires this) and should have approval in a few days.
- WWTP Update- As per the budget, we have a new pump and slues gate for the main lift station at the WWTP. The slues gate is ready to install we just need to set a time to do so. We are still waiting for the pump and VFD to be shipped. Once it arrives, the old pump will be taken out and replaced. This should be happening this spring (depending on weather and high flows).

The next item on the agenda was Old Business. Of which, we had none.

The next item on the agenda was New Business. Of which, we had none.

Next meeting was set to April 24, 2024 at 4:30 pm.

At 4:49 pm, Youngbauer motioned to adjourn with a second by Bending, which was carried by voice vote.

Jennifer Langham - Secretary