

SEWER AND WATER COMMISSION MEETING  
BERLIN, WISCONSIN  
August 28, 2024

Roethel called the meeting to order at 4:30 P.M. Present – Commissioners Ottman, Roethel, and Youngbauer. Bending was 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. There were no public appearances or correspondence.

The next item on the agenda was approval of minutes from the July 31, 2024 Water & Sewer Commission Meeting. Youngbauer moved to approve the minutes of the July 31, 2024 Water & Sewer Commission Meeting. Ottman seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for July 2024. Youngbauer moved to approve the vouchers between #17057 through #17167. Paul seconded the motion, which was carried by voice vote.

The next item on the agenda was Office Updates. Accufund is working on getting the email billing up and running. We are being told that we are not the only customers having issues at this time. A contract was also signed with a third-party by the name of Prime Mountain, Inc to help with tech support in Accufund. We will be using them on a as needed basis only.

The next item on the agenda was the superintendent report.

- Digester Boiler/Heater -The boiler has been repaired by August Winters. They took all the leaky tubes out of the water jacket and replaced/welded new ones in. They also put on new controls and new safety switches. They had the boiler inspected (pressure tested and checked for leaks). I also had them look into combining the piping to our central boilers as they are connected. They determined that with a couple of new switches that they could combine the two systems to create redundancy. With this change, we should be able to heat the buildings and the sludge with central boilers or the sludge heater, should one of the systems fail again in the future. The newly repaired boiler seems to be running fine with no issues so far.
- WWTP Influent Pump – Crane Engineering brought our pump and has installed it in the lift station at the treatment plant. We replaced pumped #2 which was an original pump that we had in the budget to replace. The pump that was installed is a 6-inch 480 volt, 30 hp pump with the ability to chop rags up and pump them through to the head of the plant. This is the same style of pump that we used to replace the ones at the Cumberland lift station. They are working well for us. The pump at the plant has been installed for a couple of weeks now and it seems to be doing a good job at pumping rags and solids through.

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.

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

Discussion continued in closed session.

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

Motion by Roethel to approve staff wages as presented with a second by Youngbauer. Motion carried via voice vote.

Next meeting was set to September 25, 2024 at 4:30 pm.

At 4:55 pm, Ottman motioned to adjourn with a second by Youngbauer, which was carried by voice vote.

Jennifer Langham - Secretary