Sewer and Water Committee – January 4, 2010

The following media were noticed relative to this meeting per the Open Meetings Law of the State of Wisconsin: The Ozaukee Press, Port Washington, WI; The Milwaukee Journal-Sentinel (Ozaukee-Washington Desk), Milwaukee, WI; The Sheboygan Press, Sheboygan, WI. In addition, a copy of the agenda was also posted at the following locations within the Village of Belgium: Belgium Village Hall, Belgium Post Office, Port Washington State Bank (Belgium Office), Harris Bank, N.A. (Belgium Office), and Belgium Hardware and Beverage.

Call to Order, Roll Call, Establishment of a Quorum:
Chairman John Thiele called the meeting to order at 7:00 p.m. Present were Trustees Ronald Weyker, Eric Wilkowski. A quorum was declared established. Also in attendance were Daniel E. Birenbaum - DPW & Water Superintendent, Neil Anderson - Wastewater Superintendent, Treasurer-Deputy Clerk – Jamie L. Cecil, and Jeff Thiel (8:17 p.m.).

Open Meeting Law Compliance Check:
This meeting is in compliance.

Pledge to Flag, Moment of Silence:

Approval of Minutes – December 10, 2009
Trustee Thiele recommended bringing these minutes back for approval at the meeting next month upon the addition of Neil Anderson – Wastewater Superintendent to the role call. Trustee Thiele also recommended adding information under the *Proposed 2010 Sewer and Water Budgets: Discussion and workshop took place and adjustments made* section. Trustee Thiele would like to see Water Budget capital projects discussed and a sub-category of review from past budget sessions, wells #1 and #2 consolidating to one project with lower cost than budgeted, placement of Daniel Birenbaum's truck, and GIS Toughbook. Also under the Sewer Budget and Capital Budgets there should be: review from past budget sessions, verification from pre-paid loan verbiage, South and Victory streets Sanitary Sewer Relay Projects, Main Lift station #1 project, and 0% interest Water Fund Loans with zero balance budget. A motion was made by Eric Wilkowski to reject the Sewer and Water Committee Minutes for December 10, 2009 in order to be corrected for the February 2010 Sewer and Water Committee Meeting. The motion was seconded by Ron Weyker. The Sewer and Water Committee was polled: ayes – Wilkowski, Weyker, Thiele; noes – none; abstain – none. Motion carried.

Announcement of Closed Session:
No Closed Session will take place during this meeting.

Announcements/Input:
The following announcements and input will be discussed and possible action taken:

- South and Victory Street Project. Neil Anderson noted that last year during January and February the Maple Street lateral inspections were conducted. Anderson questioned whether they should be doing the same as soon as possible for South and

Victory Streets. Discussion took place. Trustee Thiele recommended doing the inspections and to document the time spent so that it can be back billed to capital projects account. Neil Anderson noted that this should be added to the agenda for February's Sewer and Water Committee meeting.

Miscellaneous Matters:

The following actions will be discussed and possible action taken:

- Water Standby (Generator) – 2008 vs. actual. Lila M. Mueller – Clerk-Deputy Treasurer looked into this matter, upon speaking with Greg Peterson, CPA – Corson, Peterson, and Hamman, it was determined that there was a labeling error. According to last budget it was just classed as "equipment" and was broken down, the $40,551.09 balanced to the penny. Trustee Thiele recommended using a separate auditor, outside of Corson, Peterson, and Hamman to do the 2009 books for the Sewer and Water department. Discussion took place. Trustee Thiele recommended to have a first draft for a proposal for a new auditor by March's Sewer and Water meeting and to have a proposal ready for April's Sewer and Water meeting.

- Toughbook. Neil Anderson stated that a quote from Baycom, priced the computer desired for purchase at $3405, $3600 was the budgeted amount. RAM for the computer can be installed by the Village at any time. This computer system is what is required according to McMahon's specs. A motion to approve the recommendation to the Village Board for the expenditure of the Panasonic Toughbook CF-19 (Dual Touch) quote from Baycom Inc. on December 28, 2009 in an amount not to exceed $3405 was made by Trustee Wilkowski and seconded by Trustee Weyker. The Sewer and Water Committee was polled: ayes – Wilkowski, Weyker, Thiele; noes – none; abstain – none. Motion carried.

Jeff Thiel entered the meeting at 8:17 p.m.

- Reports required by the WI DNR. Neil Anderson – Wastewater Superintendent noted that the Village is not in violation but is working "with" the DNR. Anderson stated that over the years the Village has been in violation for Phosphorus exceedances. DNR wants the Village to try some different chemicals for Phosphorus removal. When there are high infiltration flows it becomes difficult to add enough chemical to cause flocs (which chemically capture the phosphorus) to form and thus Phosphorus to be removed.

    - Dates. Trustee Thiele recommended the use of a master calendar to schedule important dates so as not to miss important deadlines in the future.

    - Testing Requirements. DNR is recommending the trying out of various coagulants.

- Coagulant Plan.

- Due by 1/31/2010. Deadline for plan to be presented to the DNR for testing.

- Date due by 2/22/2010. Testing to be done and data to be given to DNR. Neil Anderson – Wastewater Superintendent noted that data will be presented to the Sewer and Water Committee before it is submitted to the DNR. Trustee Thiele suggested that these findings be reported by the 25th of February. Anderson plans to have written plan completed by the 15th of January so that testing can get started as soon as possible. Dan Birenbaum - DPW and Water Superintendent stated that water/pumping reports need to be submitted between the 4th and 10th of the month, Birenbaum stated that the reports are usually sent in by the 2nd or 3rd of each month. Bac T samplings are taken twice a month and quarterly well samples. Annual DNR samples are always due by September 31st; Birenbaum stated that these tests are conducted in July and August.

- Sump Pump Inspection (Discussion only)

  - High priority Analysis. Area #1 of concern, bordered by Main Street to the North, Victory Street to the East, Lilac and Rose Lane to the West, and all of South Street. Area #1 has been identified as the number one source of I & I, the high priority area from the McMahon I & I study, totaling 83 homes. Area #2 is compromised of Lake Hills South – bordered on the East by Hwy LL, Main Street on the North, Lindale Street on the West, and Grocery Store (Belgium Market) parcel on the South. Tentative plan to have inspections completed within 3 years. Discussion took place.

  - Draft Inspection Plan. Looking into part-time personnel to aid in conducting home inspections also need to communicate to homeowners when these inspections may be taking place and schedule appointment times. Insert to be placed in 1st quarter utility bill which comes out at the end of March, notifying homeowners of the inspections to come. Discussion took place.

- Ardennes – Storm water

  - Louvain and E. Redding Circle. DPW & Water Superintendent – Dan Birenbaum stated that water here moves across the road from East to West not making it into catch basin, going below the catch basin. Birenbaum recommended getting an open grate cover on the manhole of the storm sewer, taking the solid cover out. He also recommended cutting some of the curbing out and putting in a 12 inch piece of PVC on the lowest point of the curb, making a connection to the catch basin. Trustee Thiele questioned whether this area was still under MasterCraft. Discussion took place. Birenbaum to get quote on open grate cover from MasterCraft and then to go from there.

- Lift Station #1 – Preliminary Plan Review. The I & I study had shown that South, Victory, and Lift Station was approximately $675,000, rough estimate from McMahon. Trustee Thiele would like to see that the amount we borrow not impact our ability to repay our debt. Neil Anderson – Wastewater Superintendent stated that lateral and sump pump inspections must be done regardless. The $675,000 loan to be used for Victory Street and South Avenue Project, North Avenue and Elm Street, and Lift Station #1 with any remaining funds to be returned to lender. Discussion took place. Trustee Thiele and Neil Anderson – Wastewater Superintendent had the following concerns with the blue prints for Lift Station: 1 year warranty, shielded cable, unit heater typo, meetings – anything dealing with any of these projects should be included in the cost of the project. Anderson also had a question about an alternate bid. Discussion took place.

- 2009 Pick-up Truck with utility box. Lynch truck. Neil Anderson – Wastewater Superintendent stated that they have been looking for used trucks, a used utility body 4X4, ¾ to 1 ton truck, but has proven difficult to find in good condition. A new 2009 truck from Lynch available for $30,210.00. DPW & Water Superintendent – Dan Birenbaum requested electric windows be included for $295.00 which was already calculated in the $30,210.00. $45,000.00 was the amount budgeted for 2010. Discussion took place. A motion was made by Trustee Wilkowski to recommend to the Village Board the approval of the purchase of a 2009 Chevy Silverado 3500, 4 door, extended cab for a price not to exceed $30, 210.00. - 4 -The motion was seconded by Trustee Weyker. The Sewer and Water Committee was polled: ayes – Wilkowski, Weyker, Thiele; noes – none; abstain – none. Motion carried.

Action Items:
None

Adjourn:
A motion to adjourn at 9:58 p.m. was made by Trustee Wilkowski and seconded by Trustee Weyker. The Sewer and Water Committee was polled: ayes – Wilkowski, Weyker, Thiele; noes – none; abstain – none. Motion carried.

Respectfully submitted,

Lila M. Mueller, CMC
Village Clerk/DeputyTreasurer

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