

**VILLAGE OF MIDDLEFIELD'S
STREETS, SIDEWALKS & UTILITIES MEETING
OCTOBER 8, 2019**

The Village of Middlefield's Streets, Sidewalks and Utilities Committee was called to order at 5:30 pm by Chairman Mr. Morrow with the following members present: Mr. Ron Wiech and Mayor Garlich.

Also present: Chief Joe Tucholski-Service Director, Ms. Leslie McCoy-Village Administrator, Mr. Tom Cappello-Engineer,

Agenda: No additions or deletions to the agenda.

Minutes of September 10, 2019 were presented for approval. ***Mr. Wiech moved to approve the minutes, motion seconded by Mr. Morrow. All in favor: Yeas (3).***

OLD BUSINESS

1. **Budget:** Ms. McCoy stated that everything is under budget. With the projects coming in under budget the village was able to do more repairs to Almeda than anticipated. Also was able to do more crack sealing. Put down two pallets of material.
2. **Utility Rates – Yearly Review:** Further discussion regarding the increases about the 5% originally proposed. Rate increases estimates can only be based on the minimum billing; does not take into account the overage as that is a very fluid number. The committee will look into this further.
3. **2019 Capital Improvement Projects:**
 - a. Well # 3 Planning (2019/2020) – in progress: This well is being tested and what would be needed to make this well functional.
 - b. Well # 4 – Identifying location: Working on testing and seeing where the drawn down places. Discussion regarding what the EPA requires for testing.
4. **2020 Capital Improvement Projects**
 - a. Hydrants – Currently getting quotes for hydrant repair program: Chief Tucholski stated that he has Calvin Brown getting a quote together for repair and replacement of the hydrant for next year. The hydrants are exercised twice a year when the village flushes them.
 - b. Catch Basin Replacement/Repair – Will identify in the spring those in need of repair: Chief Tucholski stated that he will take different areas of the village and inspect each catch basin within the limits.
 - c. Elmwood/Oakdale/Maple/Cedarwood-chip/fog seat – currently being surveyed and plans drawn up to go to bid in the winter: Discussion regarding the bidding time frame.
 - d. Water Tower Maintenance – Will be identifying maintenance needed on the water towers and holding tanks
 - e. Wells 3 & 4-both projects on going. Test wells are being drilled for well #4
5. **Bench Donation – Family of Edward Westover provided the rendering of the bench they would like to donate to the Memorial Garden area of the Cemetery:** The committee agrees that it is a very nice looking bench. Discussion regarding the materials that the bench will be constructed of and if it will be engraved or have a plaque.

NEW BUSINESS

1. **Adjustment Journal – August 2019 – September 2019:** Ms. McCoy stated that the meter was programed in the billing program as a reading meter not a deduct meter. It has been corrected. ***Mayor Garlich made a motion to approve the adjustment journal as submitted, motion seconded by Mr. Morrow. All in favor: Yeas (3).***
2. Waiving of Fee request at 14710 Lakeview Drive #2 : Ms. McCoy gave a brief history on this account. ***Mr. Wiech made a motion to approved the request to waive the penalties, motion seconded by Mr. Morrow. All in favor: Yeas (3).***
3. **General Discussion:** Mr. Wiech brought up some concerns about the service department not using the required safety gear. Chief Tucholski stated that he will talk with the department but it is mandatory for all crew members to wear the required safety gear.

EXECUTIVE SESSION

ADJOURNMENT

There being no further business before the Streets, Sidewalks & Utilities Commission, the meeting adjourned at 6:13 pm.

PENDING
Creek behind Fire Station
House Number Program
Infrastructure Budget/Maintenance Inventory