

**CITY OF PITTSVILLE**  
**WATER & SEWER COMMISSION**  
**WEDNESDAY, May 14, 2025**  
**Community Hall – 5291 Third Avenue**

The meeting was called to order at 5:00 p.m. by Chairman, Jerry Jensen.

Members Present: Mark Darr, Dennis Todd, Janel Swoboda, Deana Becker,

Also Present: Mike Voss, MSA; Peter Petersen, Director of Public Works; Bob Schooley, Council Member

No Conflicts of Interest were identified.

Motion by Deana B. to approve the minutes from April 9, 2025. Second by Dennis T. Motion carried.

Update on Parcel #3100193C, as of May 13, 2025 Mayor Dale Nichols has not heard back from Bernard. This will be put on next month's agenda.

Shannon has created a form for Pittsville utility customers to sign up for email billing. The form is located in the Clerk's office, will be posted online and will be in the Pittsville Record. Forms will be filed in the Clerk's office, so far there have been 4 customers that have signed up in the office.

Discussion was had on utility bill for John Olig. John came to the Clerk's office in October of 2024 with his tenant's water bill. John was told that a plumber needed to come out and fix the issue and then he needed to provide us with the bill from the plumber. John brought us a bill from the plumber and asked that we provide it to the commission and ask them for an adjustment. Motion by Mark D. to grant the adjustment to John's water bill. Second by Deana B. Motion carried.

Peter updated the commission on the manhole project. They have completed one manhole on 6<sup>th</sup> Ave. They're hoping to get 5 total completed.

Peter discussed the operational report. They have changed out 6 meters and tested 14 in April. Well maintenance will begin in June. Matt with WRWA was out to do an energy study of equipment. Phosphorus was over the limit again; this time was the worst. There has been a lot of sludge coming through the plant. Matt McDaniel would like to replace the line fence between his place and the WWTP. Peter feels that if the commission is in agreement, it would be a good idea for the city to purchase the fence and allow Matt to put the fence up and maintain the fence. Peter is going to get more information on the type of fencing Matt would like and the cost. There's still an issue with I/I, manholes helped but not as much as Peter hoped. Peter thinks that lining sewer mains would be something to look into, this would include Cat Creek and then some smaller sections. He will get some quotes on how much this would cost. There are some leaky laterals that need to get fixed, Peter will send letters out to these residents explaining their cost and the city's cost.

Future Agenda items will include: Update on parcel #3100193C and Updates on emailing billings

Motion by Deana B. to approve water vouchers #11984-11999 and sewer vouchers #7906-7917. Second by Janel S. Motion carried.

Motion by Mark D. to adjourn. Second by Deana B. Motion carried and the meeting was adjourned.

Submitted by,  
Shannon Millard,  
Deputy Clerk/Treasurer