

## MINUTES

**TOWN OF YORKVILLE  
SEWER UTILITY DISTRICT COMMISSION  
YORKVILLE WATER UTILITY WELL HOUSE  
BEHIND 1360 GRANDVIEW PARKWAY  
TUESDAY, SEPTEMBER 20, 2016**

### Call to Order

Sewer Utility District Commission President Peter Hansen called the meeting to order at 6:10 p.m.

### Roll Call

The following Sewer Utility District Commission members were present: Peter Hansen, Sherry Gruhn, Terrence McMahon, Thomas Johnson and Leo DeBrabander. Also present were Sewer Utility District Manager Gary Hanson, Engineer Mark Madsen and Clerk-Treasurer Michael McKinney.

### Approval of Minutes

***Motion (Gruhn, McMahon) to approve the August 16, 2016 Sewer Utility District Commission meeting minutes as presented, Motion Carried (MC).***

### Approval of Sewer Utility District Financial Reports

***Motion (McMahon, Johnson) to approve the August Sewer Utility District financial reports as presented, MC.***

### Approval of Sewer Utility District Invoices

***Motion (Johnson, Gruhn) to approve Sewer Utility District invoices as presented in the amount of \$16,271.18, MC.***

### New and Unfinished Business – Discussion and possible action on all of the following:

#### **Daniels SharpSMART Wastewater Discharge Permit and Solid Waste Disposal, Storage or Treatment Permit**

Hanson noted that, based on his research, there are no outstanding issues of concern related to the activities covered under the updated plan of operation for this facility as approved by the Wisconsin Department of Natural Resources. He added that this facility is only cleaning empty barrels and does not process anything that contains chemotherapy wastes. He stated that the Town's attorney recommended that this permit be approved with a condition requiring that quarterly sampling be done at this facility with three annual tests to be paid for by Daniels SharpSMART and one annual test to be paid for by the sewer utility.

***Motion (McMahon, DeBrabander) to recommend approval of the Wastewater Discharge Permit and Solid Waste Disposal, Storage or Treatment Permit to Daniels***

**Sharpsmart, Inc., 1340 Grandview Parkway, for the period of October 1, 2016 to June 30, 2017, with the following condition:**

- ***That the Yorkville Sewer Utility District will monitor the discharge from the Daniels Sharpsmart facility and will conduct sampling and testing of said discharge every quarter. This testing will sample for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Chlorides, pH, Ammonia and Phosphorus. The Yorkville Sewer Utility District will bill Daniels Sharpsmart for the cost of sampling and testing for three quarters each year as each invoice for said sampling and testing is received; the Yorkville Sewer Utility District will pay the fourth quarterly sampling and testing expenses each year, MC.***

### **Residential and Commercial Sewer Customer Late Payment Charges**

McKinney stated that he sent notices to several residential and commercial sewer utility customers on August 12 making them aware that their sewer charge balance from the second quarter has not been paid. He noted that he gave each customer a deadline of August 22 to make these payments to avoid the assessment of a late payment charge, adding that one residential and one commercial sewer utility customer each paid their balance on August 26. He requested guidance from the Commission as to whether these accounts should be assessed a late payment charge or if the payment charge should be waived. McMahon stated that customers should be given 15 days after the due date to pay their charges, adding that a letter should be sent to each customer after that 15-day window to make the customer aware that they will be charged a late charge for non-payment.

***Motion (Hansen, Johnson) to waive the late payment charge assessed against the account of the commercial sewer utility customer that paid their 2<sup>nd</sup> Quarter 2016 sewer charges on or before August 26, 2016, MC.***

***Motion (McMahon, Hansen) to waive the late payment charge assessed against the account of the residential sewer utility customer that paid their 2<sup>nd</sup> Quarter 2016 sewer charges on or before August 26, 2016, MC.***

### **Reports**

**Sewer Utility District Manager's Report** - Hanson reported to the Commission on the following:

- That annual wet testing will be completed in early October
- That he will be attending the upcoming Wisconsin Wastewater Operators' Association annual conference in October
- That the sewer utility's winter maintenance has begun
- That a delivery of Sorb-X was received on Friday
- That he received a complaint regarding objectionable odors coming from a facility within the utility district, adding that no odors could be detected when he conducted his inspection

**Engineer's Report** - Madsen noted that he had no information to report to the Commission.

**Clerk's Report** - McKinney noted that quarterly sewer utility bills will be mailed at the end of the month.

**Other – Comments, questions and suggestions**

No comments, questions or suggestions were provided.

**Adjournment**

***Motion (Gruhn, McMahon) to adjourn, MC.*** The meeting was adjourned at 6:39 p.m. The next scheduled Sewer Utility District Commission meeting is Tuesday, October 18, 2016, at 6:30 p.m.

Michael McKinney  
*Clerk-Treasurer*