

**Rome Water Utility  
Utilities Committee Meeting Minutes  
9:00 a.m. August 15, 2024**

1. **Call to Order:** Secretary Schaub-Ruemler called the meeting to order at 9:00 a.m.
2. **Roll Call:** Committee Members: Present – Deb Schumacher, David Loker, and Tom Gabriel. Present – Robbie Schaub-Ruemler, Secretary, Taylor Owczynsky, and Cody Knoblock, Operator in Charge. Absent: None. Guests in attendance 1.
3. **Pledge of Allegiance** – Completed by all in attendance.
4. **Certify Posting of Meeting:** The Secretary certified a copy of the agenda was posted on 8/12/2024 as follows: Posted at Kwik Trip, 8/12/2024, 11:33 a.m., NPESB-Rome Branch, 8/12/2024, 11:38 a.m., Town of Rome, 8/12/2024, 11:30 a.m. It was posted on 8/12/2024 to romewi.com at 8:50 a.m. Emailed to Daily Tribune at 8:51 a.m. on 8/12/2024.

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Robbie Schaub-Ruemler – Secretary

5. **Approval of Agenda:** Chairman Loker asked if there were any questions on the agenda. None. **Motion** made by Gabriel/Schumacher to approve the agenda as presented. Motion carried.
6. **Citizen Comments:** None.
7. **Information updates, meeting recaps, correspondence and events:** Gabriel informed the Committee that on Tuesday, August 20, 2024 Papa Bear's Mini Golf is donating its golf course to the Adams County Human Society. All proceeds raised will go to Adams County Human Society.
8. **Discussion and action – Approve June 17, 2024 meeting minutes:** Chairman Loker asked if anyone had any questions. Loker asked meter exchange, is it done in cycle. Knoblock stated it is done ever 20 years. Schaub-Ruemler stated in 2018 everyone in the municipality's meters were updated. **Motion** made by Gabriel/Loker to approve the meeting minutes. Motion carried.
9. **Discussion only – Review June 2024 Water Utility Financials:** Schaub-Ruemler apologized for not have the July 2024 financials for the meeting. With the Workhorse conversion with the Town of Rome, the budget information did not transfer and this is being worked on. Schaub-Ruemler informed the Committee through June 2024 the Water Utility is on target. Schumacher asked if we disconnect someone's water for non-payment. Schaub-Ruemler stated we do not, the bill is tax rolled to their property tax bill when not paid. Loker asked several questions on specific line items which Schaub-Ruemler informed him of the status of those line items. Loker asked if there were any questions. None.
10. **Discussion only – Water Utility Update:** Schaub-Ruemler stated she handed out the Water Utility reports for June and July 2024. Schaub-Ruemler introduced Taylor Owczynsky, Administrative Assistant Support Specialist, to the Committee and informed them that going forward Taylor would be the Secretary for the Utility Committee. She will be taking on the office duties for Rome Water Utility. All Rome Water Utility office functions will move to the Town effective September 3, 2024. Loker asked about new meter installs. Schaub-Ruemler informed the group that those were camping hydrants that were unlimited that have added a meter to their camping hydrant. Loker asked Schaub-Ruemler how the position change will affect the Water Utility. Schaub-Ruemler stated she will still be overseeing the Water Utility as of the Office Manager in addition to her role as Finance Director/Treasurer for the Town of Rome. Loker asked Knoblock what does meter pits in between mean. Knoblock stated we had 15 pits that were installed where it is the curb stop, meter pit, and then hydrant. Those are not deep pits so they do freeze. Water Utility was responsible for winterizing these and we have corrected this so the owner can winterize them successfully going forward. There was a discussion regarding leak detections and what they represent.
11. **Discussion and possible action – Rome Water Utility Simplified Rate Case** Schaub-Ruemler stated she submitted the application for the 4.1% rate increase after the last meeting. She stated the next step is to notify the customers that we are requesting this from the Public Service Commission (PSC). Schaub-Ruemler asked how would the Committee like to inform the residents. Schaub-Ruemler stated notification could be sent out with the 3<sup>rd</sup> quarter billing and postcards would be mailed out to those that are annually billed. Loker asked about the cost for publication. Discussion was done on how many notifications will be mailed. **Motion** made by Loker/Schumacher to approve a mailing for this notification. Motion carried.
12. **Discussion and possible action – Enhancing the Utilities Committee** Schaub-Ruemler stated there has been discussion about adding Public Works to this Utilities Committee meeting. Schaub-Ruemler stated she had discussion with Public Works Director and he is in agreement. The Public Works director would give you a report on projects and updates. **Motion** made by Gabriel/Loker to add Public Works to the Utility Committee. Motion carried.

- 13. Discussion only– GIS Mapping for Rome Water Utility** Schaub-Ruemler stated that this was discussed at our last meeting and Committee approved going forward with this. We have put this on hold as our new Zoning Administrator has a huge background on GIS mapping and we are going to work with her on this project. The Water Utility will not be spending the \$5,300 that was approved and will work in-house to accomplish this. Discussion was had with bringing this in-house and the pros and cons.
- 14. Discussion only – WE Energies Gas Expansion Update:** Schaub-Ruemler stated that at the last meeting that the Committee asked of the name of the person we worked with in the past regarding the WE Energies Gas Expansion. Her name was Tami Abel, District Gas Sales Representative for WE Energies. Loker will contact her to see if she will come in and give an update.
- 15. Next agenda items:**
- a) Discussion and action – Approve August 15, 2024 meeting minutes
  - b) Discussion only – Review July – November 2024 Water Utility Financials
  - c) Discussion only – Water Utility Update
  - d) Discussion only – Water Utility Committee Vacancies
  - e) Discussion only – Rome Water Utility 2025 Budget
  - f) Discussion only – Rome Water Utility Simplified Rate Case
  - g) Discussion only – WE Energies Gas Expansion Update
- 16. Next meeting date:** Chairman Loker stated that we will hold the next meeting date on Thursday, October 17, 2024, at 9:00 a.m. and Thursday, December 19, 2024 at 9:00 a.m.
- 17. Adjournment: Motion** Chairman Loker called the meeting adjourned. Adjournment: 9:48 a.m.

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Robbie Schaub-Ruemler, Office Manager