

**INDIAN LAKE OHIO  
VILLAGE OF RUSSELLS POINT  
BOARD OF PUBLIC AFFAIRS MEETING**

**MINUTES: April 13, 2015**

Ms. Pat Cochenour called the meeting to order at 5:30 p.m.

Roll Call: Ms. Ann Elleman, present; Mr. Mike Myers, present; Chairperson, Ms. Pat Cochenour, present.  
Recorder: Mr. Jeff Weidner, Fiscal Officer  
Guests: Mr. Dale Albert, Contracted Water License Holder  
Mr. Greg Iams, 211 Clermont, Russells Point  
Ms. Terry Lones, Water Clerk  
Mayor Robin Reames  
Mr. Dave Wallace, 251 Chase, Russells Point

Minutes: March 23, 2015  
*Mr. Mike Myers moved to approve the March 23, 2015 minutes as submitted.*  
*Ms. Ann Elleman seconded the motion.*  
*The Vote: Ms. Ann Elleman, yea; Ms. Pat Cochenour, yea; Mr. Mike Myers, yea.*  
*The motion passed: 3 yeas – 0 nays*

Vouchers: *Ms. Ann Elleman moved to approve the bills that were paid for the board.*  
*Mr. Mike Myers seconded the motion.*  
*The Vote: Ms. Ann Elleman, yea; Ms. Pat Cochenour, yea; Mr. Mike Myers, yea.*  
*The motion passed: 3 yeas – 0 nays*

**REPORTS:**

A. TTHM & HAA5 Test Results

The samples taken March 11, 2015 were tested and found acceptable. The board was also provided a copy of the running annual average report.

B. February Monthly Water Loss Report

Mr. Albert reported that February had a 40% loss of water. This is the highest that he can remember. There have been several attempts and hired outside companies to try to find the source of the loss but have been unsuccessful. The village recently purchased their own sound equipment to help detect leaks. There is one known leak that needs to be repaired, however Mr. Albert does not feel this would be the full cause of the high usage. It is expected that the March report will show similar high usage.

**ADJUSTMENTS:**

A. Adolph Pezoldt, Acct. 6001-4-RO, 01 Sunnycove

The meter for this property has been turned off for the winter since October 2014. There was an error in the meter reading for March so the read was manually entered. Since the water was off, the reading should have remained 782 for the month. The clerk entered the reading as 786 instead of 782. The account was credited the amount of \$3.02 for the difference.

B. Mike Hogan, Acct. 0180-RO, 8001 St. Rt. 708

This was a new tap-in to the system that was installed in December 2014, but was not put into service until January and there was no usage until the March billing. This account was incorrectly billed from the December date. The account was completely recalculated from the correct service date, and all penalties removed. This resulted in crediting the account a total of \$151.84 and leaving a balance of \$71.92 on the account.

C. Champaign/Civista Bank

Champaign Bank has recently merged with Civista Bank. A check was issued for \$31.30 to pay their February water payment but placed a stop payment on the check after the check was deposited. They did however issue a new check (posted & deposited the following day) from the new Civista account. Our bank shows that a \$10.00 fee would be assessed to our account for the stop payment. Mr. Weidner noted that these fees appear on all stop payment and overdraft returned checks from our bank, but we have never actually been charged. The Fiscal Officer asked the board if they wished to apply any bank fees for the stop payment since the account was paid in full from their new account.

*Ms. Pat Cochenour made a motion to approve the account adjustments and waive any fees associated with the Champaign/Civista account.*

*Mr. Mike Myers seconded the motion.*

*The Vote: Ms. Ann Elleman, yea; Ms. Pat Cochenour, yea; Mr. Mike Myers, yea.*

*The motion passed: 3 yeas – 0 nays*

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:**

A. New Well Project

The pitless adapter has been installed. Reichert Excavating has completed the installation of the main line, however the excavation through a section of the ball field still needs to be leveled and seeded. GH Bierly will be installing the pump motor and village employees will need to finish the connection inside the building.

B. 625 Miami, Republic Services Accident

As discussed in the prior meeting, an invoice has been prepared for labor, equipment, and materials for the repair of the meter pit, curb box, and water lines. The accident resulted in \$637.50 worth of repairs. The board was asked to approve the letter and invoice that will be sent to Republic Services for reimbursement.

*Ms. Pat Cochenour made a motion to approve the letter and invoice to be sent to Republic Services.*

*Mr. Mike Myers seconded the motion.*

*The Vote: Ms. Ann Elleman, yea; Ms. Pat Cochenour, yea; Mr. Mike Myers, yea.*

*The motion passed: 3 yeas – 0 nays*

**NEW BUSINESS:**

A. Water Department Policy

Ms. Pat Cochenour and Mayor Reames met with street/water workers, Tim Reese, Jason Richter and Mike St. Clair regarding an issue that arose involving an appointment that was set with a water customer.

The water clerk had been called days prior by a water customer and asked that someone meet him at 8:30 a.m. on April 3<sup>rd</sup> to have his water turned on so that he could make sure there are no apparent leaks. The clerk immediately completed the work order specifying the meeting date and time.

At approximately 9:00 a.m. the day of the appointment, the customer called and asked if anyone was coming to turn his water on. The clerk called Mr. Reese who reported that he was not working, that he would get ahold of Mr. Richter. It was discovered that Mr. Richter, a volunteer firefighter, was out on a fire run. The clerk then called Mr. St. Clair who reported that he was not at work yet, and would not be in for another 20 minutes.

The meeting was held to discuss options for how certain things in the department should be handled.

Ms. Cochenour advised the board of what was discussed and suggested. During the boards discussion other issues were presented and discussed as well. In addition to the current Rules & Regulations of the BPA, the following are the decisions of the board.

1. Work Orders: Customers will be informed that it may not be possible to have a worker present at a specific time, and will be given a two hour window for the appointment time. The water workers are to make every effort to be present at the time requested by the customer. If it is later determined that workers are not making an effort to accommodate the customers, this issue will be re-examined.  
If a work order has been issued, and it is determined that further work needs to be done, the work order will remain open, or a new work order will be issued for the remainder of the work.
2. Workers on Duty: The water clerk is to be notified as to what workers are on duty during business hours and any subsequent changes throughout the day. This will identify who is to be called when work orders are processed for completion. As discussed in prior meetings of the BPA and Council, water employees should be scheduled so that there is at least one worker on duty during business hours to accommodate service calls.
3. Weekend & After Hour Service Calls: Water employees have the right to turn on/off water service at the request of a customer during non-business hours. If they are aware of a possible service disconnection for non-payment, reconnection will not be available until the next business day to ensure that payment has been made in full in accordance with BPA Rules and Regulations. If any service is provided outside normal business hours, the employee providing the service will inform the customer of the call-out fee of \$45.00/hour – one hour minimum charge, as per current Resolution 14-15. The water clerk is to be notified of the callout on the next business day so that the account can be charged.

B. Yearly CCA Water Report

Mr. Albert is working on completing the CCA report to be sent to all customers in accordance with EPA regulations. The board decided to include a copy of the fees and charges for services as stated in Resolution 14-15 to better inform the public.

C. Remote Work Orders

Mr. Weidner informed the board of discussions with water workers of a way to electronically send out work orders into the field and allowing them to complete the work orders remotely. He informed the board that the billing software does not have the capability of sending remote work orders; however there is an additional module to the software that can be purchased for around \$2,000. The board was asked if this is something that they would like to consider before any other time is spent researching the idea.

After discussion and feedback from Mr. Albert, the board decided that this is not a process they wish to consider. They felt that due to the size of the village, there is no reason workers cannot come into the office to obtain and complete the work orders as has been done for years.

D. Computer for Water Plant

A new computer was ordered for the water plant. The department also wished to purchase a larger monitor for the new computer. The board was asked if they would approve the purchase of a new monitor. The board did not agree to the purchase.

E. Purchase of Radios

Department workers are obtaining estimates for the purchase of radios. These will be used in the field for communication between workers in lieu of using their cell phones. The quotes will be presented to the board.

F. BPA Meeting Attendance

The board agreed that they will start requiring one or more of the workers to attend meetings on occasion for better communication.

G. Payment Plan Approval

Mr. Weidner informed the board of an outstanding balance on an account for a property in which they no longer owned. A letter was drafted which allows Ms. Linda Robinson to make six monthly installments on a property she has recently sold. The board was asked to approve the draft letter and the monthly installments.

*Ms. Pat Cochenour made a motion to approve the six month payment plan and the letter as drafter by the Fiscal Officer.*

*Ms. Ann Elleman seconded the motion.*

*The Vote: Ms. Ann Elleman, yea; Ms. Pat Cochenour, yea; Mr. Mike Myers, yea.*

*The motion passed: 3 yeas – 0 nays*

*Mr. Mike Myers moved to adjourn the meeting. Ms. Ann Elleman seconded the motion.*

*The Vote: Ms. Ann Elleman, yea; Ms. Pat Cochenour, yea; Mr. Mike Myers, yea.*

*The motion passed: 3 yeas – 0 nays.*

The Meeting was adjourned at 6:57 p.m.

Next Meeting Date: **Monday, April 27, 2015**

Next Resolution No.: **15-16**

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Fiscal Officer Jeff Weidner

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BPA Chairperson Pat Cochenour

Date Accepted \_\_\_\_\_