

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

MINUTES: February 13, 2017

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

Roll Call: Ms. Ann Elleman, present; Mr. Greg Iiams, present; Chairperson, Ms. Pat Cochenour, present.

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member
Mr. Dale Albert, Water License Holder
Mayor Robin Reames

Minutes: January 9, 2017 Meeting

Mr. Greg Iiams moved to approve the January 9, 2017 minutes as submitted.

Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Ann Elleman, abstain; Mr. Greg Iiams, yea; Ms. Pat Cochenour, yea.

The motion passed: 2 yeas – 0 nays – 1 abstain

January 23, 2017 Meeting

Mr. Greg Iiams moved to approve the January 23, 2017 minutes as submitted.

Ms. Ann Elleman seconded the motion.

The Vote: Ms. Ann Elleman, yea; Mr. Greg Iiams, yea; Ms. Pat Cochenour, abstain.

The motion passed: 2 yeas – 0 nays – 1 abstain

Vouchers: *Mr. Greg Iiams moved to approve the bills that were paid for the board.*

Ms. Ann Elleman seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Mr. Greg Iiams, yea.

The motion passed: 3 yeas – 0 nays

REPORTS:

A. Work List Update

Mr. Albert provided the board with an updated work list dated February 13, 2017.

B. Annual Water Loss Report

Mr. Albert is still working on the estimated unbilled water usage for the Villa and Point Place apartments.

The meter for the IL Villa will be changed out when meters are read and the bypass will have a lock placed on it. Two meters were changed at the Point Place apartments where one bypass was in the on position and the other was in the off position.

ADJUSTMENTS:

A. Robert Shank, 419 Maple, Acct. 2800-1-RO

Mr. Shank sold his property at the time of doing January meter reads. When the final bill was processed, it charged the \$1.00 storm water fee, which should have been cleared as this fee was assessed to the new property owner. The \$1.00 fee was removed.

Mr. Greg Iiams moved to approve the adjustment.

Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Mr. Greg Iiams, yea.

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None**CITIZEN'S COMMENTS:**A. Mr. Dave Wallace

Mr. Wallace stated that he spoke with Mr. Pulfer, owner of several rentals in Russells Point. Mr. Pulfer wished thanked the Water Clerk, Staci Clawson for all her help with recent billing issues for his properties.

OLD BUSINESS:A. Chlorine Demand Issues

The board was provided copies of the recent testing done to help determine the cause of the chlorine demand issues. Mr. Albert explained that the water tested before the iron filter tanks had a reading of less than .10 nitrate and nitrite however; the test immediately after the iron filters had a reading of .19 nitrate and 1.51 nitrite. These figures confirm that this is the reason for the increased chlorine demand, which is 2.5 lbs. more per day. In addition, they are still treating a little more than normal through the GAC system.

B. Lead and Copper Program

Mr. Albert is working on an area map to submit to the EPA. This is the final step to meet the requirements of the lead and copper program.

C. Security System

There is no new information from the prior meeting.

NEW BUSINESS:A. Water bills not being forwarded

The water clerk has been receiving several returned water bills from the post office. The majority of the bills being returned are for residents who have initiated a mail-forwarding with the US Post Office. The water clerk and the fiscal officer have had several discussions with the post office to find out why the water bills were not being forwarded to the new address on file with the post office. It was determined that it is due to the statement on the billing envelopes "return service requested". The post office stated that this means that the mail is not forwarded when someone requests mail-forwarding. The envelopes need to state "temp return service requested" in order to have the bill forwarded.

B. Choice One Engineering – Storm Water Project

An estimate from Choice One Engineering to provide an estimated project cost to do storm water improvements in the Upper Slough area was reviewed by the board. The fiscal officer asked if the board would consider paying the Choice One Engineering cost of \$1,150 from the storm water fund. The project estimate from Choice One would be used to submit an application to the Logan County Commissioners for CDBG Infrastructure funding.

Mr. Greg Iiams moved to approve the expense of \$1,150 from the Storm Water fund to contract with Choice One Engineering to provide a project estimate for the Upper Slough improvements
Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Mr. Greg Iiams, yea.

The motion passed: 3 yeas – 0 nays

C. Meeting Date on Village Recognized Holidays

Mr. Weidner asked the board if they intended to permanently move all meeting dates that are originally scheduled on a village recognized holiday to the next business day, as council had approved in their revised council rules.

Ms. Pat Cochenour made a motion to move regularly scheduled meetings that fall on a village recognized holiday to the next business day.

Ms. Ann Elleman seconded the motion.

Discussion:

The fiscal officer asked if the motion could be clarified as to whether this is for a certain time period or if this is a motion to permanently move the meetings to the following day.

This led to much discussion between the board members. Mayor Reames and Mr. Weidner explained that it would make things easier if they would make it a permanent situation, as it would no longer be necessary to address it each year, or prior to each meeting that falls on a holiday. In addition, all meeting changes for council and the BPA could be advertised at the beginning of each year, saving advertising expense.

Ms. Elleman continued to state that she did not wish to make it a permanent change, that it should be addressed each year. Mayor Reames asked if Ms. Elleman could explain the reason why she didn't want to make it a permanent change. Ms. Elleman did not wish to explain her reason. When Mayor Reames asked again, Ms. Elleman said she didn't need to explain herself, she was done discussing it, and Ms. Elleman left the meeting at 6:24 p.m. Mr. Iiams and Ms. Cochenour continued to discuss the proposed change. Since Ms. Elleman seconded the original motion and left the meeting before the vote, Ms. Cochenour rescinded her original motion and made the following motion:

Ms. Pat Cochenour made a motion that all regularly scheduled meetings of the BPA that falls on a village recognized holiday will automatically be rescheduled to the following business day.

Mr. Greg Iiams seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Mr. Greg Iiams, yea.

The motion passed: 2 yeas – 0 nays

D. Continental Utility Software – Online Bill Pay

Mr. Weidner provided the board with information from CUSI regarding a software module that allows water customers to obtain billing information and pay their bills online using a customer web portal. The portal includes turnkey merchant services that will allow customers to make payments by major credit cards and electronic check. The module is at no cost to the village, however, customers are required to pay a \$2.50 flat fee or 3% per transaction, whichever is greater. Mr. Weidner asked the board to review the information for the next meeting.

Ms. Pat Cochenour moved to adjourn the meeting. Mr. Greg Iiams seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Mr. Greg Iiams, yea.

The motion passed: 2 yeas – 0 nays.

The Meeting was adjourned at 6:48 p.m.

Next Meeting Date: **Monday, February 27, 2017**

Next Resolution No.: **16-21**

Fiscal Officer Jeff Weidner

BPA Chairperson Pat Cochenour

Date Accepted _____