

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

**MINUTES: February 8, 2021**

This meeting was held via teleconference due to COVID-19  
Ms. Libby Stidam called the meeting to order at 6:00 p.m.

Roll Call: Ms. Pat Cochenour, present; Ms. Libby Stidam, present; Ms. Mary Herring, present

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Greg Iiams, Council Member  
Mr. Dale Albert, Licensed Water Operator

Minutes: January 25, 2021 Meeting  
*Ms. Mary Herring made a motion to approve the minutes of January 11, 2021 as written.*  
*Ms. Libby Stidam seconded the motion.*  
*The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.*  
*The motion passed: 3 yeas – 0 nays*

Vouchers: *Ms. Pat Cochenour made a motion to approve the bills that were paid for the board.*  
*Ms. Libby Stidam seconded the motion.*  
*The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.*  
*The motion passed: 3 yeas – 0 nays*

**REPORTS:** None

**ADJUSTMENTS:**

- A. Gerald Frost, Acct. 3130-1-1, 113 Sunset, -\$50.00 shut off fee
- B. Roger Rollings, Acct. 0935-RT, 114-R-Bristol, -\$50.00 shut off fee
- C. Lima Memorial Health, Acct. 3180-2-BO, -\$50.00 shut off fee
- D. Jasmine Spallings, Acct. 1765-1-3, 433-Center, -\$50.00 shut off fee
- E. Jackie Rollins, Acct. 0940-1-RO, 118-Bristol, -\$50.00 shut off fee

On Friday, February 5, 2021 shut-offs were processed for non-payment as normal and the \$50.00 fee applied to account. Due to the weather forecast of extreme cold temperatures expected over the weekend and the delay of receiving mail through USPS actual shut-offs were delayed and processed on Monday, February 8, 2021. Payments on the above accounts were made before the actual shut-offs occurred on Monday. The accounts were credited the posted shut-off fee.

*Ms. Libby Stidam made a motion to approve of the above account adjustments.*

*Ms. Mary Herring seconded the motion.*

*The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.*

*The motion passed: 3 yeas – 0 nays*

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:****A. Billing Software Update (UMS)**

The Fiscal Officer and Water Clerk have been through 8 hours of training last week and are scheduled for 4 more hours on Tuesday and 4 hours on Wednesday. The trainings have been recorded so that it can be used for setting up new procedures. CUSI has been working with Trithium on getting the payment portal setup which required a change in the village's internet service through Spectrum and an additional cost of approximately \$25.00 per month for the IP addresses. Another domain name also needed to be setup for security through GoDaddy which costs approximately \$125.00 for two years. The payment portal training has not been scheduled yet and the fiscal officer would like to wait for at least one billing cycle before going live to allow time to work on the public announcement and to inform the public of the new charge for credit card payments.

**B. Rate Increases**

A draft copy of the resolution with the new rates was provided to the board for discussion. All prior rate resolutions note a second return check and notations of acceptable payment methods. The fiscal officer asked how far back in history do we look at for prior NSF's and at what point will we allow a customer to again make payment with a check. He added that there is no timeline stipulated in any procedures that he is aware of. The board agreed that if it is the second NSF within six-months, payment must be made in cash, money order or bank check, and that checks will again be accepted as payment six-months later. The board also agreed that due to EPA violations, the bulk water fee will be removed and that the village will not offer sale of bulk water regardless of whether the tanker has a backflow device installed. The fiscal officer also pointed out that the schedule of tap-in fees does not have a base rate for the installation of a line larger than 2-inches. The 4-12" line only references time, materials, equipment and permit fee. As with the proposed addition to World Class Plastics requiring a 4-inch water line for fire suppression, it is proposed that the installation will be done by their certified contractors during the build of the facility. Jeff pointed out that there is no guideline for the actual tap-in fee if the village is not performing the work or supplying the materials. The board agreed that the base tap-in fee for any line over 2-inches will cost \$1,800 plus time, materials, equipment, and permit fee as applicable. It will also be noted that equipment rates will be charged using the current FEMA equipment rates.

**C. Certification of Hours for Class I**

Based on the email dated January 26, 2021 from Andy Barienbrock from the EPA, employees whose jobs include other duties unrelated to the water department should be documenting their time spent at the water plant. This would provide backup documentation to ensure that the hours are accounted for correctly for the purposes of satisfying the required work hours to become certified as a Class I operator. Jeff reported that he met with all three maintenance team workers to let them know that they need to start logging what they are doing regarding water and the time it took to do it. The log was started January 23<sup>rd</sup>. These reports will be turned in with their time sheets each pay period and kept with the fiscal officer.

**D. EPA Survey Items**

Jeff reported that he has approval on the brochure and questionnaire that will be sent to all water customers regarding cross-connection and backflow. These will be mailed with the February water bills and will resolve the violation. The pamphlet needs to be provided to customers on an annual basis. As of the meeting, the contingency plan exercises have not been completed and a firm date of has not been set.

**NEW BUSINESS:****A. Water Operator**

Mr. Weidner received information from Mr. Dan Tynan who is seeking employment with the village and has over ten years of experience in a public water system in California where he was licensed as a Grade T3 water treatment operator. He has recently move back to Ohio and is scheduled to take his test to be certified as an Ohio operator next month. Mr. Tynan provided a resume and copies of various

certifications, as well as a copy of his performance evaluation from his previous employer. The board discussed the possibility of using this person as a backup operator. The village still needs to draft a contract for a backup operator.

*Ms. Pat Cochenour moved to adjourn the meeting. Ms. Libby Stidam seconded the motion.*

*The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea*

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 6:36 p.m.

Next Meeting Date: **Monday, February 22, 2021 at 6:00 p.m.**

\_\_\_\_\_  
Jeff Weidner, Fiscal Officer

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BPA Chairperson Libby Stidam

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