

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

**MINUTES: August 22, 2016**

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  
Ms. Staci Clawson, Water Clerk

Minutes: August 8, 2016 Meeting

*Mr. Greg Iiams moved to approve the August 8, 2016 minutes as submitted.*

*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*

Vouchers: *Ms. Ann Elleman moved to approve the bills that were paid for the board.*

*Mr. Greg Iiams 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:** None

**ADJUSTMENTS:**

A. Acct. 2390, Theresa Miracle (owner), 218 Second

Acct. 2390-1-RO, Hope Savage (tenant), 218 Second

Tenant moved and gave property owner payment of \$40.50 for the water bill. Owner made payment however payment was applied to owners account. Adjustment was made to transfer the payment to the tenant's account.

**RESOLUTIONS:**

A. Resolution 16-20, Delinquent Water Rents

A RESOLUTION CERTIFYING DELINQUENT WATER RENTS AND CHARGES DUE THE VILLAGE OF RUSSELLS POINT WATER DEPARTMENT AND AUTHORIZING THE LOGAN COUNTY AUDITOR TO PLACE THE DELINQUENT AMOUNTS ON THE 2016 TAX DUPLICATES FOR COLLECTION.

*Mr. Greg Iiams moved to accept Resolution 16-20 by title and allow the Fiscal Officer to remove any accounts that pay in full prior to the September 12, 2016 deadline for submission to the County Auditor.*

*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*

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:**

A. Chlorination System

Chlorine readings have stabilized with the addition of the second feed, however further inspection of the system is still being done. It was also determined that other municipalities are having similar issues with their chlorine.

**NEW BUSINESS:**

A. Muni-Link Utility Software

The Fiscal Officer and Water Clerk have scheduled a meeting with Muni-Link to see the capabilities of their software. With initial conversations with the company, their software includes some amenities that would be beneficial to customers such as online bill pay.

B. Meters Set to off with usage

It was discovered that there were several accounts that the meter was set to OFF in the system software but had usage. Work orders were researched to find that many of these were turned off for the winter season however there were no work orders to turn them back on for the summer. The Fiscal Officer explained that this is an issue due to the fact that when the system shows that the meter is OFF, if payment is not made, these accounts will not show that they need to be disconnected for non-payment. It is believed that these meters are being turned on by plumbers without notification to the Water Clerk. This will be discussed further at the next meeting when the Water Superintendent is present.

C. Meter Locks

Since some of the meters do not have the capability of being locked, the water departments employees have found caps and zip ties that can be purchased that cover the meter. The price for the caps are unknown at this time, but will be presented to the BPA at the next meeting.

D. Meters Installed Inside & Underneath Structures

Mr. Weidner noted that there are a couple of accounts that are past due and have been on the shutoff list, however the meter has been unable to be shut off because the meter is inside the structure, and there is no curb stop for the property. He asked the board to consider making it policy that no new meters will be installed inside or underneath any structures. The board thought that this was already in the rules & regulations, but will check to make sure.

E. Storm Water Projects

It was decided that small storm water projects that can be done by village employees will be presented in the following manner: A form will be drafted that employees can use list the materials needed and their costs, estimated time of labor, etc. Pictures will also be taken of the proposed repair area if needed. And the Street Superintendent will present the project to the BPA.

*Mr. Greg Iiams moved to adjourn the meeting. 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.*

The Meeting was adjourned at 6:56 p.m.

Next Meeting Date: **Monday, September 12, 2016**

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

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Fiscal Officer Jeff Weidner

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BPA Chairperson Pat Cochenour

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