

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

**MINUTES: October 10, 2017**

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

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

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member

Minutes: September 25, 2017 Meeting

*Mr. Greg Iiams moved to approve the September 25, 2017 minutes as submitted.*

*Ms. Ann Elleman seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

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; Mr. Greg Iiams, yea; Ms. Ann Elleman, yea.*

*The motion passed: 3 yeas – 0 nays*

**REPORTS:**

A. Work List Update

The board reviewed the list of items on the October 9, 2017 work list as provided by the water superintendent.

B. September Water Loss Report

The September water loss report showing a 26.3% loss was presented to the board. It loss of 172,800 gallons is the estimated leak that was discovered at 111 W. Elliott.

**ADJUSTMENTS:**

A. Acct. 4900-2, Susan Parsons, 59-Lot Holiday Beach

Acct. 4845-3, Susan Parsons, 50-Lot Holiday Beach

Ms. Parsons sold Lot 59 and purchase Lot 50. A bank check in the amount of \$74.49 was received on September 25, 2017 and was applied to the lot 50 account as indicated on the check. Ms. Parsons called to confirm balances and stated that \$31.30 of the check was meant for lot 59. That amount was adjusted off of lot 50 and applied to the lot 59 account.

B. Acct. 4534-1-RO, Chris Mullennix, 49-Fantasy (prior owner)

Acct. 4534-2, Ross Jenkins (new owner)

Neither the prior owner or new owner contacted the water department when the property was transferred in June 2017. Charges from June through September totaling \$119.28 was transferred from the previous owners account and placed on the new owners account. A miscalculation during the transfer resulted in two adjustments on the prior owners account.

C. Acct. 4055-1-RO, Don Clark, 202 Chase

This property was sold effective September 15, 2017. Since final bills are not generated while meters are being read, the previous owner was charged a \$50 shut-off fee. This account was adjusted to remove the fee.

D. Acct. 1940-1-RO, Jackie Sell, 450 Grand

Account was scheduled to be shut-off for non-payment on September 5, 2017. Department was unable to shut off so the utility software still showed the meter as being on, though it should have already been off. The account was charged an addition \$50 shut off fee on October 5, 2017 since the account still had an outstanding balance. Technically the water should already be off due to the original shut-off in September. The account was adjusted to credit the shut-off fee for October.

E. Acct. 4900-2, Susan Parsons, 59-Lot Holiday Beach

Acct. 4845-3, Susan Parsons, 50-Lot Holiday Beach

Ms. Parsons sold Lot 59 and purchase Lot 50. A bank check in the amount of \$74.49 was received on September 25, 2017 and was applied to the lot 50 account as indicated on the check. Ms. Parsons called

to confirm balances and stated that \$31.30 of the check was meant for lot 59. That amount was adjusted off of lot 50 and applied to the lot 59 account.

*Mr. Greg Iiams made a motion to approve the adjustments for the above listed accounts. Ms. Ann Elleman seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN’S COMMENTS:** None

**OLD BUSINESS:**

A. Water Tower Signal

A quote in the amount of \$13,743.00 provided by SCADAtch was presented to the board. The quote is to replace the current tower telemetry system.

*Mr. Greg Iiams made a motion to approve the expenditure for the replacement of the tower telemetry system not to exceed \$15,000.00. Ms. Pat Cochenour seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

B. Contingency Plan

Due to the absence of the Water Superintendent, there was no new information to report.

**NEW BUSINESS:**

A. Box Truck Repairs

Due to the absence of the Water Superintendent, there was no new information to report.

B. Request for Waiver of Penalty – Burger King, Acct. 0435-BO

Customer requested a waiver of the penalty applied to the account on September 16, 2017 in the amount of \$19.55. As to not set precedence, the board agreed that the penalty not be waived.

C. GovPay.net Service

The Fiscal Officer explained the credit card services provided by GovPay.net. Currently, the department pays a monthly lease fee for the machine and all credit card fees, which cost approximately \$130.00 a month. By switching to this service, there are no fees to the village, all fees are paid by the customer. In addition, bills can be paid online by the customer with immediate email notification of the payment from GovPay. The board has also considered a similar service through our utility billing software (Continental). The main difference between the two services is lower fees to the customer using GovPay, however payments through Continental automatically post to the customer’s account. The board agreed that before any changes are made, that a server with additional security be installed.

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

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

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 6:00 p.m.

Next Meeting Date: **Monday, October 23, 2017**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Pat Cochenour

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