

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

**MINUTES: August 13, 2018**

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

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

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member  
Mr. Greg Iiams, Council Member  
Mr. Dale Albert, Contracted Water Superintendent  
Mr. Jason Richter, Street & Water Laborer  
Mayor Robin Reames

Minutes: July 23, 2018 Meeting

*Ms. Libby Stidam moved to approve the July 23, 2018 minutes as submitted.*

*Ms. Mary Herring seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

Vouchers: *Ms. Libby Stidam made a motion to approve the bills that were paid for the board.*

*Ms. Pat Cochenour seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

**REPORTS:**

A. Work List Update

Mr. Albert reported that the spreading of the sand in the south filter that was listed on the July 23<sup>rd</sup> work list has been complete.

**ADJUSTMENTS:**

A. Ms. Joy Tavenner, 242 Park, Acct. 0800 (owner) (+.80)

Mr. Jim Irwin, 242 Park, 0800-3-2 (prior tenant) (-.80)

After three attempts to collect the outstanding balance from the prior tenant the remaining balance was transferred to the owner's account.

B. Mr. Thomas Pulfer, 442 Miami, Acct. 1860 (owner) (+17.83)

Mr. Homer McGinnis, 442 Miami (prior tenant) (-17.83)

After three attempts to collect the outstanding balance from the prior tenant the remaining balance was transferred to the owner's account.

*Ms. Pat Cochenour made a motion to approve of the adjustments as noted above. Ms. Libby Stidam seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

**RESOLUTIONS:**

A. **Resolution 18-27; Water & Storm Water Fee Tax Lien**

**A RESOLUTION CERTIFYING DELINQUENT STORM WATER FEES, WATER RENTS, AND CHARGES DUE THE VILLAGE OF RUSSELLS POINT WATER DEPARTMENT AND AUTHORIZING THE LOGAN COUNTYAUDITOR TO PLACE THE DELINQUENT AMOUNTS ON THE 2018 TAX DUPLICATE FOR COLLECTION.**

*Ms. Libby Stidam made a motion to waive the three reading rule. Ms. Mary Herring seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

*Ms. Libby Stidam made a motion to accept Resolution 18-27 by title. Ms. Pat Cochenour seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:**

**OLD BUSINESS:**

A. Electrical Upgrades at the Water Plant

Mr. Albert will be meeting with Area Energy on Thursday or Friday at the water plant to review the project in order to prepare an estimate.

B. Asset Management Plan

Mr. Albert will be contacting a company by the name of Holland Associates that is offering entities emergency assistance in preparing the EPA required asset management plan. Their services are estimated to cost around \$3,000 to \$5,000. He will see if a representative will be able to attend the next BPA meeting.

C. Hydrant Flushing

Hydrant flushing has not yet been started and Mr. Albert wants to be the one to perform the flushing so that he can perform chlorine testing and plant readings during the flushing.

D. Fence Around New Well

Mr. Albert has not yet made contact with Reichert Excavating to discuss options.

E. Generator Repair

In the prior meeting the board approved an expense not exceeding \$5,000 to repair the generator that caught fire. The repair estimate received from WW Williams was in the amount of \$9,176.25. The board was advised of the estimated time to have a new generator installed is three to four months after approval. The board also discussed that it would be beneficial to repair the old generator as well, that it could have use as a backup, or could also possibly used at the municipal building.

*Ms. Pat Cochenour made a motion to approve an expense up to \$10,000 for the repair of the generator and have WW Williams complete the repair as quoted. Ms. Libby Stidam seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

F. New Generator Quotes

Mr. Richter has been working on getting quotes for the replacement of the generator that would operate on natural gas and be capable of powering the entire water plant. One estimate from Buschur Electric in the amount of \$63,350.00 was received, however there were things that were not included in the quote. Area Energy was also contacted for a quote. Mr. Albert will be checking to see if planning would be required for the installation.

G. High Speed Internet

Spectrum/Time Warner estimates the installation of high speed internet at the water plant will be completed by September 13, 2018.

#### **NEW BUSINESS:**

##### **A. Transfer of Credit to Unclaimed Fund**

The board was presented with a list of final billed accounts that have a credit remaining on them. Most of these accounts are very old and the Fiscal Officer would like to transfer the credit to the unclaimed fund and close the accounts.

*Ms. Pat Cochenour made a motion to approve of the transfer of the transfers as listed in Exhibit A. Ms. Libby Stidam seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

##### **B. Bad Debt Accounts**

Mr. Weidner presented a list of closed accounts that have an outstanding balance. The water department has made several attempts to collect on these accounts. Since the properties have sold, these are unable to be placed on the property tax duplicate.

*Ms. Pat Cochenour made a motion to write off the outstanding balances on the accounts as listed in Exhibit B. Ms. Mary Herring seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

##### **C. 210 Lind Service Disconnection**

During a recent water main repair, it was determined that it would be best to remove a service line connecting to a structure that has been vacant for an extended period of time to avoid future issues. The owner of the structure (R.E. Becker) was contacted and the owner had no issues with the disconnection as they intend on tearing the structure down at some point. Mr. Weidner asked the board if the minimum billing will continue since the structure has not been razed. The board agreed that minimum billing will continue until such time the structure is removed.

##### **D. 206 St. Rt. 708 Service Disconnection**

A tear down permit has been issued for the house and rear structure on the property. The water department has removed the meter and cut the setter. Again, the board agreed that minimum billing will continue until such time the structure is removed.

##### **E. Jason Richter, Street/Water Laborer**

Mr. Richter addressed the board regarding his wages and his class 1 water license. He has been offered a position with the Village of Lakeview that has offered an additional \$2.00 more per hour than he is currently making. However, he would like to remain with Russells Point and start training more aggressively under the supervision of Mr. Albert with the intent of taking over the water superintendent position when Mr. Albert decides to retire. Mr. Albert noted during the meeting that he would like to retire in approximately four years. Mr. Richter would like to receive a \$2.00 per hour increase to stay with the village.

The board noted that they do not have the power to increase wages of employees, that is the responsibility of the council. They questioned long term intentions, and why there has been such a delay in working under Mr. Albert after receiving his license. The board was split as to whether any increase was warranted but Ms. Cochenour offered to attend the next council meeting with her recommendation of \$1.00 per hour increase now and a \$1.00 increase when regular raises are given at the end of the year.

##### **F. Camera System in Water Plant**

Ms. Stidam asked that the board consider installing additional cameras in the water plant and have the footage be available to be viewed in the municipal building once the high speed internet is installed.

G. Water Clerk Probationary Period

Ms. Pitts has completed her six-month probationary period. Mr. Weidner reported that after an interim evaluation and a few internal changes in the processing of payments a couple of months ago, that everything has been running very smoothly. The board will make a recommendation to council of a fifty cent per hour increase with an additional increase at year end.

H. Road Repairs to Water Plant

Mayor Reames reported that she, Tim Reese, Roger Brown, and representatives from Washington Township met with LC Engineer Scott Coleman regarding building up the height of the road leading to the water plant to help prevent flooding across the street. It was determined that half of the road belongs to the village and half to the township. They are working on getting cost estimates and funding for the repairs.

*Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 6:44 p.m.

Next Meeting Date: **Monday, August 27, 2018**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Pat Cochenour

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

**EXHIBIT A****TRANSFERS TO UNCLAIMED FUND**

<b>Todays Date</b>	<b>Last Activity</b>	<b>Location No</b>	<b>Account</b>	<b>Name</b>	<b>Amount</b>
7/31/2018	11/2/1999	610 Fairview	0035-RO	JEANNE ARNOLD	\$ 10.31
7/31/2018	12/18/2007	638 ST. RT. 708	0055-1-BO	JAMES GARVER	\$ 21.40
7/31/2018	4/5/2000	551 LINCOLN	0575-1-RT	SHANDRA MOORE	\$ 5.55
7/31/2018	4/15/2000	505 LINCOLN	0577-RT	JOSEPH A. HEATER	\$ 10.50
7/31/2018	3/7/2000	501 LINCOLN	0578-RT	FAITH CROUSE	\$ 50.00
7/31/2018	1/10/2002	722 MIAMI	1345-RT	JOSEPH E. KLINKER	\$ 17.03
7/31/2018	12/7/1999	625 MIAMI	1435-1-RO	RACHEL NATIONS	\$ 0.17
7/31/2018	9/8/2008	542 FAIRVIEW	1495-1-RO	JAMES HUMPHREY	\$ 50.00
7/31/2018	5/26/2011	521 FAIRVIEW	1515-RO	NANCY E. RIEGLE	\$ 0.84
7/31/2018	11/2/1999	410 CENTER	1745-RO	KIMBERLY A. WAGNER	\$ 0.76
7/31/2018	4/5/2000	542 CENTER	1820-2-RT	CHRIS STEVENS	\$ 36.55
7/31/2018	12/7/2017	718 HIGH	1920-2-2	BRENDA DOLAN	\$ 0.35
7/31/2018	3/20/2000	239 E. WILGUS	2180-1-RO	J&S PARTY DOCK, LTD	\$ 24.70
7/31/2018	3/28/2000	125 BRADS	2310-RO	KIP C. FIELDS	\$ 26.35
7/31/2018	4/24/2001	220 COON	2460-RO	VIOLA A. GEISER	\$ 1.35
7/31/2018	12/18/2000	405 WESTVIEW	2680-RO	DOUGLAS HEMMERT	\$ 1.35
7/31/2018	11/2/1999	416 MAPLE	2810-RO	JAMES R. HAMMOND	\$ 17.95
7/31/2018	11/14/2006	415 MAPLE	2815-2-RO	ROBERT SHANK	\$ 0.50
7/31/2018	11/29/2000	144-1/2 W. WILGUS	3095-2-RT	HOLLI C. STILES	\$ 1.27
7/31/2018	4/16/2001	214 BURKHART	3490-1-RT	JENNIFER KLINKER	\$ 2.75
7/31/2018	5/10/2004	147 BURKHART	3545-RO	RUTH TOMS	\$ 21.43
7/31/2018	7/7/2006	201 WARREN	3685-RO	ROBERT FIELDS	\$ 1.10
7/31/2018	4/18/2000	149 CLERMONT	3940-2-RT	BRIAN R. HALL	\$ 2.25
7/31/2018	11/2/1999	124-B1 CHASE	4010-4-RO	BLAKE MANNS	\$ 1.35
7/31/2018	2/27/2001	2-1-U HARBOUR	4135-RO	MICHAEL MAGEL	\$ 2.12
7/31/2018	11/4/2010	5-2-L HARBOUR	4210-RO	DENNIS E. ELLIOTT	\$ 24.61
7/31/2018	7/10/2012	5-3-U HARBOUR	4215-RO	EILEEN MARTIN	\$ 1.42
7/31/2018	7/28/2006	10-4-U HARBOUR	4315-1-RO	WALTER WALIGURA	\$ 0.74
7/31/2018	12/20/2012	11-3-U HARBOUR	4345-RO	JAMES HAIDLE	\$ 59.44
7/31/2018	6/29/2018	12-1-L HARBOUR	4360-1-RO	ROBERT WETHERINGTON	\$ 0.68
7/31/2018	7/19/2007	09-LOT	4640-RO	AVALON L. FRANKLIN	\$ 5.00
7/31/2018	9/14/2007	26-LOT	4725-1-RO	JUDY LAHR	\$ 28.20
7/31/2018	11/2/1999	62-LOT	4915-RO	GREGORY DARR	\$ 13.45
7/31/2018	4/29/2003	72-R-LOT	4965-RT	PAUL PRITCHETT	\$ 13.40
7/31/2018	9/2/2004	06-SUNNYCOVE	6006-1-RO	DAVID HUTCHINES	\$ 0.51
7/31/2018	3/15/2005	C-1-L LAGOON	7701-RO	HARBOURSIDE LTD	\$ 21.95
<b>TOTAL</b>					<b>\$ 477.33</b>

**EXHIBIT B**

Indian Lake, Ohio  
**VILLAGE OF RUSSELLS POINT**  
**BOARD OF PUBLIC AFFAIRS**

433 St. Rt. 708 • P. O. Box 60 • Russells Point, OH 43348-0030  
 PH: (937) 843-2245 • FAX: (937) 843-9956

August 13, 2018

The following accounts will be written off as bad debt.

Account number	Name	Water	Storm Water	Total
0027-4-RO	Deborah Henderson	199.55	3.00	\$ 202.55
0890-2-RO	Kevin Wallace	160.48	5.00	\$ 165.48
1035-4-RO	Steve Yauch	90.22	0	\$ 90.22
1355-1	Carolyn Winkle	115.61	2.00	\$ 117.61
1355-1-RO	Polly Board	87.05	0	\$ 87.05
1370-1	Carolyn Winkle	65.38	2.00	\$ 67.38
1495-RO	Unknown account/name location 542-Miller	22.45	0.00	\$ 22.45
2390	Teresa Miracle	0	1.00	\$ 1.00
2395-1-RO	Chad VanVoorhis	149.00	0.00	\$ 149.00
3415-2-BO	Indian Lake Motors	116.03	8.00	\$ 124.03
4900-1-RO	Phyllis Tilton	10.24	0.00	\$ 10.24
4960-2-RO	Marianne Freeland	32.60	1.00	\$ 33.60
4960-2-RO	Clark Scott	187.81	4.00	\$ 191.81
<b>TOTALS</b>		1236.42	\$ 26.00	\$1,262.42

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 Jeff Weidner, Fiscal Officer

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 Pat Cochenour, BPA Chairperson

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 Date Approved