

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

MINUTES: October 22, 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. Jason Richter, Street & Water Laborer
Mr. Dale Albert, Licensed Water Operator

Minutes: October 9, 2018 Meeting

Ms. Libby Stidam moved to approve the October 9, 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. 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

REPORTS:

A. Work List Update

The board was provided an updated work list dated October 22, 2018.

ADJUSTMENTS: None

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS:

OLD BUSINESS:

A. Asset Management Plan

A representative from Holland Associates will be here for the November 13, 2018 board meeting. The estimated cost to contract with Holland is \$3,000-\$5,000. The EPA has still not finalized the requirements of the plan.

B. Hydrant Flushing

No other hydrants have been flushed.

C. Fence Around New Well

Mr. Albert has not had any further contact with Reichert Excavating regarding the fence.

D. New Generator Quotes

WW Williams is supposed to be getting back with Mr. Albert tomorrow regarding the quote. No other quotes have been received.

E. Paint Chipping on North Water Tower

Leary is in town working on the South water tower and will look at the chipping on the North tower.

F. Road Repairs to Water Plant

Mayor Reames reported that the village will not be able to get the media from the ODOT repairs on U.S. 33 to use as a paver base for the project but there may be a future project that materials can be obtained. She is still working to see if there is another storage solution for the materials.

REPAIRS:

A. Jon Messenger, Acct. 4965-5-RO, 72-R-Lot

The meter pit for lot 72 is directly adjacent lot 71, both pits need to be repaired. It was also noted that the credits that were given to the Messenger account may have been their issue.

B. 14-2-L Harbourside, Acct. 4400-1-RO

This property has a broken meter wire, and the meter is inside the structure in the middle of the condominium making it hard to replace the wire. This account has had an estimated 1,000 gallons of usage added to the account each month since 2011. Since the property owner is not a full time resident it is unknown when they are actually there to be able to manually read the meter. It is unknown when the last manual read was completed but is supposed to be done on an annual basis to true up the account.

C. ILHS Concession Stand Leak

The leak was found during the Miles Leak Detection and is located at the curb stop. Mr. Richter noted that he and Mr. Reese believe that they may have fixed the issue by exercising the valve. They believe that the valve was not fully closed at the time of the survey, or they heard the water seeping from the weep holes.

D. 215 Oak Crest – Blue Line on Driveway

Work order 10166 prepared on September 6, 2018 was prepared due to a customer issue with removing the blue markings on the concrete driveway that was painted to mark water lines for the recent GIS mapping. No one has made contact with the customer to let them know what they could do to help remove the paint. Mr. Albert noted that it be best to let it fade with time, and will check to see if the line is gone.

E. 215 First St. – Setter Replacement

This is a seasonal resident that requests to have their meter turned off each winter. The setter needs to be replaced because when the water is turned off at the meter, it is still letting a little bit of water through the line and into the house. To bypass the issue a blank meter needs to be installed for the winter months to ensure that water does not get into the house lines. Work order references that the setter needs to be replace.

F. Burkhart Fire Hydrant

This leak was found during the village wide leak detection performed by Miles Leak Detection. Mr. Albert would like to remove the hydrant all together and straight pipe the water main.

G. Spend-A-Day, 9481 Orchard Isl. Rd. – Meter Replacement

The touch read is not working and the meter is very hard to manually read due to condensation in the meter head. A new meter has been ordered.

H. Leak Repair – 900 Block of SR 708

A quote was received from No-Ditch Directional Bore for \$1,200 for the boring for the new water line to complete the repairs. A purchase order will be prepared and Mr. Albert will notify the contractor to proceed with the boring.

I. 206 SR 708 – Remove Meter Pit Setting

After the property was razed, the meter was removed and discontinued service. The meter pit setting needs to be removed and the curb stop will be left as is.

J. Contingency Plan

EPA regulations require that the contingency plan must list 2 or 3 licensed backup operators for the village. Mr. Albert said that there are backup operators listed in the plan. Mr. Weidner requested a copy of the contingency plan for the village office so that he can forward a copy to USDA as requested during a financial audit earlier this year.

G. Ohio EPA Contract for Professional Operator

Mr. Albert has submitted his application and a copy of his contract with the village for EPA approval. Due to the volume of submittals to the EPA, he was told that it will probably be a year before the village is notified of any acceptance or required changes.

NEW BUSINESS:

A. Meeting Time

At the request of the Mayor, the board was asked if they would be willing to move their meeting time from 5:30 p.m. to 6:00 p.m. so that she has an opportunity to attend the meetings.

Ms. Pat Cochenour made a motion to change the regular BPA meeting time from 5:30 p.m. to 6:00 p.m. as requested by the Mayor effective the next meeting. 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

Mr. Weidner will advertise the meeting time change in the Bellefontaine Examiner.

B. Storm Sewer Engineering

As a result of a recent meeting of the Strategic Planning Committee, the board was asked if they would approve a proposal provided from Choice One Engineering to provide services for estimating, grouping, and preparing a long term schedule, and funding options for storm water infrastructure improvements based on the Jones & Henry storm water study. The cost for the services is \$1,850.00 which would be expended from the storm water fund.

Ms. Pat Cochenour made a motion to have a resolution prepared to enter into a contract with Choice One Engineering to provide the services as outlined 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

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 6:22 p.m.

Next Meeting Date: **Tuesday, November 13, 2018 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____