

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

MINUTES: January 25, 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, 251 Chase, Russells Point
Mr. Dale Albert, Contracted Water License Operator

Minutes: January 11, 2016 Meeting

Mr. Greg Iiams moved to approve the January 11, 2016 minutes as submitted with the following addition:

Election of Chairperson: Mr. Greg Iiams made a motion to nominate Ms. Pat Cochenour to be the chairperson for the board. Ms. Ann Elleman seconded the motion. All members were in favor, motion passed.

Ms. Ann Elleman seconded the motion to approve the minutes with the addition.

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

The motion passed: 3 yeas – 0 nays

Vouchers: *Mr. Greg Iiams moved to approve the bills that were paid for the board.*

Ms. Pat Cochenour 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:

A. November Water Loss Report

The report shows a 40.5% water loss. Mr. Albert noted that Miles Leak Detection is using a new thermal unit to help located leaks. One leak located in front of Rite Aid could be contributing to the loss, but he is unsure of the significance of the loss until the numbers are run. They are also keeping an eye on a few other locations.

B. Ohio EPA Inspection

The board was provided a copy of the results of the inspection. The only violation found was the implementation and enforcement of the backflow prevention program. A letter will be drafted and sent to area businesses to perform the backflow tests, with the results being returned to the water department.

Mr. Greg Iiams made a motion that the water regulations be amended to state that the backflow letter be mailed on an annual basis.

Ms. Pat Cochenour seconded the motion.

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

The motion passed: 3 yeas – 0 nays

ADJUSTMENTS:

A. Logan County Water Pollution Control, Acct. 0225-BO

As per the agreement made last year, other public entities are not to be charged late penalties. This account was charged a late penalty of \$23.20. The payment was received four days after penalties were applied and an adjustment was made to remove the penalty. Mr. Weidner has already made modifications to the account so that they will not be charged the penalty in the future.

Ms. Pat Cochenour made a motion to approve the adjustment. 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

B. Write-Off Bad Debts – Various Accounts

Mr. Weidner provided a report from the Continental Billing Software of “final” accounts dating back as far as 1999 that have a remaining balance due. He asked the board if they would consider writing these balances off as bad debt. In the future, the report will be processed on a monthly basis in an effort to locate the prior owner/renter to make collection. Any unpaid balances will then be applied to taxes.

Mr. Greg Iiams made a motion to direct the Fiscal Officer to write off as “bad debt” any balances on “final” accounts through December 31, 2014. Efforts will be made to collect the balance on the remaining accounts.

Ms. Pat Cochenour seconded the motion.

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

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN’S COMMENTS:

A. Dave Wallace

Mr. Wallace asked if anyone was aware of which direction the water travels in the storm drains on Main Street, just west of the four way stop. He noted that there is standing water in the catch basin. Mr. Iiams was not sure of the flow direction but said that if it drains toward the lake, it is possible to have standing water in the basin if the level of the lake is higher than the drain.

OLD BUSINESS:

A. New Well

A fifth coliform sample has been taken and was submitted today.

B. Sump Pit Replacement

Mr. Albert will have a final meeting next week with Reichert Excavating before work begins. Currently there is a rough estimated cost of \$3,900.

C. Completed Repairs

A leak in front of Rite Aid has been repaired with no issues. A repair was also made on SR 708 north of the four way stop. This repair involved removing an abandoned service and adding a valve.

NEW BUSINESS:

A. Billing Department Update

Mr. Weidner informed the board of some of the things that he and the new water clerk are working on to streamline the billing department. Once these new processes are established they will be working on developing new policies and procedures for billing.

B. Water Plant Security System

The board will review the quotes for the security system at the next meeting.

*Ms. Pat Cochenour 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 6:42 p.m.

Next Meeting Date: **Monday, February 8, 2016**

Next Resolution No.: **16-17**

Fiscal Officer Jeff Weidner

BPA Chairperson Pat Cochenour

Date Accepted _____