

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

MINUTES: April 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, Council Member

Minutes: April 11, 2016 Meeting

Mr. Greg Iiams moved to approve the April 11, 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: *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. Coliform Sample Siting Plan

The board was provided a copy of the updated Coliform Sample Siting Plan.

ADJUSTMENTS: None

RESOLUTIONS:

A. Resolution 16-18, Municipal Utility Rates (to become effective with July water billing)

Ms. Pat Cochenour moved to waive the three reading rule and seconded by Mr. Greg Iiams.

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

Motion passed: 3 yeas – 0 nays.

Mr. Greg Iiams moved to accept Resolution 16-18 by title as submitted and seconded by Ms. Pat Cochenour.

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

Motion passed: 3 yeas – 0 nays.

TABLED ITEMS: None

CITIZEN'S COMMENTS:

A. Mr. Dave Wallace, Council Member

Mr. Wallace has had the opportunity to see the progress of the new water clerk, Staci Clawson, and he feels she was a good choice for the position. Ms. Cochenour added that she feels that Ms. Clawson's accomplishments in the department warrant a larger pay increase at the time of her six month review.

OLD BUSINESS:**A. Sump Pit Repairs**

No further action will be taken on this project until the iron filtration repairs are complete.

B. Iron Filtration Repairs

Mr. Albert provided a written update on the project. He would also like approval to issue a purchase order in the amount of \$2,100 to MWC Ohio to power wash and vac the inside of both iron filters prior to rebidding.

Mr. Greg Iams moved to allow the expenditure to MWC Ohio in the amount of \$2,100. Ms. Ann Elleman seconded the motion.

The vote: Mr. Greg Iams, yea; Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea.

Motion passed: 3 yeas – 0 nays.

C. Folder/Inserter Machine

The new machine is expected to be delivered within the first couple weeks of May.

D. Job Duties & Expectations of Employees

During the meeting that was held on Thursday, April 14, 2016 at 10:00 a.m. with Mayor Reames, BPA Chair Pat Cochenour, and the street/water workers the following resulted:

1. Workers would like to have their hours changed to (4) ten hour days and be off on Wednesday's in conjunction with the water department office hours.

Discussion and concerns included: Limiting the number of days available for line repairs and emergencies that could potentially lead to additional overtime; availability to accept incoming shipments to the plant; longer hours and fatigue of employees.

Mr. Greg Iams made a motion to continue operations at (5) eight hour days. Ms. Pat Cochenour seconded the motion.

The vote: Mr. Greg Iams, yea; Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea.

Motion passed: 3 yeas – 0 nays.

2. Workers would like to establish a cutoff time as to how late a work order must be addressed that day or whether it can wait till the following business day. The board agreed that this would need to be on a case-by-case basis. However, the board agreed that in non-emergency cases such as a customer requesting a turn on/off, that is phoned in 15 minutes or less prior to closing time may be completed on the next business day to eliminate potential overtime.

NEW BUSINESS:**A. Water Office Hours**

The board also discussed having the water office open on Wednesdays. However it was decided that the hours will remain as is for now.

B. 2002 Blue Ford F150 Pickup Truck

The board reconsidered its decision made during the March 14, 2016 meeting to sell the pickup truck through the GovDeals auction. At this point, due to the low miles and good condition of the truck, they would like to hold off the sale of the vehicle. In addition, they would like to hold off on purchasing any other vehicles at this time.

Mr. Greg Iams made a motion to keep the '02 pickup and not purchase any other vehicles at this time. Ms. Pat Cochenour seconded the motion.

The vote: Mr. Greg Iams, yea; Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea.

Motion passed: 3 yeas – 0 nays.

C. Rules Governing Stormwater Management

The board was provided a copy of a resolution, prepared by Solicitor Eshenbaugh, establishing rules and regulation regarding the storm water utility. The board will review the resolution and it will be placed on the next meeting's agenda for action.

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

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

The motion passed: 3 yeas – 0 nays.

The Meeting was adjourned at 6:27 p.m.

Next Meeting Date: **Monday, May 9, 2016**

Next Resolution No.: **16-19**

Fiscal Officer Jeff Weidner

BPA Chairperson Pat Cochenour

Date Accepted _____