

**Board of Public Affairs**  
**Village of Russells Point**  
**October 13, 2020**

1. Call meeting to order
2. Roll Call
3. Approval of September 28, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
7. Resolutions
8. Tabled Items
9. Citizen's Comments
10. Old Business
  - a. South water tower light
  - b. Hydrant flushing – south of 33 done
  - c. Valve Exercising - ~ 94 done
  - d. Access to water plant
  - e. EPA Survey Items issued 8/2019
    1. Item #3 Periodic surveys of cross connections – need to confirm completion date
    2. Item #6 Contingency Plan Exercises – extension 10/31/20
    3. Item #10 Preventive maintenance program – extension 9/30/20
11. New Business
  - a. Leak repair on Second St.
  - b. Water main repair near Lot 60 Beatleys
12. Adjournment

**Next Scheduled Meeting: Monday, October 26, 2020**

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

**MINUTES: September 28, 2020**

This meeting was held via teleconference due to COVID-19  
Ms. Pat Cochenour called the meeting to order at 6:00 p.m.

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

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Greg Iiams, Council Member  
Ms. Dianne Gauder, Mayors Assistant  
Mr. Tim Reese, Maintenance Team Supervisor  
Mr. Dale Albert, Contracted License Holder  
Mayor Robin Reames

Minutes: September 14, 2020 Meeting  
*Ms. Mary Herring made a motion to approve the minutes of September 14, 2020.*  
*Ms. Libby Stidam seconded the motion.*  
*The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.*  
*The motion passed: 3 yeas – 0 nays*

Vouchers: *Vouchers will be presented at the next meeting.*

**REPORTS:**

**ADJUSTMENTS:**

- A. Robert Reynolds, 9406-F-Willow, Acct. 3365-1-RO (-\$56.71)  
A late penalty was assessed to the account, but customer was on a payment plan for a leak. The account was credited the late penalty assessment of \$56.71.  
*Ms. Pat Cochenour made a motion to approve the adjustment.*  
*Ms. Libby Stidam seconded the motion.*  
*The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.*  
*The motion passed: 3 yeas – 0 nays*

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:**

- A. South Water Tower Light  
Dale contacted Corpro regarding the light being out on the south water tower. They do not do electrical repairs. Dale said that he will contact Area Energy to have them look at it to see if they can find any issue at the panel, but he does not think that they will climb the tower if needed.

**B. Hydrant Flushing**

Hydrant flushing was completed along SR 708 south of US Rt. 33. Tim reported that they will be working on completing the remaining hydrants on roads east of SR 708 and south of US Rt. 33. This should complete all hydrants on the south side of town. The north end may need to wait until spring of 2021 to be done depending on weather.

**C. Valve Exercising**

The new valve exerciser has been purchased and paid for.

**D. Ownership of Orchard Island Water Main**

Mr. Iiams provided more information on the installation of the water main, but ownership has still not been determined.

**E. Backflow Test Reports Cross Connections (item #3)**

Nothing has been done with this. Per the August 22<sup>nd</sup> email from the EPA, the village needs to confirm when this will be completed.

**F. Contingency Plan Exercises (item #6)**

The documentation and synopsis of discussion has not been written up yet. This is to be completed by October 31, 2020.

**G. Preventative Maintenance Program (item #10)**

Dale said that the logbook is now in operation and Tim has been logging information regarding the maintenance performed which need to be transferred to the logbook. The board questioned as to whether he has completed the written program as requested by the EPA and reminded him that this is to be done by September 30, 2020. He informed the board that the written program is not complete and he is aware of the deadline.

**NEW BUSINESS:****A. Leary Construction Contract for the South Water Tower**

Leary provided an updated ten-year contract for water tower maintenance. The current contract is an annual payment of \$12,000 and ends June 6, 2021. The renewal cost is \$13,800 per year or a 15% increase. As with the north water tower agreement signed earlier this year, a resolution will need to be written and passed by council to allow the mayor, through the BPA to enter into the agreement.

**B. Access to the Water Plant**

The board was provided a copy of the chain of emails between the police chief and mayor regarding an alarm drop at the water plant and the fact that the police department does not have access to the plant or the security system. The email states that an alarm dropped at the water plant at approximately 2:00 a.m. and again at 3:00 a.m. to which the our officer responded and found nothing unusual or any explanation for the alarms based on his limited access.

The board questioned the setup of the alarm system and who the security company calls when an alarm drops before calling the Sheriff's Department. It was determined that the company calls Mr. Reese. The board asked Mr. Reese if he received a call from the security company which he replied he was not sure but very possibly, if he did, he may not have heard the call.

The email suggests that the police department be provided a set of keys to the plant and access to the water plant for emergency situations or a lockbox be placed by the ball field concession stand for a set of keys for emergency personnel to access.

The board pointed out that the police has not had keys to the plant in the past and that this one incident should not warrant this change, that the security system needs to be changed to add a chain of more than

one employee to be called before the police department, that access to the plant should be limited to water department employees for accountability and safety reasons.

Mayor Reames joined the meeting and further discussion ensued. It was argued that the water plant is the most critical infrastructure in the village and that our own police force should be able to gain quick access to the plant in the event of a possible break in.

After a lengthy discussion, the board thought that it may be beneficial that the police department have access to the plant, but they were against installing a lockbox near the concession stand. It was then suggested that a touchpad be installed on the main door of the plant and remove the issue of several keys being issued to gain access to the plant, the only key that would then need to be issued is to the gate.

*Ms. Pat Cochenour made the motion to provide the police department with one set of keys consisting of a gate key and main water plant door key and provide access to the security system cameras as a temporary resolution to the situation.*

*Ms. Libby Stidam seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

The board also requested that a keyless entry pad be investigated for the main water plant door to eliminate the need for a key and easily add and remove access codes.

**C. Continental Utility – UMS Software Upgrade**

Jeff has been checking into upgrading the utility billing software to allow for a payment portal, auto payments, email billing, remote work orders, and customer notification system. He provided the board with a quote to upgrade the software from CBSW to the UMS package that provides all of these options for a cost of \$13,940.00 with an annual technical support fee of \$1,540.00. He also provided further information about the software capabilities and suggestions obtained through phone conversations with Continental. Since the main reason for upgrading the software is to promote touchless online & automatic payments, work orders, and billing this should meet all the requirements to use COVID funding to pay for the upgrade.

*Ms. Libby Stidam made a motion to proceed with the software upgrade.*

*Ms. Pat Cochenour seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

Jeff will present this to council at the next meeting to get permission for the Mayor to sign the purchase order and use COVID funding to pay the expense.

**D. Columbus Day**

The next meeting will be held on Tuesday, October 13, 2020 due to the Columbus Day holiday.

*Ms. Libby Stidam moved to adjourn the meeting. Ms. Pat Cochenour seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 7:47 p.m.

**Next Meeting Date: Tuesday, October 13, 2020 at 6:00 p.m.**

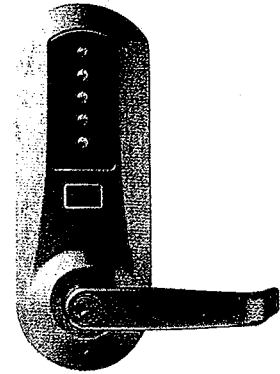
\_\_\_\_\_  
Jeff Weidner, Fiscal Officer

\_\_\_\_\_  
BPA Chairperson Pat Cochenour

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

## 5000 Series Heavy-Duty Lock (Mechanical Pushbutton)

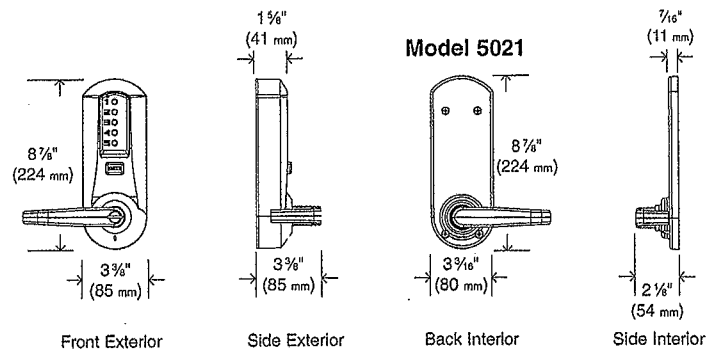
The Simplex 5000 lock provides fully mechanical pushbutton access control without any wiring, electronics or batteries. Exterior access is by combination. Egress is by interior lever and is free at all times. Lock is ADA (Americans with Disabilities Act) compliant. The Simplex 5000 is ideal for controlling access to high-traffic, security sensitive areas in commercial, industrial, educational, governmental, lodging, and multi-unit residential settings. Perfect for locations with a high user turnover rate such as data processing centers, employee entrances, R&D labs, apartments, dormitories, and restricted areas in hospitals and airports.



### Key Override

Conventional key-in-lever cylinder with Kaba Ilco 1599 cylinder included. Keyed different. Tailpieces included for compatibility with the following cylinders:

- Abloy 5277 & Abloy 5477
- Arrow C100
- ASSA 65611 & ASSA 65691
- Corbin Russwin 2000-03
- Kaba Ilco 1599 & Kaba Ilco 1539
- LSDA C500
- Medeco 20W200H1
- Sargent 10 Line
- Schlage 23-001 & Schlage Primus 20-760
- Schlage 40 100 Series & Primus 40 400 Series



### Features:

- Keyless convenience: Eliminates problems and costs associated with issuing, controlling, and collecting keys and magnetic cards. Combination can be quickly and easily changed to ensure continued maximum security once employees, tenants, or guests leave. Thousands of possible combinations.
- Mechanical pushbutton strength and reliability.
- Easy to install: Installs easily on wood or metal doors. No electrical wiring or computers required for programming. Fully contained front and rear housing assemblies install in minutes.
- Non-handed: One lock for both left and right-hand door applications.
- Easy to maintain: No batteries, and fewer parts to maintain during life of lock.
- User friendly: One-hand operation. Short lever travel distance with an ergonomically correct design. Latch retracts when lever is turned in either direction.
- Mechanical key override: Used to override the lock combination and gain access using a key. Permits facilities to initiate or maintain their master-keyed security system.
- Direct drive: Clutch free design minimizes friction and wear
- Rugged and weather-resistant: Lock is wear tested for intensive use.
- Backset - 2 3/4" (70mm)
- Door Thickness - 1 3/8" (35mm) to 2 1/4" (57mm). Preassembled 1 5/8" to 2" (41 to 51mm).

Mfr.#	Desc.	EZ#	Price EA
5021XS WL26D41	5000 PB Lock, K-I-L w/Schlage C Keyway	084225	720.00
5021B WL26D41	5000 PB Lock, Other E-Lock Equivalents, SFIC	080282	720.00
5041XS WL26D41	5000 PB Lock, Passage KIL Schlage C	182648	780.00

Price Break 3

### Parts

Mfr.#	Desc.	Price EA
54644 000 01	Weather Cover	Call Us

### Need an Installation Tool?

The Pro-Lok Tool for Kaba 5021 Series locks is Mfr# IN10-PRO

## Push Button Lever Locks

### L1000 Series Levers

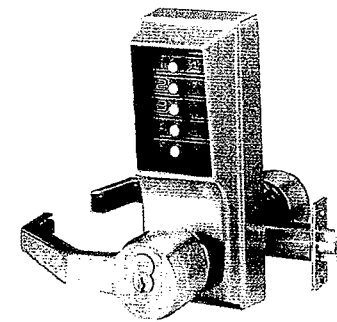
- Designed for high frequency use, wherever limited access is required in commerce, industry, clubs and residences
- Conforms to codes: complies with handicapped and fire codes
- Easy installation: inside trim plate adds to the ease of installation and aesthetic appeal of the L1000 series lockset



Mfr.#	Fin.	Handing	Key Override	EZ#	Price EA
LL1011 03 41	03	Left	None	064124	766.80
LR1011 03 41	03	Right	None	064123	766.80
LL1011 05 41	05	Left	None	062465	736.80
LR1011 05 41	05	Right	None	062466	736.80
LL1011 26D41	26D	Left	None	013228	736.80
LR1011 26D41	26D	Right	None	013229	736.80
LL1021S03 41	03	Left	Schlage, LFIC	069574	850.80
LR1021S03 41	03	Right	Schlage, LFIC	071940	850.80
LL1021B05 41	05	Left	SFIC	013236	820.80
LL1021S05 41	05	Left	Schlage, LFIC	013232	820.80
LR1021S05 41	05	Right	Schlage, LFIC	013233	820.80
LL1021C26D41	26D	Left	Corbin, IC	029405	820.80
LR1021C26D41	26D	Right	Corbin, IC	029406	820.80
LL1021B26D41	26D	Left	SFIC	013234	820.80
LR1021B26D41	26D	Right	SFIC	013235	820.80
LL1021R26D41	26D	Left	Sargent, IC	029528	820.80
LR1021R26D41	26D	Right	Sargent, IC	064274	820.80
LL1021S26D41	26D	Left	Schlage, LFIC	013230	820.80
LR1021S26D41	26D	Right	Schlage, LFIC	013231	820.80
LL1021M26D41	26D	Left	Medeco	064313	820.80
LR1021M26D41	26D	Right	Medeco	064314	820.80
LL1031 26D41	26D	Left	None, Passage	069024	796.80
LR1031 26D41	26D	Right	None, Passage	069025	796.80
LL1041B26D41	26D	Left	SFIC	063568	880.80
LR1041B26D41	26D	Right	SFIC	063569	880.80
LL1041S26D41	26D	Left	Schlage, LFIC	071654	880.80
LR1041S26D41	26D	Right	Schlage, LFIC	071653	880.80
LL1041C26D41	26D	Left	Corbin, LFIC	064652	880.80
LR1041C26D41	26D	Right	Corbin, LFIC	064653	880.80

Price Break 3

Note: Cylinders not included.



Left Hand Shown

**Passage Set Options**

The key cylinder (A) shown is the standard control for changing combinations on the Simplex Series 1000. The optional passage set (B) shown below the key cylinder, allows the lock to be opened without using the pushbutton combination. This is valuable when a door is to be left unlocked for extended periods. The optional passage set comes with a thumbturn activator, and with a key cylinder activator.

**Ordering Information:** Key override models accept removable core cylinders. Removable core cylinders not supplied with lock.

Model	Description	Product #	Key Override
L1011	Exterior access by combination. Egress by interior knob.	(LR/LL) 1011-*-41	N/A
L1021	Exterior access by combination or key override. Egress by interior knob.	(LR/LL) 1021B-*-41 1021C-*-41 1021M-*-41 1021R-*-41 1021S-*-41	Best Equivalents Corbin/Ruswin Medeco/Yale/Assa Sargent Schlage

Model	Description	Product #	Key Override
L1031	Exterior access by combination or passage feature. Egress by interior knob.	(LR/LL) 1031-*-41	N/A
L1041	Exterior access by combination, key override, or passage feature. Egress by interior knob.	(LR/LL) 1041B-*-41 1041C-*-41 1041M-*-41 1041R-*-41 1041S-*-41	Best Equivalents Corbin/Ruswin Medeco/Yale/Assa Sargent Schlage

\* Substitute the \*- with one of the following finishes; 03-bright brass, 05-antique brass, 26D-satin chrome, 026-Bright Chrome