

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

MINUTES: January 13, 2020

Ms. Pat Cochenour called the meeting to order at 6:00 p.m.

Roll Call: Ms. Pat Cochenour, present; Ms. Libby Stidam, absent; Ms. Mary Herring, present
*Ms. Pat Cochenour made a motion to excuse Ms. Stidam from the meeting.
Ms. Mary Herring seconded the motion.
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea
The motion passed: 2 yeas – 0 nays*

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Russells Point
Mr. Greg Iiams, Council Member
Mayor Reames

Minutes: December 23, 2019 Meeting
Due to the absence of Ms. Cochenour from the December 23rd meeting, and the absence of Ms. Stidam from the current meeting the minutes of December 23, 2019 will be approved at the next regular meeting.

Vouchers: *Ms. Mary Herring made a motion to approve the bills that were paid for the board.
Ms. Pat Cochenour seconded the motion.
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea
The motion passed: 2 yeas – 0 nays*

REPORTS: None

ADJUSTMENTS:

- A. Sheena Hindricks (tenant), 214 Fairview, Acct. 0765-3-2 (-\$79.52)
Tiffini Payne (owner), Acct. 0765-3-RO (+\$79.52)
After three attempts of trying to collect the final bill for the tenant, the unpaid balance was placed on the owner's account for collection.

- B. Daniel Tackett, 421 Center, Acct. 1755-5 (-\$50.00)
Customer incurred two unbilled after-hours charges, which placed the account on the shut off list and inadvertently charged the shut off fee. The fee was removed from the account.

*Ms. Pat Cochenour made a motion to approve of the adjustments as stated above.
Ms. Mary Herring seconded the motion.
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea
The motion passed: 2 yeas – 0 nays*

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

- A. New Generator for Water Plant
The Service/Meter Relocation or Resize Request form for Vectren has been completed and submitted. Vectren will determine if a larger meter or service line will be needed to handle the new generator and existing gas fixtures at the plant.
- B. Water Plant Backflow Testing
The backflow testing should be completed by the end of this week.
- C. Contingency Plan Exercises
There have been no exercises performed yet.
- D. Air Valve Replacement
Mr. Albert will be placing the order for a new air valve as discussed in the past.

NEW BUSINESS:

- A. Ohio EPA Asset Management
The board received a copy of an email received by the Fiscal Officer from the Ohio EPA regarding the requirements for tracking metrics data for asset management. A copy of the email was also forwarded to Mr. Albert.
- B. Leary Construction Contract
A copy of an updated contract for the maintenance of the 100,000 gallon water tower was provided to the board as well as a copy of the expired contract. The main difference between the two is that Leary will no longer re-paint the entire tower under the contract however, they will touch it up. This is due to the number of coats of paint currently on the tower. Leary had warned the board after the last painting that the tower would need to be shrouded and blasted before painting.
- C. ODNR Water Withdrawer Report
The water department received a letter from ODNR along with an annual water withdrawal reporting form that need to be completed and submitted to the Division of Water Resources no later than March 1, 2020. A copy of the letter and form was provided to the BPA and Mr. Albert for completion.
- D. Complaint – Ms. Escobedo, Acct. 0605-BO
Mr. Weidner informed the board regarding a complaint that was received by phone from Ms. Escobedo. She had received her most recent bill and after speaking with the water clerk found that prior unpaid water bills were assessed to property taxes. She complained that she never received her bills. Mr. Weidner informed her that bills were sent to the address on file and were being returned as undeliverable and that she failed to give us an updated address for billing and no current phone number was on file. The water department recently done research on Ms. Escobedo to find a different address in which the most recent bill was mailed and received. Ms. Escobedo felt that she should not be responsible for the past due amounts. Ms. Escobedo was informed that customers are required to keep the water department updated on address changes, and that based on account history, she was aware that there are minimum charges due each month regardless of whether there is usage. She was also informed that if she wished to discuss the matter any further, that account adjustments would need to be approved by the BPA and that she is welcome to attend a board meeting or issue her complaint in writing to the board.
- E. Complaint – Dan Berger, Acct. 4275-1-RO
Ms. Berger called in to inquire about her December bill showing 6,600 gallons of usage. A work order was issued to check for a leak at the residence. The water department inspected the meter and found no signs of a leak. A second work order was issued at the owners request to inspect he inside of the condominium (the downstairs condo owner gave workers access) to see if there were any signs of leaks

inside, none were found. She argued that the condominium has been closed and the water turned off inside since October when they went to Florida with the exception of when her grandson was in Ohio and stayed in the condo for a week. The date in which the grandson stayed indicated that the usage would have appeared on the November billing cycle. After Ms. Berger issued a complaint with the Fiscal Officer, the meter was once again inspected and again there were no signs of usage and the meter had the same reading as the prior work orders. A letter was drafted to Mr. Berger and approved by the board outlining the steps taken by the water department and that no issues were found, and that the water department is not responsible for unknown activity.

F. South Water Tower Light

It was reported that the light on top of the south water tower is out. Mr. Albert will be informed of the outage so that he can report it to Leary Construction.

Ms. Pat Cochenour moved to adjourn the meeting. Ms. Mary Herring seconded the motion.

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

The motion passed: 2 yeas – 0 nays

The meeting was adjourned at 6:48 p.m.

Next Meeting Date: **Monday, January 27, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____