

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

MINUTES: November 23, 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
Mr. Tim Reese, Maintenance Supervisor

Minutes: November 23, 2020 Meeting
Ms. Libby Stidam made a motion to approve the minutes of November 9, 2020 as written.
Ms. Mary Herring 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:

- A. Water Loss Reports
The September water loss report showing a loss of 22.4% and the October water loss report showing a loss of 29.6% were provided to the board.

ADJUSTMENTS:

- A. Mr. Sari Silwani, 184 W. Main, Acct. 2500-3
The \$50.00 fee assessed for non-payment was removed from the account. The water was unable to be disconnected due to the meter being in the building and workers were unable to locate the curb stop.
- B. Mr. Robert Humble, 419 W. Main, Acct. 2805-2
As approved in the October 26th meeting the usage charges and penalties were removed from this account totaling \$319.99. The meter pit has since been repaired.
- C. Ms. Sharon Crews, 39 Fantasy, Acct. 4519-RO
Readings showed a significant increase in usage and it was determined that there was a leak in the meter pit. Readings have continually increased since the August billing. An average was used to determine estimated use and the account was credited a total of \$162.73.

Ms. Pat Cochenour made a motion to approve the adjustments above.
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. Water Plant Security System
Mr. Reese will get with Chief Freyhof and contact the security system company to have them setup access to the cameras at the water plant for the police department.
- B. Clear Well Alarms – Butterfly Valve
In the absence of Mr. Albert there was no new information.
- C. Backflow Test Reports Cross Connections (item #3)
- D. Contingency Plan Exercises (item #6)
- E. Preventative Maintenance Program (item #10)
Ms. Cochenour will contact Mr. Albert to find out what has been completed on these outstanding EPA items.

NEW BUSINESS:

- A. Meter Locations
The board discussed the problem of workers not having access to water meters. Some meters are located inside structures, basements, crawl spaces, and driveways where residents can park on them prohibiting workers to disconnect for non-payment and reading meters. It was suggested that policy be written that new installation of meters be in front of the structure where a driveway would be unlikely and within a certain distance from the road. It was also discussed the option of new meter pits and/or curb stops being installed on properties where the meter is not assessable. Mr. Reese was instructed by the board to make a list of the problem properties during the next meter reading. Mr. Weidner will contact the solicitor to discuss other options for assessing a fee for non-payment when the water cannot be disconnected.
- B. Cash on Hand
Mr. Weidner asked the board for permission to increase the cash that the water department keeps on hand. Currently the cash drawer is kept at \$100.00 total and there have been cases where we are unable to take a larger denomination for payments as we are unable to make change. It is suggested that an additional \$200.00 cash in smaller bills be kept for these instances.
Ms. Libby Stidam made a motion to approve increasing the cash on hand from \$100 to \$300 total.
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

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring 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 6:40 p.m.

Next Meeting Date: **Monday, December 14, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____