

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

MINUTES: June 11, 2018

Ms. Pat Cochenour called the meeting to order at 5:30 p.m.

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

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member
Mr. Greg Iiams, Council Member
Ms. Mary Herring

Minutes: May 29, 2018 Meeting

Ms. Pat Cochenour moved to approve the May 29, 2018 minutes as submitted.

Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

Vouchers: *Ms. Libby Stidam made a motion to approve the bills that were paid for the board.*

Ms. Pat Cochenour seconded the motion.

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

The motion passed: 2 yeas – 0 nays

REPORTS:

A. Work List Update

The tower signal and the contingency plan are complete.

ADJUSTMENTS:

A. James Lokai, 144 W. Wilgus, Acct. 3090-RO, -\$50.00

Payment was in the drop box before shutoff, however, the account number on the payment stub was under the tenants name, acct. 3090-1-3, so they were not removed from the shutoff prior to applying penalties.

B. Donald Wright, 423 W. Main, Acct. 2790-RO, -\$50.00

Payment was received on time and applied to the account but was not removed from the shut off list when the payment was applied. The fee was removed.

C. Valerie Gano, 234 Russell, Act. 0630-2, -\$50.00

Payment was received on time and applied to the account but was not removed from the shut off list when the payment was applied. The fee was removed.

D. Ben Dapice, 112 Marshall, Acct. 1850-RO. -\$39.35

Mr. Dapice was able to produce a receipt from the water department in the amount of \$39.35 date May 1, 2018. This payment was not applied to the account. The fiscal officer and water clerk reviewed all deposits from the date of the receipt to try to determine if the payment was applied to the wrong account, but was unable to find any other incorrect postings. Since Mr. Dapice was able to produce the receipt the account was credited the \$39.35.

- E. Robert Whited, 610 Fairview, Acct. 0035-1-RO, old owner, -\$65.93
JRR Commercial, 610 Fairview, Acct. 0035-2, new owner, +\$14.79

The water department was not informed of the sale of the property. The prior owner was then assessed a shutoff fee for non-payment. Once the department learned of the sale and date of transfer, the most recent bill was pro-rated between the prior and new owners and the shut off fee was removed from the old owners account.

Ms. Pat Cochenour made a motion to approve of the adjustments noted above. Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS:

OLD BUSINESS:

- A. RCAP/WSOS – GIS Mapping Grant

The water & street departments have not yet started marking for the mapping process. RCAP is expected to start mapping in early July.

- B. Paint on North Water Tower

No new information.

- C. Electrical Upgrades at the Water Plant

Mr. Albert has not received any further information regarding the plans from Area Energy.

- D. Asset Management Plan

No new information.

- E. Hydrant Flushing

Hydrant flushing has not yet been started.

NEW BUSINESS:

- A. Payment Plans

Mr. Weidner informed the board that two customers, Todd Kindle account 1950-RO and Travis Downs account 0960-2-RO, have been setup on 6-month payment plans for large usage due to leaks.

- B. Waiver Request – Kyle Tom, acct. 2275-1-RO

Mr. Weidner reported that Mr. Tom would like to have the \$50.00 shut off fee assessed on June 5, 2018 waived and removed from his account. The second fee was due to non-payment of the initial \$50.00 fee that was assessed on May 5, 2018.

Ms. Pat Cochenour made a motion to waive the \$50.00 fee assessed on May 5, 2018. Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

- C. Blue Pickup Truck

Mr. Weidner reported that the Village of Waynesfield does not want the truck and was asked if they wanted to sell it on GovDeals.

Ms. Pat Cochenour made a motion to place the blue Ford F150 pickup truck on GovDeals. Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

D. TOC Samples

The latest TOC samples for the GAC system was collected last week. The results have not yet been received.

E. Water Clerk Probation

The board discussed the number of adjustments that have been made over the last several months and ways of reducing them. Mr. Weidner noted that most of the adjustments are made due to incorrect assessing of shutoffs. Currently the water clerk, on the day of assessing the fee and generating the shut off work orders, is reviewing the payments that had come in since the last posting, comparing to the account to see if they are on the shutoff list and simply removing them from the shut off. Due to the number of adjustments, Mr. Weidner has already spoke with the water clerk, and from this point forward, all payments will be posted (not just review) prior to assessing the fee. This should reduce the amount of adjustments significantly.

In addition, Mr. Weidner will look into getting duplicate receipts for customers who pay in person, and review the software system to see if there is a module for point-of-sale receipts.

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

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

The motion passed: 2 yeas – 0 nays

The meeting was adjourned at 6:18 p.m.

Next Meeting Date: **Monday, June 25, 2018**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____