

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

MINUTES: November 12, 2019

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
Mayor Reames

Minutes: October 23, 2019 Meeting

Ms. Libby Stidam moved to approve the October 23, 2019 meeting minutes.

Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

October 28, 2019 Meeting

Ms. Libby Stidam moved to approve the October 28, 2019 meeting minutes.

Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

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

Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

REPORTS:

ADJUSTMENTS:

A. Emma Barnett, 410 Buckeye, Acct. 1595-1-4 (tenant), -\$40.50

Joy Tavenner, 410 Buckeye, Acct. 1595-1-RO (owner), +\$40.50

After three attempts to collect the final bill from the tenant, the remaining balance on the account was transferred to the owners account.

Ms. Pat Cochenour made a motion to approve the adjustment.

Ms. Libby Stidam seconded the motion.

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

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. Hydrant Flushing

The Indian Joint Fire District Chief is aware that new flushing equipment was purchase and received.

Due to the changing weather, Chief Gibson would like to hold off any flushing until next spring.

B. New Generator for Water Plant

The revised quote from WW Williams for the purchase of the generator in the amount of \$32,745.00, and the quote from Sidney Electric for the installation of the generator in the amount of \$29,000.00 was reviewed and discussed.

Ms. Libby Stidam made a motion to proceed with the purchase of the generator from WW Williams in the amount of \$32,745.00. Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

Ms. Libby Stidam made a motion to contract with Sidney Electric for the installation of the new generator in the amount of \$29,000.00. Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

The Mayor will get approval from council to sign the purchase orders at the next council meeting. Jeff will make sure that Sidney Electric is a registered contractor.

C. Painting of Iron Filter Tanks

A quote was received from Brian Brothers Painting in the amount of \$11,800.00 and an additional \$800.00 to paint the attached piping in the room. Brian Brothers were made aware before quoting that the contract would not be awarded until after the first of the year when the money is appropriated.

Ms. Libby Stidam made a motion to approve of the expenditure for fiscal year 2020 and that both the tanks and piping will be painted. Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

D. Backflow Devices

Mr. Weidner sent letters to area businesses with backflow devices to get updated copies of their certifications as required by the EPA. Mr. Albert is reviewing a list of other businesses to determine if there are any additional businesses with backflow prevention devices.

NEW BUSINESS:

A. Bill Goslee, 366 W. Main – second meter connection

In 2008 Mr. Goslee requested and the board approved removing a second meter that was installed at this location. Mr. Goslee was to have a certified plumber install a lateral to plumb the garage room to the main meter line. The meter was installed at the original homeowner's request to meter an area of the house above the garage. Documentation and billing history suggested that this was done, and the second account was made inactive. After a recent audit of accounts, it was discovered that the second meter was not removed, and the current reading suggested usage or a leak. The water department removed the meter and capped the line. Days after the meter removal the water clerk received a call from Mr. Goslee who reported that he had no water in an upstairs room, she explained the meter was removed and the reasoning why. He indicated to the water clerk that there was an agreement that the meter would remain and that workers would just add the usage to the main meter reading.

No such agreement was found and is not a practice of the village to do this as it would cause manual entries. In anticipation of the board's decision on this matter the Fiscal Officer prepared a letter to Mr. Goslee outlining the information discovered. The board agreed that the letter should give him the option to install the lateral as he had originally suggested in 2008, or the village can reinstall the meter and bill him accordingly. The suggested revisions to the letter will be made and the letter will be sent.

B. Tom Grundish, 216 E. Wilgus - Garage

In 2010 the board approved the meter and pit to be removed from this location at the request of Mr. Grundish. The account was made inactive at that time, but it was found that the meter was still installed. The meter indicated no usage but was removed and the lines were capped.

C. Ellen Lawrence, 630 Buckeye, - Internal account error

It was discovered in an internal audit of accounts that in January of 2019 this property was sold to James Pocza who immediately rented the property to Ms. Lawrence. A new account was setup for the new owner and the new tenant, but neither was linked to the property. This resulted in no bills being issued to the property. The accounts have since been linked and the tenant will receive their first bill in November. Mr. Weidner is pretty sure that the system will bill for all minimums since January as well as all the usage. Though this was an internal error, the absence of the bill was not reported by the owner or tenant. Mr. Weidner asked if the board would like to make any concession to the initial bill due to the internal error.

Ms. Mary Herring made a motion to waive the minimum charges for the prior unbilled months however all usage and the current months minimum will be billed and due. Ms. Libby Stidam seconded the motion.

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

The motion passed: 3 yeas – 0 nays

D. Rick Cusick, 443 Maple, Acct. 2765-2-RO – Request to remove second minimum

Mr. Cusick spoke with the fiscal officer regarding the two minimums charged on his account. The property originally had two houses on the property operating off one meter, but Mr. Cusick reported that the small house has been gutted, plumbing and insulation has been removed, and is only used for storage. He requested that the second minimum be removed as the small structure will never be used as a residential structure.

Ms. Pat Cochenour made a motion to remove the second minimum charge on the account once it is visually confirmed that the structure has been gutted. Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

E. Leary Construction – Tower maintenance contract renewal

The original tower maintenance contracts issued in 2010 are due to expire. The contract is written to renew for an additional ten-year term with a maximum increase/decrease of 15% per occurrence. The contracts will be sent to the solicitor for review before allowing the contract to renew.

F. Resignation of Mike Vasquez

Mr. Vasquez gave a two-week notice resigning his position with the village on Wednesday, November 13, 2019. The open position has already been advertised. Since this was his second employment with the water department, the board requested that it be noted he is no longer eligible to fill an open position with the water department in the future.

G. Choice One Engineering – Municipal Building Drainage

Mayor Reames, Mr. Weidner, and Ms. Stidam met with Choice One to review drainage options for the municipal building property. The topography results show that the property currently drains to the south. It was agreed that the best option is to install a detention area at the south of the property behind the municipal building, draining to the southeast corner wooded lot, proceeding east next to Madison Ave., crossing Lincoln Blvd., into the nature area. This plan would require an easement on two properties. In order to determine a more accurate cost and final design for the project, additional topography would be needed for the proposed route. The board was provided a quote of \$1,330.00 to do the additional work.

Ms. Mary Herring made a motion to approve the amendment to the original contract to include the expense for additional topography. Ms. Libby Stidam seconded the motion.

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

The motion passed: 3 yeas – 0 nays

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

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

The motion passed: 3 yeas – 0 nays

The meeting was adjourned at 7:39 p.m.

Next Meeting Date: **Monday, November 25, 2019 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____