

Board of Public Affairs
Village of Russells Point
August 24, 2020

1. Call meeting to order
2. Roll Call
3. Approval of August 10, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
 - a. Bad Debt List
7. Resolutions
 - a. Resolution 20-38 Tax Lien
8. Tabled Items
9. Citizen's Comments
10. Old Business
 - a. New Generator
 - b. South water tower light
 - c. Hydrant flushing
 - d. Telemetry System Repair
 - e. CenturyLink phone line repair
 - f. Animal control
 - g. EPA Survey Items issued 8/2019
 1. Valve Exercising – extension deadline 9/2020 (1/4 of distribution valves)
 2. Periodic surveys of cross connections – extension letter by 6/30/20 investigations by 10/30/20
 3. Backflow Records – review of business listing
 4. Contingency Plan Exercises – extension 4/10/20
 5. Written procedure for GAC/Backwash – extension 5/31/20
 6. Auxiliary power testing – extension 4/30/20
 7. Preventive maintenance program – extension 4/1/20
11. New Business
12. Adjournment

Next Scheduled Meeting: Monday, September 14, 2020

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

MINUTES: August 10, 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. Mark Coy, Maintenance Team Member

Minutes: July 27, 2020 Meeting
Ms. Libby Stidam made a motion to approve the minutes of June 8, 2020.
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: *Ms. Pat Cochenour made a motion to approve the bills that were paid for the board.*
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

REPORTS:

ADJUSTMENTS:

- A. Acct. 2430-1-1, Suzanne Chapman, 215 First St. (-\$54.63)
The account was adjusted for the May, June and July usage charges due to a leak in the meter pit. Due to the short length of time the customer has been at this location and the previous leaks in the meter pit which required adjustments, the average usage was based on two weeks of usage after the leak was repaired and the meter was changed out.
Ms. Pat Cochenour made a motion to approve the adjustments as noted 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. New Generator
Sidney Electric and WW Williams will do the initial startup of the new generator on August 18, 2020 at 8:00 a.m. Mr. Reese and Mr. Albert have both been notified of the schedule and will be there as well.

B. South Water Tower Light

Jeff will contact Leary Construction to see if they have done their annual inspection of the water towers. If not, he will try to get an idea of when that will be done and see if they can replace the light at that time.

C. Hydrant Flushing

Mr. Coy reported that they done another 6-8 hydrants since the last meeting. Flushing was not done last Thursday due to shut offs.

D. Valve Exercising

The replacement head for the valve exerciser, as expected, did not fit properly. However, more valves have been exercised using the battery-operated exerciser on loan from EJ Prescott.

E. Backflow Records

Mr. Iiams contacted Mr. Osika from the EPA to discuss what documentation was needed to show that the village has resolved the backflow records issue from the August 2019 survey. The EPA would like to see the letter that was sent to the businesses and any follow up documentation to show that we are requesting the testing results. The EPA does not need copies of the test results.

F. Contingency Plan Exercises

Ms. Stidam also spoke with Mr. Osika regarding the contingency plan exercise that was submitted to the EPA to find out if the employees reading the first three chapters of the contingency plan suffices the exercise requirement. Mr. Osika informed her that simply reading the chapters is not an exercise but explained that it can be as simple as a training and review or roundtable exercise conducted by Mr. Albert. Mr. Osika provided Ms. Stidam with a synopsis outline for a training exercise that meets the requirements of the exercise.

G. Auxiliary Power Testing

Per discussion from the prior meeting regarding this subject, Mr. Weidner developed a form to be used to log the testing each week. The form was forwarded to Mr. Albert for review.

NEW BUSINESS:

A. Water Main Repair – Orchard Isl. Rd. near Willow Isle

Mr. Coy reported that the water main was repaired on Friday, August 7th. The repair was assisted by Reichert Excavating. The six-inch cast-iron main had a split on the bottom which was repaired by placing a band around the line. It was also reported that this is the third repair on the water main within approximately a seventy-five foot section.

This discussion again led into who is responsible for the water main since this line was installed at the request of and paid for by Bill Reed of Spend-A-Day. Mr. Weidner reported that when he done research on this issue the last time, he was only able to find where council and the BPA approved the installation of the line, but could not find any type of agreement or ordinance/resolution as to who would maintain the line. Mr. Weidner will contact Jim Reed to see if he knows of any such agreement.

B. Loss of Power at the Water Plant

Mr. Coy reported that a power outage occurred on Saturday, August 8th. He was notified by Mr. Reese around 6:30 p.m. who was on vacation at the time. Mr. Coy responded immediately to find that the last reading on the tower charts took place around 3:00 p.m., suggesting that power had been out since then. Dayton Power and Light was contacted immediately. Normally the backup generator would automatically start and take over operation of the plant during the outage, but it was noted that the old generator is no longer connected to the transfer switch. This was disconnected when the new generator was installed, however the new generator was not set to transfer since it has not been inspected for the first run.

After power was restored to the water plant, it was found that the tower charts are not receiving telemetry information from towers. SCADA Tech has been called to inspect the system and make repairs, as necessary. In addition, Mr. Coy added that during inspection of the plant after the outage he found that there was evidence of a chlorine leak in the chlorine room, however the alarm was not triggered. After airing out the room he was able turn off the valves and later returned to open them back up to see if a leak could be detected. There was no evidence of a leak, but the alarm system will need to be checked.

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 7:23 p.m.

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

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____

RESOLUTION NO. 20-38

A RESOLUTION CERTIFYING DELINQUENT WATER RENTS, AND CHARGES DUE THE VILLAGE OF RUSSELLS POINT WATER DEPARTMENT AND AUTHORIZING THE LOGAN COUNTY AUDITOR TO PLACE THE DELINQUENT AMOUNTS ON THE 2020 TAX DUPLICATE FOR COLLECTION.

WHEREAS, the following properties served by the Russells Point Water Department are delinquent on payments due for services provided as of August 20, 2020 and

WHEREAS, the Village Water Department is required to collect all monies due; and

WHEREAS, the Board of Public affairs certifies that the unpaid charges have arisen pursuant to a service contract made directly with an owner who occupies the property served.

THEREFORE, the Board of Public Affairs for the Russells Point Water Department is certifying the following Delinquent accounts to the Logan County Auditor for collection of the amount certified below on the 2020 Tax Duplicate (Ref. O.R.C. 735.29 and 743.04) THEREFORE, pursuant to O.R.C. 735.29 (A), the County Auditor shall place the certified amounts on the real property tax list and duplicates.

| PARCEL | NAME | SERVICE ADDRESS | WATER AMT. | ACCOUNT NO. |
|----------------------|------------------------------|---------------------------------|-------------------|-------------|
| 52-032-13-34-004-018 | Phyllis Burkhammer | 219 Oak Crest | 277.61 | 0285-1-RO |
| 52-032-14-02-007-001 | Evelyn Escobedo | 208 Lincoln Blvd. | 395.47 | 0605-BO |
| 52-032-09-12-001-000 | Raymond Bell | 108 Fairview | 388.80 | 0915-1 |
| 52-032-13-09-002-000 | Kyla R. Gilbert | 320 E. Elliott | 408.37 | 1205-RO |
| 52-032-13-20-007-000 | Sharon Wellnitz | 636 High | 408.37 | 1260-2-RO |
| 52-032-13-10-001-000 | Deloris Hudkins | 502 Fairview | 408.37 | 1530-RO |
| 52-032-13-14-005-000 | Donald Cunningham | 533 Grand | 441.06 | 1970-RT |
| 52-032-05-14-004-000 | Stephen Yanega | 267 E. Wilgus | 212.23 | 2325-2-RO |
| 52-032-05-14-020-000 | Albert Goettelman | 224 Coon Dr. | 408.37 | 2455-RO |
| 52-032-05-14-028-000 | Siphon Draw LLC | 206 W. Main St. | 408.37 | 2485-2-RO |
| 52-032-05-09-016-000 | Janice Rogers | 316 Westview | 408.37 | 2575-2-RO |
| 52-032-05-09-024-000 | Janice Rogers | 134 W. Wilgus | 408.37 | 3080-2-RO |
| 52-032-10-03-019-000 | Christina Leopold | 141 Burkhart | 256.74 | 3550-3-RO |
| 52-032-09-08-014-000 | Troy Dempster (Carlson) | 124 Chase A-1 | 408.37 | 4010-1-RO3 |
| 52-032-09-08-014-000 | Troy Dempster | 124 Chase B-2-5 | 132.40 | 4010-5-RO3 |
| 52-032-10-04-003-003 | John Grimm – Property #02195 | 246 Orchard Is. Rd. – Lot 24 | 211.95 | 4715-1 |
| | | TOTAL | \$5,583.22 | |

Passed: August 24, 2020

Jeff Weidner, Fiscal Officer

Pat Cochenour, Chairperson
Board of Public Affairs

The following accounts are closed and have outstanding balances that have not been paid. The water clerk has made the normal three attempts to collect the final bill. The properties have sold so they are unable to be assessed to the tax lien. The remaining balance will be written off as bad debt.

| Date of last activity | Balance | Name | Account No. | Location |
|------------------------------|----------------|------------------|--------------------|-----------------|
| 01/30/2020 | \$88.76 | Roena Brown | 0915-RO | 108 Fairview |
| 03/02/2020 | \$192.24 | Brittany Casto | 0960-2-1 | 136 Bristol |
| 01/28/2020 | \$111.25 | Travis Downs | 0965-2-RO | 140 Bristol |
| 12/03/2019 | \$249.17 | John Pitzer | 0995-4 | 244 Sunnyside |
| 03/20/2020 | \$65.05 | Aaron Francis | 1645-1 | 525 Buckeye |
| 06/02/2020 | \$18.87 | Equity Trust | 0985-3-RO | 156 Bristol |
| 03/20/2020 | \$36.47 | John Wright | 1410-2-RO | 718 Grand |
| 10/25/2019 | \$2.97 | Rachel Collins | 4539-7-1 | 10 Fantasy |
| 04/29/2019 | \$31.72 | Greg Darr | 4581-3 | 59 Fantasy |
| 04/03/2020 | \$15.72 | William Williams | 4680-RO | 17 Holiday |