

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

MINUTES: November 13, 2018

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. Dave Wallace, Council Member
Mr. Greg Iiams, Council Member
Mr. Jason Richter, Street & Water Laborer
Mayor Reames
Ms. Cheryl Green, Hull & Associates, Inc.

Minutes: October 22, 2018 Meeting

Ms. Libby Stidam moved to approve the October 22, 2018 minutes as submitted.

Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

October 25, 2018 Special Meeting

Ms. Libby Stidam moved to approve the October 25, 2018 special meeting minutes as submitted.

Ms. Mary Herring seconded the motion.

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

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

The motion passed: 3 yeas – 0 nays

REPORTS:

A. Work List

Mr. Weidner provided the board with a complete list of all known repairs based on prior meetings, open work orders, and lists provided by Mr. Albert and Mr. Richter. He also reported that he went to the water plant, took several pictures, and made notations of various things at the plant that should be addressed. He will be working on a complete report for the board but highlighted some of the observations. It was suggested that Mr. Albert, Mr. Richter, and Mr. Reese meet with the board to review the various issues.

ADJUSTMENTS:

A. 110-C-Grand, McCampbell, Account 1075-2-2 (tenant)
110-C-Grand, McGowan, Account 1075-ROC (owner)

Tenant moved and owner asked to have the credit of \$14.68 on their account 1075-ROC applied to the outstanding balance on their tenants account. Owner will send a check for the remaining portion of the tenants account.

B. 449-Center, Pugsley, Account 1790-1-RO

Customer paid and payment was applied before shutoff; however, the account remained on the shut off list and was charged the \$50.00 fee. The fee was removed from the account.

Ms. Pat Cochenour made a motion to approve the adjustments stated above.

Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS:

A. Mayor Reames

Mayor Reames provided the board with a listing of various trainings that are available through RCAP. Many of these trainings can be done online.

B. Dave Wallace

Mr. Wallace noted that the light on the north tower is not working. Mr. Iiams said that the light is disconnected and not needed.

OLD BUSINESS:

A. Asset Management Plan

Ms. Cheryl Green from Hull & Associates addressed the board as to how the asset management plan requirements were established by the EPA, the deadline, and what would happen if the plan is not established as required. The plan requires designation of managerial leadership, communications plan, technical plan, mapping of assets, evaluation and condition of equipment, and inventory. These plans are used to assess, prioritize and estimate future costs to better prepare for expenses.

Ms. Green described how their company can help develop the plan and provided an estimate of \$5,250.00, and a contract for their services. Depending on how quick they would get a signed contract, the company could start as soon as December and they estimate it taking one month to complete.

Ms. Pat Cochenour made a motion to approve the contract proposal with Hull & Associates at a cost of \$5,250.00, contingent upon review of the village solicitor.

Ms. Libby Stidam seconded the motion.

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

The motion passed: 3 yeas – 0 nays

B. Hydrant Flushing

No other hydrants have been flushed.

C. Fence Around New Well

No new information.

D. New Generator Quotes

Area Energy provided a quote of \$85,465.00 for the new generator. Mr. Richter contacted Carey Electric out of Vandalia. They visited the water plant this morning to review the project. It is still unknown if WW Williams has made contact with Dale Albert, or if plans are required by the EPA.

E. Paint Chipping on North Water Tower

Mr. Richter was unaware of anything being done, or if Leary Construction inspected the chipping on the north tower.

F. Road Repairs to Water Plant

No new information

G. Contingency Plan

Mr. Weidner still needs a copy of the contingency plan to submit to USDA as requested during their financial audit earlier this year. A copy is also needed for placement at the water plant.

NEW BUSINESS:

A. Indian Lake Concession Stand, Acct. 0195-BO

The October bill for the Concession Stand showed usage of 218,000 gallons at a cost of \$1,931.86. The usage is caused from damage to a water line from a tent company that was hired by Osgood Bank to erect a tent at the football field for the Spirit Night sponsored by the bank. The Fiscal Officer was contacted by the bank to see if a portion of the bill could be forgiven.

Ms. Libby Stidam made a motion that as with any other customer, the bill be paid in full, but to offer a 6-month payment plan in accordance with the BPA rules & regulations.

Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

B. Continental Utility Software User Group Meeting

Mr. Weidner reported that many of the requests and issues with the software have been addressed in the newest version of the software. He also reported that he would still like to look into subscribing to the online payment portal software that would allow customers to view and pay their bill online. The software module would be at no cost to the village but would be a slight increase in the technical support annual cost. CUSI would charge a convenience fee to the customer and the village would not be charged any processing fees. Payments would automatically be posted to the customer’s account. Mr. Weidner would like for the solicitor to review the contract with GovPay.net to ensure that there are no conflicts with their services that were agreed to for the Mayor’s Court processing of credit card payments.

C. Pay Splits

The board was provided a copy of the minutes from the Finance Committee meeting so they are aware of the committee’s recommendations regarding the restructuring of pay splits and benefit costs for employees.

D. 2019 Appropriations

Mr. Weidner requested a list and estimated costs of upcoming projects for 2019 so that it can be presented to the Finance Committee for incorporation into the budget.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring 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 7:33 p.m.

Next Meeting Date: **Monday, November 26, 2018 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____