

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

MINUTES: May 13, 2019

Ms. Libby Stidam called the meeting to order at 6:00 p.m.

Roll Call: Ms. Pat Cochenour, absent; Ms. Libby Stidam, present; Ms. Mary Herring, present
Ms. Libby Stidam made a motion to excuse Ms. Cochenour from the meeting.
Ms. Mary Herring seconded the motion.
The Vote: Ms. Mary Herring, yea; Ms. Libby Stidam, yea
The motion passed: 2 yeas – 0 nays

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member
Mr. Greg Iiams, Council Member
Mr. Dale Albert, Contracted Water Operator
Mayor Robin Reames

Minutes: April 22, 2019 Meeting
Ms. Mary Herring moved to approve the April 22, 2019 minutes as submitted.
Ms. Libby Stidam seconded the motion.
The Vote: Ms. Mary Herring, yea; Ms. Libby Stidam, yea
The motion passed: 2 yeas – 0 nays

April 29, 2019 Special Meeting
Ms. Libby Stidam moved to approve the April 29, 2019 special meeting minutes as submitted.
Ms. Mary Herring seconded the motion.
The Vote: Ms. Mary Herring, 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. Mary Herring seconded the motion.
The Vote: Ms. Mary Herring, yea; Ms. Libby Stidam, yea.
The motion passed: 2 yeas – 0 nays

REPORTS:

A. Water Loss Report

Mr. Albert reported that he has determined the numbers for the latest water loss report which will show a 40% loss. After researching the issues with the continued high loss, he felt that the readings may be incorrect due to the high service meter at the water plant, and the accuracy of large meters installed at various locations around the village. The high service meter may be overreading by approximately 10% and it was suggested to him that the large service meters around the village, which are currently a type T2 meter, should be changed out to a C2 meter for better accuracy. He will continue to investigate the issue.

ADJUSTMENTS:

A. Lisa Reesor, Acct. 2745-B-2, 106 Lind-B, -\$50.00

This account was to be turned off in April for non-payment but since the meter is located inside the structure, and the curb stop turns off water to more than that single account, it was not turned off and a door hanger was left at the property. In this type of case, the billing software is corrected to reflect that the meter is on, since it could not actually be turned off. As of May 5th, the bill had still not been paid

and the account was assessed another non-payment shut off fee of \$50.00. Since the service should have already been disconnected in April, the \$50.00 fee was removed.

Ms. Libby Stidam made a motion to approve the removal of the \$30.00 fee.

Ms. Mary Herring seconded the motion.

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

The motion passed: 2 yeas – 0 nays

B. Norma Fravel, Acct. 4225-5, -\$30.00

Ms. Fravel called after receiving a disconnect notice and reported that she had paid it through her online bank account, but the clerk had not received the check. Ms. Fravel called her bank and put a stop payment on the bank issued check and mailed a personal check which was received on March 28th. On March 29th the bank issued check was received and was deposited by the water clerk which then was returned for stop payment. The \$30.00 fee was assessed to the account. The fiscal officer asked if this fee could be removed.

Ms. Mary Herring made a motion to approve the removal of the \$30.00 fee.

Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. New Backup Generator – Grant Application

Mayor Reames and Ms. Stidam will work on completing information for a grant application to purchase a new backup generator for the water plant.

B. Burkhart Fire Hydrant

Mr. Albert will be contacting Reichert Excavating for assistance with the removal of the hydrant.

C. Air Valve Replacement

SCADA Tech is preparing a quote to replace all the air valves in the softener room.

D. Flushing of Fire Hydrants

Mr. Albert put this project on hold while he continues research on the water loss issue.

E. Valve Exercising

No valves have been exercised.

F. Water Plant Roof Leak

Mr. Reese will be trying to repair the leak himself before calling Cotterman Roofing.

G. Various Meter Replacements

The village is waiting on delivery of new meters.

NEW BUSINESS:

A. 120 Brads Way Tap-In

This building contains two units, but water was provided to only one of them. It was recently determined that during a service tap-in back in 1997 that another service line was installed to the second unit at 120 Brads Way without the knowledge of the water superintendent and records do not show any history. Approximately four years ago the service was cut and capped by a plumber during repairs at the building.

Mr. Albert reported that a possible new owner of the property would like to restore water service to the second unit. The board was asked if that customer should be charged a tap-in fee since the line is already there and all the water department would need to do is install the second meter.

Since the original tap-in was not done by the village the following motion was made:

Ms. Mary Herring made a motion to charge the customer the full tap-in charge as outlined in the rate structure.

Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

B. Harborfest – Water Supply

The Indian Lake Harborfest plans to move all their activities to the village property on the South side of US 33 on Fairview Ave. this year. To accommodate food vendors needs for potable water service, Mayor Reames asked if this could be obtained from a nearby fire hydrant and what would be required to reduce the line. Mr. Albert noted that the village already has the necessary adapters for water taps, as well as a meter to determine how much water is used during the event.

C. Special Joint Meeting – BPA & Council

The BPA and Council will hold a special joint meeting to discuss the storm water infrastructure on Thursday, May 16, 2019 at 6:30 p.m.

D. Next Regular BPA Meeting

The next regular meeting of the Board of Public Affairs has been rescheduled to Tuesday, May 28, 2019 at 6:00 p.m. due to Memorial Day.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring seconded the motion.

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

The motion passed: 2 yeas – 0 nays

The meeting was adjourned at 7:00 p.m.

Next Meeting Date: **Tuesday, May 28, 2019 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____