

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

**MINUTES: August 8, 2022**

Ms. Libby Stidam called the meeting to order at 5:00 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. Dave Wallace, Council Member  
Mr. Dan Tynan, Water Superintendent  
Mr. Tim Reese, Maintenance Supervisor  
Mr. Tom Pulfer, TR 95, Huntsville, OH

Minutes: July 25, 2022 Meeting

*Ms. Mary Herring made a motion to approve the July 25, 2022 minutes as written.*

*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*

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

*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*

**REPORTS:**

A. Water Loss Report

The July water loss report showing a loss of 20.8% was provided to the board. The increase in loss is partially due to leaks on Fairview and on Bristol Circle which both have been repaired. Miles Leak Detection was also hired to do a village wide sweep for leaks but was unable to find any other issues.

**ADJUSTMENTS:**

A. Craig Soter, Acct. 3390, 439 W. Main (-\$50.00)

The account was assessed a shut-off fee but water was already off. The fee was removed from the account.

B. Mary Perez, Acct. 3372, 211 Second St. (-\$25.00)

The account was assessed a tax lien fee. It was discovered that the lien was for a balance on the prior owners account. The fee was adjusted off of the account.

*Ms. Libby Stidam made a motion to approve the account adjustments noted above.*

*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*

C. Bad Debts

The following accounts were written off as bad debt. These are from properties that have sold leaving an unpaid balance and do not have a current account that the debt can be transferred to. This debt can be reinstated if they attempt to obtain water services in the future.

| Location | Account | Name          | Amount  |
|----------|---------|---------------|---------|
| 1084     | 3616    | Jernee        | 2.20    |
| 1194     | 4066    | Zirkle        | 73.35   |
| 1217     | 3249    | Sedgwick      | 84.68   |
| 1350     | 3459    | Auflick       | 7.45    |
| 1374     | 4429    | Ambos         | 117.80  |
| 1392     | 3452    | Hauswirth     | 14.40   |
| 1419     | 4105    | Christensen   | 231.88  |
| 1447     | 3400    | Lewis         | 2.00    |
| 1553     | 3699    | Burton        | 176.76  |
| 1561     | 3254    | State of Ohio | 400.00  |
| 1565     | 4302    | Lattimer      | 40.17   |
| 1736     | 4548    | Leopold       | 503.17  |
| 2037     | 3724    | Gilbert       | 392.27  |
| 2071     | 3972    | Walls         | 68.21   |
|          |         | TOTAL         | 2114.34 |

*Ms. Libby Stidam made a motion to approve the account adjustments to remove the bad debt.*

*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*

**RESOLUTIONS:**A. Resolution 22-43, Utility Rates & Fees (First Reading)

A RESOLUTION ESTABLISHING THE MUNICIPAL UTILITY RATES, FEES AND CHARGES IN THE VILLAGE OF RUSSELLS POINT.

*Ms. Libby Stidam made a motion to approve Resolution 22-43 by title on the first reading.*

*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*

B. Resolution 22-44, LC Health District Emergency Water Testing

A RESOLUTION AUTHORIZING THE BOARD OF PUBLIC AFFAIRS TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE LOGAN COUNTY HEALTH DISTRICT FOR EMERGENCY WATER TESTING, AND DECLARING AN EMERGENCY.

*Ms. Libby Stidam made a motion to waive the three-reading rule. 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*

*Ms. Libby Stidam made a motion to accept Resolution 22-44 by title. 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*

C. Resolution 22-45, Tax Lien – Unpaid Charges

A RESOLUTION CERTIFYING DELINQUENT STORM WATER FEES, 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 2022 TAX DUPLICATE FOR COLLECTION.

*Ms. Libby Stidam made a motion to waive the three-reading rule. 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*

*Ms. Pat Cochenour made a motion to accept Resolution 22-45 by title. 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*

**CITIZEN'S COMMENTS:**

A. Mr. Tom Pulfer

Mr. Pulfer addressed the board regarding the lack of required deposits for tenants. He owns multiple rental properties and Russells Point is the only municipality that does not require tenants to make a deposit when establishing water services. He asked the board consider making this policy as many of his tenants have left the properties with outstanding water bills that he is responsible for paying.

The board discussed his request noting the pros and cons of requiring deposits. It was also noted that many tenants leave without notification to the water department. This makes it difficult to render an accurate final bill for the tenant and normally there is no forwarding address to bill or refund remaining credit which then leads to internal accounting requirements to transfer credits to an unclaimed fund. It was also suggested that he, as a landlord, charge an additional up-front cost to renters as a deposit for this purpose.

**OLD BUSINESS:**

A. SCADA System Updates

The updates have not been completed yet due to illness of the installer.

B. Fence Repair – North Water Tower

Mr. Reese explained that he has had a hard time getting ahold of fencing companies to replace the damaged fence. He was able to get one quote from Stockyard Rd. Fence & Construction for the amount of \$5,650.23. He will continue to work on getting other quotes.

C. High Service & Low Service #2 Pump Repairs

Buckeye Pumps has pulled the low service pump to make repairs. After the pump was pulled it was found that the reducers to the pump had considerable build-up and they were replaced. The high service pump has not been pulled for repairs because the replacement parts have not been received yet.

D. Source Water Protection Signs

The new signs identifying the area of 300 ft. around the well heads have been installed.

**NEW BUSINESS:**

A. Supplies

Due to the lack of availability of some supplies, workers have been asked to prepare a list and get quotes for various supplies to have on hand for the department.

B. Unused Equipment

Workers were asked to prepare descriptive information and take pictures of various unused/obsolete equipment and vehicles so that it can be placed on GovDeals. This includes the blue pickup truck, old generator, lab equipment, and the Humvee.

C. Water Meters

Many of the currently installed meters are aged beyond the recommended lifespan which could be leading to some of the water loss as well as lost revenue. Mr. Reese said that if they get into changing out old meters they will likely need to replace the old setters as well. In addition, this would be the best time to install curb stops for those that do not have one. Ms. Stidam said that this would also be a good time to get any obstructed meters into an area that they are accessible.

*Ms. Mary Herring moved to adjourn the meeting. 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*

The meeting was adjourned at 6:23 p.m.

Next Meeting Date: **Monday, August 22, 2022 at 5:00 p.m.**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Libby Stidam

Date Accepted \_\_\_\_\_