**INDIAN LAKE OHIO**

**VILLAGE OF RUSSELLS POINT**

**BOARD OF PUBLIC AFFAIRS MEETING**

**MINUTES: August 24, 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. Tim Reese, Maintenance Team

 Mr. Dale Albert, Licensed Water Operator

 Ms. Dianne Gauder, Mayors Assistant

Minutes: August 10, 2020 Meeting

 *Ms. Libby Stidam made a motion to approve the minutes of August 10, 2020.*

 *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*

Vouchers: *Ms. Mary Herring 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:**

1. Bad Debt Write Off

The following closed accounts have remaining unpaid balances. These accounts are due to unpaid final bills that clerk has made numerous attempts to collect and the properties have been sold and unable are unable to assess to the tax lien. The remaining balance will be written off as bad debt for the following accounts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

 *Ms. Pat Cochenour made a motion to approve writing off the bad debts 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:**

1. **Resolution 20-38 Tax Assessment**

**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.**

 *Ms. Pat Cochenour made a motion to waive the three-reading rule.*

 *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*

 *Ms. Mary Herring made a motion to accept Resolution 20-38 by title.*

 *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*

**TABLED ITEMS:** None

**CITIZEN’S COMMENTS:** None

**OLD BUSINESS:**

1. New Generator

The initial startup with WW Williams is now complete and the new generator is programmed to run a test cycle every Monday morning.

1. South Water Tower Light

Leary Construction came in to do the annual inspection of the water tower and replace the light on the tower. It is believed that there is an electrical issue for the light because the bulb was replaced, and it still does not work. Mr. Reese reported that everything on the ground looks good and there is power there. Mr. Albert will contact Corpro who also works on water towers to see if they can trace the electric to find out what is wrong.

1. Hydrant Flushing

No flushing has been done since the prior meeting.

1. Telemetry System Repair

The repairs have been made and everything is working correctly. Mr. Weidner did turn this over to the insurance company since it was due to a power surge. The insurance company will be reimbursing the village for the cost less the deductible.

1. Valve Exercising

Eighty-six of the two hundred ninety valves have been exercised. This meets the requirements as mandated by the Ohio EPA but the board would like workers to continue working on the project and get more completed yet this year.

1. Century Link Phone Line Repairs

It was found that the emergency call-out system for the plant was not working and had no phone service. Century Link has since repaired the line. Mr. Reese reported that the phone line had been chewed on by rodents.

1. Animal Control

Plunketts Pest Control has been hired to provide small animal pest control for around the water plant. The cost is expected to be around $320 for a year of service.

1. Backflow Test Reports

The EPA request a copy of the test reports that have been received to date to complete this item on the EPA survey items.

1. Contingency Plan Exercises

Mr. Albert was provided a sample synopsis and log for what information should be completed to comply with the contingency plan exercise requirement by the EPA. The Village must complete this contingency plan exercise by October 31, 2020 and all exercises in the contingency plan must be completed by
December 2021. The rule states that at least one contingency plan exercise be done each year and all exercises must be completed within five years. This rule was instated in 2016, this is why all exercises need to be completed by December 2021. Mr. Albert assured the board that a round table discussion will be planned and proper documentation sent to the EPA by the deadline.

1. Written Procedures for GAC & Backwash

This has been completed and submitted to the EPA. There has not been any response as to whether this is acceptable or not.

1. Preventative Maintenance Program

Tim has been logging the maintenance that is performed on equipment, but the actual written program has not been completed. This is to be done by September 30, 2020.

1. Fence around New Well

Tim has contacted Marysville Fence to let them know to proceed with the installation of the fence around the well head. He is not sure of when they plan to start.

**NEW BUSINESS:**

1. Valuation for Easement of Municipal Building Drainage

Jeff asked the board to approve an expenditure of $3,000 to have a valuation done on the MacDonald property to determine the value of the 15 foot easement that is needed for the drainage project. Mr. Reese reported that he thought the property had sold but according to the auditors website, MacDonald is still listed as the property owner.

*Ms. Pat Cochenour made a motion to allow the expenditure of $3,000 to have a valuation for the easement of the drainage project.*

 *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*

1. Ownership of the Water Main on Orchard Island

Jeff contacted Jim Reed of Spend-A-Day to find out if he was aware of any agreement that turned over ownership of the water main that was installed at the expense of his father Bill Reed in the 1960’s. Jeff has been unable to find any contracts or legislation turning ownership over to the village for the water main from Orchard Island Bridge to the north.

In an email from Mr. Jim Reed, he remembers an agreement was made with the water department around the time that the Sunny Cove Park tapped into the water main, that the village would take over all responsibility for the water main and that their responsibility starts with the lines beyond their meters. He was not sure if there was anything done in writing but there may be information regarding these conversations in meeting minutes.

Mr. Albert said that he remembers that an agreement was verbally made for the village to take over responsibility during that time but was rescinded within days. He did not think that there was anything in writing. More research needs to be done but if nothing formal can be found, the solicitor will need to make an agreement between the village and Mr. Reed to take over ownership of the water main.

The board agreed that the water department should take care of the expense of the repairs that were recently made to the water main near Willow Isle including the repaving of the road. Dianne Gauder added that there may be some type of agreement in the annexation file from when Sunny Cove annexed into the village.

1. Sample Collection

Dale reported that he will be collecting the TTHM and Lead and Copper samples and that the bottles will be delivered on Sunday or Monday for collection.

1. Chlorine Audible Alarm System

Tim reported that the alarm system needs to be replaced or repaired. This detects chlorine gases and gives off an audible and visual alarm. This is expected to cost around $200.00.

*Ms. Pat Cochenour moved to adjourn the meeting. 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*

The meeting was adjourned at 6:55 p.m.

Next Meeting Date: **Monday, September 14, 2020 at 6:00 p.m.**

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Jeff Weidner, Fiscal Officer BPA Chairperson Pat Cochenour

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