

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

**MINUTES: March 8, 2021**

This meeting was held via teleconference due to COVID-19  
Ms. Libby Stidam 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  
Ms. Dianne Gauder, Mayors Court Clerk

Minutes: February 22, 2021 Meeting  
*Ms. Mary Herring made a motion to approve the minutes of February 22, 2021 as written.*  
*Ms. Libby 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. Libby Stidam made a motion to approve the bills that were paid for the board.*  
*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*

**REPORTS:**

A. Annual Water Loss Report

The board was provided an annual water loss report for 2019 (38.7%) and 2020 (32.2%).

B. Monthly Water Loss Report

The board was provided a copy of the water loss report for January 2021 (38.1%). A portion of this loss estimated at 120,000 gallons was from water bypassing the butterfly valve at the water plant and recirculating back through the system. This valve was replaced on January 21, 2021.

**ADJUSTMENTS:** None

**RESOLUTIONS:**

A. **Resolution 21-39; Rates, Fees and Charges – second reading**

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

*Ms. Pat Cochenour made a motion to accept Resolution 21-39 by title on the second reading.*  
*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*

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:**A. Water Billing Software

Mr. Weidner update the board on the progress of the new water billing software. We are now live in the new UMS system. The online portal is still being setup.

B. Generator Regulator

The new regulator has been received and has been installed. There have been no further issues.

C. EPA Survey Items

All ten contingency plan exercises have been completed. Nine of them have had the reports completed and five of them were sent to the EPA as required. The EPA has responded that they will be sending a resolution of violation letter as soon as they can. The tenth report will be completed by the next meeting.

D. Backup Operator

Ms. Stidam reported that we have received a second resume from Mr. Alan Lusk for a potential backup operator for the water department with more to be expected. Ms. Stidam, along with Mr. Reese and Mr. Weidner will be meeting with Mr. Dan Tynan, who provided a resume and certifications, on Wednesday to discuss his qualifications. Based on phone conversations with Mr. Tynan he is expecting an hourly rate of \$20-\$25 per hour.

**NEW BUSINESS:**A. Tenants – new accounts

Mr. Weidner reported that there was an issue earlier today that an individual came in to have the water service placed in their name. When the water clerk looked at the account, which was already in a tenant situation, it was noted that the account had a past due balance and the water had been disconnected for non-payment. The property owner was contacted and informed of the situation. The owner informed us that they had no lease agreement with this new individual and that it should not be switched from their current tenant.

It was suggested, and the board agreed, that if a tenant wished to have the water put in their name they will be required to provide a copy of their lease agreement. If there is no lease agreement, the property owner will be required to sign a document allowing the water service to be placed in the tenant's name.

B. Meeting Times

Ms. Stidam would like to move the meeting time back to 5:00 p.m. Since the meeting time will need to be advertised Mr. Weidner asked if they would like to start having in person meetings due to the limited public attendance and the ability to offer social distancing. The board agreed that they will also start meeting in person.

C. Shut-off Complaint

Mayor Reames joined the meeting and reported that she received a complaint from a resident who forgot to pay their water bill and was disconnected. The customer also mentioned that they have a good payment history. The water was disconnected on Friday, March 5<sup>th</sup> and the customer was unable to have service restored until Monday due to the weekend. The customer would like the board to consider moving the disconnect date to Monday when the 5<sup>th</sup> is on a Friday so that customers are not without water over the weekend.

The board agreed that there will be no changes to the current procedures. Customers are given ample notice of the shut off date on both the regular bill and the disconnect notice. In addition, to keep customers from going more than 24 hours without service, the department would be unable to disconnect services on Tuesday's since offices are closed on Wednesday's.

*Ms. Libby Stidam moved to adjourn the meeting. 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*

The meeting was adjourned at 6:37 p.m.

Next Meeting Date: **Monday, March 22, 2021 at 6:00 p.m.**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Libby Stidam

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