

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

MINUTES: January 14, 2019

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. Dale Albert, Contracted Level II
Mayor Robin Reames

Chair: Election of Chairperson for 2019
Ms. Libby Stidam made a motion to nominate all members for the position of chairperson. 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. Stidam and Ms. Herring wished to decline their nomination and Ms. Cochenour was declared the BPA Chairperson for 2019.

Minutes: December 10, 2018 Meeting
Ms. Libby Stidam moved to approve the December 10, 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

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. Mary Herring, yea; Ms. Libby Stidam, yea.
The motion passed: 3 yeas – 0 nays

REPORTS:

- A. Work List
The board was presented with an updated work list from Mr. Albert.

ADJUSTMENTS:

- A. Jeff Lange, Acct. 1820-1-RO, 542 Center (+\$52.00)
Jeff Lange, Acct. 1810-1-RO, 538 Center (-\$57.10)
Once check was received for payment on both accounts. The full payment was applied to the 1820 account. The amount that was to be posted to the 1810 account was removed from the 1820 account. The late penalties for the 1810 account in the amount of \$5.10 was also removed.
- B. Sheila Frost, Acct. 1995-1-RO, 115 Elliott (-\$50.00)
Customer had issued a \$50.00 voucher that was not factored into the balance during the shut off process. The account was erroneously charged the \$50.00 shut off fee for non-payment. The account was adjusted to remove the fee.
Ms. Pat Cochenour made a motion to approve the adjustments stated above.
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

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN’S COMMENTS:

OLD BUSINESS:

- A. 14-2-L Harborside
The touchpad for the meter has been working correctly and the actual reads were used for the December billing. The board was informed that the actual usage was much less than the 1,000 gallons that was being estimated in the past.
- B. Retrofit Setters
The retrofit setters that can be used to repair several water issues have been ordered but have not been received yet.
- C. Asset Management Plan
Dale and Jeff will be meeting with a representative from Hull & Assoc. to discuss the list of items needed to prepare the plan.
- D. Public Records Training
All board members have completed and provided their certifications for the public records training.
- E. Contingency Plan
Mr. Albert proved two complete copies of the contingency plan. The current plan lists Mr. Albert and Mr. Richter as the licensed operators. Dale still needs to clarify with the EPA if the village is required to have one or two backup operators.
- F. New Generator Quotes
A quote from Carey Electric has not been received yet. Dale Albert has not made contact with WW Williams and has not found out if plans are required by the EPA.
- G. Vacancy - Open Positions
Since the recent resignation of Mr. Richter from his full time position, the village is now down to one full time employee on the maintenance team. Mr. Richter has agreed to work part time as needed until such time a replacement is found. Mayor Reames has spoke with Mr. Reese regarding options to fill the positions. They suggested having two full time employees and two part time/on-call employees that could be used during time of meter readings, shut off day, water digs, mowing, etc. The board agreed to consider that option.

NEW BUSINESS:

- A. Water Tower Inspection
The board was provided a copy of the inspection reports provided by Leary Construction as a result of the recent inspection/repairs of both water towers.

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 6:56 p.m.

Next Meeting Date: **Monday, January 28, 2019 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____