

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

MINUTES: December 23, 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. Mary Herring made a motion to excuse Ms. Cochenour from the meeting.
Ms. Libby Stidam 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. Dale Albert, Contracted License Holder

Minutes: December 9, 2019 Meeting
Ms. Libby Stidam moved to approve the December 9, 2019 meeting minutes.
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. July Water Loss Report

Mr. Albert completed the report after receiving the missing information for the month. The report shows a loss of 43.1%. This figure is from the time frame of when the high loss reports were caused by a valve that was not completely closed and water redistributing back into the system.

B. November Water Loss Report

The November loss report shows a loss of 30.3%.

ADJUSTMENTS:

A. Shannon Stinemetz, 223 Elliott, Acct. 1190-1-RO (-\$313.84)

It was determined that the meter had a leak on the outlet side of the meter caused by a faulty washer. The increase in usage before the repair spanned the November & December billing cycles. Three adjustments were made to the account based on prior average usage. The November bill was credited \$212.35, the December bill was credited \$89.32, and the late fee of \$12.17 was also removed.

B. Larry Comer, 419 W. Main, Acct. 2805-1-RO (-\$451.96)

It was determined that the meter had a leak on the outlet side of the meter caused by a faulty washer. The increase in usage before the repair spanned the October and November billing cycles. Two adjustments were made to the account based on prior average usage. The usage was credited \$409.60, and the late fee of \$42.36 was also removed.

Ms. Libby Stidam made a motion to approve of the adjustments as stated above.

Ms. Mary Herring 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 Generator for Water Plant

Jeff has not received the completed paperwork back from Mr. Reese that is required by Vectren to request an inspection of the gas distribution line and meter to determine if the service is large enough to handle the additional gas required to run the generator or if alterations are required.

B. Backflow Devices

Mr. Albert has completed reviewing the list of other businesses to determine if there are any additional businesses with backflow prevention devices. He will get with Mr. Weidner after the first of the year to review.

C. Water Plant Backflow Testing

Mr. Albert reported that Reliant Mechanical will be at the water plant the second week of January to inspect the backflow at the water plant.

D. Contingency Plan Exercises

There have been no exercises performed yet.

E. Iron Filter Tank Painting

Mr. Albert reported that he will be getting an additional quote for the iron filter tank painting.

NEW BUSINESS:

A. Water Service – Owner's Agreement

The water clerk has completed reviewing all the property folders to ensure that the department has all of the required paperwork from the owners. There are several accounts that either do not have owner agreements or the agreements need to be updated. The board reviewed a draft letter that was developed to be sent to the effected customers along with a new owner's agreement to be completed. The board approved the letter.

B. Smoke/Heat Detectors

Mayor Reames has received a quote from Habitec Security to install smoke/heat detectors and alarm system for the municipal building. The board was asked if they would like to get a quote from Habitec Security for the same system to be installed at the water plant. The board agreed to get a quote but would like to see if Habitec could take over the security system monitoring (currently monitored by Security Unlimited) for the water plant without the need to purchase new equipment. This would allow Habitec to monitor both the security and fire systems for the water plant as well as the municipal building.

C. Postage Meter

Mr. Weidner had a teleconference with the Village of Lakeview and Donnellon McCarthy regarding a proposal for a postage meter for the village. A copy of the information from Donnellon McCarthy was provided to the board. Mr. Weidner figured the breakdown of the costs for the meter including the lease payment, postage, ink, and labor costs vs. purchasing and placing stamps on the mailings. The village

would only save around \$72.00/month with a postage meter, which is labor cost savings. The board agreed that the savings is not significant enough to warrant the postage meter, since the billing is processed during the slow time of the month for the department.

D. Backup Water Plant Operator

It was found that Mike Vasquez who recently resigned his position with the village water department, did take and pass his State Class 1 Water license test. Mr. Weidner spoke with Mr. Vasquez and asked if he would be willing to serve as a backup operator in the absence of Mr. Albert and serve in the rotation of weekend plant duties as needed. Mr. Vasquez is open to serving in that capacity. The board agreed that this would be beneficial to the water department. Mr. Weidner suggested that a contract be drafted between the board and Mr. Vasquez to define structure of services expected and pay. Mr. Albert will be getting a copy of a backup operator contract that has been used by Kenton.

Ms. Libby Stidam moved to adjourn 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

The meeting was adjourned at 6:29 p.m.

Next Meeting Date: **Monday, January 13, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____