

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

MINUTES: November 14, 2016

Ms. Pat Cochenour called the meeting to order at 5:30 p.m.

Roll Call: Ms. Ann Elleman, present; Mr. Greg Iiams, present; Chairperson, Ms. Pat Cochenour, present.

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member

Minutes: October 24, 2016 Meeting

Mr. Greg Iiams moved to approve the October 24, 2016 minutes as submitted.

Ms. Ann Elleman seconded the motion.

The Vote: Ms. Ann Elleman, yea; Mr. Greg Iiams, yea; Ms. Pat Cochenour, yea.

The motion passed: 3 yeas – 0 nays

Vouchers: *Ms. Ann Elleman moved to approve the bills that were paid for the board.*

Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Ann Elleman, yea; Mr. Greg Iiams, yea; Ms. Pat Cochenour, yea.

The motion passed: 3 yeas – 0 nays

REPORTS:

A. Work List Update

Mr. Albert did not provide the board with an updated list.

ADJUSTMENTS:

A. Tom Hipp, Acct. 4315-3

Meter reading (manual) was incorrect. The usage should have been zero but customer was billed for 431,200 gallons of usage. The account was credited for the usage charge \$2,479.40.

B. Tyler Joseph, Acct. 4345-4-RO (landlord) and Lee Luckasevic, Acct. 4345-5 (tenant)

Tenant had been at this location for several months and paying the landlord. Tenant wished to have the account placed in his name and the balance (\$138.97) on the landlords account transferred to his new account.

C. Dairy Queen, Acct. 3205-1-BO

The meter at this location is located inside the structure. After a very low usage month and no usage the following month, the meter head was found to be damaged. The board was provided a copy of the letter to the owners of the Russells Point Dairy Queen regarding the costs associated with a damaged digital register head and the calculation of the unbilled usage for July through September. A total of \$879.28 was placed on the account and the business will be permitted to setup payments if they wish. The board was also informed that the Dairy Queen has made contact with Mr. Albert to dispute the charges and the outcome of that conversation is unknown at this time.

Mr. Greg Iiams moved to approve the adjustments and the Dairy Queen adjustment will be revisited at the next meeting if necessary. Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Ann Elleman, yea; Mr. Greg Iiams, yea; Ms. Pat Cochenour, yea.

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN’S COMMENTS: None

OLD BUSINESS:

- A. Chlorination System
Chlorine readings remain stable and reductions are still being made.
- B. Security System
In the absence of the water superintendent this will be revisited at the next meeting.

NEW BUSINESS:

- A. Monthly Bill Preparation on Wednesdays
The water clerk asked the board to approve additional work hours on a Wednesday to prepare the monthly billing. Since the inception of the full page bill, it now takes approximately 6 hours to print, fold, and stuff the bills.
Mr. Greg Iiams made a motion to allow the additional hours each month during billing. Ms. Ann Elleman seconded the motion.
The Vote: Ms. Ann Elleman, yea; Mr. Greg Iiams, yea; Ms. Pat Cochenour, yea.
The motion passed: 3 yeas – 0 nays
- B. Shut-Off Fees
Mr. Weidner informed the board that it has been discovered that several accounts were inadvertently charged a shutoff fee during the October and November 5th shutoff cycle. These accounts should not have been charged the fee as these meters were already turned off. It is unknown why these accounts were charged the fee. A listing of the accounts and adjustments will be presented at the next meeting.

Mr. Greg Iiams moved to adjourn the meeting. Ms. Ann Elleman seconded the motion.
The Vote: Ms. Ann Elleman, yea; Mr. Greg Iiams, yea; Ms. Pat Cochenour, yea.
The motion passed: 3 yeas – 0 nays.

The Meeting was adjourned at 6:02 p.m.

Next Meeting Date: **Monday, November 28, 2016**

Next Resolution No.: **16-21**

Fiscal Officer Jeff Weidner

BPA Chairperson Pat Cochenour

Date Accepted _____