

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

MINUTES: November 11, 2013

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

Roll Call: Ms. Ann Elleman, present; Mr. Mike Myers, present; Chairperson, Ms. Pat Cochenour, present.

Recorder: Jeff Weidner, Fiscal Officer

Guests: Mr. Greg Iiams, 211 Clermont, Russells Point
Mr. Dale Albert, Contracted License Holder

Minutes: October 14, 2013

Ms. Ann Elleman moved to approve the October 28, 2013 minutes as submitted. Mr. Mike Myers seconded the motion.

*The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Mr. Mike Myers, abstain.
The motion passed: 2 yeas – 0 nays – 1 abstain*

Vouchers: None

REPORTS:

A. Water Loss Report

The board was presented with the October 2013 water loss report showing a loss of 18.7% for the month.

B. TTHM & HAA5

The running annual average report for MR002 shows TTHM at 35.9 and HAA5 at 21.6.

ADJUSTMENTS:

A. Acct. 3010-RO, Mr. Kirk Goslee, 319 W. Main

Customer was charged a \$50.00 shutoff fee that needed to be removed. The water was already shutoff. A separate adjustment was made to correct the interpretation of a handwritten check. The clerk entered the payment as \$176.75 however the bank interpreted it as \$176.25.

B. Acct. 2850-4-RO, Mr. John Holtzapple, 126 North

Payment of \$60.00 was made on the account, the clerk entered the amount actually due of \$24.92, the account was adjusted and credited the balance of the check \$35.08.

C. Acct. 3200-BO, Cassano's, 424 E. Main

After researching the high usage by conducting a manual read, it was determined that the touch read had transposed two numbers in the reading. The account was credited \$511.75 for the usage as well as \$35.81 for late fees.

D. Acct. 0660-RO, Ms. Janice Moore, 206 Russell

After meter replacement, the starting number that was given to the water clerk was incorrect. The account was credited \$34.87 to correct the charge.

E. Acct. 3480-1-RO and 0675-BO, Mr. Jack Beatley, 200 Burkhart

The account number indicated on the check was made out to apply to a closed account, 3480-1-RO. After contacting the customer, the payment was removed from the old account and placed on 0675-BO per customers request.

Mr. Mike Myers moved to approve the adjustments to the above accounts.

Ms. Ann Elleman seconded the motion.

*The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Mr. Mike Myers, yea.
The motion passed: 3 yeas – 0 nays.*

RESOLUTIONS: None

TABLED ITEMS: None**CITIZEN'S COMMENTS:** None**OLD BUSINESS:**

- A. Metering of Hydrant used to Fill Fire Trucks
Mr. Albert has not yet checked with Mr. Tim Reese to see how and what they use to fill the tanker trucks for the fire department.
- B. Brads Way Parking Lot Repair
Mr. Albert has drafted a letter to Mr. Jernee, one of the residents of the condominiums on Brads Way, to inform him of the Village's intentions to repair the parking lot. Quotes are being obtained to reseal the lot.
- C. Water Rates and Fees Resolution
Mr. Albert is getting quotes to better calculate the costs associated with tap-ins so that the resolution can be updated.
- D. 145 Sunnyside Meter Relocation
The department has been unable to find the service line to relocate the meter. They will need to trace the line back approximately 30 ft. to the main. This is scheduled to take place Thursday, November 14, 2013.
- E. Pump Upgrade Project
Advertisement for bids is slated to take place the first three weeks of January 2014.

NEW BUSINESS:

- A. MA SI Invoice 267638
The Fiscal Officer questioned three charges on the bill for \$191.00 each. Mr. Albert noted that these are charges for the required TTHM/HAA5 testing at three locations.
- B. Proposed Hotel
Mr. Albert has been in contact with R.E. Becker in regards to supplying village water to their proposed hotel to be located just outside the Village limits. After reviewing drawings of current lines, Mr. Albert is questioning the best route to provide sufficient service to the hotel with respect to possible future expansion and cost. The board will review the drawings and locations of current lines at a future meeting.
- C. 2014 Increase in Transfers to Improvement Fund
The Fiscal Officer reported that the current transfer from the operating fund to the improvement fund is set at \$3,750 per quarter. Mr. Weidner asked the board if they would like to increase the transfer into the improvement fund since a couple of the OPWC loans are now paid off. The board agreed to place the additional funds into the improvement fund. Starting January 2014, the quarterly transfer of \$3,750 will be increased to \$5,375.

Mr. Mike Myers moved to adjourn the meeting. Ms. Ann Elleman seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Mr. Mike Myers, yea.

The motion passed: 3 yeas – 0 nays.

The Meeting was adjourned at 6:04 p.m.

Next Meeting Date: **Monday, November 25, 2013**

Next Resolution No.: **13-13**

Fiscal Officer Jeff Weidner

BPA Chairperson Pat Cochenour

Date Accepted _____