

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

MINUTES: September 28, 2020

This meeting was held via teleconference due to COVID-19
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. Greg Iiams, Council Member
Ms. Dianne Gauder, Mayors Assistant
Mr. Tim Reese, Maintenance Team Supervisor
Mr. Dale Albert, Contracted License Holder
Mayor Robin Reames

Minutes: September 14, 2020 Meeting
Ms. Mary Herring made a motion to approve the minutes of September 14, 2020.
Ms. Libby Stidam 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: *Vouchers will be presented at the next meeting.*

REPORTS:

ADJUSTMENTS:

- A. Robert Reynolds, 9406-F-Willow, Acct. 3365-1-RO (-\$56.71)
A late penalty was assessed to the account, but customer was on a payment plan for a leak. The account was credited the late penalty assessment of \$56.71.
Ms. Pat Cochenour made a motion to approve the adjustment.
Ms. Libby Stidam seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.
The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

- A. South Water Tower Light
Dale contacted Corpro regarding the light being out on the south water tower. They do not do electrical repairs. Dale said that he will contact Area Energy to have them look at it to see if they can find any issue at the panel, but he does not think that they will climb the tower if needed.

- B. Hydrant Flushing
Hydrant flushing was completed along SR 708 south of US Rt. 33. Tim reported that they will be working on completing the remaining hydrants on roads east of SR 708 and south of US Rt. 33. This should complete all hydrants on the south side of town. The north end may need to wait until spring of 2021 to be done depending on weather.
- C. Valve Exercising
The new valve exerciser has been purchased and paid for.
- D. Ownership of Orchard Island Water Main
Mr. Iiams provided more information on the installation of the water main, but ownership has still not been determined.
- E. Backflow Test Reports Cross Connections (item #3)
Nothing has been done with this. Per the August 22nd email from the EPA, the village needs to confirm when this will be completed.
- F. Contingency Plan Exercises (item #6)
The documentation and synopsis of discussion has not been written up yet. This is to be completed by October 31, 2020.
- G. Preventative Maintenance Program (item #10)
Dale said that the logbook is now in operation and Tim has been logging information regarding the maintenance performed which need to be transferred to the logbook. The board questioned as to whether he has completed the written program as requested by the EPA and reminded him that this is to be done by September 30, 2020. He informed the board that the written program is not complete and he is aware of the deadline.

NEW BUSINESS:

- A. Leary Construction Contract for the South Water Tower
Leary provided an updated ten-year contract for water tower maintenance. The current contract is an annual payment of \$12,000 and ends June 6, 2021. The renewal cost is \$13,800 per year or a 15% increase. As with the north water tower agreement signed earlier this year, a resolution will need to be written and passed by council to allow the mayor, through the BPA to enter into the agreement.
- B. Access to the Water Plant
The board was provided a copy of the chain of emails between the police chief and mayor regarding an alarm drop at the water plant and the fact that the police department does not have access to the plant or the security system. The email states that an alarm dropped at the water plant at approximately 2:00 a.m. and again at 3:00 a.m. to which the our officer responded and found nothing unusual or any explanation for the alarms based on his limited access.
The board questioned the setup of the alarm system and who the security company calls when an alarm drops before calling the Sheriff's Department. It was determined that the company calls Mr. Reese. The board asked Mr. Reese if he received a call from the security company which he replied he was not sure but very possibly, if he did, he may not have heard the call.
The email suggests that the police department be provided a set of keys to the plant and access to the water plant for emergency situations or a lockbox be placed by the ball field concession stand for a set of keys for emergency personnel to access.
The board pointed out that the police has not had keys to the plant in the past and that this one incident should not warrant this change, that the security system needs to be changed to add a chain of more than

one employee to be called before the police department, that access to the plant should be limited to water department employees for accountability and safety reasons.

Mayor Reames joined the meeting and further discussion ensued. It was argued that the water plant is the most critical infrastructure in the village and that our own police force should be able to gain quick access to the plant in the event of a possible break in.

After a lengthy discussion, the board thought that it may be beneficial that the police department have access to the plant, but they were against installing a lockbox near the concession stand. It was then suggested that a touchpad be installed on the main door of the plant and remove the issue of several keys being issued to gain access to the plant, the only key that would then need to be issued is to the gate.

Ms. Pat Cochenour made the motion to provide the police department with one set of keys consisting of a gate key and main water plant door key and provide access to the security system cameras as a temporary resolution to the situation.

Ms. Libby Stidam 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 board also requested that a keyless entry pad be investigated for the main water plant door to eliminate the need for a key and easily add and remove access codes.

C. Continental Utility – UMS Software Upgrade

Jeff has been checking into upgrading the utility billing software to allow for a payment portal, auto payments, email billing, remote work orders, and customer notification system. He provided the board with a quote to upgrade the software from CBSW to the UMS package that provides all of these options for a cost of \$13,940.00 with an annual technical support fee of \$1,540.00. He also provided further information about the software capabilities and suggestions obtained through phone conversations with Continental. Since the main reason for upgrading the software is to promote touchless online & automatic payments, work orders, and billing this should meet all the requirements to use COVID funding to pay for the upgrade.

Ms. Libby Stidam made a motion to proceed with the software upgrade.

Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.

The motion passed: 3 yeas – 0 nays

Jeff will present this to council at the next meeting to get permission for the Mayor to sign the purchase order and use COVID funding to pay the expense.

D. Columbus Day

The next meeting will be held on Tuesday, October 13, 2020 due to the Columbus Day holiday.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Pat Cochenour 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 7:47 p.m.

Next Meeting Date: **Tuesday, October 13, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____