

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

MINUTES: May 14, 2018

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

Roll Call: Ms. Pat Cochenour, present; Ms. Ann Elleman, present; Ms. Libby Stidam, present

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Council Member
Mr. Greg Iiams, Council Member

Minutes: April 9, 2018 Meeting

Ms. Libby Stidam moved to approve the April 9, 2018 minutes as submitted.

Ms. Ann Elleman seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Ann Elleman, 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. Ann Elleman seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Ms. Libby Stidam, yea.

The motion passed: 3 yeas – 0 nays

REPORTS:

A. Work List Update

The updated work list will be placed in the boards mailboxes when Mr. Albert returns.

ADJUSTMENTS:

A. David Weinlein, Acct. 4575-1-RO, 64 Fantasy

Mr. Weinlein is on a 6-month payment plan for a leak that occurred earlier this year. This account was charged late fees for March (\$2.97) and April (\$3.03). The late fees were removed from the account.

B. Justin Pash, Acct. 1065-1-RO, 111 Sunnyside

Payment was received and applied on May 4, 2018 leaving a zero balance on the account but was not removed from the shut-off list. The \$50.00 fee was removed from the account.

C. Susan Parsons, Acct. 4900-2, Lot 59 (old acct.)

Susan Parsons, Acct. 4845-3, Lot 50 (new acct.)

Ms. Parsons sold lot 59 and purchased lot 50. Her payment was received via bank check on April 3, 2018 and was applied to the account number on the check which was the old account. The new account was shut off for non-payment and the fee was assessed. After discussion with Ms. Parsons, the payment (\$34.17) was removed from the old account and applied to the new account and the shut off fee (\$50.00) was removed from the new account. Ms. Parsons will change her online banking to reflect the new account.

D. Harriet Strawn, Acct. 0910-2-RO, 127 Grand

Payment was in the drop box on time but was not removed from the shut off list prior to assessing the shut off fees. The fee was removed from the account.

E. Schweiterman, Acct. 0465-1-2, Tenant, 485 Madison

Charles Gooding, Acct. 0465-1-RO, 485 Madison

Harry Simpson, Acct. 0465-2, New Owner, 485 Madison

During the April meter reading, the department was informed that Mr. Gooding sold the property to Mr. Simpson, and the tenant Mr. Schweiterman was moving out. Before billing the water clerk final billed the tenant and made the old owner (Gooding) the active account, who was then incorrectly billed the final bill. This bill should have been the final bill for the tenant.

While trying to correct the mistake, the final bill amount was transferred to the new owner's (Simpson's) account. A second adjustment was made to remove the bill amount from Mr. Simpson's account and placed on Mr. Schweiterman's account.

The Schweiterman account should have remained active until the April billing was complete.

F. World Class Plastics, Acct. 0170-BO, Balance \$242.52

Duff's, Acct. 0135-BO, Balance -\$2.89

Both of these accounts are paid for by World Class Plastics. A payment in the amount of \$239.63 was received on May 7, 2018 with the payment stubs for both accounts, which is the total balance for both accounts. The \$239.63 was applied to the World Class account and the credit balance on the Duff account was transferred to the World Class account. Both accounts now have a zero balance.

G. Dale Anders, Acct. 0275-4-RO, Balance \$1,011.51

This property was sold at Sheriff's Sale on April 19, 2018 leaving the unpaid balance. The balance is so high because this property had a leak in January. The board agreed to write this amount off as bad debt.

H. Jon Messenger, Acct. 4965-5-RO, Usage of 21,100

This property has not had any usage since October 2017. Due to non-payment the meter was turned off on April 5, 2018. A payment was received on April 16 which brought the account current, but clerk did not issue a work order to turn the water back on. The April 23 billing shows a usage of 21,100 gallons which would be for a period of March 23-April 23 usage. The customer called and asked how there could be any usage when they have not been there and the meter has been off since April 5th. A work order was issued on May 1, 2018 to verify the meter was still off, turn water back on, verify the meter reading, and check for leak. Response to the work order was turned on, no meter movement, no signs of leak. Since it was not noted, Mr. Weidner verified with Mr. Richter that the meter was in the off position when they arrived, but they could not give any explanation of why there would be such usage. Mr. Weidner contacted the water superintendent, Mr. Albert regarding the situation and have him look into the situation. His remarks were, setter valve at this location is a 360 degree turn valve, difficult to tell when it is actually in the "totally off" position. Intent was to turn it off and left it slightly open. Setting and pit are horrible and utility nightmare. There is buried cable and electric within inches of the pit, and the pit is over four-feet deep.

The board agreed to credit the account for the usage of 21,100 gallons (\$121.33) and discuss this further with Mr. Albert at the next meeting.

I. Bruce Roby, Acct. 3250-1-BO, 405 E. Main (water/ice machine) (-\$366.62)

Reference letter from Mr. Roby questioning why he was still being billed for this account. This account was setup for an ice machine that has since been removed. The board agreed that the account should have been made inactive and no longer billed. The board directed the fiscal officer to create a work

order to insure that the meter has been removed and credit any outstanding balance on the account and make it inactive.

Ms. Pat Cochenour made a motion to approve of the adjustments noted above. Ms. Libby Stidam seconded the motion.

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

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

- A. Water tower signal (SCADA Tech)
Due to the absence of Mr. Albert, it is no certain that the hookup of new equipment at that water plant is complete.
- B. RCAP/WSOS – GIS Mapping Grant
Mr. Albert and Mr. Richter sat in on a webinar regarding the GIS mapping project. They will begin marking valves in early June.
- C. Paint on North Water Tower
No new information.
- D. Electrical Upgrades at the Water Plant
No new information.
- E. Asset Management Plan
No new information.
- F. Hydrant Flushing
The department will start flushing the fire hydrants later this month. Notifications will need to be made to the affected customers before starting.

NEW BUSINESS:

- A. Consumer Confidence Report
The report is complete and has been placed on the website. Notification of the completed report and the web address will be placed on the next water bill.
- B. Flushing of Fire Hydrants
The board informed Mr. Albert that they want to make sure that all fire hydrants are flushed this summer. Mr. Albert will determine the dates of flushing and notify effected residents.
- C. Charles Sherard, Acct. 1020-2-RO, Balance \$382.48
This property has been foreclosed on and final billed as of May 8, 2018 and is now being billed to Bayview Loan Savings (M&M Mortgage Service), account 1020-3. The fiscal officer asked if the outstanding balance should be transferred to the banks account or written off as bad debt.
The board suggested contacting the new solicitor to discuss this situation before any adjustments are made.
- D. Debrah Henderson, Acct. 0027-4-RO, 303 Warden (tenant)

Jerry Weaver, Acct. 0027 (owner)

Several attempts were made to collect on an outstanding balance of \$202.55 from both tenant and previous owner. This property sold to Mr. Kilgore in August of 2017 and the tenant moved leaving the outstanding balance. In addition, a bankruptcy notification letter was received for Ms. Henderson and the prior owner has not responded regarding the outstanding balance. The fiscal officer asked if this amount should be written off as bad debt, since the tenants landlord at the time no longer owns the property and has not responded to notification of the balance.

The board asked that the solicitor be made aware that these types of situations happen frequently and to see if there is any recourse action that can be taken to retrieve the outstanding balances, such as placed on the property taxes of the new owner, or taken to small claims court.

E. Next Meeting Date

Since the next meeting date fall on Memorial Day, the meeting has been rescheduled to Tuesday, May 29, 2018.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Ann Elleman seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Ann Elleman, yea; Ms. Libby Stidam, yea.

The motion passed: 3 yeas – 0 nays

The meeting was adjourned at 6:26 p.m.

Next Meeting Date: **Tuesday, May 29, 2018**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____