

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

MINUTES: February 22, 2021

This meeting was held via teleconference due to COVID-19
Ms. Libby Stidam 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
Mr. Dale Albert, Licensed Water Operator
Ms. Dianne Gauder, Mayors Court Clerk

Minutes: February 8, 2021 Meeting
Ms. Libby Stidam made a motion to approve the minutes of February 8, 2021 as written.
Ms. Mary Herring 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: None

ADJUSTMENTS:

- A. Carol McGowan, Acct. 1075-2-ROB, 110-B-Grand, -\$50.00 (shut off fee)
Carol McGowan, Acct. 1075-2-ROB, 110-B-Grand, -\$43.37 (payment removal)
April Thompson, Acct. 1075-2-ROC, 110-C-Grand, +\$43.37 (payment credit)
Ms. McGowan, property owner paid bill for tenant but referenced incorrect account number on check which resulted in unit B being shut off for non-payment. The payment was transferred to the correct account (C) and the shut off fee was removed.
Ms. Pat Cochenour made a motion to approve of the above account adjustments.
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:

- A. Resolution 21-39; Rates, Fees and Charges
A RESOLUTION ESTABLISHING THE MUNICIPAL UTILITY RATES, FEES AND CHARGES IN THE VILLAGE OF RUSSELLS POINT.
Ms. Pat Cochenour made a motion to accept Resolution 21-39 by title on the first reading.
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

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:A. Water Billing Software

Mr. Weidner reported that CUSI pulled the data on Friday for the final conversion from the CBSW software to the UMS software. The new data was uploaded earlier today, and all transactions will now be posted in the new system. Due to the heavy snow fall we were unable to read meters. It was planned to do an estimate read based on the last few months of usage but during the process it was confirmed that the estimate changes the meter readings. Unfortunately, this would cause future problems because many accounts would be flagged in future billings if the current read is less than the previous read which would require investigations into each account to ensure that this was the cause, and in some cases this would carry over for months due to those that are not full time residents. Due to this issue, it was decided that all customers would be billed a minimum charge only and usage will be charged on the next bill. A notation was put on the bill to inform customers of the minimum billing.

B. Municipal Building Meter Replacement

The new meter installation is now complete.

C. Generator Regulator

A new regulator was received but it was the wrong one. It will be returned for the correct one. It was also reported that WW Williams has done their annual service check on the generator as well.

D. EPA Survey Items

The cross connection/backflow prevention questionnaire and brochure will be sent to all customers in the February bill. Mr. Weidner would like to find out if the information pamphlet required to be sent once a year could just be put on the website like we do the CCR report.

Mr. Albert reported that he will not be able to perform the contingency plan exercises this week. Ms. Stidam reported that she has learned from the EPA that any licensed operator can perform the exercises, it does not have to be the operator of record. She spoke to the licensed operator from the Village of Lakeview and he has agreed to perform the exercises for the village at no cost. Mr. Albert would like to see the write-up before it is submitted to the EPA to sign off on any suggested changes.

Ms. Libby Stidam made a motion to allow Mr. David Scott, Licensed Operator for the Village of Lakeview perform all ten contingency plan exercises with all maintenance team personnel and complete and submit the necessary documentation to the EPA and to prevent any further delays in responding to the unresolved EPA violations.

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

Ms. Stidam has also made several phone calls and briefly spoke to a couple of individuals that are willing to serve as a backup operator. The board agreed that these individuals will be contacted to request a resume and possibly interview them.

NEW BUSINESS:A. Annual Water Loss Reports

Mr. Albert will have the 2019 and 2020 annual water loss reports completed by the next meeting. The 2019 report was held up due to the misplacement of some of the documentation needed to determine final figures. These reports have since been located and both annual reports will be completed.

B. Aeration Detention Tank and Lines

Mr. Albert has contacted SES Environmental Services (formerly MWC) to get a quote on cleaning the aeration detention tank and lines. He believes that there is build up causing the floats at the plant to be lower. This needs to be done periodically and it has not been done for around five years. A rough estimate of cost is \$1,500-\$2,000.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring 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 6:50 p.m.

Next Meeting Date: **Monday, March 8, 2021 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Libby Stidam

Date Accepted _____