

# Board of Public Affairs

## Meeting Minutes

Tuesday, June 29, 2016 @ 6:30pm. @ Muni. Bldg.

**Bm. Jeff Hostetler** called the meeting to order.

**Members present:** Bm. Jeff Hostetler, Bm. Russ Watkins, Bm. Randy Watkins, Sewer Supt. Marcus Allen, Streets Supt. Jason Flory and Fiscal Officer Pam Hostetler, presenter and taking the minutes.

**Others present:** Tom Phillips, Julia Cain and spouse and owner of the laundromat

**Bp. Jeff Hostetler** asked for approval of the last Board of Public Affairs meeting minutes from May 24, 2016

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Russ Watkins to approve the meeting minutes from May 24, 2016.**

**Roll Call**

**All in favor**

**Motion carried**

### **Community/Other –**

1. Tom Phillips asked if there was any way a catch basin on Crestview could be moved. It is in the middle of the driveway approach. The Board said no.

### **Old Business –**

1. Stebbins Drive project update: All pipes are in ground, still need to level and seed
2. Mayor Armentrout addressed the temporary water position. We did hire Freddie Justice but with his job as a flood adjuster, it is not working out so Scott Warner from the Mancan Temp Service will be the interim filling in for Roger Riffle.
3. Euclid/Medina project update: All preliminary engineering documents have been signed and returned. Jason Flory has a tentative meeting scheduled with Doug Nusser this Friday to go look at and discuss service locations on Medina St. and what they are servicing. Project should still be able to start this fall.
4. Water/Sewer Meter Maintenance, Readings and Billing update and discussion included:
  - 169 zero read consumption meters
  - Discussion of possible solutions to categorize reasons there are 169 zero consumption read on these meters and meters not working properly – Meter not accessible because of dog, locked fence, overgrown shrub blocking meter, missing register, register not readable, meter not readable, meter not working, wire cut, slow moving old meter.
  - After we get a handle on the categories of the zero consumption read meters, we can decide how to proceed.
  - Should we have the employee we now pay out of Water Fund just install, work on and read meters?
  - Can we secure meters better so that they are not so easily broken..... no not really.
  - Let us make property owner responsible for meters not able to be read because of dog, locked fence, cut wire, register ripped off, etc. We fix the damages once and after that we charge the property owner. We leave phone message at properties with dogs and locked fences the day before we read meter advising them to secure their dog, have their fence unlocked or be at home when we get there.
  - Another option for inaccessible properties would be to have occupant read their own meter and send it back to us.
  - Discussion regarding flat rates verses meter reads. Meter reads makes occupant conserve water. Flat rates (no meter reads) will allow possible water consumption abuse.

The Board decided to have the next actual read in September to be very specific so that then the clerk can categorize. The Clerk will also look at the same number of meters that have consumption and figure an average over the minimum usage so we know how much money we might really be losing. The Board will then look at categories and figures to help figure out a plan of action.

Julia Cain was present to inquire about the clerk calling her about the \$3,000 plus water bill that will soon be going for this month's actual read. Marcus Allen went out to look at the duplex for a possible leak, etc. What he concluded was that after he heard water come on and go off in the back apartment there was still water running in the front apartment but there was nobody home at the time and Marcus could not enter the front apartment to access. Property owner hired a plumber and the plumber said there were no leaks in plumbing pipes.

The Board decided that they would charge Julia two (2) minimum billings of \$56.95 for the said duplex this time and check the situation every two (2) weeks so that the village can come to a conclusion as to what the problem is so we know whether it is the property owner's responsibility or the village's responsibility.

There are also two (2) other high read meters, one for 141 Pine Street and the other for 108/110 Peake Court.

**A motion was then made by Bm. Russ Watkins and 2<sup>nd</sup>. By Bp. Jeff Hostetler to approve charging all three high read meter properties account numbers 1-0038-00 at 106/108 Garden Street, 1-0796-01 at 108/110 Peake Court and 1-0774-02 at 141 Pine Street minimum usage for June actual read. Village employee needs to check on these three (3) meters every two (2) weeks and figure out what the problems are and figure out solutions to fix the problems.**

**Roll Call**

**All in favor**

**Motion carried**

The Creston Laundromat owner Mike Saul was present to voice a complaint about the poor water quality at his business. Samples of black water, bright orange iron and manganese were shown to Marcus Allen. Mike can't afford to lose customers. Mike feels that he needs to buy a filter system at a cost of \$2,000.00 but wants the village to pay for it. Mike added that this poor water quality has been going on for three (3) years. The Board asked Mike why this is the first time he has contacted us. Mike replied that until now it has been tolerable. Mike also stated that Marcus has given him a product to help with the current problems. The Board will get back to Mike Saul in two (2) weeks.

**Fiscal Officer Pam Hostetler –**

1. The actual readings are complete and there are a few with slightly higher bills but not abnormal. Gail stated that she has checked all bills.
2. Ohio Software has completed the calculation fix and continues to monitor with Gail to assure accurate bills.
3. Water/Sewer Clerk computer entries, transfers and billing
  - We have a lot of time invested
  - We have a lot of support hours invested as well
  - There definitely was a need for Ohio Software to do a calculation fix to their software.
  - I have helped as much as I can
  - I think the only main issues now are entering adjustments and balancing for transfers.
4. A discussion was held concerning property owner sending payment from out of state and it not getting here on time because of Postal Service problems. Gail wants to know if we put the account in the property owner's name and mail to address of tenant C/O the tenant?

The Board reiterated that the accounts need to be in and mailed to property owners. No exceptions. Property owner will have to work it out.

**New Business –**

1. Jeff Hostetler reported that the Fire Department flushed hydrants and did not notify the residents. The Board would like a letter sent from the Village to the Fire Department requesting them to notify the residents when flushing hydrants.

**Water/Sewer Supt. Marcus Allen**

1. Marcus reported that Ohio Drilling came in and put the spare pump on and took the old pump to rebuild.
2. CCR's have been mailed out to everyone.
3. The new impellers are working well and I am waiting to order the 3<sup>rd</sup>. one.

**Bp. Jeff Hostetler –**

1. Jeff asked for approval of the May 2016 Finance reports.

**A motion was then made by Bm. Randy Watkins and 2<sup>nd</sup>. By Bm. Russ Watkins to approve the May 2016 Finance reports.**

**Roll Call**

**All in favor**

**Motion carried**

**Supt. Jason Flory –**

1. Jason reported that Norwayne Schools came to him to ask if the village would waive the Water Tap-In Fee of \$500.00 for a new line off of Pine St. to go to the football field. They are trying to cut down on concussions and so they would like to soften the field. A short discussion was held.

**A motion was then made by Bm. Russ Watkins and 2<sup>nd</sup>. By Bp. Jeff Hostetler to waive the Water Tap-in Fee of \$500.00 for Norwayne Schools new line to football field.**

**Roll Call**

**All in favor**

**Motion carried**

**Bp. Jeff Hostetler** asked for approval of invoices and vouchers for totaling \$45,876.93.

**A motion was then made by Bm. Russ Watkins and 2<sup>nd</sup>. by Bm. Randy Watkins to approve paying the bills and vouchers totaling \$45,876.93.**

**Roll Call**

**All in favor**

**motion carried**

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Russ Watkins to adjourn the meeting.**

**Roll Call**

**All in favor**

**Motion carried**

Next meeting July 26, 2016 @ 6:30pm. @ Muni. Building.

*Respectfully Submitted,*

*Pamela J. Hostetler, Fiscal Officer*