

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING
November 28, 2006
MINUTES

Kory Krofft called the meeting to order at 7:32p.m. Roll Call: Kory Krofft and Jamie Clark both present and Stan Fessler absent. Kory reported that Stan had notified him that he would be late. Stan arrived at 7:35 and apologized for being late. Others present: Income Tax Administrator Debbie Cress and Service Superintendent Jeff Derksen.

Kory moved to approve the October 31 regular meeting minutes, seconded by Stan. Roll Call: Kory and Stan both yes, Jamie abstained. Motion carried.

Citizens Concerns: No citizens present.

The Board asked if there had been any concerns voiced to Village representatives. Debbie reported that a few people had commented, when paying their bills, that the rates seemed high in comparison with what other cities were charging. She was instructed that if a citizen thinks a bill appears high compared to prior periods, he should consider having a plumber look at the situation, and then if the plumber can't find anything, Jeff can check the meter.

Department Reports:

Jamie mentioned that he had noticed that the Laundromat car-washing vending machine is gone, and asked Jeff for an update on the situation. Jeff reported that the owner has apparently run into problems getting proper approvals for operating this machine from the EPA and the County. Stan reported that he had not yet prepared the draft letter discussed at the October 31 meeting for the agreement between the BPA and the Laundromat owner.

Debbie Cress, Income Tax Administrator, reported that she has worked with Brenda Krofft through one billing cycle, and due to a few problems in certain areas of the system, e.g. residents, bill printing, Brenda had spent 14 hours. She requested that the additional four hours be approved for pay, plus another two in case of other questions. Jamie made a motion to approve Brenda Krofft for six additional hours for training Debbie over the ten already approved. Stan seconded. Roll call: Jamie yes, Kory abstained, Stan yes. Motion carried. Debbie reported that she is comfortable with her progress in learning the system.

Debbie reported that Newton School's water meter did not initially read during the last reading cycle. That led to her looking into the billing history, and there needs to be further investigation, which she will report on at the next meeting. Jeff Derksen, Service Superintendent, reported that he needs to obtain a new meter for the school, and he has identified one that is compatible with the current billing system and the estimated cost is \$150.00. He also would like to purchase a water meter certification kit so he will get a quote for the next meeting.

Jeff reported that Tim Byrd will begin his employment on December 4, 2006 and Bob Chaney has been performing his weekly checks.

Jeff reported that Joe Miller from the Ohio EPA made a visit. Stan

noted that Joe had also met with him. Jeff reported that in 2008 the permit is up for renewal. He expects that total phosphorus removal will be required. Kory noted that the Board wants to have a process in place to meet any new requirements. Jeff noted that the new requirements have not been formalized, and that Joe will provide them. Jeff reported that Joe walked through the plant, and suggested some clarifier repairs and would like the Village to prepare a cost analysis of using the sludge drying beds vs using Mike's Sanitation to haul it away. Jeff will contact the Board's engineering firm to see about getting the analysis. Joe recommended securing additional land around the plant, to support future growth. Joe had no problem with the Bob Chaney arrangement.

Jeff requested that the BPA provide him guidance in prioritizing the repair of bad water shut-offs at the curbs, he has a list of several that won't shut off. Stan expressed concerns about tearing up the streets, and if galvanized, creating a larger problem. The BPA instructed Jeff, not to spend much time correcting the problem unless it becomes an issue with a resident. The BPA requested Debbie to review the Brandon Shoup property payment history and asked Jeff to see what all is involved to repair his shut-off. Jeff reported that for minor repairs, such as new valve boxes or repairs, the general practice has been to wait until he has several and then take a day to do the digging, repair, and re-seeding. Jeff was asked to provide to the BPA, in the next two weeks, a list of potential items needed for the department, how they will be used, and their estimated cost. The BPA commended Jeff for suggesting the above. Jeff reported to the BPA that one item would be to replace the current air compressor, since it belongs to Bob; however, the Village Council is considering purchasing one.

Jamie asked Jeff the status of obtaining his CDL. Jeff reported that he has the book and is studying for the written and driving test. It was suggested that Jeff set a date for the testing. Jeff informed the BPA that Tim already has his CDL. Jamie noted that this is one of Jeff's job requirements, and reiterated the request that he schedule the testing.

Kory and Jamie requested that installation of the network cable from the fire station to the Village office be completed by the end of Tim's first week. It was noted that when this connection is usable, the Village Council or the BPA will need to reimburse the Fire Department for half of the DSL bill going forward.

Old Business:

Stan asked the status of viewing the Liqui Vision DVD. Kory agreed to view it and pass it on to Jamie.

The Board asked Jeff about the status of contacting vendors for emergency digs. Stan requested that Miller Brothers and others be contacted. Jeff mentioned that he intends to also contact Star Ex.

Jeff reported that the lift station warning lights have yet to be installed and the Mayor expressed concerns that the work should be done by an electrician. Jeff was instructed to install these lights when he has the time.

Kory summarized the response he sent to Paul Wagner, Village Solicitor, regarding the Vectren settlement offer and the BPA's reluctant acceptance. The Board requested that Debbie follow-up with Paul.

Ordinance 1023 – Discussion: Partial month billings: 1 allocation by

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING

MINUTES

days, or another method; 2trash and capital improvements billing to beginning of month owner, Debbie is still working on system options and will have additional discussion with CMI. Owners that are gone for a complete month (first through the end), may have the water shut off and there will be no water or sewer charge, no trash charge. Discussion of capital improvement charges, while noted that the water capital improvement charge supports the water tower payment, and the sewer capital improvement charge supports future improvements, consensus not to charge. If water is not shut off, the minimum billings are effective, trash only may be removed. Discussion of the \$20 turn on fee, considered amount change and questioned if this should be different rates for accounts in good standing vs accounts turned off for non-payment; possibility of voluntary shut off fee; decided not to change. Further discussion of this subject; Jeff suggested contacting Covington and Bradford to see what they charge, he was authorized to contact them. Discussed the properties with hot water heating systems, and determined there be no change. Stan moved the Second Reading by Title of Ordinance 1023 Partial Billings for Residents who are Permanently or Temporarily Leaving, Kory seconded. Roll call: Kory, Jamie, and Stan all yes. Motion carried.

Tabled item: Second reading by Title of Ordinance 1019 Commercial Water Usage was tabled again.

New Business: None

Kory moved to pay the bills, seconded by Jamie. Roll Call: Stan, Kory, and Jamie all yes. Motion carried.

Stan suggested some procedural changes in the meetings: reading aloud the minutes, a summarization of the bills, and approval of the bills moved to the beginning of the meeting. Discussion, with agreement to implement after the first of the year.

Jamie moved to adjourn, seconded by Kory. Roll Call: Stan, Kory, and Jamie all yes. Meeting adjourned at 9:10 pm.

President: Stanley Fessler

Acting Clerk: Debbie Cress