

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING  
December 26, 2006  
MINUTES

Stan Fessler called the meeting to order at 7:30 p.m. Roll Call: Stan Fessler, Kory Krofft, and Jamie Clark all present. Others present: Service Superintendent Jeff Derksen, Fiscal Officer Tony Fessler, and Income Tax Administrator Debbie Cress.

Jamie made a motion to approve the November 28, 2006 regular meeting minutes, seconded by Stan. Roll Call: Kory, Jamie, and Stan yes. Motion carried.

Citizens Concerns: Citizens present: Harry and Mary Vannus, with their builder Jeremy Flora. Mrs. Vannus reported that they intend to build a house between her parents' (Kinney) property at 8055 W SR718 and the cemetery and would like to hook up to Village water. She reported that they'd like to use her parents' line, but Jeff Derksen's examination showed that the line is not large enough to split off. She asked what other options there are, and noted that she'd like to avoid paying a \$1,000 tap-in fee. Jeff reported that on page 8 of the Rules and Regulations is a standard that all new lines are to be run in K copper, and there is also a standard on the size of water lines: ¾" line is required for one family, and when the distance is greater than 120 feet, the line must increase one size due to the length of the line. The Kinney property is serviced by a 1" line. Jeff reported that the next size line, 1 ½" would be required. Mrs. Vannus proposed that they replace the Kinney old line with a new, larger line, in plastic, because of the cost of copper, and that they tap off that new line. Jeff expressed concern about possible leakage, and suggested installation of a pit meter on Lauver Road, to monitor usage. It was noted that the line crosses Village owned property, and Kory Krofft expressed concern about possible Village financial responsibility in case of future problems with the line. Jeff stated that there should be an easement already recorded with the County covering the existing line. Kory emphasized that his concern is that a future board doesn't have to pay for a replacement line because this board granted a variance to allow use of plastic. Stan asked if the Vannus' had been to the Village to obtain an easement to run the line through Village property; Mr. Vannus replied that they have an easement because there's already a line there. Mr. Flora reported that using 1" copper, to service the Vannus property only, with copper at \$4.36/ft and with several connections because copper comes in 100 ft rolls, would cost Vannus' about \$6,500; replacing the Kinney line with 1 ½" plastic line, at \$.91/ft for 200# Silverline Ultrapure, would cost about \$2,400, plus any tap-in fee. It was discussed that components of the tap-in cost include materials, outside services, administrative services, inspections, etc. Kory again emphasized that he wants it made clear that whoever owns the Vannus/Kinney properties, it is their line, regardless of who owns property it crosses over. Jeff reported that an inspection of the Kinney property revealed that there is a hydrant before the water meter, and that he had addressed the situation by notifying the property owner that he would send a letter that the hydrant needs to be removed, that any lawn hydrants need to be

after the meter. Mr. Vannus noted that sewer service is not available, they intend to use a mound system. Jeff reported that he is unsure of the size of the tap and location of the water main, whether it is in the ditch line or under the street. It was noted that shut-offs would be at the curb, and, as part of the standards and the property owner's responsibility, in each leg of the tee after the split. Mrs. Vannus reported that these properties are not part of the flood plain. Kory made a motion to approve a variance to allow the use of plastic pipe rather than copper for a new (replacement) water line to service the properties at 8033 W SR718 and 8055 W SR718, with all other standards to be followed, which include minimum 1 ½" line, two separate residential meters, and separate shut-off valves. Stan seconded. Roll call: Jamie - yes, Stan - yes, Kory - yes. Motion carried. Board consensus was not to waive the tap-in fee. It was agreed that it would be a good idea for the BPA to install and pay for the standard pit meter that Jeff recommended.

Jeff requested that the Board look into a secondary main from the well house that cuts across the field and back up SR718, in case of a problem with the main on Lauver Rd, possibly as a FEMA grant project.

#### Department Reports:

Debbie Cress reported that she did not have a report on the Newton School billing.

Debbie provided the payment history for the service address at 109 S Long St. It was noted that this property has a history of late payments. Jeff reported that the shut-off does not work and that this is an old galvanized line. Jeff was instructed to attempt to get the shut-off valve to work, and if that fails, to install a new valve, as he can fit it into his schedule, and to try to coordinate it with the Grace and Long streets repair project.

Kory asked the status of installation of the alarm at the lift station: Jeff reported that conduit had been run and lights hung. Kory agreed to wire the lights at the end of the week.

The Board reviewed Village Solicitor Paul Wagner's response to the Vectren settlement offer.

The Board requested that Debbie contact CMI about renewal of anti-virus protection as part of the software maintenance.

Thomas billing questions: Tony reported that there are several issues: One is the bike shop, where Mr. Thomas turns the water on and off himself. Any usage is always less than the minimum. It was agreed that for the bike shop Thomas' would be allowed to pay in advance for six months minimum usage, for the period from April 1 through September 30, plus the turn-on fee (which covers costs in addition to Jeff's turning the water on and off) with any change or adjustment to be computed and billed separately, but the Thomas' would need to inform the Village office when they leave and when they return. Another issue is an extended vacancy at their residence. It was agreed that the standard extended vacancy (snowbird) policy would apply, and whether Village personnel or the property owner turns off the water, the turn-on fee would need to be paid, and the property owner would need to inform the Village office when they leave and when they return. The third issue: Stan made a motion to waive

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the late fees on 202 S Church St for the payment that was due November 21, and not received until November 24. Kory seconded. Roll call: Jamie – no; Stan – yes; Kory – yes. Motion carried.

Jeff reported that he had contacted Jason Winner, Fanning/Howey, about the cost analysis of sludge drying beds vs hauling by Mike's sanitation, and that Jason will get into it after the first of the year. Shoup repair: previously covered, they will dig it up and fix it when they can. Jeff reported that he has not set a date for CDL testing because the truck needs repairs, estimated to take up to two weeks at an estimated cost of \$2,800. Jeff reported that he has completed his part of the network cable installation; Jamie and Kory reported that they had finished the installation, and suggested that BPA pay for the cable and the Village pay for the hub. Jeff reported that he had contacted eight vendors about emergency repairs and only Miller Brothers had sent back rates; he was instructed to follow up. Jeff reported that he is working on the list of potential purchase items. Tony reminded Jeff that a January 1 inventory list needs to be completed; this needs to include major equipment and inventoriable items which are sold or given out. Debbie reported that Covington and Bradford charge \$25 turn-on fees. Jeff and Tony reported that they are trying to develop a purchasing policy for Rebsco/Bornell parts that will better control parts costs, while providing timely repairs; Tony reported that a packing slip included with a drop shipment included pricing, and this showed that Rebsco's markup was greater than 25%. Jeff said he would investigate alternative sourcing; Stan recommended contacting Moraine Industrial Supply.

Jeff reported that Bob Chaney is making checks, on a random schedule, and is completing the required paperwork. He also commented that Tim Byrd is working out well.

Stan reported that he needs to clarify the Board of Public Affairs' authority and responsibilities when it comes to water and sewer expenditures, as related to capital improvements and major repairs, and engineering firms and other contacts and contracts.

#### Old Business:

Stan reported that he did not send a letter to the Laundromat owner, based on Paul Wagner's advice, and that the Mayor had informed him that he had met with the owner and is handling the situation.

Jamie presented a \$1,180 quote from John Norton Engineering to investigate what the cost difference is between fixing and using the current sludge beds and having the sludge hauled away as is currently being done, and investigation of alternatives, to satisfy the EPA so they will modify the permit and give permission to have the beds removed. It was agreed to contact other firms for quotes.

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

Second Reading by Title of Ordinance 1023 – There will be no partial billing – the minimum billing for the entire billing period for water and sewer will be assessed. If the water is shut off for an entire billing period, capital improvement charges will continue to be assessed. In the case where the water is shut off, by the owner or by Village personnel,

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any usage will result in a bill being issued, and the user will incur turn-on fee charge. In the case of rentals: if there are separate meters, the property owner can notify the Village office, and they will be treated like individual residents. If there are not separate meters, the minimum billings will continue. The turn-on fee will be renamed as a turn-on/administrative fee. Requests for meter readings outside of the regular billing cycle which will not result in a billing will be assessed this fee. If the request is because the resident believes the water meter is malfunctioning, the fee will be assessed, but will be refunded if the meter is shown to be inaccurate. Jamie made a motion for a second reading by Title of Ordinance 1023 Partial Billing for Residents who are Permanently or Temporarily Leaving. Kory seconded. Roll call: Stan - yes; Jamie - yes; Kory - yes. Motion carried.

New Business: None

Kory made a motion to pay the bills other than Computer Rescue, and pay the entire amount billed by Rebsco. Seconded by Jamie. Roll Call: Stan, Kory, and Jamie all yes. Motion carried.

Kory made a motion to pay \$132.50 to Computer Rescue. Stan seconded. Roll call: Kory - yes, Stan - yes, Jamie - abstained. Motion carried.

Tony questioned the procedural changes suggested for the meetings. It was agreed that the bill presentation would not change.

Jamie made a motion to adjourn, seconded by Kory. Roll Call: Stan, Kory, and Jamie all yes. Meeting adjourned at 9:50 pm.

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President: Stanley Fessler

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Fiscal Officer: Tony Fessler