PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING
JANUARY 30, 2007
MINUTES

Fiscal Officer Tony Fessler called the meeting to order at 7:35 p.m. Roll Call: Stan Fessler; Kory Krofft; and Jamie Clark all present. Others present: Kathleen Bryant; Service Superintendent Jeff Derksen; and Income Tax Administrator Debbie Cress.

Tony noted that the first item of business was reorganization for 2007. Kory Krofft made a motion that officers and the meeting date and time remain the same: Stan Fessler as President and the meetings be held on the last Tuesday of each month at 7:30 p.m. Jamie nominated Kory for President. Kory declined. Jamie seconded Kory's motion. Roll call: Kory – yes; Jamie – no; Stan – yes. Motion carried.

Debbie read the minutes from the December 26, 2006 meeting. Kory made a motion to approve the December 26, 2006 regular meeting minutes as read, seconded by Jamie. Roll Call: Kory – yes; Jamie – yes; Stan – yes. Motion carried.

Citizens Concerns:

Kathleen Bryant, 411 N Main, explained that her utility bill had not been paid in a timely manner because she had misplaced the bill and payment, and requested that the BPA waive the late fees. Debbie reported that a five year payment history review had found no instances of a late payment. Kory made a motion to waive the late fees for that bill and accept payment in the amount originally billed. Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried.

Jeff reported that on January 29 Travis Brown, corner of Liberty and Walnut, had reported a water/sewage problem in his basement. Investigation of this report resulted in the discovery that the Village had a blockage in the sewer main. Jeff reported that the resident felt that the pressure caused his plumbing to crack, resulting in the flooded basement. Jamie questioned if the basement was furnished, Jeff replied that it is a hand dug basement, with just a couple of shelves, and the resident did not report that anything of major value was destroyed. It was discussed that the added pressure could also have exposed a crack in his line. The Board noted that unfortunately clogs happen, and backups can occur.

Debbie presented a request from Dave Naff requesting that the water bills for 3 N Main St and 6 E Monument St be mailed to his tenants, rather than to him as the landlord. The Board declined to make an exception to the ordinance.

Debbie presented a request from Eugene Oburn to waive the water and sewer fees for the past several months on his rental apartment at 117 ½ West Monument. The BPA felt that since the Oburns had asked for the account to be made inactive and did not inform the BPA to take the property off of the inactive list when the apartment was rented, minimum billings should be assessed retroactive to the last reading that was billed since there was usage during each billing period. Jeff reported that he had been approached to take the

water meter out of this address, because the new owner, Nate Oburn, intends to combine the two units into single family. The BPA agreed that Jeff would not remove the meter until the rezoning is obtained.

Department Reports:

Jeff reported that the new meter for the school has not been installed. He is having trouble getting the drawings for the inside of the meter, which he needs to change the meter head, and he also needs to coordinate the installation with the school's custodian. The school is receiving estimated billings until Debbie can determine the billing conversion on the manual readings being done by Jeff. Debbie also reported that it appears that the special sewer billing rate was not changed when the sewer rates were changed.

Tony reported that Vectren has yet to send the check for $500.00 to the Village.

Debbie requested that Kory or Jamie assist her in getting the system backup procedure to work, and that there are CMI software updates that need to be installed.

Debbie reported that she had discussed the situation with Stan and had adjusted the billing to Coldwell Banker for the property at 211 W Monument St due to the apparent vandalism which attributed to the large water usage. The BPA agreed to the adjusted bill.

Jeff reported that with Kory's assistance the warning lights on the lift station in Ash Knoll are now working and he had notified the Miami County Sheriff's Department to notify 911 if the lights change and the system is down. BPA instructed Jeff to put a plaque at the lift station that would request notification of 911 if someone observes a red light.

Jeff reported that this past Monday Jason Winner and Craig Mescher of Fanning/Howey Engineering had gotten back to him about the request for the sludge bed cost analysis for the EPA and that he had to explain to them what is needed because they don't do many wastewater projects and are just breaking into that field. He expects them to get back to him tomorrow with some ideas on what constitutes a cost analysis for this project. BPA noted that they have a quote for this cost analysis from John Norton Engineering and need a quote from Fanning/Howey.

Jeff informed the BPA that he has not scheduled his CDL license test; since Tim has a CDL license he will be driving the CDL vehicle and Jeff will take the test at a more convenient time.

Jeff reported that Miller Brothers Excavating, Inc is the only company willing to provide the Village with emergency repair rates, so it appears we will be using them in the case of an emergency. Pat Cullars with PDC Plumbing has informed Jeff that he is still available for the minor repairs; it was agreed that he will need to provide proof of liability and worker's compensation or health insurance prior to doing any work for the Village. BPA instructed Jeff to use his judgment on what a project requires as to outside services.

Jeff stated that Tim and he have started the inventory list to be presented to Village Council and BPA.

Jeff informed the BPA that he was able to find a few suppliers that are lower than the belt and bearing prices of Bornell and Rebsco.

Jeff reported that he has not worked up a list of prioritized purchase items; although he's talked to the Mayor, he wants to consult the Village Finance Committee and the BPA. The BPA agreed that at this time they are not interested in a water meter certification kit.

Tony commented that he needs to determine if the recent increase in copper prices has caused a cost increase for water meter parts; this would have a cost impact on the water meter kits that are being sold for $120. Jeff reported that he had purchased a supply of curb boxes and brass in anticipation of making the repairs discussed at the last meeting as soon as the ground thaws.

Jeff reported that the big green truck has been repaired and passed the CDL inspection with the bed empty. The bed will not pass the inspection if it is loaded. Jeff is getting quotes for replacing the bed versus repairs.

Jeff reported that Bob Chaney continues to make his checks.

Jeff is still working on finding the right company to do the hot tap on our main water line to put in two 1 inch taps that will go to a manifold to be metered before the line goes to the Kinney and Vannus properties. He also reported that there are two hydrants that are plumbed to un-metered water, and that he informed the property owner that this needs to be corrected before his inspection.

Jeff reported that Tim continues to do a good job and that he is knowledgeable and his experience with reading blue prints and drawings is an asset. In response to Jamie's question if Tim is interested in obtaining water and wastewater licenses, Jeff responded that a minimum of one year's experience is required for eligibility for the schooling, which is actually longer because of their multiple duties. BPA requested that Jeff maximize Tim's exposure to the duties and cross train him.

Old Business:

BPA questioned Jeff about the changes/construction at the Laundromat. Jeff informed them that the Mayor had told him that any necessary permits/paperwork had been completed and that all Jeff needs to verify is that the sidewalk is being constructed in the right dimensions and according to the print. Jeff reported that he had completed a visual inspection, the BPA requested interceptor had been installed, and according to the Mayor the rest of it falls under the Zoning Board.

Tabled items:

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

Third Reading by Title of Ordinance 1023 – After discussion of several examples of possible situations, the BPA expressed that in the interest of clarity, conciseness, and consistency there will be no partial billings or pro-ration, the minimum billing for the entire billing period for water and sewer will be assessed, with additional charges for excess usage. It was further clarified that this applies to snowbirds, damaged or vacant properties, changes in ownership, new construction. To address the concern that owners/residents would be charged a minimum billing when they had little or no usage, it was agreed to follow current policy that provides that owners/residents could request a billing adjustment by letter or by attending a meeting. Tabled.

New Business:

Jeff reported that the Wastewater License examination application deadline is February 21st, the application fee is $45, and the test is May 22nd. Kory made a motion to pay the application fee and if Jeff doesn't pass the test, his clothing allowance will be reduced by that amount, seconded by Jamie. Roll Call: Kory – yes, Jamie – no and Stan – yes. Motion carried 2-1.

Debbie requested that Jeff provide her a list of properties that the water is shut off at so she can check that to the computer records. Jeff suggested that she obtain that information from the board in his office, which also lists whether it is shut-off at the curb or at the meter.

Jeff requested guidance on the situation at Dave Naff's property: one ¾ inch line supplies 7 rental units, including 2 businesses. Mr. Naff has purchased two additional meters to be installed for the businesses, and Jeff expressed a concern about the restrictive meters causing a reduction in water pressure, and noted that he had expressed this concern to Mr. Naff's plumber. Jeff was instructed by the BPA that if Mr. Naff approaches him about additional tap-ins he should tell him that the tap-in fee(s) will be assessed.

The BPA instructed Jeff that when he shuts water off at a meter that he also put on a padlock.

Kory moved to pay the bills, seconded by Stan. Roll Call: Kory, Stan and Jamie all yes. Motion carried. It was requested that payments made between the last meeting and the end of the preceding month be included in the payments made available for review.

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

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President: Stanley Fessler Fiscal Officer: Tony Fessler