

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING
MAY 29, 2007
MINUTES

The Village of Pleasant Hill Board of Public Affairs met in regular session on May 29, 2007. President Stan Fessler called the meeting to order at 7:35 p.m. Roll Call: Stan Fessler - present; Kory Krofft - absent; Jamie Clark - present. Kory had notified the Board that he would be out of town on business. Others present: Dr. Marcus Miller; Anthony Hampton; Service Superintendent Jeff Derksen; Mayor Gary Johnston; Fiscal Officer Tony Fessler; Clerk Debbie Cress.

Jamie made a motion to approve the April 24, 2007 regular meeting minutes as submitted, seconded by Stan. Roll Call: Jamie - yes; Stan - yes. Motion carried.

Citizens Concerns:

Dr. Marcus Miller, 19 Brethren Dr, reported that he is recently retired, and was unaware of the paperwork he needed to file to avoid being invoiced for the minimum billings. He was out of town from December 23 until May 1. Debbie confirmed there had been no usage during the Jan/Feb and Mar/Apr periods, and no billing was issued for Mar/Apr because Dr. Miller had contacted the Village office to report his absence. Jamie made a motion to waive the Jan/Feb minimum billing for water and sewer and the capital improvements charges, total \$57.00, for Dr. Miller at 19 Brethren Dr. Stan seconded. Roll call: Jamie - yes; Stan - yes. Motion carried. It was noted that residents who will be out of town for extended periods and want to avoid minimum utility billings need to contact the Village office before leaving, and upon returning.

Anthony Hampton, 202 W North St, a new resident, was unaware that he needed to contact the Village before filling his pool in order to have the sewer usage charges taken off his bill. He reported that he had to fill his pool twice, and estimated that he had used 3,600 to 4,000 gallons total. Jamie made a motion to grant relief from sewer charges for 3,700 gallons for Anthony Hampton at 202 W North St. on the May/June bill. Stan seconded. Roll call: Jamie - yes; Stan - yes. Motion carried.

It was noted that Dave Naff had been in the parking lot prior to the meeting and had indicated that he wanted to discuss late fees charged to his account, but had not come into the meeting. It was also noted that there was a tree committee meeting being held in another part of the building.

Stan reported that he had been contacted by Dave Naff about the late fees and had suggested that he attend tonight's meeting. Debbie reported

that Mr. Naff had originally stated that his Jan/Feb bill had been paid on time, but that her investigation showed that the due date was March 27, the check was dated March 28, the envelope was postmarked March 29, and payment was received on March 30. Debbie further reported that Mr. Naff's Mar/Apr bill is also overdue, and has late fees imposed, for a total amount due of \$711.30. It was decided not to take any action to waive any charges unless he attends a meeting to present his case.

Debbie reported that she had also received a note from Patty Chrisman, a tenant of John Marchal's, disputing late charges. Debbie's investigation showed that the Jan/Feb bill was paid late, as was the Mar/Apr bill. She circulated a copy of the letter sent to Ms. Chrisman, with a copy to John Marchal, summarizing the situation and notifying her of the May 29 meeting.

Department Reports:

Debbie reported that the Newton School billings have been completed: usage had been calculated based on prior history and credit had been given for sewer overcharge because the rate had not been changed timely. Debbie reported that she and Jeff had reconciled the water shut off properties/inactive accounts list.

Debbie requested that the Board approve CMI system training for her on June 7 for \$195. She presented the course syllabus, and identified areas she felt would be particularly beneficial. It was noted that June 7 is water shut off day, and Tony has agreed to be in the office that day. Stan made a motion to pay \$195 course fee only, mileage declined, for Debbie to attend CMI utility training. Jamie seconded. Roll call: Stan - yes; Jamie - yes. Motion carried.

Debbie and Tony reported on the Ohio Software utility software demonstration they had attended in Covington. Discussion then shifted to the lack of Sensus equipment support. Jeff was instructed to investigate alternatives by contacting vendors and other cities such as Troy, and report back. Debbie is to provide the yearly cost of using CMI, and get a quote from Ohio Software.

Debbie presented an analysis of 2 and multi-family zoned residences. She had high-lighted properties that are serviced by one meter, but reported that only three appear to be problems. It was agreed that she would investigate these properties.

Debbie presented the form to be used for listing water shut-offs. It was discussed and approved.

Tony asked if the 109 S Long St shut-off valve had been repaired, Jeff replied that it had not been done yet. BPA requested that Jeff complete this repair.

Jeff reported that Bob Chaney's sewer and water checks are continuing satisfactorily.

Jeff reported that he has not scheduled his CDL license test because the truck is in the shop.

Jeff reported that he had taken the waste water test and expects results by the end of June. He was instructed to let Debbie know when he receives the results, so she can inform the Board.

Jeff reported that the plaque they had made for the lift station needs to be redone because 911 does not want to be the dispatch for the sewer department. He will redo the sign so that the garage phone number (676-3241) is listed instead.

Jeff reported that no additional progress on the January 1 inventory list has been made beyond listing the meters. It was clarified that this is not a list for insurance purposes, but is a State Auditor requirement. BPA determined that they want a comprehensive list that would also be used for insurance purchases, and requested that Jeff check around and determine who/how this project could be completed.

Jeff reported no progress on the protection for belts and drive system project: he and Kory are still in the design phase.

Jeff reported that the Mayor had informed him that the cost of curb boxes, valves, etc for the SR 718 project would be provided by the engineering firm.

Jeff reported that he has not dealt with the Kinneys' lawn hydrant situation yet.

Jeff reported that on May 26 Tim had informed him that the pump on well 5 had been running for almost 24 hours, but pressure was only 79 pounds per square inch, when it should be 104 pounds per square inch. It was finally determined that rather than a major leak, the system had experienced abnormally high usage, due to pooling fillings, lawn watering, etc. Jeff was instructed to watch the run time on well 5, and also to cycle the wells more often than monthly in order to gather data.

Jeff reported receipt of the security payment box, and that he will install it outside of the Village office entrance. It was discussed that Covington Savings and Loan is closing the Pleasant Hill office. It was agreed that after the closing, the bank's courtesy collections will be discontinued; payments would need to be mailed or made at the Village office.

Jeff requested guidance on the extent of repairs to be made along SR718; BPA instructed him to spend the least he can to solve any problem short-term, knowing that the major project will be done next year, with all new valves, curb boxes, etc.

Jamie asked Jeff if he had prepared the requested report on 207 W Monument St. Jeff reported that he had documented what he had seen the first day and what he had found when they went back to do the project and his conclusions, and he had filed it in his personal files at home. BPA instructed him to provide this for the Office file.

Tony reminded the BPA that with the closing of the bank, if the

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Village decides to keep the lockbox, it will be transferred to Bradford. What is kept in the lockbox, frequency of access, etc., was discussed. It was decided that Tony would present a plan at the next Council meeting.

Old Business:

Debbie reported that the billing for the Helman property at 207 W Monument St is unpaid: repairs, turn-on fee, current billing, and arrearage for a total of \$379.13. It was agreed that if this balance is not paid in full by June 6, the water would be turned off and on June 7 Tony would contact the Sheriff's Department and file charges.

The BPA discussed the recent information pertaining to a residence in the Laundromat property (service address 33 N Main St). BPA agreed that based on the information (or lack of) provided, corrected billings would be calculated back to July 1, 2005. Stan made a motion that Mr. Owings be billed for the minimum usage and capital improvement fees for the rental unit from July 1, 2005 through the last billing period to capture lost revenue; that if Mr. Owings provides proof that the starting rental date was later than July 1, 2005, then the appropriate adjustment will be made. Future billings are to be made based on whether Mr. Owings decides to install a separate meter or as a multiple unit. Seconded by Jamie. Roll call: Stan - yes; Jamie - yes. Motion carried. BPA directed Debbie to send a letter to Mr. Owings.

Tabled items:

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

Third Reading by Title of Ordinance 1023 - Partial Billing for Residents Who Are Permanently or Temporarily Leaving was tabled.

It was agreed that the BPA would not allow nor authorize filling of swimming pools with fire hoses from fire hydrants. The Mayor agreed to take to the next JFD meeting that the fire department is not to be filling nor assisting anyone in filling of pools or other similar Village water usage without permission from the Village Superintendent. Residents who want to avoid sewer charges need to contact the Village Superintendent to schedule meter readings or pool measurements.

New Business:

Discussion of the 1 N Main St Naff rental property: late fees from the prior bill, the current bill, and the current late fees are unpaid for the five resident rentals. Although there are separate meters for Furry Friends and Bear's Pizza, the five rental units are on one meter. If water needs to be turned off for the five rental units, or Furry Friends or

Bear's Pizza, inside access to the meters would need to be obtained, to shut it off at the meter. Otherwise, the water would have to be turned off at the curb, which would shut off the water to all seven units. BPA instructed Jeff to handle it the way he needs to, and if that means shutting off the water to Furry Friends and Bear's Pizza, then make sure they're notified of the situation.

Jamie made a motion to pay the bills. Stan seconded. Roll call: Jamie - yes; Stan - yes. Motion carried.

Tony notified the Board that he is bringing up an increase to the mileage rate at the next Council meeting.

Jamie moved to adjourn, seconded by Stan. Roll Call: Jamie - yes; Stan - yes. Meeting adjourned at 9:50 pm.

President: Stanley Fessler

Clerk: Debbie Cress