

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING
JUNE 26, 2007
MINUTES

The Village of Pleasant Hill Board of Public Affairs met in regular session on June 26, 2007. President Stan Fessler called the meeting to order at 7:30 p.m. Roll Call: Stan Fessler - present; Kory Krofft – present; Jamie Clark – absent. Others present: Brad Helman; Service Superintendent Jeff Derksen; Mayor Gary Johnston; Fiscal Officer Tony Fessler arrived at 7:50 p.m.; Clerk Debbie Cress.

Kory made a motion to approve the May 29, 2007 regular meeting minutes as submitted, seconded by Stan. Roll Call: Kory – yes; Stan – yes. Motion carried.

Citizens Concerns:

Brad Helman, 207 W Monument St, informed the Board that he doesn't feel he should have to pay for the replacement of the water valve at his property and explained the reasons behind his actions. After discussion of the circumstances, Kory made a motion that the repairs charge of \$179.57 be credited to Mr. Helman's account. Stan seconded. Roll call: Kory – yes; Stan – yes. Motion carried. In response to Mr. Helman's question about what he should do if he needs to shut his water off, the Board instructed him to contact the Village Service Superintendent during working hours, or the Board members' phone and the Village Service Superintendent's pager numbers are posted at the Village buildings.

Stan asked Mr. Helman if he has an additional rental unit at his property; i.e. 207 ½. Mr. Helman reported that there is a guy staying with him upstairs, but it is not a formal rental arrangement. It was noted that Mr. Helman's property is zoned as 2 family. Mr. Helman stated that he would prefer to keep that designation; the Board informed him that would make him subject to an additional minimum billing since he does not have separate meters. Mr. Helman stated that he would file a paper requesting that his property be changed to single family zoning. Gary reported that the zoning ordinance has been changed so that any double that has been empty for a certain period automatically reverts to single family zoning, and that once changed to single, it is unlikely that it would ever be approved to be a double again. Mr. Helman agreed to get with Gary.

Debbie noted that two parties (Dave Naff and Lori Meyer), who had contacted the Village office and expressed their intentions to attend the meeting to discuss charges to their accounts, were not in attendance.

Debbie outlined the Linda Zeller account situation. The Board instructed Debbie that if similar circumstances arise in the future and Ms. Zeller wants to avoid having her water turned off, she needs to bring her request to a Board meeting.

Department Reports:

Debbie summarized what she had learned at her June 7 CMI training.

Debbie noted that each Board member has a copy of the proposal from Ohio Software (annual fee \$1,444; software package \$7,700) and that this year's annual fee to CMI for the utility system was \$1,607. The Board agreed that, based on Tony's and Debbie's comments indicating their satisfaction with CMI, they do not feel a need to make a change.

Debbie reported that the three properties identified as needing further investigation in the 2 and multi-family zoning review are in the process of being resolved: the Mayor is working with Helman, as agreed above, and Keller to have those changed to single family and with the Cotrells' to resolve that situation.

Kory requested that all new ordinances be posted on the web site, and reported that he is not receiving information from Village Council. It was agreed that any postings that are posted around town will also be sent to the webmaster.

Jeff reported that he has been approached by Summit One Excavating to do Village work. The Board instructed Jeff that, as Service Superintendent, it is his responsibility to qualify (with the Fiscal Officer, references, etc) and use vendors as required.

Tony requested the status of the sewer situation at 500 N Church St. Jeff reported that the property owner's plumber had blamed the problem on the Village. Jeff contacted Bradford and they used their inductive locator and determined that the clog was about ten feet before the sewer main, therefore it is the property owner's responsibility.

Jeff reported that Bob Chaney's water and sewer checks are up to date.

Jeff reported that Bob had filled out new permits for the sewer plant. Jeff stated that he needs a \$200 application fee and it needs to be mailed tomorrow. Stan made a motion to pay the OhioEPA three year discharge permit. Kory seconded. Roll call: Stan – yes; Kory – yes. Motion carried. Tony stated his concern that the letter was dated February 28, is due 180 days prior to December 31, and is just now being brought to the Board and a check requested. It was agreed that Jeff would bring items like this to the Board in a more timely manner.

Jeff requested a copy of the cover letter that was mailed with the Water Consumer Confidence Report. It was noted that no cover letter was mailed with the report. Stan informed Jeff that typically the Board reviews the report and signs the cover letter, but apparently that didn't happen this time because Bob got the report out at the last minute. The Board requested that Jeff inform Bob that they would like to receive the CCR two meetings before it has to be mailed out.

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

Jeff reported that he had passed his Class 1 Wastewater Operator test for his certification and a copy is posted at the Village office. Jeff presented a letter from Bob requesting \$300/month for water consultation. It was noted that the BPA October 31, 2006 minutes record a motion to accept Bob's proposal of being paid \$250/month per license.

Stan made a motion to congratulate Jeff on receiving his WWTP license, which allows the Board to offset a \$250/month cost to Bob Chaney, effective July 1, 2007, therefore Bob Chaney will be paid \$250/month per the original agreement, as opposed to the \$300 suggested. Kory seconded. Roll call: Stan – yes; Kory – yes. Motion carried.

Kory made a motion to recommend to Village Council, in agreement with the Finance Committee recommendation recorded in the October 31, 2006 minutes, that effective June 23, 2007 Jeff receive a wage increase of \$2/hour. Stan seconded. Roll call: Kory – yes; Stan – yes. Motion carried.

Jeff reported that the plaque at the lift station has not been installed yet; a compromise had been reached with the Sheriff's Department that the Village number would be listed first, and that after hours 911 would be listed for notification.

Jeff reported no progress on the protection for belts and drive system project: Kory stated that he is on vacation next week and requested that Jeff get with him on this project.

Jeff reported no additional progress on the January 1 inventory list. Gary stated that the two maintenance employees should be able to complete this project during the winter weather. Tony stated that this project came out of last year's State audit. It was agreed that this is also needed for insurance purposes. Gary instructed Jeff that this is something that needs to be done, and if it isn't done, it will be reflected in his performance appraisal.

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

Jeff reported that the repairs on 109 S Long St have been completed.

Jeff reported that he has been running wells 5 and 2 for about a week at a time: run times are slightly longer for well 5, because it pumps 290 gallons per minute, while well 2 pumps 320 gallons per minutes. Kory asked how many wells there are; Jeff replied 3, well 4 is high in manganese and is not used very often. He reported that only wells 2 and 5 have soft starts; that he'd like to look into getting a new start up system to get well 4 up to date.

Stan questioned Jeff about water usage during the dry spell; Jeff reported that, since Memorial Day, usage has dropped off, and has not reached a point where there is a need to go to a drought state. Jeff stated that if it becomes necessary to declare a drought state, there is a posted contingency plan that states step by step what is required.

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Jeff reported that the security payment box has been installed.

Jeff reported that he had filed the requested report on 207 W Monument St. with the Village Fiscal Officer.

Jeff reported that he has not had an opportunity to investigate Sensus equipment alternatives. Tony recommended that this not be put off because of the lack maintenance support and unavailability of repair parts.

Jeff reported that he had received a few minor recommendations from the new insurance company's review: replacement of faded no trespassing signs, need for throw devices, and restricted personnel signs. Also recommended were fencing of wells and well house, and keeping the sewer plant locked up

Jeff stated that since he is taking over the waste water management there is some equipment that he'd like purchase. He suggested purchase of a microscope so he could pull samples of the bacteria building on the clarifier and monitor and adjust waste times and turn flow based on type of pin floc. Kory made a motion to purchase a microscope not to exceed \$500. Stan seconded. Roll call: Kory – yes. Stan – yes. Motion carried. The Board assigned Jeff to find this equipment, and then get with Kory.

Jeff requested permission to purchase glassware drying racks. The Board agreed that these types of items, that allow Jeff to have the tools to do his job, should be purchased.

There was discussion on setting up the meter reader and meter reading dates; the Board instructed the meter readers and Village office to work out a schedule.

Jeff reported that on June 18 Tim Byrd had sideswiped a pole at the cemetery which resulted in damage to the blue truck. Stan made a motion that no repairs nor any insurance claim be filed related to the June 18, 2007 incident involving the blue truck. Kory seconded. Roll call: Stan – yes; Kory – yes. Motion carried.

Old Business:

Debbie presented a proposed letter to be sent to Duwayne Owings regarding the retroactive billing of minimum charges for the residence in the Laundromat property (service address 33 N Main St). After some changes, it was agreed to send a letter showing a balance due of \$564.35. Current billing to include 2 units.

It was agreed that the water tower needs to have regular interior and exterior inspections. The Board requested that Jeff talk to Gateway.

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.

Discussion of fire department's role in filling of pools and other usage of Village water: the Board agreed that any fire department use of water other than for fires needs to be communicated to the Service Superintendent. If this usage requires a customer billing, then the Service Superintendent will inform the Village office. Kory agreed to take this to the JFD; the Board instructed Jeff to attend the next fire department meeting to bring up these items.

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

New Business:

Gary and the Board discussed coordination of repaving on W High St with Church St, including extension of 8" main and tie in with 6" main on High St. Gary updated the Board on the status of current grant applications and expected funding sources.

Kory made a motion to adjourn, seconded by Stan. Roll call: Kory – yes; Stan – yes. Meeting adjourned at 9:45 p.m.

President: Stanley Fessler

Clerk: Debbie Cress