

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING  
SEPTEMBER 25, 2007  
MINUTES

The Village of Pleasant Hill Board of Public Affairs met in regular session on September 25, 2007. Stanley Fessler called the meeting to order at 7:30 p.m. Roll Call: Stan Fessler – present; Kory Krofft – present; Jamie Clark – present. Others present: Service Superintendent Jeff Derksen; Clerk Debbie Cress.

Jamie made a motion to approve the August 28, 2007 regular meeting minutes with a change in the Department Reports, paragraph one: The sentence “She informed the Board that Susan Keller had sent Mayor Gary Johnston a letter stating that her property is a single family residence, which will be used to change the Village zoning records” was changed to read “She informed the Board that Susan Keller had sent Mayor Gary Johnston a letter stating that her property is a single family residence. This letter will be used to change the Village zoning records.” This motion was seconded by Kory. Roll Call: Jamie – yes; Kory – yes; Stan – yes. Motion carried.

**Citizens Concerns:** No citizens present.

**Department Reports:**

Debbie reported that two of the three delinquent final billing account holders had paid their bills; if the other one remains unpaid at the next billing cycle, it will be added to the current account holder’s balance. She also reported that there is one other delinquent account that appears to be an abandoned property; this account will probably not be collected until the property is sold.

Jeff provided preliminary W SR718 elevations from Fanning/Howey.

Jeff reported on his Sensus equipment alternatives investigation. The Board agreed that he should ask Todd Bridge, EJ Prescott sales representative, to attend the next meeting.

Jeff reported that Bob Chaney’s water system checks are up to date and continue to proceed smoothly. He reported that he consults Bob when he has questions on water sampling or other issues.

Jeff reported that he has not scheduled the CDL test.

Jeff reported that he has not worked on the inventory project.

Jeff reported that he has not worked on the belts and drive system protection project.

Jeff presented a draft letter to be sent to the Kinneys about the lawn hydrant situation; the Board suggested wording and format changes and that he send it on letterhead.

Status of insurance company’s recommendations: Debbie reported that the mayor is reviewing the copy of the personnel policy provided by the insurance company and is aware that the BPA would like to see any personnel policy changes prior to adoption.

Jeff reported that he has not contacted Barry McMillen of the Board of Health to schedule a meeting with him about the backflow prevention device project.

The Board expressed their concern that they do not receive the percentage of Jeff’s efforts equal to the amount they’re paying for. Jeff was asked to identify the bottlenecks that prevent him from completing BPA projects. The importance of completing open BPA projects was emphasized. Ideas on how to complete the January 1, 2007 inventory project were discussed. Jamie made a motion to authorize Jeff and Tim to work up to ten hours of overtime each in order to complete the inventory of BPA items before the next meeting. Kory seconded this motion. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried.

Jeff presented quotes for removal of the sludge drying beds: Miller Brothers - \$2,500; Summit One Excavating - \$4,800; Lynde Supply - \$2,875. Kory made a motion to accept Miller Brothers' \$2,500 quote for removal of the sludge drying beds. Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried.

Jamie made a motion to pay for Jeff's basic water classes, not to exceed \$500. Kory seconded. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried. Jeff noted that classes are on Tuesday nights, so Tim will attend BPA meetings.

Jeff reported that every three years, prior to the renewal of the sewer plant permit, the OhioEPA conducts a visual inspection and checks out the operators. This inspection was conducted today by OhioEPA representative Joe Miller, with Jeff, Tim, Stan, and Mayor Gary Johnston present. Jeff and Stan reported that they had discussed with Mr. Miller plans for changes, improvements, and upgrades, e.g. preliminary screening, addition of a second clarifier. Mr. Miller made suggestions including the addition of more UV lights and the need for additional capacity for the continued use of oxidation ditches. The Board discussed the methods and timing for complying with the upcoming changes in the requirements for phosphorous removal, and requested that Jeff check with other towns on their plans for meeting the new requirements. Jeff reported that there had been one violation, high fecal in August 2006, with Mr. Miller describing any other violations as frequency errors due to computer generation of testing dates, scheduling errors, non recognition of Mike's Sanitation for sludge hauling, etc. Jeff reported that Mr. Miller had called to his attention that he does not maintain the required log book, for recording sign-ins, activities, and sign-outs. The Board told Jeff to make it a priority to acquire and maintain a log book. Jeff reported that Mr. Miller suggested future goals of having back-up power and an alarm system, and that Mr. Miller will send a letter detailing his recommendations.

The Board requested that Jeff obtain quotes for painting the railings, safety guards, and bridge-way at the sewer plant.

Jeff reported that Mr. Miller had also suggested that Jeff should spot check the reliability and validate the results from the outside labs that he uses. The Board cautioned that Jeff be sure to document that test samples are being submitted; Jeff responded that Mr. Miller is going to send him paperwork for this process.

Jeff reported that Joe Miller had informed him that the submission method for reporting will be changing from paper to on-line/Internet. The Board discussed ways of providing Jeff the tools to meet this requirement.

Jeff reported that Larry from Gateway Tank will inspect the water tower during the week of October 8.

#### **Old Business:**

Jeff reported that he had not attended a Fire Department meeting.

The Board requested that Jeff obtain quotes for replacing the galvanized water line on the north end of the Village's service area on SR48. Alternatives for paying for this project were discussed. Stan agreed to contact Paul Wagner to explore the options.

#### **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.

#### **New Business:**

Stan brought to the Board's attention that at the May 23, 2006 BPA meeting a motion had been approved to have the Newton School's concession stand with restrooms plans approved by the Village's engineer. Stan reported that this had not been done. The Board agreed that this was all right since the school had connected to the existing line. There was discussion that some of the school property is in the Village, with the remainder in the township, and there is a difference in rates.

Debbie reported that Jodi Hill, 301 W Monument St, has been charged \$326.42 for sewer and sewer associated charges although sewer services are not available for her property. Kory made a motion that Ms. Hill be issued a credit to her account. Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried.

The Board reviewed and discussed a letter from Fanning/Howey regarding sewer capacity at the Ash Knoll lift station and a potential request from John Hammond for sewer access for his property on the south side of E SR718.

The Board instructed Jeff to get hour meters for the Village’s two pumps at the Ash Knoll lift station, at an estimated cost of less than \$100 each.

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

Jamie made a motion to adjourn, seconded by Kory. Roll call: Jamie – yes; Kory – yes; Stan – yes. Meeting adjourned at 9:00 p.m.

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President: Stanley Fessler

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Clerk: Debbie Cress