

PLEASANT HILL BOARD OF PUBLIC AFFAIRS

December 18, 2007

The Village of Pleasant Hill Board of Public Affairs met in regular session on December 18, 2007. Stanley Fessler called the meeting to order at 7:30 p.m. Roll Call: Stan Fessler – present; Kory Krofft – arrived at 7:45 p.m.; Jamie Clark – present. Others present: Mayor Gary Johnston; Assistant to Service Superintendent Tim Byrd; Clerk Debbie Cress.

Jamie made a motion to approve the November 27, 2007 regular meeting minutes as submitted; seconded by Stan. Roll Call: Jamie – yes; Stan – yes. Motion carried.

Citizens Concerns: No citizens were present.

Debbie reported that Duwayne Owings had expressed that he feels the late payment penalties are higher than legally allowed, and he is checking with the Ohio Revised Code. The BPA noted that these fees are enacted by ordinances, and appreciate his research.

The BPA reviewed correspondence from David Gibson about assessed late fees. They noted that he had failed to attend the meeting, and that in contradiction to his statement in his letter that he always pays on time, in the last three years there are four other instances of late payments. No action taken.

Stan noted that after further contact from Ray Kimmel, he had asked Mr. Kimmel to attend this meeting to explain why he feels he was overcharged. It was noted that he was not present, so no action would be taken. Debbie reported that Mr. Kimmel had paid the disputed bill, about two weeks late, and late fees of \$10 had been automatically assessed. She questioned if BPA wants to waive those fees because of the situation; BPA declined to consider waiver.

Department Reports:

Clerk's Report: Debbie – referred to the submitted accounts receivable report, and noted that the only item that is not expected to be resolved soon is the Hixon amount.

Superintendent's Report: Tim Byrd reported that the outflow for the sewer plant at the river does not work properly because there is no freeboard; he had contacted Miller Brothers and they agree that they will work with the Village to correct it because they didn't install it properly. At this time there is no estimated cost, the work will be scheduled for the summer. Tim reported that Jeff checks that area weekly.

The BPA reviewed and discussed Sidney Electric's proposal for a soft start for pump 4 and a round robin control for the pumps. Jamie made a motion to accept Sidney Electric's proposal to furnish and install a soft start on pump 4 for \$4,600. Stan seconded. Roll call: Jamie – yes; Stan – yes. Motion carried. It was decided that the proposal does not provide enough detail to make a decision on the proposed \$3,500 round robin control and they would like to have additional information and other quotes.

Kory arrived.

The BPA reviewed a quote from Gateway Tank to install standpipe insulation for \$8,260. Different, less expensive alternatives were discussed, including increasing ventilation.

The BPA reviewed the three year bid accepted by Village Council for mowing services submitted by ASAP. Kory made a motion to authorize the areas of BPA responsibility to be mowed under this contract, based on 15 projected mowings at the sewer plant for \$1,125 and \$600 for the water plant, including the provision for an increase if gasoline exceeds \$4/gal. for three years. Stan seconded. Jamie and Kory questioned the possibility of increased cost due to the higher gasoline cost clause; the Mayor responded that he feels this is unlikely to be invoked. Roll call: Kory – yes; Stan – yes; Jamie – yes. Motion carried.

Tim and the BPA reviewed and discussed proposals submitted by Roto-Rooter and J & R Sewer Maintenance to alleviate the sewer blockage problem behind Mrs. Uhrig's house. Tim mentioned that West Milton has equipment that can be used for free to cut out roots, but no camera. It was agreed that they want to know if there are any broken down tiles and it is an on-going problem that takes up the employees' time and causes inconvenience for residents. Kory made a motion to accept Roto-Rooter's proposal to have that area of sewer line rooted out. Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan

– yes. Motion carried. The Mayor suggested that as part of the new school construction, the BPA should make sure that the construction complies with the sewer requirements, e.g. grease traps. It was noted that the Village engineering firm, Fanning/Howey, is also the school’s project engineer, so this should be covered.

The BPA noted the receipt of an informational quote from Livingston Micrographics for replacement ultraviolet lights.

The need for high speed internet access for report submission was discussed. Kory agreed to contact Windstream and Time Warner.

Tim reported that Jeff had asked him to make BPA aware that in order to do lab work for phosphorous removal, in 2008 he will be purchasing approximately \$1,500 more of supplies and glassware. The BPA agreed that there is a need to monitor the phosphorous levels early to establish a baseline.

Jamie asked if Bob has been entering his comings and goings at the water plant in the log book; Tim said he didn’t know the answer, they would have to ask Jeff. Stan agreed to follow up.

Kory asked to be updated on the installation of round robin controls for the well pumps. Stan and Jamie explained that they were uncomfortable with the cost and lack of detail in Sidney Electric’s proposal. Specifications were discussed; Kory outlined how he would approach this installation, with documentation and industry standard equipment. It was determined that the back-up would be going to manual switching. Jamie made a motion to reimburse board member Kory Krofft in an amount not to exceed \$350 for two controllers. Stan seconded. Roll call: Jamie – yes; Stan – yes; Kory – yes. Motion carried. It was discussed that to comply with State Auditor guidelines, if Kory wants to be paid for programming services for this project, he will need to submit a proposal, which will be evaluated against the Sidney Electric proposal.

Old Business:

Gary reported that the Village is setting up a records retention committee and a records retention policy. E-mail retention was discussed. Debbie reported that e-mails are currently being saved; Jamie/Kory will verify and set-up a back-ups/permanent solution.

Gary updated the BPA on the Finance Committee recommendation on the Fiscal Officer/Tax Administrator position: one position in the office, with the back-up to be Tony and his office staff; phase in of salary increase, starting at \$24,000 with \$2,000 per quarter increase to \$30,000. The Mayor noted that Debbie has proposed that since she will be expected to do the Fiscal Officer job when Tony leaves, then she should be compensated for doing that job. Kory expressed that if she is doing Tony’s job satisfactorily, then she should be making at least what Tony is making. It was proposed that the evaluation would be made by Tony, Gary, and Melinda. Kory made a motion to accept Debbie’s proposal and for the Mayor to take that proposal to Village Council. Jamie questioned what would happen if progress did not meet an acceptable level after two months; it was noted that the process would just be extended. Gary stated that she would start at \$24,000, and the fallback position, if progress is slower, is the Finance Committee’s phase in proposal. Stan seconded. Roll call: Kory – yes; Stan – yes; Jamie – yes. Motion carried. Gary stated that he has authorized Debbie to work additional hours during the yearend close process.

Gary reported that he had requested that Fanning/Howey determine the elevations so the proposed N SR48/Walnut Street sewer project could be further evaluated. It was agreed that they would hold off on the water line on N SR48 as long as possible.

Gary reported that Craig Mescher, Fanning/Howey, will attend the next BPA meeting to update them on the status of the design review for the sewer plant. BPA noted that they would like for Jeff to be present, so they will need to determine his availability, and possibly change the meeting date. Stan agreed to contact Craig.

New Business:

Stan recommended that the other BPA members read the case study from the Ohio Municipal League for the steps to follow for water and sewer projects.

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.

Kory made a motion to pay the bills; Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried. The Board questioned why they were reviewing two months' folders of bills, November and December. The Board was reminded that the prior month's folder is presented because bills are filed by month, by date paid, and it is not unusual for BPA bills to be paid after the BPA meeting, but within the same month, plus the UAN reports are run on a monthly basis, and filed in that month's folder. The current month's folder is presented so they can review month to date payments.

Stan reported that he had been sworn in for his new term of office and that Kory had been appointed to the vacant BPA term by Village Council and had also been sworn in.

The Board discussed ways to shorten the length of meetings and formalization of a policy on waiver of late fees. Kory noted that out of town customers are charged one and one half times the base rate for water and sewer service, and questioned the basis for that charge – is it a premium for providing service, or is it a premium designed to cover things like the N SR48 water line replacement. The Board agreed this needs to be researched.

Kory made a motion to adjourn, seconded by Stan. Roll call: Kory – yes; Stan – yes; Jamie – yes. Meeting adjourned at 9:25 p.m.

President: Stanley Fessler

Clerk: Debbie Cress