

## PLEASANT HILL BOARD OF PUBLIC AFFAIRS

April 21, 2008

The Village of Pleasant Hill Board of Public Affairs met in regular session on April 21, 2008. BPA President 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: Craig Mescher, Fanning/Howey; Jeff Derksen, Service Superintendent; Fiscal Officer Debbie Cress.

Jamie made a motion to approve the March 25, 2008 regular meeting minutes as presented; seconded by Kory. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried.

Citizens Concerns: None present.

Stan reported that he had not heard anything further from Sunoco about not being charged for sewer on water used to make ice. Discussion that the only fair way to do this would be to install a second meter for this use. Consensus was to let this drop unless a formal request is received.

Stan summarized his correspondence with Stacy Welbaum over her displeasure about the Village Office's hours and late utility bill payment notices.

The Board discussed Adam Marchal's letter requesting that late payment fees be waived. The Board weighed Mr. Marchal's correct assertion that his post office box number was incorrect against several factors: that at least four mailings, which he had acknowledged receiving, had been sent with the wrong address and he had not requested an address correction; some of the assertions in his letter were disputed; chronic late payment history (no on-time payments in the last two years). Stan made a motion to waive the late payment fees of \$23.56 on Mr. Marchal's February 28, 2008 bill as a courtesy; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie – no. Motion carried. Stan stated that he will prepare a letter to send to Mr. Marchal.

Craig Mescher, Fanning/Howey, presented an estimate for the N SR48 water line extension - \$32,760 from Finrock Construction. Craig noted that the original \$20,000 estimate he had provided at the February 20 meeting consisted of \$14,000 for water lines, based on Finrock Construction's bid of \$21 per foot (the current estimate is \$30 per foot), \$4,500 for laterals, and \$1,800 for a fire hydrant. The consensus of the Board is that since they apparently are not going to get the favorable materials pricing from the W SR718 project, they will explore other ways to reduce the cost of the project. The Board instructed Jeff to obtain pricing for the materials from various suppliers; Craig to supply Jeff with a bill of materials. The stated goal is to have this project completed by the end of the year. Craig also suggested taking the seeding and mulching off the project and leaving it to the property owners, which has the advantage of their not being assessed and being able to do it to suit themselves. Craig clarified that the work site would be smoothed out. Craig suggested assessing by equivalent dwelling units; assessing by linear footage was also discussed.

Craig reported that he is working on a final draft of the sewer plant study. He is adding items to meet EPA requirements, i.e. transporting to Troy and Covington options.

Stan reported that he had been approached by Larry Farno for information about installation of a private lift station to service his rental property at 710 N SR48, and that Mr. Farno had asked about the possibility of waiver of the sewer tap-in fee, because of the costs of getting to the Village's service. Consensus of the Board was not to grant a waiver, and any easement, lift station, or other cost is, unfortunately, part of his cost to reach the Village's service.

Craig, Jeff, and the Board discussed the status/progress of the W SR718 project and the E SR718 project.

### Department Reports:

Clerk's Report: Debbie reported that Steve Gibson, 209 E Monument St, had left a message on the answering machine voicing the expectation that he would not be assessed for some of the curb work done on the E SR718 project because the Village

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had damaged his existing approach, and that Stan was aware of the situation. Stan stated that he remembered there was a disputed claim that Mr. Gibson's approach had been damaged during the Water Tower project, but to his knowledge the Village had not acknowledged any liability.

Debbie reported that she had sent about 65 letters and registration forms for duplicate bills to property owners with tenants, and has received 22 back; requested response date is April 30. CMI has the programming in place to implement this option.

Debbie asked the installation status of the meters that Dave Naff had purchased; Jeff informed her that they have been installed. Debbie reported that the meter information/service address information has not been turned into her for accounts to be set up and it's getting close to the meter reading time; Jeff agreed to provide the information to her.

The Board questioned being charged for 50% of the backhoe repairs; Debbie is to check into this.

No update on the utility system tracking of penalty waiver or financial projections.

Superintendent's Report: Jeff reported that the water lines for W SR718 have been delivered, and that the storm sewer has been installed from the west Village limits to Newton Dr.

Jeff reported that he had just received the first set of prints for E SR718 and has not reviewed them.

Jeff reported on the water main break at Pearson Rd and W SR718 on April 1: caused by a DPL subcontractor not locating utilities before digging. Jeff reported that the Village maps and the plans show the main located in the street, but the Village became aware of the actual location of the main because Vectren found it during the sidewalk removal. Regardless, the Village should have been contacted before the dig, and they would have provided the correct location. The process for cost recovery was discussed: Miller Brothers charge, employee overtime, etc. Jeff and the Board discussed notification procedures. Stan agreed to look into the One Call service; Jeff is to contact 911 about their notification options. The Board instructed Jeff that until a different notification process is implemented, he is to call each Board member when this type of situation occurs.

Jeff reported that there was another water line break at the Ken Saunders residence, and Miller Brothers was called in and had to hand dig the repair because two mismarked Vectren lines and two home water service lines were discovered, but no water main. The Board requested that Jeff document and update the Village maps with this information.

Jeff and Kory discussed the status of the round robin installation.

Jeff reported that the soft start for well 4 is installed.

Jeff reported that Bob has not started working on the Consumer Confidence Report. Jeff said that when he gets it, he will circulate it to the Board members.

Old Business: None

### Ordinances and Resolutions:

Second Reading by Title of Ordinance 1019 – Commercial Water Usage was tabled. Discussed that the Fire Department will fill pools only if the requestor has a receipt from the Village Office. The process will be that the requestor will contact Debbie, she will contact Jeff to determine/confirm the amount of water, and collect the amount determined.

Third Reading by Title of Ordinance 1023 – Partial Billing for Residents Who Are Permanently or Temporarily Leaving - The Board and Debbie discussed that the reason for this ordinance could be covered by operating procedures, and that several of the topics are part of existing ordinances. It was agreed that the procedure is if a user has consumption during the billing cycle, he will be charged the minimum; if he has no usage, he will be charged the capital improvement fees only. The Board noted that the Billing Clerk has the discretion to not charge the minimum for small amounts of consumption or other situations. Debbie will develop a listing/summary of the

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procedures. Stan made a motion to remove Ordinance 1023 from consideration; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie – yes. Motion carried.

Third and Final Reading of Ordinance 1034 – An Ordinance Imposing a Fee for Issuance and Mailing of Duplicate Utility Bills – Kory read the ordinance. Jamie made a motion for the third reading of Ordinance 1034, Kory seconded. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried. Jamie made a motion to adopt Ordinance 1034 – An Ordinance Imposing a Fee for Issuance and Mailing of Duplicate Utility Bills; Stan seconded. Roll call: Jamie – yes; Stan – yes; Kory – yes. Motion carried.

Jeff reported that he instructed Brian May not to specify any services for the Village's Main St property on the W SR718 plans, and now has heard that Village Council wants to install over-sized water service for pop-up sprinklers, rain bird type watering, and possibly a fountain; the Board instructed Jeff to have the Village present them with an actual request. Debbie stated that the only thing she was aware of discussed at a meeting was a regular line so they could have a spigot for watering landscaping.

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

The Board asked Jeff about the status of the Lauver Rd sewer situation; Jeff stated that he has no update and has not heard from the Health Department.

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

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President: Stanley Fessler

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Fiscal Officer: Debbie Cress