

PLEASANT HILL BOARD OF PUBLIC AFFAIRS

June 16, 2008

The Village of Pleasant Hill Board of Public Affairs met in regular session on June 16, 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: Tina and Mike Ashton; Craig Mescher, Fanning/Howey; Tim Byrd, Assistant to the Service Superintendent; Mayor Gary Johnston; Fiscal Officer Debbie Cress.

Kory made a motion to approve the May 19, 2008 regular meeting minutes as submitted; seconded by Jamie. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried.

Citizens Concerns:

Tina and Mike Ashton, 107 W Monument St, reported that during the process of connecting their service line to the new water main installed for the W Monument St project, their line became clogged near the street, a plumber had to be called, and they did not feel they should have to pay the plumber's bill. The Ashtons, Gary, Tim, and the Board discussed this and similar incidents. Gary stated that Finrock Construction knew there was a problem, but filled the hole anyway; it would have been easier to fix if it hadn't been covered up. He further stated that Finrock has been instructed not to fill in the hole until it is verified that a residence has service. Kory made a motion to pay Jim Heffner, dba Macy's Plumbing Shop \$92 for June 7, 2008 labor and trip to clean dislodged material from the water service line after service was reconnected; Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried.

Kory reported that he incurred late fees because he had paid his utility bill late and requested the Board waive those fees. Debbie reported that she was unprepared for this request and did not have an account history, nor know the amount involved. Stan made a motion to waive the late fees, with a cap of \$50. The motion died for lack of a second. The Board requested that Debbie research this account for the next meeting.

The Board discussed an e-mail from Heather Hollenbacher about her concern about communication of boil advisories. It was agreed that the Village is meeting the legal requirements of notification, but would like to increase residents' access to and awareness of these situations.

Debbie reported that she had been contacted by Virginia Kenney because a cash payment put in the payment drop box had not been posted to her account; Debbie found no record of receiving that payment. The Board suggested that Debbie put a sign on the drop box that the Village is not responsible for cash payments put in the box.

Craig Mescher, Fanning/Howey, presented Finrock Construction Company's change order number 3 for BPA waterline additions to the W SR718 project, and answered questions. Kory made a motion to approve change order number 3 for \$9,519 from Finrock Construction Company for the W SR718 project; Jamie seconded. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried. It was noted that this change will now go to Village Council for approval.

Craig presented cost estimates for the N SR48 project, with a proposed assessment sheet. The Board noted receipt of Debbie's summary of Village Solicitor Paul Wagner's comments/advice related to this project and agreed to discuss this project later in the meeting.

Craig and the Board discussed the \$8,300 invoice from Finrock Construction for waterline work that was performed on Pearson St. Stan made a motion to pay Finrock Construction Company \$8,300 for waterline work done on Pearson St, increasing the previously approved \$6,000; Jamie seconded. Roll call: Stan – yes; Jamie – yes; Kory – yes. Motion carried.

Craig and the Board discussed the fire hydrant located at Williams and W Monument streets: it was incorrectly understood that this hydrant was fed from a Williams St main, but it was actually fed from Monument, with the result that when the

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old main on W Monument was shut down, this hydrant had no water. Craig stated that Fanning/Howey, nor other consulting firms, do not normally verify locating of lines, but rely on Village records and conversations with Village representatives; if the Board is concerned that records are inaccurate, they can do a separate project to locate lines. The Board reviewed recommendations and costs from Brian May for the fire hydrant parts and making the connection to the new main. Stan made a motion for Finrock Construction to live tap the fire hydrant at Williams and W Monument streets at a cost not to exceed \$3,600; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie – yes. Motion carried.

Craig and the Board discussed the Wastewater Treatment Plant study. Stan summarized the recommendation: to still use the lagoon system and just add to it, a new lab, add a second clarifier, and a new entrance point with a shredder system. Kory made a motion to approve the Wastewater Treatment Plant report as presented for submission to the OhioEPA; Stan seconded. Roll call: Kory – yes; Stan – yes; Jamie – yes. Motion carried. Craig stated that he would prepare the paperwork for the zero interest loan and have it for the next meeting, so it's ready for fall 2008 submission; the next funding application will be June 2009 for CDBG funds. Craig and the Board discussed ways to reduce I and I (infiltration and inflow), and ways to fund these reductions.

Craig, Gary, Tim, and the Board discussed the E SR718 project; consensus that there needs to be a better job done of verifying where the water taps and fire hydrant connections are, that the valves are in working order, and where all the water attachments will be.

Department Reports:

Clerk's Report: Debbie reported that the automatic duplicate bills for tenants project is progressing satisfactorily, with implementation as scheduled for the May/June utility billing cycle.

SOP's were discussed, and Debbie reported that she is working on them. Specifically, she asked the Board to verify that if a property has one owner for part of the billing cycle, and a different owner for the remainder, each will be charged the minimum billing, plus for any excess usage; the Board agreed this is the policy. It was agreed to further discuss capital improvement fees for inactive accounts at a later time.

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

Debbie reported that at the last meeting the Board had approved purchase of waterline materials from HD Supply for \$7,200 with the Village Engineer's review and approval; his review determined that additional parts were needed, which increased the cost to \$7,585.10. Jamie made a motion to approve the revised purchase order amount of \$7,585.10 to HD Supply for materials for the N SR48 project; Stan seconded. Roll call: Jamie – yes; Stan – yes; Kory – yes. Motion carried.

The Board reviewed Steve Gibson's estimated E SR718 sidewalk, approach, and curb and gutter assessment. Jamie made a motion to reimburse Steve Gibson for 40% of the actual billed amount for the approach, estimated at \$525, not to exceed \$220; Stan seconded. Roll call: Jamie – yes; Stan – yes; Kory – yes. Motion carried. It was agreed that funds would be encumbered when the assessment is billed.

Superintendent's Report: The Board agreed to send a phosphorous removal letter similar to Covington's with their CCR report; Tim stated that the EPA suggested that this letter be on colored paper. The Board and Debbie discussed the progress of the CCR's preparation for mailing; Kory and Jamie agreed to help with the file upload.

Tim stated that Jeff had not provided him with OUPS membership information.

Tim presented a proposal to purchase a locator, similar to Bradford's, for \$4,021; he and the Board discussed this proposal.

Tim reported that he has identified broken valves at Hill and Main streets, Church and Walnut streets, Pearson and Walnut streets, and at the well field.

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Tim and the Board discussed that the round robin control is not being used because pump 5 is not on line; he is waiting for repair parts from Sidney Electric.

Old Business:

Stan reported that Jeff had passed his water license test, and based on previous BPA and Finance Committee recommendations, Council gave him a \$2/hr raise effective June 7, 2008. Jamie asked the status of Jeff's obtaining his CDL license, and requested that Debbie provide the cost of upgrading the truck so it could pass CDL inspection.

It was discussed that Bob has been paid for his services through June. Stan made a motion to pay Bob through July if Jeff wants/needs his assistance; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie – yes. Motion carried. The Board instructed Debbie that Jeff would be the determiner of whether Bob's services are needed in July.

The Board agreed that they want to pursue cost recovery from DPL related to the April 1 water main break; Debbie is working on this project.

Jamie made a motion to become an associate member of OUPS at a cost not to exceed \$200; Kory seconded. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried. The Board assigned Jeff to obtain this membership.

Stan updated the Board on the status of the BPA/Council to residents communications proposals. Stan agreed to check further on the reverse 911 option.

Ordinances and Resolutions:

Second Reading by Title of Ordinance 1019 – Commercial Water Usage. Stan made a motion to terminate adoption of Ordinance 1019 – Commercial Water Usage; Jamie seconded. Roll call: Stan – yes; Jamie – yes; Kory – yes. Motion carried.

Second Reading by Title of Ordinance 1038 – Ordinance of Assessment for N SR48 Water Line Replacement Project for Residents of the Newton Township Service Area. Jamie made a motion to terminate adoption of Ordinance 1038 – Ordinance of Assessment for N SR48 Water Line Replacement Project for Residents of the Newton Township Service Area; Kory seconded. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried.

Discussion of N SR48 Waterline Project: The Board discussed the information and examples from Paul and explored other options. The Board agreed that the situation needs to be discussed with the N SR48 residents, but before doing that, they need to talk to Village Council. The Board agreed to request being put on the agenda for the June 23 Village Council workshop meeting to discuss/update Village Council about the situation.

Stan made a motion to pay the bills other than warrant 4390 to KK Engineering; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie – yes. Motion carried. Jamie made a motion to pay warrant 4390 for \$496.17 to KK Engineering; Stan seconded. Roll call: Jamie – yes; Stan – yes; Kory abstained. Motion carried.

New Business:

The Board discussed the status of service to the 6 W Monument St (Hormell) property and agreed that they need to obtain information from Jeff.

Kory made a motion to adjourn, Stan seconded. Roll call: Kory – yes; Stan – yes; Jamie – yes. Motion carried. Meeting adjourned at 10:40 p.m.

President: Stanley Fessler

Fiscal Officer: Debbie Cress