

## PLEASANT HILL BOARD OF PUBLIC AFFAIRS

August 18, 2008

The Village of Pleasant Hill Board of Public Affairs met in regular session on August 18, 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: Jeff Derksen, Service Superintendent; Fiscal Officer, Debbie Cress.

Jamie made a motion to approve the July 21, 2008 regular meeting minutes as presented; seconded by Kory. Roll call: Jamie – yes; Kory – yes; Stan – yes. Motion carried.

### Citizens Concerns:

The Board and Jeff discussed Jerry Warner's (CD Solutions) complaint that the Village's W SR718 contractor, or his subcontractor, has used Mr. Warner's water and damaged his hose. Jeff reported that he questioned Paul Finrock, Finrock Construction, and Mr. Finrock stated that he and his subcontractors used about 500 gallons of water, but denied any hose damage. Stan made a motion to credit Mr. Warner's account for \$1.15 for water and for Jeff to purchase a hose to replace Mr. Warner's, for a total not to exceed \$50 as a goodwill gesture and from the BPA's budget; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie – no. Motion carried 2 – 1.

Fanning/Howey: No representative was present. After review of an e-mail status update on the wastewater treatment plant from Craig Mescher, the BPA agreed that the project appears to be on target.

### Department Reports:

Clerk's Report: Debbie, Jeff, and the Board reviewed invoice collection procedures and water shut off procedures. Stan reported that Jeff has an issue with not having office hours every day of the week, and the office not being open to accept payments. Jeff stated that he and Tim want the shut off process moved to Monday and Tuesday, to allow them to move the shut offs to later in the week if they have a heavy workload. The Board discussed this request and agreed that the current procedures and dates are acceptable. The Board requested that Debbie draft a letter outlining the procedures and consequences to send to people who have received 4 red tags in the last year.

Jeff requested adding to the policy: in situations where there is one shut off and multiple families and apartments in the building, the process should be to shut off at the curb and lock out at the meter, with the first red tag serving the twenty four hour notice that he will be entering the premises to shut off the water, and the water shut off with presentation of the second red tag. Jeff stated that the BPA cannot legally shut down an entire apartment complex for one tenant not paying, even if the BPA policy is that the property owner is responsible for the payment, because of the housing laws. It was agreed that Paul would be consulted about this.

Debbie reported that the utility system has been modified to facilitate tracking of penalty waivers and fees imposed for water turn ons and NSF checks.

No update on financial projections.

Debbie reported that her investigation of the layout of the Warner building, 100 W Monument St, indicates that it should be billed as two units; in her discussion of the situation with Mr. Warner, he had expressed that he didn't feel it should be changed because his bill is too high already. She stated that she had made him aware of the BPA meeting dates, and that it is her recommendation to the Board that this change be implemented for the billing period that starts September 1. The Board agreed that this change needs to be made so that this property is treated consistently with similar properties.

Debbie reported that the resident currently in bankruptcy, based on his attorney's advice, wanted to pay his utility bill. Debbie will check with Paul to determine how this account needs to be handled, because Paul had instructed her not to accept any payments.

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Superintendent's Report: Jeff reported that Council awarded the E SR718 and the building demolition projects to VTF, there is a preconstruction meeting on August 21, and he suggests asking them for a quote on the N SR48 water line project.

Jeff reported the status of the round robin control system: it has been tested, and he needs to order/install hour meters. Kory clarified that the hour meters were not part of the round robin control project; he and Jeff explained to the Board how the system is currently working, and how it is supposed to work.

Jeff reported that he has not filled out the paperwork to obtain a limited basis participant membership in OUPS (Ohio Utility Protection Service).

### Old Business:

Debbie reported that Paul has agreed to send to DPL the cost recovery letter related to the April 1 water main break; she needs to find out where to send it.

Bob Chaney's status was discussed; consensus was that the Village needs a back-up option for Jeff, with another village, e.g. Bradford, or a contract for outside services on an as needed basis, e.g. Bob. Kory made a motion to terminate Bob's employment as of July 31, 2008, seconded by Jamie. Roll call: Kory – yes; Jamie – yes; Stan – yes. Motion carried. It was agreed that Jeff would continue to list Bob as the emergency backup in the contingency plan and let the EPA guys know. Jeff agreed to get back to the Board at the next meeting with back-up arrangement suggestions and rates.

Discussion of N SR48 Waterline Project: Kory reported that he had requested that Debbie prepare a report listing the extra amounts collected and for Jeff to prepare an estimate of the spending for repairs. The Board discussed the information presented by Debbie and Jeff. Jeff reported that he was told by the Miami County Board of Health that they don't care if the Village shuts the water off, because they are not Village residents; if they want to drill a well, and their property meets Miami County standards, then they can drill a well. The Board reviewed and made changes to the proposed letter to N SR48 property owners. It was agreed that Stan would contact Paul Wagner and determine a date for a special meeting to discuss N SR48 water line replacement outside of the Village limits.

### Ordinances and Resolutions: None

Debbie requested that Jeff provide her with the activity allocation percentages for the limestone removal on the W SR718 project, so she can determine the BPA's portion.

Stan made a motion to approve payment of the July bills and acknowledge presentation and review of the July and August to date Payment Summary and July and August to date year to date Fund Summary, Appropriation Summary, and Revenue Summary; Kory seconded. Roll call: Stan – yes; Kory – yes; Jamie - yes. Motion carried.

### New Business:

The Board discussed the quote from Computer Rescue (Jamie Clark's business) for additional memory for the Village office computers. Kory commented that this quote is reasonable based on his experience. Kory made a motion to approve purchase of memory from Computer Rescue for \$130.94 (Debbie to verify pricing to at least two Internet sources prior to issuing a purchase order); Stan seconded. Roll call: Kory – yes; Stan – yes; Jamie – abstained. Motion carried.

Kory made a motion to adjourn, Stan seconded. Roll call: Kory – yes; Stan – yes; Jamie – yes. Motion carried. Meeting adjourned at 9:40 p.m.