

**VILLAGE OF PLEASANT HILL**  
**BPA Meeting Minutes**  
**December 15, 2025**  
**5:30 PM**

The Village of Pleasant Hill Board of Public Affairs met in regular session. Stan Fessler called the regular meeting to order at 5:30 p.m.

**Roll Call**

Stan Fessler- present  
Lenny Wirz - present  
Von Fessler - present

**Others present:**

Denis Aslinger - Village Manager

**Approval of Consent Agenda**

Items listed under the Consent Agenda are considered routine. Each item will be read individually in the record and the Consent Agenda will then be enacted by one motion and one roll call. There will be no separate discussion of these items. If discussion by BPA is desired on any item, it will be removed from the Consent Agenda and considered in its normal sequence under the Regular Order of Business.

- a. Approval of BPA Minutes (November 17, 2025)
- b. November 2025 Fund Summary
- c. November 2025 Revenue Summary
- d. November 2025 Appropriation Summary
- e. November 2025 Wages & Overtime Summary
- f. November 2025 Payment Listing

Lenny made a motion to accept the Consent Agenda as published.

Von seconded the motion.

Roll Call:

Von - yea

Stan - yea

Lenny - yea

Motion carried.

A discussion was held regarding the minutes from the previous meeting. requested a correction, Von stating that a comment about the village needing a new water tower in 15-20 years was incorrectly attributed to him and should be attributed to Jeff.

**Village Manager - Denis Aslinger**

Denis initiated a discussion for the final reading of Ordinance 1167, noting that the council had shown some initial hesitation after public comment but is scheduled for a third reading at their January meeting. The board discussed a proposal raised at the council meeting that would allow landlords to shut off water, which the board had previously determined was not a viable or legal option. The board confirmed they now had the final, corrected copies of the ordinance, which were unavailable at the last meeting. The discussion clarified

key provisions of the ordinance. The legal property owner will be held responsible for all unpaid utility bills. A tenant may only have an account in their name if the unit has a dedicated, accessible meter and shutoff. For properties with multiple units that do not have separate meters and shutoffs for each unit, the property owner is required to have the billing remain in their name. It was clarified that in such cases, the landlord would receive a consolidated bill for all units.

**Motion:** Made by Lenny, seconded by Von, to **approve the third reading of Ordinance 1167.**

The motion passed.

### **Utility Clerk Position**

Denis announced that the Utility Clerk, Alisa, has resigned. The board interviewed five candidates for the position. One candidate was not considered a good fit as the role seemed to be a temporary, part-time step for them rather than a long-term position; another had scheduling conflicts; and two others declined offers, leaving one successful candidate.

Lenny, as the BPA representative to the personnel committee, proposed making an immediate offer to the candidate, to ensure the position is filled before the next billing period. Denis stated that the upcoming billing would be completed by current staff regardless. A discussion ensued regarding the proper hiring procedure. Due to a potential conflict of interest for some members, it was decided that the board would not take action on the hiring at this time. The matter will proceed after clarification on the required protocol is received.

### **Water System Capital Improvements**

Jeff provided a brief operational update, noting that well five was brought back online on December 1st.

The discussion then turned to a proposal from a council member to eliminate the \$15 water tap fee. Denis expressed the opinion that the fee should be increased, not removed, to fund necessary infrastructure projects. These projects include the replacement of remaining four-inch cast iron lines and addressing dead-end water lines, either by installing flushing valves or to lube them in.

The board reached a consensus to retain the fee. A reason being that it would create public backlash if it needed to be reinstated later and the importance of building the capital improvement fund for future projects.

The board also discussed the possibility of commissioning a study for a new water treatment plant. Members expressed a preference for a third-party firm, such as Wessler, to provide recommendations, rather than a vendor. Denis noted some apprehension, as the council had previously declined to move forward with a wastewater study proposal from Wessler after the firm had invested significant time. The potential cost for a new study was estimated to be over \$35,000. The board agreed that the capital improvement fund, supported by the tap fee, could be used for such a study or other infrastructure needs.

### **Old Business: Electrical Safety PPE**

Von reiterated a point from a previous meeting regarding the need for arc flash Personal Protective Equipment (PPE) for electrical safety. Von argued that even if policy prohibits staff from performing electrical work, the village has a liability to provide safety equipment for anyone who may need to open an electrical panel, for instance, to check a breaker.

The necessary equipment was described as including a heat-rated hard hat, a face shield, flame-retardant (FR) clothing, and rubber gloves with leather outers. While current policy is that staff do not open panel boxes and call for assistance, it was acknowledged that having the equipment available would be a prudent safety measure. Von offered to gather cost information for outfitting personnel.

**New Business: Board Appointment**

Stan noted that Von's term on the board concludes at the end of December, as he did not seek reelection. When asked, Von stated he would be willing to be considered for reappointment by the mayor if another candidate is not available. Denis stated he would communicate this to the mayor.

**Adjournment**

A motion was made by Lenny to adjourn, seconded by Von.

Roll Call:

Stan - yea

Von - yea

Lenny - yea

Motion Carried. The meeting was adjourned at 6:10pm.

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Stanley Fessler, President

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Jamie Gregorovic, Fiscal Officer