

BOARD OF PUBLIC AFFAIRS
REGULAR MEETING HELD MAY 8, 2018

Mr. Boytim called the meeting to order in the meeting room of the Fire Station at 7:17 p.m. Answering roll call were Mr. Robert Boytim, Mr. James Keys and Mrs. Bailey VanKirk.

Also present were Fiscal Officer Rhonda Sowers and Water Superintendent Tony Joyce.

There were no visitors in attendance.

Mrs. VanKirk moved to approve minutes of the April 10, 2018 regular meeting. Second by Mr. Keys. Minutes approved by unanimous vote.

Mrs. VanKirk moved to approve payment of bills totaling \$40,439.53 including April payroll. Second by Mr. Keys. Vote: Mr. Keys-yes; Mrs. VanKirk-yes; Mr. Boytim-yes. Motion carried.

Mr. Boytim said that he learned after the April meeting that Bayside Shores Dr. is not a newly platted street in the village but is, instead, a drive within a condominium development. Unit addresses can be assigned but no new street signs or street addresses are required.

After further review of the requirements for creation of an Asset Management Plan the Board concluded that the best option for completing the plan is to contract for this service with CT Consultants. Mr. Joyce added that he spoke with Roberta Acosta from RCAP and learned the cost for that agency to do the plan is \$20,000.00. Mrs. VanKirk moved to accept the quote of \$17,500.00 from CT Consultants for creation of an Asset Management Plan. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes; Mr. Boytim-yes. Motion carried.

Mrs. VanKirk moved to approve a tap application totaling \$3,900.00 for 136 Cottage Cove. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes; Mr. Boytim-yes. Motion carried.

Mr. Joyce said he is waiting for a third quote on a replacement generator. He hopes to have all quotes by the June meeting.

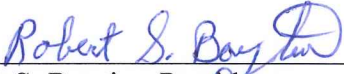
The Board received a request for a forgiveness of \$93.98 for a large water bill caused by a leak at 10891 N. Bay Point Dr. #802. Mr. Boytim explained that it is the Board's policy to allow one forgiveness per property. Mrs. VanKirk expressed concern that if this relatively small forgiveness is approved it bars relief for any future owner who might have a leak resulting in a much larger bill. Mrs. VanKirk acknowledged that this request is in line with policy but feels the policy needs review. Mrs. VanKirk moved to approve a one-time forgiveness of \$93.98 for a large water bill resulting from a leak at 10891 N. Bay Point Dr. #802. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes; Mr. Boytim-yes. Motion carried.

The Board received a request to waive a \$5.40 late fee for a customer whose check issued by a bill pay center was not received by the due date. The request came from the customer's third party bill pay company. Mrs. Sowers explained that many do not realize when they initiate a bill pay online through their bank, a bill pay company actually issues and mails a check on their behalf. Bill pay is not the same as an ACH payment where a customer authorizes payment directly from their bank

account on a certain date. Mr. Keys moved to not waive the late fee caused by the late receipt of a payment from a bill pay company. Second by Mrs. VanKirk. Vote: Mrs. VanKirk-yes; Mr. Keys-yes; Mr. Boytim-yes. Motion carried.


There being no further business, it was moved by Mr. Keys and seconded by Mrs. VanKirk to adjourn at 7:57 p.m. Meeting adjourned by unanimous vote.

APPROVED:



Robert S. Boytim, President
Board of Public Affairs

Attest:



Rhonda Botti Sowers
Fiscal Officer