

BOARD OF PUBLIC AFFAIRS
REGULAR MEETING HELD SEPTEMBER 11, 2018

Mrs. VanKirk called the meeting to order in the meeting room of the Fire Station at 7:07 p.m. Answering roll call were Mrs. Bailey VanKirk and Mr. James Keys. President Robert Boytim was delayed and arrived at 7:15 pm.

Also present were Fiscal Officer Rhonda Sowers, Water Superintendent Tony Joyce and Councilman Dean Dorko.

There were no visitors.

Mr. Keys moved to approve minutes of the August 14, 2018 regular meeting. Second by Mrs. VanKirk. Minutes approved by unanimous vote.

Mrs. VanKirk moved to approve payment of bills totaling \$47,464.69 including August payroll. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes. Motion carried.

Mrs. VanKirk moved to return water service deposits of \$50 each to Brendan Kilbane, Timothy Albertson and Tom Goodnight. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes. Motion carried.

Mrs. VanKirk moved to apply a service deposit of \$50.00 to an outstanding balance on the account of Joseph Lanzarotta. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes. Motion carried.

Mrs. VanKirk moved to approve a one-time forgiveness of \$344.93 for a large water bill caused by a leak at 1109 Church Street. Second by Mr. Keys. Vote: Mrs. VanKirk-yes; Mr. Keys-yes. Motion carried.

In reviewing the policies section of the Asset Management Plan Mr. Boytim said the Board needs to have a policy regarding waiver of late fees. He will obtain a copy of the county's policy. Mrs. Sowers added the Board needs to adopt job descriptions for each of the department employee to be included in the Asset Management Plan. She distributed sample policies for the Board's consideration. Mr. Boytim said there are a number of other things that need to be updated in the draft plan.

Mr. Joyce has addressed and responded to all items noted in the August 12 letter of violations from the Ohio EPA.

Mr. Joyce spoke with Solicitor Jim Barney to prepare a draft agreement between the village and the county for purchase of bulk water in an emergency.

Mr. Keys said another recommended item the Board needs to prepare is a description of security measures in place to protect the water plant.

Mr. Keys noted the EPA has not yet completed a list of required metrics for the Asset Management Plan but he suggested the Board establish several metrics for the Plant Superintendent to report each month such as water quality, safety, supply and financial information.

Mr. Boytim is reviewing the updated Contingency Plan which will be approved by the Board when completed.

Board members initialed August financial reports distributed by Mrs. Sowers prior to the meeting.

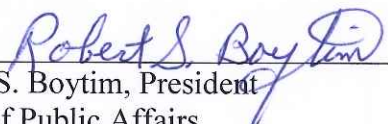
Mr. Joyce submitted the August water production report.

Mr. Joyce said a leak has been detected in the service line at 315 E. Main St. Dave Shrock will excavate as soon as the gas line is marked.

The Board set a special meeting for 6:30 pm on Tuesday, September 18 at the fire station meeting room for a work session to review the draft Asset Management Plan.


There being no further business, it was moved by Mr. Keys and seconded by Mrs. VanKirk to adjourn at 7:47 p.m. Meeting adjourned by unanimous vote.

APPROVED:



Robert S. Boytim, President
Board of Public Affairs

Attest:



Rhonda Botti Sowers
Fiscal Officer