BOARD OF PUBLIC AFFAIRS
REGULAR MEETING HELD SEPTEMBER 12, 2017
Mr. Boytim called the meeting to order in the meeting room of the Fire Station at 7:00 p.m. Answering roll call were Mr. Robert Boytim, Mr. George Danchisen and Mr. Lynn App.

Also present were Fiscal Officer Rhonda Sowers, Water Superintendent Matt Berry and Councilman Duane Myers.

Visitors in attendance were Joel Sech and Len Mazzola.

Motion to approve minutes of the August 8, 2017 regular meeting was made by Mr. Danchisen and seconded by Mr. App. Vote: Mr. App-yes; Mr. Danchisen-yes; Mr. Boytim-no because he hadn’t read them. Motion carried.

Motion to approve payment of bills in the amount of $83,369.12 including August payroll was made by Mr. App and seconded by Mr. Danchisen. Vote: Mr. App-yes; Mr. Danchisen-yes; Mr. Boytim-no because he hadn’t reviewed them. Motion carried.

Mr. App asked that Water Supt. Matt Berry and Council representative Duane Myers be included at the meeting table with the Board due to the fact there is ample room to do so in the new meeting location. Board President Boytim refused the request.

Joel Sech, owner of property at 2067 Pleasant View was present to ask for relief from the tap fee for water service at his house. Mr. Sech stated he owned the property prior to water being extended to his street but at the time he was laid off from work and could not afford to connect so he continued with well water. Now his pump needs to be replaced and he would prefer to connect to city water rather than replace the pump. He said when water lines were installed the price to tap was $250 and asked if the Board would consider reducing the current $3900.00 tap fee. A lengthy discussion followed. It was pointed out that the reduced tap fee was offered to those who chose to tie into the system during the first year. It was also noted that Mr. Sech is not the only property owner who chose not to tap in so to allow a reduction at this time would set a precedent. Mr. App moved to not approve a reduction of the tap-in fee of $3,900.00 for the property at 2067 Pleasant View because of the precedent it would set. Second by Mr. Danchisen. Vote: Mr. App-yes; Mr. Danchisen-yes; Mr. Boytim-yes. Motion carried.

Mr. App asked if anything has been heard in the past six months from Johnson’s Island residents regarding water. Mr. Berry said there is someone on the island who wants sewer extended to four lots so the county recently contacted him to make sure the proposed sewer extension would not interfere with the location of future water lines. Mr. Berry advised the county there are no current plans to extend water to the island. Mr. Boytim commented this is a dead issue.

Following up on the discussion at the August Board meeting, Mr. Berry contacted Chuck Hall of CT Consultants regarding the need for plans, timeframes and cost estimates in order to submit an application to the EPA for a 0% interest HAB loan. CT Consultants then submitted a proposal to update the 2004 Water System General Plan at a cost not to exceed $10,000. This updated plan is necessary for the Board to make application for a HAB loan for construction of a water tower on
Bay Shore Rd. Mr. Boytim feels there is no need for a tower therefore there is no need to update the General Plan. Mr. Berry added that the EPA will require an updated General Plan if a reading of 1.6 ug/l of microcystin is detected in raw water samples at the village’s water intake. So far this year the plant’s highest reading has been a 0.8. Mr. App noted it has been 13 years since the General Plan was prepared and EPA changes since that time require the Plan to address Harmful Algal Blooms (HABs). No action was taken on the proposal from CT Consultants.

Mr. Berry reported the variable frequency drive on the #1 high service pump has been overheating due to insufficient ventilation in the box surrounding the device. He submitted a quote from The Bergren Associates in an amount not to exceed $4,000.00 to add a cooling fan. Mr. Danchisen moved to approve the quote from The Bergren Associates in an amount not to exceed $4,000.00. Second by Mr. App. Vote: Mr. App-yes; Mr. Danchisen-yes; Mr. Boytim-yes. Motion carried.

Mr. Berry reported a 4% calculated water loss in the August production report.

Annual EPA inspection survey was completed September 7. There were no major issues noted.

Board members signed a letter of thanks to the Ottawa County Sanitary Engineering Department in appreciation of the assistance rendered by providing water to the Village during the time filter #1 was being repaired.

At the August meeting, the Board approved adding a department cell phone to meet a new EPA requirement that any emergency calls be returned within 30 minutes by a person familiar with the water plant’s contingency plan. Mr. Berry previously had stated plant personnel will rotate responsibility for the phone on a weekly basis. Mr. Berry stated his feeling that the employees should be compensated for the added responsibility and suggested an additional $150 per week for the week the employee carries the phone. When asked under what circumstances the EPA would call, Mr. Berry said they might call if there is a waterline break. When asked how the EPA knows when there is a waterline break in the Village Mr. Berry said he would be the one to notify the EPA of the break. Mrs. Sowers said the Fair Labor Standards Act does not consider this type of arrangement, where the employee is responsible for carrying an emergency phone for a week to be compensable on call time so additional pay is not mandatory. She added that when an employee is called in for an actual emergency, village policy authorizes a minimum of two hours of overtime pay at 1.5 times the employee’s hourly rate of pay. Discussion followed on village policy as it currently pertains to call-in and emergencies. Mrs. Sowers offered to prepare some cost comparisons so the Board can see what impact the additional compensation would have on the Department’s budget. Mr. Myers also noted some agencies compensate for this type of responsibility with comp or flex time. No decision was made on the proposal for additional compensation.

Mr. Danchisen moved to return water service deposits in the amount of $50 each to Julia Smirnov and Hanni Haas. Second by Mr. App. Vote: Mr. App-yes; Mr. Danchisen-yes; Mr. Boytim-yes. Motion carried.

Mr. App moved to consolidate balances on accounts #825, #1225 and #1218 by applying a $16.20 credit balance from account #825, and a $50.00 service deposit from account #1225 to the $70.40
balance on account #1218. All of the accounts apply to water usage at 130 W. Main Street but were established some years ago for separate tenants, a procedure no longer necessary with the current billing software. Mr. Danchisen seconded the motion. Mr. App-yes; Mr. Danchisen-yes. Mr. Boytim-yes. Motion carried.

Susan Murphy submitted a request to waive a $5.40 late fee because she mailed her payment but it didn’t arrive in the mail so she feels she should not have to pay the penalty. Mr. App moved to deny the request to waive the late fee. Second by Mr. Danchisen. Vote: Mr. App-yes; Mr. Danchisen-yes; Mr. Boytim-yes. Motion carried.

The Board initialed August financial reports which Mrs. Sowers distributed prior to the meeting.

There being no further business, it was moved by Mr. App and seconded by Mr. Boytim to adjourn at 8:30 p.m. Meeting adjourned by unanimous vote.

APPROVED:

Robert S. Boytim
President
Board of Public Affairs

Attest:

Rhonda Botti Sowers
Fiscal Officer