

BOARD OF PUBLIC AFFAIRS
REGULAR MEETING HELD NOVEMBER 13, 2018

Ms. VanKirk called the meeting to order in the meeting room of the Fire Station at 7:05 p.m. Answering roll call were Mr. James Keys and Ms. Bailey VanKirk. Mr. Robert Boytim was absent.

Also present were Fiscal Officer Rhonda Sowers and Councilman Dean Dorko.

There were no visitors.

Ms. VanKirk moved to approve minutes of the October 9, 2018 regular meeting. Second by Mr. Keys. Minutes approved by unanimous vote.

Ms. VanKirk moved to approve payment of bills totaling \$102,935.15 including October payroll. Second by Mr. Keys. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

Ms. VanKirk moved to approve an application for a ¾" tap at 377 Lakewood totaling \$3,900.00. Second by Mr. Keys. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

It was moved by Ms. VanKirk with second by Mr. Keys to adopt the following:

Late Fee Waiver Policy

Be it resolved by the Board of Public Affairs of the Village of Marblehead, Ottawa County, Ohio:

Any water customer contesting the 20% late fee charged to their account on metered water sales may be granted a one (1) time waiver of said charges during a twelve (12) month period providing the following criteria are met:

1. Requests for waiver must be submitted in writing via mail or email by the property owner or person on record to the billing clerk within the same billing cycle before the next late fees are calculated on the 21st of the month;
2. No prior waivers have been granted to the account during previous twelve (12) months;
3. All delinquent charges on account shall be paid in full prior to the next billing cycle.

Whenever a late fee is waived, supporting documentation shall be maintained in the customer file.

Vote on the motion resulted as follows: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

Ms. VanKirk moved to return water service deposits in the amount of \$50 each to William Beckwith, Joel Sech and Rick Gdovicak. Second by Mr. Keys. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

Mr. Keys moved to apply \$42.50 of the service deposit to an outstanding balance and refund the remaining \$7.50 to Courtney Arnaud. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

Ms. VanKirk moved to refund an overpayment of \$30.00 to Michelle Blaha. Second by Mr. Keys. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

Mr. Keys moved to approve a one-time forgiveness of \$1,019.39 for a large water bill caused by a leak at 105 Erie Street. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

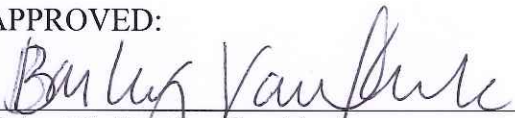
Board members initialed October financial reports distributed by Mrs. Sowers prior to the meeting.

Ms. VanKirk moved to go into executive session at 7:17 pm to discuss compensation of public employees. Second by Mr. Keys. Vote: Ms. VanKirk-yes; Mr. Keys-yes. Motion carried.

Ms. VanKirk reconvened the meeting at 7:51 pm.


There being no further business, it was moved by Ms. VanKirk and seconded by Mr. Keys to adjourn at 7:51 p.m. Meeting adjourned by unanimous vote.

APPROVED:



Robert S. Boytim, President
Board of Public Affairs

Attest:



Rhonda Botti Sowers
Fiscal Officer