

BOARD OF PUBLIC AFFAIRS
REGULAR MEETING HELD OCTOBER 8, 2019

Mr. Boytim called the meeting to order in the meeting room of the former fire station at 7:00 p.m. Answering roll call were Mr. Robert Boytim, Mr. James Keys and Ms. Bailey VanKirk.

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

There were no visitors present.

Mr. Keys moved to approve minutes of the September 10, 2019 regular meeting. Second by Ms. VanKirk. Minutes approved as submitted by unanimous vote.

Ms. VanKirk moved to approve payment of bills totaling \$40,644.42 including September payroll. Second by Mr. Keys. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Discussion continued on department uniforms. Mrs. Sowers explained that action taken in 2017 was to accept a quote from Imprint Logo to purchase twenty shirts, five for each full-time employee at that time. The Board will need to approve a new quote to purchase additional shirts. Mr. Joyce will provide a quote for shirts and safety vests at the November meeting.

Mrs. Trumpower reported water service was terminated for delinquent accounts at 130 Lake Breeze Circle and 302 James Street. Past due amounts were paid and service subsequently restored to both properties.

Mr. Boytim and Mr. Joyce visited the property at 341 E. Main Street and discovered five units on the property rather than three indicating the possible need for a higher monthly billing multiplier. Mr. Boytim noted, however, two of the units are seasonal. As a result, the Board agreed to continue billing the property with a monthly multiplier of three units rather than five.

Mr. Joyce submitted the county's wage scale for water plant personnel. He said wages need to be higher to retain good people. Mr. Boytim added that water department employees are more involved than other village departments and their pay should not be limited by what other departments earn. Mrs. Sowers provided copies of spreadsheets the council finance committee will use when considering recommended wages for 2020 and pointed out that 71% of the water department's total expenditures last year were for employee wages and benefits. Mrs. Sowers also provided copies of the Ohio Municipal League's salary survey completed by 312 Ohio municipalities. The survey showed that Marblehead has the highest paid water employees among similarly sized villages. Mrs. Sowers added that the BPA can make recommendations for wages to the finance committee but noted that pay rates for all village departments are set by council.

Following recent discussion regarding the one-time forgiveness policy, Mr. Keys moved to adopt the following:

Leak Forgiveness Policy

Be it resolved that the Board of Public Affairs may grant a one-time credit to the property (meter) to adjust a substantial billing amount caused by a large water leak for the month (billing cycle) it occurred in provided the property owner requests such action on his account in writing.

The Board of Public Affairs will grant such one-time credit to the account only in circumstances when:

1. It is determined by the Water Department that the customer did not benefit directly from the recorded usage;
2. The water leak was not a deliberate attempt to obtain gratis water.

Whenever an adjustment is made to an account, it is highly recommended to keep all pertaining information (e.g.: backup paperwork, written requests, memos, water usage and billing calculations) in the corresponding customer file.

Second by Ms. Van Kirk. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.


Ms. VanKirk moved to apply the \$50.00 service deposit of Ashley Simons to the outstanding balance on a final bill for 2044 Sugar Bush Dr. Second by Mr. Keys Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mr. Keys moved to write off unpaid balances owed for more than five years by previous owners of the following properties: 504 Ottawa Street, \$35.40; 10951 Bay Point, \$47.69; and 402 E. Main, \$40.56. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

The Board initialed receipt of September financial reports distributed by the Fiscal Officer prior to the meeting.


There being no further business, it was moved by Ms. VanKirk and seconded by Mr. Keys to adjourn at 8:00 p.m. Meeting adjourned by unanimous vote.

APPROVED:



Robert S. Boytim, President
Board of Public Affairs

Attest:



Rhonda Botti Sowers
Fiscal Officer