

BOARD OF PUBLIC AFFAIRS  
REGULAR MEETING HELD SEPTEMBER 10, 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 August 13, 2019 regular meeting. Second by Ms. VanKirk. Minutes approved as submitted by unanimous vote.

Ms. VanKirk moved to approve payment of bills totaling \$41,232.53 including August payroll. Second by Mr. Keys. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Discussion continued on a request by Reba Bishoff for a one-time forgiveness of \$1,183.10 for a large water bill resulting from a leak at 421 James Street. Mrs. Sowers provided the Board with a copy of the one-time forgiveness policy adopted in 1964 as well as a list of forgivenesses approved from January 2018 through August 2019, pointing out that at least one recent forgiveness covered an amount accrued over more than one month after notifying the owner of a leak. Ms. VanKirk said the policy needs to be updated and added her belief that a forgiveness should not apply to multiple month's usage if the owner has been notified of a leak. A lengthy discussion ensued and resulted as follows: Ms. VanKirk moved to approve a one-time forgiveness of \$751.84 for large water usage resulting from a water leak at 421 James Street. Second by Mr. Keys. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

The Board received a request for a one-time forgiveness from David Stein of \$262.89 for large water usage resulting from a leak at 2158 Skyline Dr. Ms. VanKirk moved to approve the one-time forgiveness. Second by Mr. Keys. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mr. Boytim reminded Mr. Joyce the new truck needs to have insignias added to identify it as a village vehicle. Mr. Joyce said H2 Designs is making decals for the truck.

Mr. Boytim said employees should have uniforms to identify them as water department employees. Mrs. Sowers said the Board voted just a couple of years ago to replace the uniform service with a clothing allowance. Mr. Joyce said the Board agreed to buy five shirts for each employee when it cancelled the uniform service. Discussion followed on providing safety vests and ID badges in lieu of shirts. Mr. Joyce said he feels he and new employee Becky Ball should have uniform shirts and will obtain a quote for consideration at the next meeting.

Ms. VanKirk moved to return water service deposits of \$50 each to Robert and Sandra Rightmire, Paul Mattis, and Chris Bueter, Second by Mr. Keys. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mr. Keys moved to apply the \$50.00 service deposit of Tom Nowak to the outstanding balance on a closed account for 414 Perry Street. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mr. Keys moved to reimburse a credit balance of \$31.36 to Gregory Hart for property he previously owned at 902 Lake Street. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mr. Keys moved to certify a tax lien of \$439.21 to the County Auditor on property at 313 Perry Street owned by Brian Baer and Krystyn Perry. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mrs. Trumpower said there is a discrepancy regarding the number of units billed at 241 E. Main. The owner, Donna Strahm, has asked if she could be billed a higher multiple in the summer and a lower multiple during the off-season. Mrs. Trumpower said water is currently billed as a triple multiple for three separate units on the property but she recently learned the County Sanitary Engineer's office sewer bills are based on five units. Mr. Boytim and Mr. Joyce will visit the property to determine the number of units.

Mrs. Trumpower reported delinquent accounts of \$1,638.97 at 130 Lake Breeze Circle and \$525.80 at 302 James Street. She said the owners receive monthly past due notices but avoid shut off notices because they make small payments. The Board discussed the shut-off policy and agreed that no account should ever carry a past due balance more than two months in arrears. Anything greater than that causes the account to be delinquent and subject to shut-off. Ms. VanKirk moved to send shut off notices to Dennis Robel at 130 Lake Breeze Circle and Amy St. Clair at 302 James Street. Second by Mr. Keys. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

The Board signed receipt of August financial reports distributed by the Fiscal Officer prior to the meeting.

Mr. Joyce had a quote from Masonry Construction of Port Clinton for minor repair work at the base of the water tower, patching areas at the old settling basin and constructing a small sidewalk to the clarifiers. He will obtain at least one more quote for the Board's consideration.

Mr. Joyce spoke with Chuck Hall of CT Consultants regarding the feasibility of constructing lagoons to process sludge from the water plant onsite. Based on current volume, Mr. Hall did a cost analysis and determined that the most cost effective means of removing sludge is to continue having it pumped.

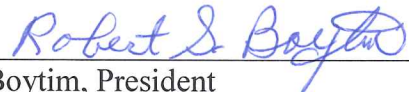
Mr. Joyce submitted a quote of \$6,299.99 from Bill's Implement for a new, 50" Simplicity riding lawnmower to replace the 20-year-old mower that recently became inoperable. Mr. Joyce added that he would like to share the cost of a new trailer with the village street department since this mower is too large for the old trailer. Mr. Keys moved to accept the quote from Bill's Implement and authorize half the cost of a new trailer to be shared with the village street department. Second by Ms. VanKirk. Vote: Ms. VanKirk-yes, Mr. Keys-yes, Mr. Boytim-yes. Motion carried.

Mr. Joyce said the water department should have pay raises. He said he has been looking into it and feels they should be up to where everyone else is. Mr. Joyce believes it's hard to keep good people and asked the Board to ask Council for raises higher than just cost of living. Mrs. Sowers will bring information from the Ohio Municipal League's 2019 salary survey to compare rates paid by similar sized villages in the state.

Mr. Dorko said he's been asked why return envelopes aren't included with monthly bills. Mrs. Sowers said the Board voted earlier this year to not incur the expense but added that options such as bank bill pay and ACH withdrawal, are available and do not require mailing a payment.

There being no further business, it was moved by Mr. Keys and seconded by Ms. VanKirk to adjourn at 8:34 p.m. Meeting adjourned by unanimous vote.

APPROVED:



Robert S. Boytim, President  
Board of Public Affairs

Attest:



Rhonda Botti Sowers  
Fiscal Officer