

**Board of Public Affairs Minutes**  
**April 9, 2019**

Mr. Johnson called the BPA Meeting to order at 7:00PM.

**Roll Call:** Curt Johnson-present, Adam Miller-present, Nick Rundo-present

**Visitors:** Jennell Dahlhausen, Jake Neill, Chip Hess, Bridey Matheney, Joe Hernandez.

**Visitors Report:**

Nothing to report.

**Cashiers Report:**

Ms. Dahlhausen provided a list of accounts that are delinquent, with some accounts dating back to October of 2018 as the last payment date. The Board would like to proceed with shutting off the water at these properties.

Mr. Franklin (account 4400-01) received a penalty of \$13.12 and requested abatement of the penalty due to not receiving the bill that went out at the end of February. Mr. Johnson moved to abate the penalty of \$13.12 on the Franklin account, seconded by Mr. Rundo. By voice vote, all Board members agreed.

Mrs. Tiber (account 3328-01) received a penalty of \$45.91 and also requested abatement of the penalty due to not receiving the bill that went out at the end of February. Ms. Tiber called about the bill in February and was told by Ms. Hernandez the bill would be in the mail in the next week. She didn't feel she should have to pay a penalty when she called inquiring about the bill. Mr. Johnson moved to abate the penalty of \$45.91 on the Tiber account, seconded by Mr. Rundo. By voice vote, all Board members agreed.

Ms. Dahlhausen noticed an account at 14725 Shannon Court had a bill of \$1,434.92. She looked into the account and noticed it was new, but when looking on the Auditors website, the property was purchased in August of 2017. Ms. Dahlhausen called Ms. Smith. She said she was expecting the high bill and alerted Ms. Hernandez in early March of 2019 when she was told by her HOA that she would see a new trash charge on her water and sewer bill, but had never received a water and sewer bill. She will be sending in a payment plan with her first payment.

Ms. Dahlhausen noticed a low usage of 40 gallons at 13600 Carlton Street, Bukovics. She knows someone is living at the property so Mr. Neill reread the meter and it was correct. A certified letter was sent to the property owner to allow us to come inside since Mr. Neill was unable to access the meter and they weren't responding to a note left on the door. Mr. Neill knew there was someone at the property when he arrived but they wouldn't answer the door. The usage has been around 50 gallons since August of 2016. This could be a result of iron and rust built up since the well is metered being a sewer only account. Mr. Neill will look into the matter.

**Solicitors Report:**

Ms. Matheny has been in contact with AT&T concerning the cell tower updates. She is looking for some additional information such as weight limits or other pertinent information that should be watched and included in the contract. Mr. Neill will contact Dixon to find out if they can inspect the tower to give us a recommendation on how much weight the tower can hold.

**Engineers Report:**

Mr. Hess mentioned there is some confusion on who the school and Hillside Village should request water service from, which he believes to be Gauga County as well as the village. Mr. Hess suggested we meet with everyone to get on the same page. Discussion followed.

**Clerk/Treasurer Report:**

Mr. Rundo moved to approve the March 12, 2019 meeting minutes, seconded by Mr. Miller. By voice vote, all Board members agreed.

Mr. Rundo moved to pay approved bills, seconded by Mr. Miller. By voice vote, all Board members agreed.

**Operators Report:**

Mr. Neill looked at the manholes at Burton Health Care. He needs to clean what is sitting on the edges of the manholes to make sure there are no new issues.

Mr. Neill asked when there are water and sewer line repairs of the lateral by the homeowner, should we require them to meet our standards if it's their line. Discussion followed but it was decided that we should enforce requirements on the entire lateral even though the property owner is responsible for the repair.

Mr. Neill has a meeting with EPA concerning the chemical feed on May 10<sup>th</sup>.

**Old Business:**

Mr. Schwendeman at 14050 East Center Street has been complaining about the dip at the end of his drive due to a low water valve and manhole. The sidewalk needs replaced as well. He will speak with the Street Commissioner about replacing the sidewalk and look into the other issue when he does point repairs. Mr. Neill added there are several other manholes that need addressed in the village this year.

Bulk water sales and the proposed permit was discussed. The Board felt a deposit wasn't necessary at this time but the permit could be revised if we notice issues after we begin using it. 24-hour notice at the Utilities Coordinators discretion is required.

The sewer jet was discussed again. The Board reviewed the quotes provided at the previous meeting. Mr. Rundo moved to purchase the best and lowest quote for the new sewer jet, seconded by Mr. Miller. By voice vote, all Board members agreed.

**New Business:**

The request for a transfer of additional \$25,000 for SME soil testing at the WWTP was discussed. Ms. Dahlhausen stated Council approved the request, pending BPA's recommendation. Mr. Johnson moved to recommend the transfer of \$25,000 from Contingencies to Technical Services in the WWTP loan, seconded by Mr. Miller. By voice vote, all Board members agreed.

Ms. Dahlhausen will provide a list of revisions to the BPA Rules & Regulations to Ms. Matheny of some sections that she noticed need deleted or revised.

Ms. Dahlhausen asked if someone's water is turned off if their account should be inactive with no bill or do they fall under the requirement of 0-1,666 gallons with a minimum charge. The Board said the account should be inactive with no bill if the water is turned off by the village at the street.

Mr. Neill requested 48 Hour Notification for checking work completed on water mains. This will be added to a list of requirements on the back of the Mayors Permit. A committee will meet so everyone is informed of the current requirements with Mayors Permits and to update the Utility Procedures Standards. The Zoning Inspector should be involved at some point as well. Mr. Neill stated the tap in fees need increased since they are based off the plant that was installed in the 1980's and we are constructing a new plant.

Mayor Hernandez stated that Hillside Village has requested annexation for a senior living development west of Preston KIA on the south side of State Route 87. They are proposing 120 to 160 units in the development and would like water and sewer service. Mr. Neill stated the WWTP under construction is being built with the ability to add onto it, but can only handle current customers.

Mr. Rundo moved to adjourn and Mr. Miller seconded. Meeting adjourned at 9:05PM.

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BPA President

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Clerk