

Board of Public Affairs Meeting February 11th, 2025

A regular meeting of the Board of Public Affairs was held at 5:00 p.m. at the Village Hall. The members present were:

Bill Hoover, Chairperson
Barbara Bailey
Cora Lewis

Also attending: Chris Peterson, Senior Plant operator, Head Clerk Heidi Grimm, and Mayor Peter Wilson.

The meeting was called to order by Chairperson Hoover.

No additions, deletions, or corrections to the minutes of January 28th, 2025, meeting, Minutes accepted as written.

Recognize Guests from the floor. None

Operator's Report

Regulatory Compliance

1. We have submitted our January Water Reports.
2. CIP (Clean in Place) and EFM (Enhanced Flux Maintenance) on skids.
3. Asset Management Plan – Chris continues to work with OTCO, RCAP, and OEPA on this. Chris is currently speaking with RCAP on this. We received a letter from the OEPA regarding this item. Chris has followed up with RCAP and they are working on a timetable. Once that is done Chris will follow up with the OEPA.
4. Chris has reached out to Anna Lazzar from the OEPA Source Water Protection Division on setting up an introductory meeting. We are waiting for available dates from them to set it up.
5. Heidi and Chris have started working on a schedule to start doing updated Cross Connection Survey's. We met last week to review everything, and Chris is working on setting up template letters to send out once the inspections are completed.

Projects

1. North End Pressure Project – Chris spoke with Chad from Howells and Baird last week to see when Xpress Underground was looking to resume work on the supply line. He believed they would be available in the next couple of weeks.
2. St Rt 45 and Adams Rd Line extension – No new updates other than Chris has talked to Pam to have this project renominated in March for funding.
3. North Market St Sewer- Design engineering continues.
4. Grant St Bridge – No new updates.
5. Pritchard St Bridge- No new updates.

Infrastructure Maintenance

1. We had a large main line leak on Maple St last week. Our crew searched for a couple of days and was unable to locate it. We called in Leak Seekers to assist us in locating it. Once we found it we conducted the repairs and then issued a boil order in the affected area. We received the results back that were negative and lifted the boil order.
2. We continued to field frozen line calls.
3. Our crew repaired a curb stop at 224 E Pine St.
4. We have been monitoring our holes and adding 304, as necessary.

5. Hach was in for our quarterly inspections of our CL17 and Turbidity Meters. They replaced the circuit board on our CL17.

Curb Stops

Ongoing Responsibilities

1. We performed 22 Shut offs.
2. Chris continues to work with the Mental Health Complex on 154 on their project to tie into our water system. They performed the tap last week without incident. They are currently setting up their meter pit.
3. Chris researched and spoke with a resident who is looking to tie into our new line on Lisbon Rd.
4. Chris has been working with the contractors on two proposed county projects.

Time Off

Clerk's Report:

Preparing letters to send the first 45-50 customers for cross-connection surveys so we can be on a 5-year rotation. When Heidi has the completed response templates from Chris she will mail and schedule the surveys.

Mary Ann will be out of the office on February 27, returning March 17th.

Heidi will be out of the office on February 14th and 21st.

Unfinished Business:

- A. Engineering for Spruce St – Sanitary Sewer Extension – On hold.
- B. Sand Filter Rehabilitation – On hold.
- C. Reservoir Roof Maintenance – On hold.
- D. Rose Dr. Repairs—on hold till spring.
- E. Backflow and updating the plumbing in the Water Dept. garage – Still no quote.
- F. Additional easement for the fairgrounds –Meeting Feb 19th.
- G. Public Outreach – Ms. Bailey called and spoke with Brittany at the Port Authority about possible grants, would like to have letters of commitment for new businesses in the area in addition to letters of support. There are 2 levels of support, 1st level being residents and businesses, the 2nd level is government officials.

New Business:

- A. Backflow/Cross connection fee. Motion by Mr. Hoover to charge \$25.00 for a cross-connection survey, this charge will be added to the next monthly bill once the walk through is completed. Second by Ms. Bailey

Motion Passed

- B. Tap in application 7129 Lisbon Rd. A motion to approve the tap in application for 7129 Lisbon Rd. for water was made by Ms. Bailey. Second by Mrs. Lewis.

Motion Passed

Approval of Bills:

Motion made by Mrs. Lewis to pay the bills. Second by Mr. Hoover.

Motion Passed.

Meeting adjourned by Chairperson Hoover.

Attest

Approved
