

Board of Public Affairs Meeting November 26th, 2024

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

Bill Hoover, Chairperson
Barbara Bailey

Also attending: Chris Peterson, Sr. Plant Operator, Head Clerk Heidi Grimm, Mayor Peter Wilson.

The meeting was called to order by Chairperson Hoover.

No additions, deletions, or corrections to the minutes of the November 12th, 2024, meeting, Minutes accepted as written.

Recognize Guests from floor. None

Operator's Report

Regulatory Compliance

1. We have submitted our October Sewer 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.
4. We will be conducting a Contingency Plan Exercise on December 10th at 9am to meet our OEPA obligation.

Projects

1. North End Pressure Project – Howell and Baird met with Express on Nov 15th to go over some items. Per Howell and Baird, it was a very productive meeting. Alec is currently reviewing the proposed utility easement for our new booster station. Chris was called up to the new water tower for a hole in the driveway. We checked our line and found no leaks on our lines. Our crew filled the hole and will continue to monitor it.
2. St Rt 45 and Adams Rd Line extension – on hold.
3. North Market St Sewer- Design engineering continues.
4. Grant St Bridge – No new updates
5. Prichard St Bridge- Chris continues to work with the engineering company on the plans for our new water main. We had a video conference on November 25th.

Infrastructure Maintenance

1. Our crew performed repairs on the hydrants at the Day's Inn hotel and the park and ride.
2. Our staff was called out to N Market St and Saltwell Rd. for a sewer backup. Our crew found that there was grease blocking the sewer main. Our crew went out and checked all the grease traps in the area and found that McDonalds and Cozy meats needed to be cleaned out. Our crew spoke with the manager at both locations and advised them of such and we also sent letters to both places giving them 30 days to correct the issue and provide records to us that it has been completed.
3. We ordered a new vacuum hose from Ray Lewis for the front of the Vac-con.
4. We did have an issue with Skid C on November 21st. After consulting with Pall Corp, we found that one of the air actuators was bad. We had a spare that we replaced it with and after some

programming issues we were able to get the skid back online. Chris has reached out to Pall Corp for a price on replacing our stock for this part.

5. We are looking to schedule the 4 in. Valve repair behind the street department on December 4th if the schedule allows.

Curb Stops

Ongoing Responsibilities

1. Our crew delivered 67 red cards.
2. Chris continues to work with ACI on fixing online access for the SCADA system. Vik was in on November 21st working on the system. Chris continues to ask them for the quotes on updating our PLC.
3. Chris has talked with New Castle regarding the CDL classes. We are looking at a late January start date.
4. Our mowing has been completed for the season.
5. We were finally able to take the 2010 Chevy in for repair.
6. Our crew preformed the tap for 9204 St Rt 45.
7. Chris continues to work with the Mental Health Complex on 154 on their project to tie into our water system. Their tap in application is in your packet.

Time Off

Chris was off on the morning of November 25th.

Jim will be off the week of November 25th.

Chris will be out of town for Thanksgiving, Jason will be covering water, and Mike will be covering wastewater.

Jason will be off December 2nd.

Chris will be off tentatively on December 5th for a funeral due to a death in the family.

Clerk's Report:

Monthly billing was placed in the mail this morning. Just an FYI we are having trouble with mail delivery for example: we mailed monthly billing 10/29 and delinquent notices 11/18. On the 20th received phone calls saying they either never received the billing or received both notices the same day.

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—Jon with Howells and Baird is organizing the schedule with X-Press Underground and the paving contractor.
- E. Backflow and updating the plumbing in the Water Dept. garage – No update.
- F. Additional easement for the fairgrounds –Atty. Beech is working on this.

- G. Public Outreach – Ms. Bailey attended the Center Twp. Meeting. Trying to keep them informed of the things we have in the works that is in the Twp. Outside of the village. They asked if Adams Rd. would be open excavation or boring? Do we have a timeline? Ms. Bailey will attend the December meeting to have answers to their questions. Ms. Bailey will also attend the Lisbon Chamber of Commerce meeting in January. Ms. Bailey also asked for an example of a letter of support that she may take to Center Twp. And the Lisbon Chamber of Commerce.

New Business:

- A. Tap in 9204 St Rt 45 – Motion made by Ms. Bailey to retroactively approve the tap-in for 9204 St Rt 45 for water only. Second by Mr. Hoover.

Motion Passed

- B. Tap in 40722 St Rt 154 – Motion made by Mr. Hoover to approve the tap in for St Rt 154 along with the approval for our purchase of an 8” meter to make the tap in. Second by Ms. Bailey.

Motion Passed

Approval of Bills:

Motion made by Mr. Hoover to pay the bills. Second by Ms. Bailey.

Motion Passed.

Meeting adjourned by Chairperson Hoover.

Attest

Approved
