

Board of Public Affairs Meeting June 13, 2023

A regular meeting of the Board of Public Affairs was held at 5:05 p.m. at Village Hall. Those members present were:

Bill Hoover, Chairman
Jeffrey Snyder
Barbara Bailey

Also attending: Sr. Plant Operator Chris Peterson, Asst. Clerk Mary Ann Gray, Fiscal Officer Tracey Wonner, and Mayor Peter Wilson.

The meeting called to order by Chairman Hoover.

No additions, deletions, or corrections to the minutes of the May 23rd, 2023, meeting, Minutes accepted as written.

GUESTS: Mayor Wilson presented an email that he received from OMEGA about a forthcoming survey. The email was given to Senior Plant Operator Peterson.

OPERATORS REPORT:

Regulatory Compliance

1. OEPA Sewer Reports were submitted for May.
2. NPDES permit renewal; Jon and I continue to work with the EPA.
3. CIP (Clean in Place) and EFM (Enhanced Flux Maintenance) on skids.
4. Asset Management Plan – Chris continues to work with I AM GIS and OTCO.
5. Our staff continues to work on our Cross Connection Surveys. Our goal is to have them all completed by December 31st, 2023. We have currently completed around 120 of them.
6. Our CCR's will be available next week for our customers.

Projects

1. Bike trail on 154 – Chris continues to work with Rob from Marucci and Gaffney. Chris did have a conversation with them regarding our call before you dig policy.
2. North End Pressure Project – No new updates currently. John continues to work on the necessary easements for Alex to review.
3. St Rt 45 and Adams Rd Line extension – The OEPA funding has been announced for this year. This project was funded but without any principal forgiveness. Chris has spoken with the OEPA and Pam from RCAP and we will work on some items for the project and reapply for principal forgiveness next year.
4. We were notified that we did not receive the H2O grant for the correlator that we had applied for.

Infrastructure Maintenance

1. Chris continues to wait on ACI on the patching of the St Rt 45 tank and Wellfield Cell systems. We did have an issue with the cell service last week. We had an issue with our CIC pump on May 27th not starting. Once we were able to identify that the fiber line was not working, we found out that most of the fiber lines in the county were out. Andrew was able to come in and start the pump after some rewiring. Once the fiber was back up in the afternoon, we switched it back to automation. They checked everything on site.
2. Chris is working with the property owner at 960 N Market St “apartments” who has been having issues with their sewer backing up. No new updates currently.

3. Our staff continues to flush hydrants on the east side of town as the schedule allows.
4. We did have some power surges at the plant on June 11th. Chris was able to shut everything down and wait until the surges were over and restarted the plant.
5. We continue to have small issues with our Pall Computer at the plant. Chris is working with Pall Corp. on the issues. We are still waiting for the quote to replace the computer. Our plan is to put it in our capital improvements for next year.
6. Chris has noticed that our flow from the wellfield to the plant has been decreasing in the last couple of months. We believe the well lines need flushed out. Chris has been working with staff, and we have a plan in place to flush the lines without pushing the particles in the plant. We will be coming in the week of June 26th to implement the plan.
7. We believed we had a leak at 505 E Lincoln Way. Our leak detection company was in the area, and Jim and Chris met him there early one morning. We were able to determine that it was not a leak but rather someone filling a pool in the area.

Curb Stops

Ongoing Responsibilities

1. Our staff performed 23 shut offs.
2. We had our pool inspection last week from the health department. There were a couple of items that needed to be looked at or completed, but per the health department everything looked good.
3. Laura is still scheduled to start her CDL class the week of July 24th.
4. Laura will be finishing up her backflow class on July 6th and 7th.
5. North Market St. Sewer – During our checks everything has flowing good for the past couple of weeks.
6. Our crew continues to trim and mow our grounds. (not much lately due to the dry conditions)
7. We are still waiting on Bradley Tucker from the insurance company to send out the new adjustor to look at the Vacon. Chris sent an email yesterday for an update. He heard back from Tucker just before the meeting started and was told the photos were good so no new adjustor is needed to come.
8. The part for our new Vacon has come in and we are just waiting for Best Equipment to come and install. We do not have to take it there to be repaired.

Time Off

Jim will be off every Monday in June, June 15th, 16th, 22nd and 23rd.

Jim will be off the week of July 3rd.

Jason will be off June 26th, 29th and 30th.

Laura was off June 9th.

Chris will be off June 21st to 23rd.

Chris will be on vacation July 10th to July 18th (he will still be in to meet our OEPA obligations with Jason's help and will be at the Board meeting on July 11th.)

Clerk's Report – none given

Unfinished Business:

- A. Update of North End Pressure Project – See Operators report.
- B. N. Market St Sewer line replacement – Rev. Brown called Bill Hoover about sewer line replacement and there is a new session member who is interested and may be in contact with board members about it.

- C. Annexation to receive village water – Still on hold
- D. Engineering for Spruce St - Sanitary Sewer Extension –No report.
- E. Line extension on North end of town – No report.
- F. CDL – See operators report.
- G. Status of letter for Mr. Burke of 253 W Spruce St. – letter was sent and has been received by Mr. Burke who thanked Head Clerk Grimm for taking care of it.
- H. Vacon Lane at plant – No report.

New Business

- A. Quote for Vacon maintenance from Best Equipment for \$4,095.00 per year. Mr. Snyder motioned to accept the quote for yearly maintenance from Best Equipment. Second by Ms. Bailey.

Motion Passed

- B. Mr. Burke’s driveway at 253 W. Spruce St. damages – street department will fill cracks with BPA to pay for materials but it was decided that will Mr. Burke will have to legally sign off after the repairs are made.
- C. Ms. Wonner had draft loan documents from OWDA for the North End Pressure Project that needed to be signed and sent back to OWDA. She also informed the Board that it will be tight financially from 2025 to part of 2027 because this loan repayment starts in 2025 and the plant loan payment goes until January 2027. Purchase orders will be very necessary during that time frame.

Approval of Bills:

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

Motion Passed

Meeting adjourned by Chairman Hoover at 5:40 P.M.

Attest

Approved
