

## **Board of Public Affairs Meeting November 12th, 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  
Jeffrey Snyder  
Barbara Bailey

Also attending: Chris Peterson, Sr. Plant Operator, Head Clerk Heidi Grimm, Fiscal Officer Tracey Wonner, Mayor Peter Wilson and counsel woman Susan Temple.

The meeting was called to order by Chairperson Hoover.

Prayer by Pastor Donna Shuman of The Assembly of God Church

No additions, deletions, or corrections to the minutes of the October 22nd, 2024, meeting, Minutes accepted as written.

### **Recognize Guests from floor.**

### **Operator's Report**

#### **Regulatory Compliance**

1. We have submitted our October 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.
4. We submitted our current service line inventory on October 15<sup>th</sup>. Heidi and Chris are working on getting the letters we are required to send out by November 15<sup>th</sup>. Heidi was able to get the required letters mailed out on November 6<sup>th</sup>.
5. We have completed our annual hydrant flushing.

### **Projects**

1. North End Pressure Project – The contractor has finished running the supply line up by the tower and made the necessary connections to our existing distribution line. We did have to shut down the development behind the new tower. We notified the customers in advance and issued a boil order. Once we collected samples and received results back, we lifted the boil order. Chris has been working with the utility companies for the new booster station. We have learned that we will need an additional easement from the fair board. Chris spoke with a member of the fair board and has asked Howell and Baird to prepare the easement. It will be presented at their next fair board meeting on November 20<sup>th</sup>. Chris and Howells and Baird did have an online meeting with Belmont Properties regarding the repairs to their road. They have accepted our proposal for the repair. The village council also accepted the proposal at their last meeting.
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 is currently working on a written report for the engineering company.

### **Infrastructure Maintenance**

1. On Wednesday, November 6<sup>th</sup> we had a power surge and outage at the wellfield. The surge caused all the wells to kick out their overloads. We were able to get everything reset but we did get some air in the well line that we are currently working to get out.
2. On Friday, November 1<sup>st</sup> we did have an issue while changing the gas chlorine bottle. Chris was able to put on an air pack and fix the issue. The new chlorine parts that you approved a couple of meetings ago are ordered but have not come in yet.
3. We did notice a small leak from a coupling in a 4 in plastic pipeline on Skid C in the water Plant. Unfortunately, due to its location and the scope of the repair our staff was not able to conduct the repair. Chris called JP Plumbing to come out and look at it. They came out on Thursday, November 7 to do the repair.
4. We are looking to schedule the 4 in. Valve repair behind the street department in the coming weeks.

### **Curb Stops**

### **Ongoing Responsibilities**

1. Our crew performed 27 shut offs.
2. Chris continues to work with ACI on fixing the online access for the SCADA system. He has also asked them 3 different times for quotes on updating the main box per ACI's recommendation.
3. Chris has been looking into CDL Classes for staff.
4. We continue to mow and trim our holdings. This should be wrapping up this month.
5. Chris continues to work with Tracy on getting the 2010 Chevy repaired. The adjustor did come out and look over the truck. We are just waiting for his report to move forward with the repairs.
6. Chris continues to work with the Mental Health Complex on 154 on their project to tie into our water system.

### **Time Off**

Logan was off November 1<sup>st</sup>.

Jason was off November 4<sup>th</sup>.

Jim was off half a day November 6<sup>th</sup> and full day November 7<sup>th</sup>.

Chris was off the morning of November 12<sup>th</sup> and will be off mid-morning November 14<sup>th</sup>.

Logan will be off November 23<sup>rd</sup>.

Jim will be off the week of November 25<sup>th</sup>.

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

### **Clerk's Report:**

EPA required letters were all mailed on November 6<sup>th</sup> to the property owners. Currently gathering information from residents because of those letters.

### **Unfinished Business:**

- A. Engineering for Spruce St – Sanitary Sewer Extension – on hold.
- B. Sand Filter Rehabilitation – No update.
- C. Reservoir Roof Maintenance – on hold.

D. Rose Dr. Repairs waiting on start date.

**New Business:**

- A. Additional fairground easement – Discussion for the need of an additional easement for Ohio Edison and Columbia gas to have access to the new booster station for the new tower.
- B. Backflow and updating the plumbing in the Water Dept. garage – Discussed the need for the improvements waiting a quote for cost involved.
- C. CDL Classes – want to send Laura and Logan, 11-day course (8:00-3:30) at \$2214.00 each, they must have their permits, current drug screening, DOT physical.  
Mr. Hoover made a motion to send Laura Wilson and Logan Hall to CDL classes at New Castle School of Trade at a cost not exceeding \$6,500.00. Second by Mr. Snyder.

**Motion Passed**

**Approval of Bills:**

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

**Motion Passed.**

Meeting adjourned by Chairperson Hoover.

Attest

Approved

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