

## **Board of Public Affairs Minutes**

**June 8<sup>th</sup>, 2021**

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

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

**Visitors:** Jake Neill, Christina Piotrowski, Bridey Matheney, George Hess, Jennell Dahlhausen

**Visitors Report:**

**Cashiers Report:**

Ms. Piotrowski explained that accounts 3329 and 1083 would like to have their late charges abated, due to USPS delivery issues.

Mr. Johnson made a motion to abate late charges for 3329 and 1083 for the amount of \$13.24, seconded by Mr. Rundo. By voice vote, motion passed.

Ms. Piotrowski explained to the board about account 2165-10 that there was a tenant that did not pay their final bill of \$470.17. The tenant was behind on his water/sewer bill and Ms. Piotrowski did mail out a delinquent notice in late March. The Landlord wrote the board a letter stating that he felt it was our responsibility to pay for the tenant's balance. The landlord did pay for the \$300.00 and there is still a balance of \$170.10. The Board of Public Affairs rules and regulations state that it is the landlord's responsibility to pay for the tenants past due balance. Ms. Piotrowski will send out a shut off notice.

**Solicitor Report:**

**Engineer Report:**

Mr. Johnson would like to establish the sewer easements around the village and have the easements recorded. Mr. Johnson is concerned about the need for the easements around the village because the board doesn't want a building on top of a sewer line at some point in the future.

Mr. Hess mentioned that the Northwest trunk sewer will be one easement and one Mylar plan which will cost \$8,000.00 and Mr. Hess will get the survey crew to get started on the easements. Mr. Hess clarified to the board where he is starting to survey for the easements which is from Umberfield to the Hansel property, then Spring St. Mr. Neill mentioned that there is a short one that goes to Baird St. and to Garden St.

Mr. Hess mentioned to the board that Mr. Preston submitted the sewer easements and they were incorrect, so Mr. Hess is just waiting to hear back from Mr. Preston.

**Clerk/Treasurer:**

Mr. Johnson made a motion to pay approved bills in the amount of \$18,249.83, seconded by Mr. Rundo. By voice vote, motion passed.

Mr. Miller made a motion to approve May 11<sup>th</sup>, 2021 minutes, seconded by Mr. Rundo. By voice vote, motion passed.

## **Operators Report:**

Mr. Neill informed the board that the lift station behind Preston Ford will receive maintenance on June 9<sup>th</sup>, 2021. The work will be done by Buckeye Pump. Mr. Neill will have an onsite EPA inspection on June 14<sup>th</sup>, 2021 of the WWTP that will include a walk through the plant, explaining the process of the plant, and performing lab duties and sampling for the plant.

Mr. Neill informed the board about the progress of RCAP and putting the mapping together of all water and sewer infrastructure. Mr. Neill mentioned that RCAP could possibly give us an extension for passing the contract deadline due to COVID. Mr. Neill mentioned to the board that Lead and Copper samples will be starting soon. The CCR report will be sent to Ms. Piotrowski so it will be posted online, billing, and newsletter. Mr. Neill mentioned there are issues at the sewer plant with the grease. Ms. Piotrowski has been sending out letters to the businesses that need to have their grease traps cleaned out annually that business needs to have cleaned and submitted by July 1<sup>st</sup>, 2021.

Mr. Neill suggested a quote from Bergen for a backup alarming system. Mr. Neill provided two different models for the alarming system. The cost for Option 1 MyDro 150 would be \$3,540.00 and Option 2 MyDro 850 would be \$4,890.00. Mr. Neill preferred to purchase Option 1 MyDro 150 since there is not a need as of right now for Option 2 MyDro 850. Mr. Neill mentioned that there will be a service contract with Option 1 for three years which includes the unit, installation, and set up fee. Mr. Rundo made a motion to purchase Option 1 MyDro 150 for backup alarming system with the amount of \$3,540.00, seconded by Mr. Miller. By voice vote, motion passed.

Mr. Neill discussed the flow meter with the board and explained that it is not working properly. Mr. Neill suggested a quote for the flow meter of the amount of \$3,400.00 from Bergren and Associates which does not include installation. Mr. Miller made a motion to purchase a flow meter for \$3,400.00, seconded by Mr. Rundo. By voice vote, motion passed.

Mr. Neill spoke with Arcadis about the manufacturer of the filters and the cost of repairs which will involve taking the filters completely apart, patching holes, and treat the areas. Mr. Neill mentioned to the board that the drain valves will not be installed. Mr. Neill mentioned the utility operator won't use them often, and they fail over time and start to leak. A removable plug will be installed instead.

Mr. Neill mentioned to the board how much the three manufactured sand filters will cost and it will roughly be \$300,000. Mr. Neill mentioned replacing the sand media. Mr. Hess suggested OPWC grant since the filters meet the requirements for the grant.

## **Old Business:**

Ms. Dahlhausen informed the board that she added Water/Wastewater Operator job ad on indeed and contacted the News herald for a 7 day special and will be added to the News Herald website for three to four weeks.

## **New Business:**

## **Adjournment:**

Mr. Miller made a motion to adjourn at 8:09PM, seconded by Mr. Rundo. By voice vote, motion passed.

---

BPA Chairman

---

Clerk