

**Board of Public Affairs Meeting
March 10th, 2026**

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, Sr. Plant operator, Heidi Grimm, Head Clerk Tracey Wonner, Fiscal Officer, Mayor Peter Wilson, and Councilperson Susan Temple.

The meeting was called to order by Chairperson Hoover.

Prayer: Brian Davis, Ministerial Association

Minutes of the February 24th meeting were accepted as written.

Recognize Guests from the floor.

None

Regulatory Compliance

1. We submitted our February 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 has spent quite a bit of time on this the last week. The OEPA reached out to him and had some questions during their review. They also asked if we had completed the template for small systems from their website. Chris informed them that he had but during the OEPA inspection in 2021 they informed him that we were too big of a system for that template, and it was not accepted. They now want us to redo the template. Chris spoke with RCAP and OEPA also spoke with them regarding this. RCAP and Chris requested they give us it in writing that they want the template completed and we have already begun filling it out. RCAP and Chris also spoke regarding the valve exercise program. The OEPA now wants system to schedule a time to work all our valves (20% per year) instead of just on breaks. Chris is currently going through our records and moving the maintenance records to RCAP's new template. RCAP is looking to meet with Chris in person later this month to review some stuff.
4. Chris continues to work on the template letters for Backflow and Cross Connection surveys.
5. NPDES lagoon permit renewal – Mr. Hoover has signed the permit, and it has been resubmitted to the OEPA.
6. Source Water Protection, no new updates.
7. We are just waiting for the contractor's availability to block off the CSO on South Market. No new updates
8. Chris started working on our CCR's for 2025.
9. Our lab renewal is scheduled for May 12th.

Projects

1. North End Pressure Project – Chris continues to work with ACI, Howells and Baird, and JP Plumbing on the installation of the new Discharge valve at the plant. We are still waiting for some material to come in.
2. St Rt 45 and Adams Rd Line extension – no new updates.
3. North Market St Sewer- Chad from Howells and Baird reached out to Chris last week and informed him that all tree's on the east side on North Market St in road right-a-way will need to be removed by the end of the month, so the project does not get delayed. There is a rule in Ohio with OEPA that trees can only be removed between October 31st to March 31st for bat protection. Chris has reached out to a couple of companies to get pricing. This expense will have to come out of our sewer fund for now since the OEPA money has not been finalized yet. We may be able to get paid back for the expense once the project construction starts.
4. Industrial Lift Station Replacement- No new updates.
5. Prichard St Bridge- No new updates.

Infrastructure Maintenance

1. We have been monitoring our holes and adding 304, as necessary.
2. We have scheduled our annual hydrant flushing beginning on the east side working our way to the west side. This will begin on March 30th to April 30th.
3. Our staff did dig back up the break we had last month at Beaver St and W Washington St to repair a small leak. We also releveled off the road from the 304 settling.
4. We did have a service line break in the alleyway behind the Nazarene Church that we repaired last week.
5. Chris continues to reach out to a company that he was working with late last year on overhauling our Gas Chlorine room. Hoping to have a quote soon.
6. We did have an issue last week with our pump at the booster station shut off without warning while we were pumping water to the tower. Fortunately, Chris was at the plant when it happened and was able to get the plant valve closed within a couple of minutes. ACI was onsite when it happened and is investigating why it happened.

Ongoing Responsibilities

1. Our crew performed 11 shut offs.
2. We continue to monitor the sand filter backwashes.
3. We have taken our Vac-con to Best Equipment in North Royalton to see about getting the back door repaired. We have been having issues with it for a while, and Best Equipment has been onsite twice trying to readjust the door, so it does not leak. It will only last about two dumps and it starts to leak again. Chris spoke with Tom about the door and the decision was made to take it to their shop to see if they can figure out why the door is moving and causing it to leak.
4. Chris Peterson met with Chris Shivers about our backhoe. Our cylinders for our front bucket need replacement due to wear and tear. The cost of doing this work will be up to \$1,500.00. This work will not start until the Street Department Backhoe is fully repaired, so we have access to a functional backhoe.

Time Off

1. Chris will be at an OTCO training and Board Meeting March 10th through March 12th.

Clerk's Report: No report

Unfinished Business:

- A. Sand Filter Rehabilitation – On hold.
- B. Backflow and updating the plumbing in the Water Dept. garage. No update.
- C. Public Outreach – Attended Center Twp. Meeting 2 weeks ago gave them an update on the waterline extension project.

New Business:

- A. Backhoe repair – Motion by Ms. Bailey to get the backhoe repaired by Mr. Shivers at a cost not to exceed \$1,500.00. Second by Mrs. Lewis
Motion Passed
- B. Tree removal for North Market Street Sewer Project – Motion by Mr. Hoover to approve spending up to \$6,700.00 to have trees removed from Jerome St./Lee Ave. on N Market St. for the N. Market St. Sewer Project.
Motion Passed
- C. Motion by Mr. Hoover to pay Howells and Baird \$25,578.75 for North End & SR 45 Waterline extension Design Engineering. Second Ms. Bailey.
Motion Passed
- D. Discussion about the pool and how they may move forward with repairs.

Approval of Bills:

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

Motion Passed

Meeting adjourned by Chairperson Hoover.

Attest

Approved
