

**Board of Public Affairs Meeting
February 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

Also attending: Chris Peterson, Sr. Plant operator, Heidi Grimm, Head Clerk, Mayor Peter Wilson, Councilperson Susan Temple and Councilperson Linda Donnalley.

The meeting was called to order by Chairperson Hoover.

Prayer: Barbara Bailey

Minutes from the January 27th meeting were accepted as written.

Recognize Guests from the floor.

Mayor thanked the water department for their work with the inclement weather the last 2 weeks.

Regulatory Compliance

1. We submitted our January 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. RCAP and Chris have submitted a lot of this to the OEPA. We are just waiting to hear back if anything else is needed.
4. Chris continues to work on the template letters for Backflow and Cross Connection surveys.
5. NPDES lagoon permit renewal – Chris talked to the OEPA. Mr. Hoover needs to sign the permit renewal. Chris has worked with Ebiz to print it out for him to sign.
6. Chris met with the OEPA on our Source Water Protection Plan. We are still planning to have our first committee meeting in the first quarter of 2026.
7. We are just waiting for the contractor's availability to block off the CSO on South Market.
No new updates
8. Chris continues to work on ODNR reports that are due by March 1st.
9. Chris continues to work with the OEPA on renewing our Lab Certifications for our staff.
In your packet is the invoice for your approval.

Projects

1. North End Pressure Project – ACI, Howells and Baird, JP Plumbing, and Chris met yesterday regarding the work on the plant effluent valve. They found the flange in very poor condition. ACI is sending a new proposal regarding replacing a 10-foot section of pipe underneath the flange.
2. St Rt 45 and Adams Rd Line extension – Chris continues to work with Howells and Baird on this project. This project went out to bid last Thursday and the cut off is February 18th.
3. North Market St Sewer- Jon, Pam, and Chris had a conversation regarding the project the week of January 26th. Howells and Baird have found that the condition of the sewer

is in poor shape south of where the project ends. We have been discussing options with Pam on funding.

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 did call Leak Seekers out February 2nd to assist us in finding leaks. He was able to find 2 main breaks in W High St that we repaired. After repairing those we had one leak surface at the intersection of W Washington St and S Beaver. It was found to be leaking at the tee. After acquiring the parts to be repaired we did have a scheduled shutdown of the area last Friday and Chris issued a boil order for the affected area. We should have the results back by the time of this meeting. During this time Chris was running the plant non-stop to keep up with the leaks.
3. Our staff has responded to numerous frozen meters, water lines and meter codes showing high usage in the homes over the last couple of weeks.

Ongoing Responsibilities

1. Our crew performed 1 Shut off.
2. We continue to monitor the sand filter backwashes.

Time Off

Jason was off February 9th

Clerk's Report: January Billing was completed, getting ready for shut offs of delinquent bills.

Unfinished Business:

- A. Sand Filter Rehabilitation – On hold.
- B. Backflow and updating the plumbing in the Water Dept. garage. No update.
- C. Public Outreach – No report.

New Business:

- A. Lab renewal fees – Motion by Mr. Hoover to pay lab renewal fees to the OEPA in the amount of \$1,550.00. Second Ms. Bailey.

Motion Passed

- B. Quote from USA Blue book: Motion by Ms. Bailey to purchase supplies from USA Bluebook at a cost of \$1,917.61. Second Mr. Hoover.

Motion Passed

- C. Supplies from Core and Main: Motion by Mr. Hoover to approve payment for emergency supplies that had been purchased from Core and Main in the amount of \$5,943.47. Second by Ms. Bailey.

Motion Passed

D. Supplies from Citgo Water: Motion by Ms. Bailey to approve payment to Citgo Water to replenish supplies in the amount of \$6,754.00. Second by Mr. Hoover.

Motion Passed

E. Update to ACI quote for the North end Pressure project work: Motion by Ms. Bailey to approve replacement of a 10ft section of discharge pipe in the plant with stainless steel at the cost of \$11,376.00. Will determine how it will be paid at a later date. Second by Mr. Hoover.

Motion Passed

F. Motion by Ms. Bailey to Promote Logan Hall and Laura Wilson from Maintenance II to Maintenance I at 98% effective with pay period beginning 2/15/2026. Second by Mr. Hoover.

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
