

**Board of Public Affairs Meeting
July 22nd, 2025**

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, Senior Plant operator, Head Clerk Heidi Grimm, Tracey Wonner Fiscal Officer, and Susan Temple Counsel Person.

The meeting was called to order by Chairperson Hoover.

Prayer: Mrs. Cora Lewis

No additions, deletions, or corrections to the minutes of July 8th, 2025, meeting, Minutes accepted as written.

Recognize Guests from the floor.

Operator's Report

Regulatory Compliance

1. We submitted our June Sewer 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 been sending them the info as requested.
4. Chris continues to work on the template letters for Backflow and Cross Connection surveys.
5. NPDES lagoon permit renewal – Waiting on OEPA to respond to our permit renewal. Our survey has been scheduled for July 29th for the renewal.
6. The OEPA will be onsite for a limited inspection on July 22nd, 2025. –No show.

Projects

1. North End Pressure Project – Chris continues to work with Howells and Baird on this project. The Booster station parking lot will be paved after the fair. We are also working on scheduling the startup for the new booster station. Howells and Baird are also working with Xpress on repairing the sewer lateral and landscaping on 45.
2. St Rt 45 and Adams Rd Line extension – No new updates.
3. North Market St Sewer- Design engineering continues.
4. Pritchard St Bridge- No new updates

Infrastructure Maintenance

1. We have been monitoring our holes and adding 304, as necessary.
2. The gas company hit a service line on N Market St on Tuesday, July 15th. Our staff was able to make the repair.
3. We are currently working on running the new tap for the Johnny Appleseed service line at the corner of S Market and E Washinton St.

4. We did repair a service line leak on at 73 Garfield St.
5. Our staff jetted a sewer line at W. Washington St and S. Green St at a customers' request.
6. Our generator at Dickey Lift Station had an issue during the last power outage. We called out Generator Specialist last week and they will be emailing Chris options to repair it.

Ongoing Responsibilities

1. Our crew delivered 51 red cards.
2. Chris continues to work with the contractors on two proposed county projects. Chris has finally contacted the contractor for the new County Archives building.
3. Our new truck was delivered last week. Chris will be getting it lettered, and emergency lighting installed.
4. We are continuing to mow our holdings as the weather allows.
5. We replaced the flow valve at the pool on Friday, July 18th. We also repaired another leak further down the flow line with a stainless-steel band. On Saturday, July 19th Chris noticed that we had a new leak on the weld where the pump is plumbed into the tank. Chris shut the pump off and the welder will be out Monday, July 21st to repair.

Time Off

Logan will be off on vacation August 8th to August 15th.

Chris will be at an OTCO Training and Board Meeting July 23rd to the 25th.

Chris will be out of town August 13th to August 19th. Jason and Mike will be covering Chris's OEPA obligations.

Clerk's Report: Prepped 6 letters to past customers, we will certify balances to their property taxes in September. They have a deadline of August 22nd, 2025, to have them paid. The total is \$1,251.78.

We have 4 accounts that I feel are uncollectable. I would like permission to write them off, the total is \$544.67.

Motion by Ms. Bailey to write off the balances of 4 accounts totaling \$544.67 as uncollectable. Second by Mrs. Lewis.

Motion Passed

Unfinished Business:

- A. Sand Filter Rehabilitation – On hold.
- B. Rose Dr. Repairs—Now will be completed after the fair.
- C. Backflow and updating the plumbing in the Water Dept. garage – Ullom welding has been here and looked at the project waiting for the quote.
- D. Public Outreach – No report.

- E. Mrs. Lewis brought up a Facebook post regarding landscaping on St Rt 45. The engineers have been made aware and have been in contact with Xpress Underground about having it addressed.

New Business:

- A. Best Equipment quote – Motion by Mr. Hoover to purchase a replacement remote for the Vac-con at a cost of \$1,784.00 from Best Equipment. Second by Mrs. Lewis.

Motion Passed

- B. Blue book quote for supplies – Motion by Ms. Bailey to purchase supplies from Blue Book at a cost not to exceed \$1,982.24. Second by Mrs. Lewis.

Motion Passed

Approval of Bills:

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

Motion Passed

Motion by Mr. Hoover to adjourn and go into an executive session about employment of a public employee. Mr. Hoover invited Tracey Wonner, Heidi Grimm, Chris Peterson, and the solicitor Alec Beech to attend. Starting at 5:34pm. Second by Ms. Bailey.

Roll Call vote: Ms. Bailey, yes.

Mrs. Lewis, yes.

Mr. Hoover, yes.

Motion Passed

Motion by Mr. Hoover to return from executive session at 6:05pm. Second by Mrs. Lewis. Roll

Call Vote: Ms. Bailey, yes.

Mrs. Lewis, yes.

Mr. Hoover, yes

The following action was taken from executive session.

Motion Passed

Motion by Mr. Hoover to open a part-time position in the water dept. that requires a CDL to the existing employees in the village. Second by Mrs. Lewis.

Motion Passed

Motion by Mr. Hoover to retest with no advanced notice to the employee and request the lab give results in writing (example: positive, negative, positive diluted or negative diluted.) this being the last chance to produce good results. Second by Ms. Bailey.

Motion Passed

Meeting adjourned by Chairperson Hoover.

Attest

Approved
