

**Board of Public Affairs
Meeting October 27, 2022**

A regular meeting of the Board of Public Affairs held at 5:00 p.m. at Village Hall. Those members present were:

Chairman William Hoover
Jeff Snyder
Barbara Bailey

Also attending: Sr. Plant operator Christopher Peterson, Clerk Heidi Grimm, Fiscal Officer Tracey Wonner, and Mayor Peter Wilson.

The meeting called to order by Chairman Hoover.

No additions, deletions, or corrections to the minutes of the October 11th, 2022, meeting, accepted as written.

GUESTS:

Mayor Peter Wilson asked the Board to consider putting a moratorium in place that would require a possible water customer to be annexed into the village to receive water. The board agreed to investigate.

Operators Report:

- We have submitted our currently submitting our Monthly Sewer Reports
- We repaired a curb stop at 233 E Washington St
- We are continuing to work on our NPDES permit renewal, John and I continue to work with the EPA on this.
- Howells and Baird continue to work on our survey work for Design Engineering of the North-end Pressure Project. Chris and Jon have a meeting scheduled on Thursday, Oct 27th a 9am to review the project before we submit to the OEPA on Oct 31st. As everyone is aware the Fair Board has agreed to proceed with the relocation of the Booster Station and the Water Supply Line easement. Their crews have been out several times collecting information for the project.
- CIP (Clean in Place) and EFM (Enhanced Flux Maintenance) on skids.
- We continue to perform our Backflow and Cross Connection survey's. as of Tuesday, we have performed 11 surveys. Chris is reviewing the results of them and starting to draft letters to the business owners with the findings.
- We repaired a curb stop at 220 N Beaver St
- We have had some issues at the Sparkle Lift Station again. We found that the pump was over amping. We are replacing the pump to see if that will fix the issues.
- We have begun using the new fuel tank at the direction of Councilman Cox. We are still waiting for the new pump head and filter.
- We continue to work with I am GIS and OTCO on our updated Asset Management plan.
- Our blacktop parking lot at the plant has been resealed.
- We have been working on our annual hydrant flushing on the east side as the work schedule allows.

- Over the last weekend we were called out for an emergency shutoff on Grant St for a customer's service line break.
- We assisted the Road Department with blacktop.
- Our crew did deliver Red Cards last week.
- Chris spoke with the owner of Richardson Monument last week and advised her that we would be requiring a Backflow for the service in their Garage. She also was under the impression from the last meeting that we were going to locate the existing sewer tie in at that same location. I did advise her that we had no records on its location but could camera the line to attempt to locate it. I spoke with Salem Sewer and Drain, and they will be out to camera it at their next opportunity.
- We continue to work on updating our lead mapping. All systems are required to update the lead mapping by December 31st, 2022. The last time our mapping was updated was 2017.
- We have sent out our second group of survey letters.
- We continue to check the sewer manholes on N Market St several times a week. So far everything has been flowing good.

Time Off

- Laura will be off until October 31st.
- Jim will be off the week of Thanksgiving
- Logan will be off November 23rd
- Chris will be off November 1st, 3rd, and 14th
- Chris will be at a OTCO training November 9th and 10th

Clerks Report:

Mailed 60 of 155 Commercial accounts Cross Connection Survey letters. Completed 14 Surveys, currently have 9 more scheduled. Have received several more surveys just no appointments for them yet.

Currently 202 e-bill customers up by 140 since we started using Invoice Cloud.

Currently 47 customers signed up for auto pay.

Unfinished Business:

- A. NPDES permit renewal & CSO report – See operators report.
- B. VFD Project – See operators report.
- C. Fire Hydrants on ST RT – No update.
- D. North end pressure project – See operators report.
- E. N. Market St. sewer line replacement – No update.

New Business:

- A. Motion by Mr. Snyder to have Salem Sewer and Drain camera sewer line on N. Jefferson to locate drop in for sewer at 534 N Jefferson at a cost of \$300.00 to \$350.00. Second by Chairman Hoover.

Motion Passed

- B. Motion by Ms. Bailey in respect to the easement from the Columbiana County Fair Board for the supply line for the new water tower. We will allow the Fair Board up to \$750.00 per year in bulk water for 5 years starting in 2023. Any amount able \$750.00 per year will be paid at the current rate by the Fair Board. Second by Mr. Snyder.

Motion Passed

- C. Well #4 Quote

Motion by Mr. Snyder to have McKay and Gould pull and replace pump, motor, and check valve in well #4 at a cost not to exceed \$10,000.00 including freight costs. Second by Chairman Hoover

Motion Passed

- D. Hach Contract

Motion by Chairman Hoover to enter into an annual contract with Hach for \$4,181.00. Second by Ms. Bailey.

Motion Passed

- E. Permit Fees

Motion by Chairman Hoover to have Fiscal officer pay up to \$15,000.00 for permits required to submit application and plans for the North End Pressure Project to Ohio EPA. Second by Mr. Snyder.

Motion Passed

- F. Mr. Peterson reported that as of now Laura Wilson has not been released to return to work by her Physician until December 5, 2022.

Approval of Bills:

Motion by Mr. Snyder to pay the bills, a second by Chairman Hoover.

Motion Passed

Meeting adjourned by Mr. Hoover, Chairman.

Attest

Approved
