

Board of Public Affairs Meeting March 11th, 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, Fiscal Officer Tracey Wonner, Mayor Peter Wilson, and Susan Temple Councilperson.

The meeting was called to order by Chairperson Hoover.

Prayer: Donna Shuman, of The Assembly of God Church.

No additions, deletions, or corrections to the minutes of February 25th, 2025, meeting, Minutes accepted as written.

Recognize Guests from the floor.

Melissa Hiner, Councilperson had a discussion with the Board about allowing landlords to let their tenant create their own accounts for water/sewer service and about possibly creating a deposit requirement for new water/sewer service. The board said they would research and let her know.

Operator's Report

Regulatory Compliance

1. We have 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 continues to speak with RCAP on this.
4. Chris continues to work on the template letters for Backflow and Cross Connection surveys. (hopefully done this week)
5. Chris continues going through the process of renewing our NPDES permit for our lagoons at the plant. Chris had a couple questions on the application and discussed them with the OEPA last week.
6. Chris has started working on our 2024 CCR's. (Goal is May 1st)

Projects

1. North End Pressure Project – No new updates. Chris continues to work with Alec on this.
2. St Rt 45 and Adams Rd Line extension – Pam will be submitting our updated application to the OEPA.
3. North Market St Sewer- Design engineering continues. Jon, Chris, and Pam have discussed this project in length lately. They will be out to take soil samples in the coming weeks.
4. Grant St Bridge – No new updates
5. Prichard St Bridge- No new update.

Infrastructure Maintenance

1. We repaired a leak at 202 W Lincoln Way.
2. We repaired a curb stop at 209 W Washington St.

3. We have been monitoring our holes and adding 304, as necessary.
4. Our staff will be out repairing broken curb stops this week, taking advantage of the nice weather.

Ongoing Responsibilities

1. We performed 10 shut offs.
2. Chris continues to work with the Mental Health Complex on 154 on their project to tie into our water system. They have installed their meters and tested the fire line. They are currently working in the facility to make the changes to switch over to our water.
3. Chris continues to work with the contractors on two proposed county projects.
4. We have taken our other shared mower to Hill Top for its annual maintenance.

Time Off

1. Jason was off sick from February 26th to March 3rd.
2. Chris will be on vacation the week of March 17th (Jason will be covering our Water Obligations and Chris will still be in to cover our collection system)

Clerk's Report: Quiet week

Waiting for completed templates for Cross connection surveys.

Unfinished Business:

- A. Sand Filter Rehabilitation – On hold.
- B. Rose Dr. Repairs—on hold till spring.
- C. Backflow and updating the plumbing in the Water Dept. garage – No update.
- D. Additional easement for the fairgrounds –Has been signed.
- E. Public Outreach – Ms. Bailey updated Brittany with the Port Authority, and she will be looking for funding. Ms. Bailey spoke to Ben with Omega and asked if there were a number of letters of support that were needed. The response was at least half a dozen or so.

New Business:

- A. Quote from Ray Lewis: Motion made by Ms. Bailey to purchase restock items from Ray Lewis at a cost of \$3,037.15. Second by Mrs. Lewis.

Motion Passed

- B. Quote from Hilltop: Motion made by Mr. Hoover approve having the shared mower fixed at a cost of \$848.65 which is the BPA half. Second from Ms. Bailey.

Motion Passed

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
