

## **Board of Public Affairs Meeting May 24, 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  
Carol Petrachkoff  
Jeff Snyder

Also attending: Senior Operator Chris Peterson, Clerk, Heidi Grimm, Fiscal Officer, Tracey Wonner, and Logan Hall.

The meeting called to order by Chairman Hoover.

No additions, deletions, or corrections to the minutes of the May 10th, 2022, meeting, accepted as written.

**GUESTS:** None

### **Operators Report:**

- We have submitted our Monthly Sewer Operating Reports
- We are continuing to work on replacing the Hydrant on N Market St. (completed by 5/26)
- We are continuing to work on our NPDES permit renewal, Jon and I continue to work with the EPA on this.
- I met with Jon from Howells and Baird last Monday on several projects.
  1. North end Pressure Project: Jon and I reviewed the preliminary engineering that was completed in 2016. They will be doing several surveys over the next couple of months. They will also be obtaining core samples to look and see where the best place is to put the new Elevated tank at on the property. We also discussed where the Booster pump will be moved (the property the village acquired by the fairgrounds entrance). The new pump station will be above ground and will have 2 pumps for redundance (OEPA requirement). The project also has 3 water line loops in it. Line loop behind Drug Mart, Dickey Dr, and Vista Dr. After meeting with Jon, I spoke with Mike Ours and the line loop on Vista Dr has already been completed. We also discussed installing a pressure reducing valve on N Market to give us the ability to possibly operate the entire system off the new tower in case of an emergency or if we would have to take the reservoir offline for maintenance. We will continue to meet monthly during the Design Engineering process and keep you updated.

There was discussion of the possibility of a pressure reducing valve being installed as part of the North end Pressure project giving us the ability to run the whole town off of the north end, if necessary, in the event of an emergency. Why was there never a pressure reducing valve put in for the hotel? They also discussed redoing the hydrant at Opportunity Homes at the same time.

2. Nazarene Church: Jon and I spoke in length concerning the churches request to tie into our sewer at another location. We decided to have them look at Beaver St since it should not have a capacity issue.  
Chairman Hoover made a motion to camera the manhole at Pine St and Market to determine where it went. Second by Mrs. Petrachkoff.

Motion Passed

3. Meter Project: We went through and reviewed the project. I let Jon know that Heidi and I were meeting with Curtis the next day to finalize all our numbers and would let him know when Curtis would like to meet and finalize everything with him.

- CIP (Clean in Place) and EFM (Enhanced Flux Maintenance) on skids.
- Jason and I attended a RCAP CE seminar in Kent, Ohio last Wednesday. We made some great connections with other systems that possibly could benefit both us and them in the future and some ideas for reaching out to other systems in the area to work together with shared services.
- I continue to work with Howells and Baird regarding our Lead and Galvanized service line replacement project. Jon is communicating with the EPA on the grant funding. This will be an ongoing process and we will keep you informed, as we receive information.
- Heidi and Chris meet with Curtis from Trumbull Supply regarding the meter project. We settled on the final number of meters that were installed by Hydro-Corp, Trumbull, and us. We also discussed stocking up on meters and some pits that would need antennas.
- We have been mowing and trimming all our holdings as the weather allows. I am happy to report that we are currently caught up and are hopping to keep caught up.
- I have had several phone conversations and a site visit from ACI concerning switching over the St Rt 45 tank off the dedicated line and onto Cellular. Vik is looking to start his work on the week of June 20<sup>th</sup> assuming there are no holdups on the building. I also spoke with Andrew concerning the electrical that will need done for the project. He will be speaking with Vik to get us a cost estimate for the next meeting.
- We continue to work with I am GIS and OTCO on our updated Asset Management plan. Last week we worked on updating some of our information in I am GIS and will be continuing to do the same this week.
- We continue to stay updated on our new Vac-con. I spoke with Best Equipment yesterday and the expected delivery date is now June 1<sup>st</sup> or 2<sup>nd</sup>. They said they would get me a firm date later this week. When the truck arrives, they will be doing a training and then a follow up training the next week. I will send out an email when I have a confirmed date.
- We have continued our Annual Hydrant flushing Program. We are continuing to flush on the east side.
- AT&T continues to work on the engineering and installing the new fiber optic line from the CIC to the plant. They have been in and out of the plant last week. They are looking to have it online in mid-June.
- We continue to work with RCAP on the North End Pressure Project. We are hoping to hear from them in the next couple of weeks regarding the construction funding.
- We have had an issue with our Standpipe sensor not reading correctly. We are working with ACI to rectify the issue.
- Laura continues to assist the Cemetery in their preparation for Memorial Day. She will be there for the remainder of this week.
- Jason and Chris came in Sunday, May 22<sup>nd</sup> to replace a bad Check Valve on Skid C. The repair went perfect and the skid is back online.
- Hach will be in on Tuesday, May 24<sup>th</sup> for our Quarterly service of our CL17 and our turbidity Meters.
- Corpro was scheduled to come in Friday, May 20<sup>th</sup> but called and canceled on the 19<sup>th</sup> due to a Covid 19 outbreak. They have not rescheduled yet.
- Chris met with Scott Dunn concerning a couple of things at the reservoir.

### Time Off

- Jason will be off May 31<sup>st</sup> to June 7<sup>th</sup>
- Logan will be off June 15<sup>th</sup> to June 20<sup>th</sup> also July 1<sup>st</sup> and 2<sup>nd</sup>.
- Jim will be off July 1<sup>st</sup> to July 10
- Chris will be off May 25<sup>th</sup>, 27<sup>th</sup>, June 3<sup>rd</sup>, 8<sup>th</sup>, and 10<sup>th</sup>. He will still be in to meet our EPA obligations.
- Chris will be off the week of July 11<sup>th</sup>. Jason will be covering our EPA water obligations and Chris will be in to cover our EPA Sewer obligations

### Clerks Report

Invoice Cloud update looks as though we are on track to go live June 2<sup>nd</sup>. I have received some marketing information that we will use to get the information out to our customers in the next billing. Very soft go live.

### Unfinished Business:

- A. Meters: see operators report
- B. NPDES permit renewal & CSO report – See operators report.
- C. VFD Project – Nothing to report.
- D. Fire Hydrants on ST RT 154 as weather allows.

### New Business:

- A. Easement @ Reservoir – Scott Dunn requesting an easement for the SW corner to run fiber line to the house, Scott will remove 5-6 trees. Motion to allow Scott Dunn to proceed with having an attorney draw up the easement made by Mr. Snyder, second by Chairman Hoover.
- B. Work Phones – There was a discussion about the use of work phones.
- C. \$25.00 charge to calculate sewer credit for filling a pool --There was a discussion about the ease of calculating the credit and a suggestion to rescind a prior motion to charge \$25.00 for that calculation. Customers can take readings while filling pool and submit them to the water department, we can verify usage in the READy system and calculate credit in the Muni-link system. The hope is that customer will communicate more with us about filling the pools so we can plan accordingly. Motion to rescind the prior motion to charge the customer \$25.00 to calculate the sewer credit when filing a pool was made by Mrs. Petrachkoff and second by Mr. Snyder.

Motion Passed

- D. Generator specialist renewal – Motion made by Chairman Hoover to renew Generator Specialist contract at a cost not to exceed \$1800.00. Second by Mr. Snyder.

Motion Passed

### Approval of Bills:

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

Motion Passed

Meeting adjourned by Mr. Hoover, Chairman.

Attest

Approved

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