

Board of Public Affairs Meeting March 22, 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.

The meeting called to order by Chairman Hoover.

No additions, deletions, or corrections to the minutes of the March 8th, 2022, meeting, accepted as written.

GUESTS: None

Operators Report:

- We have submitted our Monthly Sewer Reports
- Vik from ACI was in with Chris the night of March 8th to upgrade our cellular from 3g to 4g. There were some glitches with the new system, but we have been able to work through them. We may need to install some external antennas at the plant and the wellfield, but Vik would like to try a couple of things first before we try that.
- We are continuing to work on our NPDES permit renewal, Jon and I continue to work with the EPA on this.
- We repaired have repaired the Fire Hydrant on 517 that was out of service.
- CIP (Clean in Place) and EFM (Enhanced Flux Maintenance) on skids.
- We have installed a new hydrant at E Washington St and Exchange St. That hydrant is now in service.
- I continue to work with Howells and Bair 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, and we receive information.
- We were having issues with our Silo Valve leaking by. While ACI was here on March 8th Vik looked at it and made some adjustments. After those adjustments it was leaking by worse. ACI was in again on March 18th to look at the cellular again and adjusted it again and it seems to be holding now.
- We are beginning to work on our CCR's for 2021. We are looking to have them finished by May 1st. We are reaching out to the OEPA to see if we just inform our residents that they are available on our website is sufficient enough for our notification.
- Our staff delivered 75 Red Cards last week.
- We continue to work with I am GIS and OTCO on our updated Asset Management plan.
- We continue to stay updated on our new Vac-con. Unfortunately, the Pony motor has been put on backorder for the next 4 weeks. This has pushed the delivery date for the truck to Mid-May.

- We did perform a scheduled shutdown in the Southwest corner of town to replace the Watch Valve for the Hydrant in front of Agland. It affected 42 services. We did issue a Boil Order for the affected area and draw samples. We are currently waiting for the results.
- I have given ACI's quote to Alec for review for the standpipe cellular changeover.
- AT&T continues to work on the engineering for the new fiber optic line from the CIC to the plant.
- We continue to work with RCAP on the North End Pressure Project.
- Our staff continues to clean, organize, and inventory our garage as the workload allows.
- We were called out on Sunday, March 20, 2022, by the Fire Department for an issue with a hydrant on West High Street. We found that the threads on the 2 ½ in outlet on the hydrant had come out a little bit when they were disconnecting their line from it. We were able to tread it back in while we were there, and the hydrant remains in service.
- I did reach out to Univar regarding the issues we had with the 2 Gas Chlorine bottles that were shipped in January. They will be sending us paperwork to send those bottles back and issuing us a credit for the bottles per our district sales rep.

Time Off

- Chris will be off March 23rd, 25th, and 28th. I will still be in to meet our OEPA obligations.

Clerks Report:

1. Request to close the office April 21st, 2022. Muni-link is having a mini conference in Columbus that I feel would be beneficial to Mary Ann and myself. There is no cost for the conference itself. The only cost would be the hotel room for Wednesday night.
2. Out of the office Friday March 25th after 12pm. (Mary Ann will also be out of town)

Unfinished Business:

- A. Meters – Only 4 meters left to install
- 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.
- E. Scrapping old meters Senior plant operator will locate the yard giving the best price for the brass from each meter. (Salem \$2.40per pound, Niles \$2.75-\$2.85 per pound)

New Business:

- A. Mr. Snyder made a motion to allow the clerk to send bill to whomever the property owner requests, with the understanding that the property owner is ultimately still responsible. If a delinquent notice is sent it will be sent to the property owner as well. Second by Chairman Hoover.
Motion Passed
- B. Quote from Pipelines, Motion by Chairman Hoover to restock supplies at a cost of \$4,584.38.
Second by Mrs. Petrachkoff
Motion Passed
- C. Motion to send the office clerks to a Muni-link conference in Columbus April 21st. No cost for actual conference, just the cost of the hotel stay for one night was made by Mr. Snyder, Second by Mrs. Petrachkoff.
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
