

**Board of Public Affairs Meeting**  
**December 9<sup>th</sup>, 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, Heidi Grimm, Head Clerk, Tracey Wonner, Fiscal Officer, and Mayor Peter Wilson, Councilperson Susan Temple.

The meeting was called to order by Chairperson Hoover.

Prayer: Cora Lewis

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

**Recognize Guests from the floor.**

Mayor Wilson asked Chris Peterson to call Josh at JP Plumbing about the pool. Susan Temple asked Chris if the probes had been removed from the wall at the pool. He responded, "Yes."

**Regulatory Compliance**

1. We submitted our November 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 from RCAP and Chris Peterson are meeting this week to finalize.
4. Chris continues to work on the template letters for Backflow and Cross Connection survey's
5. NPDES lagoon permit renewal – We are waiting for the final paperwork.
6. Chris met with the OEPA on our Source Water Protection Plan. We are still planning to have our first committee meeting in January 2026.
7. We are just waiting for the contractor's availability to block off the CSO on South Market.

**Projects**

1. North End Pressure Project – Xpress has installed 2<sup>nd</sup> new PRV Valve last week. We are scheduled to bring it online on December 9<sup>th</sup> at 9am. (We did no issues) Xpress also is finishing all of the concrete work around the new booster station and will be installing the fence next week. Iseler Demolition started moving equipment on Friday, December 5 and is currently scheduled to drop the tank on Monday, December 8<sup>th</sup>. The electrician has removed the Meter antenna and box from the standpipe and will be reinstalling on the new tower this week. ACI, Howell and Baird, and Chris have had several meetings and have been speaking about the new plant valve. We found a hanger that is broken and needs to be replaced on the discharge line leaving the plant. We have also discussed replacing the tee in the line after assessing its condition. We believe it would

be best to replace it. We are waiting for the cost for the change order. We were able to run the new booster station starting the Friday after Thanksgiving. We are still working out the bugs in the system.

2. St Rt 45 and Adams Rd Line extension – Chris has been working with Chad on this project. We must be out to bid by the end of the year for OEPA funding. We have also been working on adding the line replacement on State Route 45.
3. North Market St Sewer- Chris submitted the application for our OPWC grant funding. Still waiting to hear back.
4. Industrial Lift Station Replacement- No new updates.
5. Prichard St Bridge- Possible start date of May 1<sup>st</sup>, 2026.

## **Infrastructure Maintenance**

1. We have been monitoring our holes and adding 304, as necessary.
2. We did find an issue with our plant generator during our inspection last week. Chris called out generator specialist and they came our Friday, December 5<sup>th</sup> and made the necessary repairs. They found that 2 coolant lines were leaking.
3. Our staff located the first well line and are currently working on locating the second.
4. Our staff jetted the sewer main by the Pritchard St bridge due to a possible backup.
5. Chris continues working on getting quotes for the Source Water Protection Grant.

## **Ongoing Responsibilities**

1. Our crew performed 18 shut offs.
2. Chris continues to work with the contractor on the remaining county project.
3. We were notified by the OEPA on December 4<sup>th</sup> that we need to send updated list to the OEPA and resend letters to our customers by December 31<sup>st</sup> with Lead, Galvanized, and unknown type service lines in the village. Heidi is working with Muni Link to get the list together and then send the letters out.
4. We were called out Sunday, December 7<sup>th</sup> for a leak at Beaver Creek Mobile Home Park.
5. Chris Shivers has been working on replacing our radiator with our backhoe. During the repair he found that our water pump was also bad.
6. Issue with back door of Vac-con not sealing properly, Best came to see if they could fix it. It's out of warranty. It's not working Best will be back Thursday.

## **Time Off**

Chris will be at an OTCO Board meeting December 10<sup>th</sup> to 12<sup>th</sup>.

Jim will be on vacation during the week of December 22<sup>nd</sup> and December 29<sup>th</sup>.

Laura will be on Vacation December 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>.

**Clerk's Report:** No report in the packet due to changes in Muni-link to the report used to generate information. Heidi Grimm will be out of the office Thursday afternoon and Friday.

## **Unfinished Business:**

- A. Sand Filter Rehabilitation – On hold.

- B. Backflow and updating the plumbing in the Water Dept. garage. No update.
- C. Public Outreach – Ms. Bailey is attending Center Twp. Meeting this evening.

**New Business:**

- A. Website Updates: Discussion to utilize website more, having the Boil order instructions on it, if emergency it should be in red, if boil order in place list of areas effected and when it has been lifted. Also be sure to notify newspapers and TV outlets.

- B. Motion by Mr. Hoover to restock materials from Citco Water at a cost not to exceed \$3,324.56. Second by Ms. Bailey.

**Motion Passed**

- C. Motion by Ms. Bailey to approve change order #8 for Part 2 of the North end pressure project. Second by Mrs. Lewis.

**Motion Passed**

- D. Motion by Mr. Hoover to purchase a submersible pump from Ray Lewis & co at a cost not to exceed \$1,797.00. Second Mrs. Lewis.

**Motion Passed**

- E. Discussion on the invoice from Howells and Baird for SR 45& Adams Road line extension, to be tabled until January Meeting so we can determine how it will be paid.

- F. Discussion about whether there should be a pay increase for employees that have acquired their CDL and if there could be a minimum requirement for employment from the employee since the board paid for the license. They will speak to the village solicitor about it.

**Approval of Bills:**

Motion made by Ms. Bailey to pay the bills. Second by Mrs. Lewis.

**Motion Passed**

Meeting adjourned by Chairperson Hoover.

Attest

Approved

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