

**Board of Public Affairs Meeting  
September 9th, 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, Tracey Wonner Fiscal Officer, and Mayor Peter Wilson.

The meeting was called to order by Chairperson Hoover.

Prayer: Donna Shuman, Assembly of God Church

No additions, deletions, or corrections to the minutes of 26th, 2025, meeting, Minutes accepted as written.

**Recognize Guests from the floor.**

Mayor asked when E. Washington St. will be reopened. It is scheduled for final repairs on September 15<sup>th</sup>. The mayor also asked Chris Peterson if he had received any quotes for repairing the pool. He also asked about the status of one of the water dept. staff receiving their CDL Permit.

**Operator's Report**

**Regulatory Compliance**

1. We submitted our August 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 has been sending them the info as requested. Chris is currently reviewing the current files they sent over last week.
4. Chris continues to work on the template letters for Backflow and Cross Connection surveys.
5. NPDES lagoon permit renewal – We are waiting for the final paperwork.
6. Chris is currently working on a Source Water Protection Survey at the request of the OEPA.
7. The OEPA will be out for the fall ambient raw water testing at the well-field Monday, September 8<sup>th</sup> at 2pm. We will also be reviewing the source water protection plan with them that day.
8. We received our Lead and Copper results and submitted all the necessary paperwork to the OEPA.

**Projects**

1. North End Pressure Project – The project is continuing to move forward. Ohio Edison has supplied power to the new Booster Station. Columbia Gas should bring the natural gas online this week. Last week Chris, Jason, and Chad from Howells and Baird met to

preplan the startup and testing for the new booster station. The new date for the startup will be September 18<sup>th</sup>. After that we will begin filling the new tower. We are looking at mid-October for testing of the new PRV valve and to switch over to the new tower. Chris will be out this week talking to the customers that may be affected by the booster station startup. The paving on Rose Dr was moved to September 5<sup>th</sup> due to the weather.

2. St Rt 45 and Adams Rd Line extension – No new updates
3. North Market St Sewer- Design engineering continues. Howells and Baird are currently working on an engineering cost to replace the Industrial lift station. Chris has been working with them on this.
4. Prichard St Bridge- Chris is currently reviewing the stage 3 plans for this project and will be returning his comments this week.

### **Infrastructure Maintenance**

1. We have been monitoring our holes and adding 304, as necessary. I have talked to the Street Department about blacktopping the holes and it continues to be on their schedule.
2. We continue to work at our Industrial lift station. Hydromatic pump was out and checked over our pump. They stated the pump was operating correctly but we needed to replace the connection piece from the pump to the pipe. We received the new part and installed it. The station would still not work. They came back out and they believed we had a possible blockage in the force main (the line going from the lift station to St Rt 45). Due to our jet line only being 550 ft long we have been working our way down the line every 500 ft from 45 to the lift station excavating and breaking the pipe and jetting until we get to the lift station. We are currently ready to jet the last section on Friday, September 4<sup>th</sup>. And you should know more by the meeting.
3. Chris has been calling around to different communities and contractors for the pool repairs and new filter system and time allows.
4. The contractor that was doing the paving work on E Washington St. installed our new manholes upside down during the installation. He will be back out the week of September 15<sup>th</sup> to reinstall the manholes. Chris coordinated a meeting onsite with Howells and Baird, the contractor, the mayor, and Jim Oliver on August 29<sup>th</sup> and discussed the problem. The decision was made to keep the road closed until the manholes were fixed.
5. On September 3<sup>rd</sup> Ohio Edison hit both our sewer force main and our water line on Caldwell Ave. Our staff met with them that morning and explained to them that we did not have exact locations of our lines in that area and that they should hydro- excavate first before setting their poles. They chose not to do this. Our staff were able to repair both lines and a boil order was issued for all the houses on Caldwell Ave.

### **Ongoing Responsibilities**

1. Our crew performed 7 shut offs last week.
2. Chris continues to work with the contractors on two county projects.
3. We are continuing to mow our holdings as the weather allows.
4. Logan continues to study his CDL information and will be retaking the permit test this week.

### **Time Off**

Chris will be at an OTCO Meeting on September 15<sup>th</sup>.

Chris will be off September 10<sup>th</sup> to September 14<sup>th</sup>; He will still be in to cover OEPA obligations.

**Clerk's Report:** Heidi will be out of the office Sept. 11 through the 14<sup>th</sup>, returning Sept. 15<sup>th</sup>.

**Unfinished Business:**

- A. Sand Filter Rehabilitation – On hold.
- B. Rose Dr. Repairs – Completed Sept. 5th.
- C. Backflow and updating the plumbing in the Water Dept. garage – Waiting on drawings from Ullom Welding.
- D. Public Outreach – Attending Center Twp Meeting this evening.

**New Business:**

- A. Motion by Ms. Bailey to approve the Change Order No. 7 ion the amount of \$10,763.50 with X-Press Underground for the North end pressure project. Second by Mrs. Lewis.

**Motion Passed**

- B. Motion by Ms. Bailey to set the base wage for a part-time maintenance worker at \$21.62. Second By Mrs. Lewis.

**Motion Passed**

- C. Motion by Mr. Hoover to approve Air Compressor Co. to perform service on three compressors at a cost of \$2,505.01. Second by Mrs. Lewis.

**Motion Passed**

There was a discussion about holding interviews on September 17, 2025, for the applicants for the part-time maintenance position.

**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

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