

**Board of Public Affairs Meeting
August 12th, 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, Susan Temple Counsel Person, and Mayor Peter Wilson.

The meeting was called to order by Chairperson Hoover.

Prayer: Ms. Barbara Bailey

No additions, deletions, or corrections to the minutes of July 22nd, 2025, meeting, Minutes accepted as written.

Recognize Guests from the floor.

Ernest Thomas of 846 N. Market St. addressed the board with a complaint of not being able to see an employee directing traffic due to insufficient lighting and that the Sr Operator was extremely rude when he was told about the problem. He also demanded an apology. After a very heated display. Mr. Hoover asked him to please take his seat that he wouldn't tolerate name calling.

Donna St. Clair 151 Sherman St. Ms. St Clair was addressing the fact that her water bill had increased significantly for no apparent reason. It was determined that she should stop in the office tomorrow and we could look at her meter and see if we could determine if there is a leak somewhere. She agreed to come in tomorrow.

Operator's Report

Regulatory Compliance

1. We submitted our July 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 also met with a rep from there and went through the plant on all assets.

There was a discussion about there being a company that specializes in gas chlorine systems, you can contract with them to come in once a year and inspect our system. Chris will get pricing and bring it back to the board.

4. Chris continues to work on the template letters for Backflow and Cross Connection surveys.
5. NPDES lagoon permit renewal – OEPA was out for our renewal survey, and we are just waiting for the final paperwork.

6. The OEPA did not show up for their scheduled survey. I spoke with Aron Muller which is one of the supervisors from the Northeast District office. He apologized for not contacting us to cancel due to a personal issue. He said we will be contacted to reschedule. Chris was contacted and was informed some days later that our OEPA representative has changed to Sidney Kall.

Projects

1. North End Pressure Project – Chris continues to work with Howells and Baird on this project. R and R should be paving Rose Dr and the new Booster station soon. The sewer line and the landscaping has been completed on St Rt 45. We are working on setting up a meeting with ACI and Howells and Baird regarding the new booster station.
2. St Rt 45 and Adams Rd Line extension – No new updates.
3. North Market St Sewer- Design engineering continues.
4. Prichard St Bridge- No new updates.

Infrastructure Maintenance

1. We have been monitoring our holes and adding 304, as necessary.
2. We did have our Industrial Lift station go down last week. We repaired the discharge line but found that the pump was not working properly. We have pulled the pump, and it is currently at Berger Electric getting worked on. We have also got a quote for a new backup pump that is in your packet.
3. We have completed the work on the new service line for the Johnny Appleseed Festival.
4. We have noticed that the pool is leaking more water out than at the beginning of the season.
5. Our staff was onsite for the paving project at the square to ensure our main line valves and sewer manholes were not covered up.
6. On Sunday, August 10th our high service pump #4 shut down during operation. Chris was able to switch over to our backup pump #2 and contacted the electrician to look at it.

Ongoing Responsibilities

1. Our crew performed 17 shut offs.
2. Chris continues to work with the contractors on two county projects. Chris met with C. Tucker Cope last week concerning the project. Our staff hydro excavated on Nelson Ave to confirm the Main line size. We also performed a flow test at the requested hydrant in the square for Total Fire Protection. They are calculating the numbers to verify that a 4in. line will be sufficient size for their fire suppression system.
3. Our new truck should be lettered in the next couple of days. (We got it back today 8/12/25.)

Motion By Mr. Hoover to purchase running boards and lights that are required for the new truck from Phantom at a cost not to exceed \$2,143.00. Second by Ms. Bailey.

Motion Passed

4. We are continuing to mow our holdings as the weather allows.
5. We coordinated some more repairs to the pool by JP last week.
6. Chris met with the Health Department at the pool for our 2nd surprise inspection on Friday, August 8th. He found that all our chemicals were good and also records.

7. East Washington St. Milling started today /8/12/25, 7 manholes were discovered. They had been covered over in the last chip and seal project.

Motion by Ms. Bailey to reset manholes and water valve boxes at a cost not to exceed \$8,470.00. Second by Mrs. Lewis.

Motion Passed

Motion by Mr. Hoover to purchase Manhole covers and Water valve boxes from Citco Water at a cost not to exceed \$7,000.00. Second Ms. Bailey.

Motion Passed

Time Off

Logan will be off on vacation August 8th to August 15th.

Chris will be out of town from August 15th to August 16th. Jason and Mike will be covering Chris's OEPA obligations.

There was a discussion about what needs to happen to address the leak at the pool and to get it fixed. The problem is that they don't know where the leak is. The hope is to have Salem Sewer and Drain come in and camera lines to see if they can determine where the leak is.

Clerk's Report: Letters were mailed to 6 account holders about the balances being assessed to property taxes, their deadline is Aug 22nd, 2025.

Unfinished Business:

- A. Sand Filter Rehabilitation – On hold.
- B. Rose Dr. Repairs – Hopefully Thursday 8/21/25 per Chad with Howells and Baird.
- C. Backflow and updating the plumbing in the Water Dept. garage – Waiting on drawings from Ullom Welding.
- D. Public Outreach – No report.

New Business:

- A. Approval to hire Howells & Baird to review County Archive Building project.
Motion by Mr. Hoover to allow \$500.00 to hire Howells and Baird to review County Archive Building project. Second Ms. Bailey.

Motion Passed

- B. Outside Legal Services. Concerning Xpress Unground, we have exceeded our original allowance.
Motion by Mr. Hoover to continue with the outside legal services. Second Mrs. Lewis.

Motion Passed

- C. Pump repair and replacement for Industrial Park Rd.
Motion by Ms. Bailey to purchase a new pump from Great Lakes at a cost not to exceed \$12,250.00. Second Mrs. Lewis.

Motion Passed

- D. Moore CDL Driving School.
Motion by Ms. Bailey to set aside \$12,000.00 to pay for mandatory CDL training for 4 water department employees to test for CDL. If retesting is required, it will be the responsibility of the employee. Second Mr. Hoover.

Motion Passed

- E. Tap in Applications for the County Archive building.
Motion by Mr. Hoover to approve the tap-in applications for the Columbiana County Archive Building as long as they tap the domestic outside of the building and the shut-off is outside. Second Mrs. Lewis.

Motion Passed

Approval of Bills:

Motion made by Ms. Bailey to pay the bills. Second by Mr. Hoover.

Motion Passed

Motion by Mr. Hoover to adjourn and go into an executive session about employment of a public employee. Mr. Hoover invited Tracey Wonner, Heidi Grimm, Chris Peterson, and the solicitor Alec Beech to attend. Starting at 6:05pm. Second by Ms. Bailey.

Roll Call vote: Ms. Bailey, yes.
Mrs. Lewis, yes.
Mr. Hoover, yes.

Motion Passed

Motion by Mr. Hoover to return from executive session at 6:21pm. Second by Mrs. Lewis.

Roll Call Vote: Ms. Bailey, yes.
Mrs. Lewis, yes.
Mr. Hoover, yes

Motion Passed

The following action was taken from executive session.

Motion by Mr. Hoover to continue the employment of James Strabala under the conditions outlined in the letter (found in his personnel file) that will be reviewed with Mr. Strabala by Mr. Hoover and Mr. Peterson. Second by Ms. Bailey

Motion Passed

Meeting adjourned by Chairperson Hoover.

Attest

Approved
