

Board of Public Affairs Meeting
January 13th, 2026

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: Donna Shuman, Assembly of God Church

Mrs. Lewis asked that the minutes include a more expanded explanation about the discussion about the CDL to include looking into requiring a minimum of X amount of years by the employee since the board paid for the license. Will be discussed with the village solicitor.

Reorganization of the board.

Motion made by Mrs. Lewis to keep the board as it stands with Mr. Hoover as the Chairman. Second by Ms. Bailey. (Mr. Hoover abstained from the vote).

Motion Passed

Recognize Guests from the floor.

Donna St. Clair asked about what the service line inventory letter she received in the mail meant and what are the expectations of her and when the deadline is to have it resolved. Mrs. Grimm and Mr. Peterson explained the letter and explained that the EPA is requiring that we know what the service lines are from the customers meter to the curb stop (known as customer side) and what the lines are from the curb stop to the main (known as system side). They are identifying lead and galvanized lines and earmarking them for removal. We have until 2037 to have them all removed. There has been talk about monies being available to help lower the expense of replacement, but nothing is for sure yet.

Regulatory Compliance

1. We submitted our November Sewer and December 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 and Jason met with RCAP this week to finalize some stuff. We are hoping to complete this in April of this year.
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. The OEPA reached out to Chris last month and requested some more paperwork be filled out by the board chairman. Chris is working with them to get it printed for the signature.
6. Chris met with the OEPA on our Source Water Protection Plan. We are still planning to have our first committee meeting in the first quarter of 2026. Chris spoke with them early this month and they are finalizing everything.
7. We are just waiting for the contractor's availability to block off the CSO on South Market.
8. Chris has begun to work on ODNR reports that are due by March 1st. These reports are to show how much water we withdrew from the ground last year.
9. Chris is working with the OEPA on renewing our Lab Certifications for our staff. This is something we renew every 3 years. The OEPA comes in and checks our records and tests the staff on procedures.

Projects

1. North End Pressure Project – The fence at the new booster station was installed late last month. Chad and Chris have been working with ACI on the work that will be done at the plant line and valve. Chris also had a conversation with our OEPA rep last week and he sent them an email confirming that the old Standpipe has been demolished so the violation we had regarding it can be resolved.
2. St Rt 45 and Adams Rd Line extension – Chris has been working with Chad on this project. Chris continues to work with Howells and Baird on this project. We are looking to send this out to bid per the engineer later this month.
3. North Market St Sewer- Howells and Baird will be doing some soil sampling this month and we are looking to send this out to bid next month or early March.
4. Industrial Lift Station Replacement- No new updates.
5. Prichard St Bridge- No new updates.

Infrastructure Maintenance

1. We have been monitoring our holes and adding 304, as necessary.
2. We did find an issue with Village Hall's generator this week alarming. It was showing an Aux power fault. We reset the generator and it seems to be operating good now.
3. Our staff repaired a service line leak at 129 E Lincoln Way last month.

Ongoing Responsibilities

1. Our crew performed 5 shut offs.

2. Our staff delivered 43 red cards last month.
3. Chris continues to work with the contractor on the remaining county project.
4. The notification letters for lead service lines were sent out last month.
5. Chris called Jason out last week for our sand filter being stuck in a backwash at night.
6. Chris Shivers has repaired our backhoe, and it has been running well. Chris Peterson had a conversation with him last week and it looks that the hydraulic cylinders on it may need replaced soon. Chris is working on getting a quote together.

Time Off

Chris will be at an OTCO Board meeting on January 15th and 16th.

Chris will be on vacation and at the Water Professional International conference from January 27th to January 31st. Jason and Mike will be covering any OEPA obligations that Chris is not able to fulfill. Jason will be filling in for Chris at the next BPA meeting on January 27th.

Clerk's Report: December Billing was completed, gearing up for the 15th, Heidi will be out of the office Feb. 2nd through Feb. 6th, Mary Ann will be covering the office.

There was a discussion about a notice in layman terms when a letter required by the EPA is sent out. Mr. Peterson was to check with EPA about what we can do.

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 attended the Center Twp meeting on Dec. 9th and just updated them on the North end Pressure Project.

New Business:

- A. Tap in application for 308 Pritchard Ave.
Motion by Mr. Hoover to approve the tap in application by Kimpres Real Estate for 308 Pritchard Ave. Second by Mrs. Lewis.

Motion Passed

- B. Tap in application for 122 Sherman St.
Motion by Mrs. Lewis to approve the tap in application by Kimpres Real Estate for 122 Sherman St. Second by Ms. Bailey.

Motion Passed

C. Tap in application for 158 Sherman St.

Motion by Mrs. Lewis to approve the tap in application by Kimpres Real Estate for 158 Sherman St. Second by Mrs. Lewis.

Motion Passed

D. Howells and Baird – St Rt 45 & Adams Rd. Waterline ext., OEPA Funding Application \$5,701.25.

Motion by Mr. Hoover to Pay Howells and Baird \$5,701.25 for preparation of the OEPA Funding Application for St Rt 45 & Adams Rd. Waterline Ext. Second by Mrs. Lewis.

Motion Passed

E. Motion by Mr. Hoover to approve the change order for the North End Pressure project for work to be completed at the plant by ACI. Second Mrs. Lewis

Motion Passed

F. Scheduled a work session for 4pm on February 10th, 2026.

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
