

## **Board of Public Affairs Meeting November 14, 2023**

A regular meeting of the Board of Public Affairs was held at 5:00 p.m. at Village Hall. Those members present were:

Bill Hoover, Chairperson  
Jeffrey Snyder  
Barbara Bailey

Also attending: Sr. Plant Operator Chris Peterson, Clerk Heidi Grimm, Fiscal Officer Tracey Wonner, Councilperson Susan Temple, and Mayor Peter Wilson.

The meeting was called to order by Chairperson Hoover.

No additions, deletions, or corrections to the minutes of the October 24th, 2023, meeting, Minutes accepted as written.

**GUESTS:** None

### **OPERATORS REPORT:**

#### **Regulatory Compliance**

1. We have submitted our October OEPA Water Reports.
2. NPDES permit renewal; Jon and I continue to work with the EPA. The OEPA was on site on November 7<sup>th</sup>, 2023, for our triannual inspection. We also discussed finally renewing our NPDES CSO permit that has been pending since May 2019. We should be getting a full report from their inspections.
3. CIP (Clean in Place) and EFM (Enhanced Flux Maintenance) on skids.
4. Asset Management Plan – Chris continues to work with I AM GIS and OTCO.
5. Our staff continues to work on our Cross Connection Survey's.
6. Ohio EPA was onsite November 2<sup>nd</sup>, 2023, for our annual inspection. There were a couple of items that they wanted us to correct but the inspections went well and we are correcting the items they requested. There was also discussion about closing our CSO's over the course of a few years. We have a total of 8 CSO's closing 2 per year.
7. We have begun reviewing the requirements for service line verification that is due to the OEPA on October 16<sup>th</sup>, 2024. Heidi and Chris are formulating a plan for this project.

#### **Projects**

1. North End Pressure Project – Xpress continues to install our line extensions and new supply line. Xpress has made connections on both ends on the Drug Mart Line Extension. They have pressure test both the Lisbon-Canfield and Drug Mart line extensions. We will be collecting Bacteria samples in the next couple of days. Work has also started on the base for the new tower.
2. St Rt 45 and Adams Rd Line extension – In a holding pattern
3. North Market St Sewer- Pam has submitted the OEPA funding application. She has also made us aware of ODOD Water and Wastewater Grant funding for 2024-2025. She is requesting permission to pursue this funding.
4. 9177 St Rt 45 water line repair easement- No new updates
5. Grant St Bridge – We continue to work with the ODOT engineer on this.

## **Infrastructure Maintenance**

1. We will begin exercising our main line valves. (We are required to exercise 20% of our valves per year according to OEPA rules) One of the items that came up during our OEPA inspection was how we log the valves we exercise. They have sent their template, and we are working on transferring the information over.
2. Sparkle Lift Station has been fully repaired.
3. We did call out Omega to work on one of our garage doors that was not working. It has since been repaired.

## **Curb Stops**

## **Ongoing Responsibilities**

1. Our crew performed 8 shut off's.
2. Our crew continues to trim and mow our grounds. We should be done for the year.
3. Chris has been working with property owners to secure the necessary easements for the new water supply line.

## **Time Off**

Jason will be off November 14<sup>th</sup>, 2023.

Chris will be off the week of November 12<sup>th</sup> (he will still be in to cover hours per OEPA guidelines and will be at the November 14<sup>th</sup> board meeting)

Logan will be off November 25<sup>th</sup>, 2023.

Laura will be off December 1<sup>st</sup> to December 8<sup>th</sup>, 2023.

Jim will be off the week of November 20<sup>th</sup>, 2023.

**Clerk's Report** – Gearing up for delinquent notifications. Discussion about whether we are seeing a difference in shut offs since the fee was raised.

## **Unfinished Business:**

- A. Update of North End Pressure Project. – See operators report.
- B. N. Market St Sewer line replacement – See operators report.
- C. Engineering for Spruce St – Sanitary Sewer Extension – No new updates.
- D. Vac-con Lane at plant – (As funds allow)
- E. Mr. Hoover made a motion to rescind the motion to have Walt's autobody repair the Chevy and pay any restocking fees and approve Dan Knisley to make repairs at a cost of \$400.00. Second by Mr. Snyder

Motion Passed.

**New Business**

- A. Mr. Snyder made a motion to renew the contract with the Columbiana County Health Dept. for administrative services for backflow inspection notification at a cost of \$3,200.00 per year for service 2024 and 2025. The second was made by Ms. Bailey.

Motion Passed.

- B. Correspondence from 7381 State Route 45 – Contractor dug up drive and left it open over a 3-day weekend limiting access to the property owner. A discussion was had and request to send letter of apology to the property owner.
- C. Discussion was held regarding the condition of the conference room at the plant. Chris is to get some information on how to clean up the floors and possibly investigate used furnishings due to the chemicals and moisture ruining everything.
- D. A discussion was held about the Water Dept. having a social media presence. It was discussed that it would need to go to council and maybe it should be a Village account ran by a third party with very strict guidelines and no comments allowed.
- E. Discussion was held to use the village website to post updates on the Northend Pressure Project.
- F. Mr. Hoover made a motion to have Pam with RCAP pursue ODOD Water and Wastewater Grant for 2024-2025. A second by Mr. Snyder.

Motion Passed

**Approval of Bills:**

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

Motion Passed.

Meeting adjourned by Chairperson Hoover.

Attest

Approved

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