

Board of Public Affairs Meeting August 26th, 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, Melissa Hiner Council President, and Mayor Peter Wilson.

The meeting was called to order by Chairperson Hoover.

Prayer: Bob Garwood, Lisbon Christian Church

No additions, deletions, or corrections to the minutes of August 12th, 2025, meeting, Minutes accepted as written.

Discussion about having a police presence during meetings.

Recognize Guests from the floor.

Melissa Hiner here to answer any questions there might be about the payroll ordinance, the job description for the Jr Operator and the job description for the Part time position.

Operator's Report

Regulatory Compliance

1. We submitted our July Sewer 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.
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.

Projects

1. North End Pressure Project – The final work has been completed on our new tower last week and we have the disinfection in place for when we start filling the tower. ACI, Howells and Baird, Chris and Jason met yesterday at the new Booster Station to discuss start up and getting SCADA installed there. Our start up is scheduled for September 4th and we will start filling the new tower after that. We will also be pulling Bac-T samples from the new supply line this week.
2. St Rt 45 and Adams Rd Line extension – No new updates
3. North Market St Sewer- Design engineering continues.
4. Pritchard St Bridge- No new updates.

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 is on their schedule.
2. We continue to work on our Industrial lift station. Pusateri Excavating was here last Friday and replaced the bad check valve, but we are still not able to get the lift station operational. Chris has reached out to Tony from Hydromatic which is the pump manufacturer. They believe that we do still have a pump issue and are sending a tech out Tuesday, Aug 26th to look at it.
3. The pool began leaking at the pump worse on Sunday, Aug 24th. Chris talked with the Mayor and Council woman Temple, and the decision was made to close it for the season. Chris is working on quotes for replacing the treatment system.
4. They will be cutting and reinstalling our manholes later this week or the beginning of next week.
5. During the power outage on Aug 20th our water plant was hit with a power surge that disabled our ACI SCADA System. Chris was able to get the plant operational again by running everything manually but had to remain at the plant to make sure we did not have any issues. ACI was out the next day and was able to get us running temporarily and on Sunday morning the new processor was installed, and we were fully operational.

There was a discussion about why we are not protected from power surges. Mr. Peterson explained that we do have protection in place. He also explained that Ohio Edison has recently made changes by replacing a transformer and moving us from the substation line.

The question was asked if the fire hydrants have been painting yet? No, they have not.

Ongoing Responsibilities

1. Our crew delivered 48 red cards.
2. Chris continues to work with the contractors on two county projects.
3. Our new truck's lights and running boards were installed last week.
4. We are continuing to mow our holdings as the weather allows.

Time Off

Jim will be off August 26th.

Chris will be off August 27th.

Logan will be off September 4th and 5th.

Chris will be off from September 11th to September 16th providing there are no issues with the new booster station.

Clerk's Report: Billing was mailed today.

Unfinished Business:

- A. Sand Filter Rehabilitation – On hold.
- B. Rose Dr. Repairs – Scheduled for Sept. 4th and 5th.
- 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. Motion by Mr. Hoover to approve \$20,000.00 to update a processor (2010) from ACI to repair SCADA. Second Mrs. Lewis.

Motion Passed

- B. Motion by Ms. Bailey to pay Pump Systems for a service call and parts to repair Industrial Park Rd Lift station. Second by Mr. Hoover.

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 Wanner, Heidi Grimm, and Chris Peterson to attend.

Starting at 5:40pm. Second by Mrs. Lewis.

Roll Call vote: Ms. Bailey, yes.

Mrs. Lewis, yes.

Mr. Hoover, yes.

Motion Passed

Motion by Mr. Hoover to return from executive session at 6:07pm. Second by Ms. Bailey.

Roll Call Vote: Ms. Bailey, yes.

Mrs. Lewis, yes.

Mr. Hoover, yes

Motion Passed

The following action was taken from executive session.

Motion by Ms. Bailey that we (the board) are authorizing James Strabala to drive any non-CDL vehicle at the discretion of the Senior Plant Operator. Second by Mr. Hoover.

Motion Passed

Meeting adjourned by Chairperson Hoover.

Attest

Approved
