

**Board of Public Affairs Meeting
August 11th, 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, Sr. Plant operator, Heidi Grimm, Tracey Wonner, Fiscal Officer, Peter Wilson, Mayor, Joe Morenz, Councilperson and Melissa Hiner, Council President.

The meeting was called to order by Chairperson Hoover.

Prayer: Cora Lewis

No corrections or additions to the minutes of the July 28th meeting. They were accepted as written.

Recognize Guests from the floor.

Mayor Wilson asked about fire hydrant pressure in the downtown area and because after speaking with commissioners they felt that we were not up to state code. Chris Peterson explained why we were up to code and Jon Vollnogle, Howells and Baird also explained why we were good, and that there may have been some miscalculations by the company the county hired to build the building.

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.
4. Chris continues to work on the template letters for Backflow and Cross Connection surveys.
5. NPDES lagoon permit renewal – We are just waiting to be issued the permit renewal.
6. Source Water Protection- No new updates. Waiting on OEPA to set meeting. Chris has reached out to them to get dates in October.
7. We will be sampling our annual Disinfection Byproduct's this week.

Projects

1. North End Pressure Project – Our valve replacement at the plant is currently scheduled for Aug 13th.
2. St Rt 45 and Adams Rd Line extension – Our contractor has installed all our water main on the project except for half of State Rt 45. They did shut down construction last week for the fair. They will resume on Monday, August 10th
3. North Market St Sewer- the bid opening was conducted August 5th.
4. Industrial Lift Station Replacement- We continue to work on preparing this project.
5. Prichard St Bridge- The replacement is scheduled currently scheduled for the summer of 2027.
6. Chris attended the pre-con meeting for the 164 and 45 paving projects that will start August 10th. After the meeting we found that the project included repaving North Market St from Lee Ave to Saltwell Rd. We have this work included in our North Market St Sewer Project. We have since reached out to ODOT and are working through the issue with them.

Infrastructure Maintenance

1. We have been monitoring our holes and adding 304, as necessary.
2. We are continuing our annual hydrant flushing and valve exercising as the schedule allows.

3. We expect to have the Chlorine room updated this month. Chris has reached out to them again to get a confirmed date.
4. Our staff is currently working on replacing the lead service line on W Lincoln Way. We are just waiting for a confirmation date from Sweet Meadows for the Bore.
5. We replaced the transducer on the finished water tank on Skid C. After replacing this we found that one of the valves was leaking by. Chris reached out to Aria Filtration, and we ordered the valves that we may need to replace. If we do not have to replace all 3 then we will stock the rest since they will work on all three skids.
6. We did have multiple issues with our SCADA system during the fair. ACI worked on site and remotely to fix the problems. One of the biggest problems was the cellular and internet networks being taxed by the fair. We are looking into the issue and hope to have a solution soon.

Curb Stops

Ongoing Responsibilities

1. Our crew performed 25 shut offs.
2. We continue to mow and trim our holdings.
3. Our staff is currently working on replacing a service line ahead of the St Rt 164 paving project at 227 S. Lincoln Ave.

Time off

1. Chris will be off for a surgery Starting from August 27th to September 8th. Jason and Mike will be covering his EPA Obligations.
2. Chris will be at the One Water Conference on August 19th and 20th.

Clerk's Report: The Clerk has sent letters to people that have unpaid bills, that if not paid by September 3rd, 2026, she will assess the amount to their property taxes.

Unfinished Business:

- A. Sand Filter Rehabilitation – No update.
- B. Backflow and updating the plumbing in the Water Dept. garage. No Update.
- C. Public Outreach –Ms. Bailey went to Center Twp meeting (7/28/26) and gave them an update on the extension project. The one question raised was whether the property owners would have any say in where the hydrants are placed in their yards. They agreed to hang door hangers on the residents' doors with a number to call for more information.

New Business

- A. Wage Increases, Council is looking at 3.5%.
- B. Alternate bid for State Route 45 and Adams Rd. extension: Motion by Ms. Bailey to approve the purchase of the pipe at a cost of \$11,150.00 for the Alternate Bid for the North Market St and Adams Rd. extension by Sweet Meadows and apply to OWDA for the balance of the funding. Second by Mrs. Lewis.

Motion Passed

- C. Bid Award for North Market St Sewer Project: There were three bids received two of them were within the range of engineering proposal. Howells and Baird submitted a letter of the bid review to recommend accepting the bid from S.E.T. Inc. in the amount of \$2,252,171.40. Motion by Mr. Hoover to tentatively award the contract for the North End Sewer Project to S.E.T. Inc. in the amount of \$2,252,171.40. Second Mrs. Lewis.

Motion Passed

Mr. Hoover made a motion to take the proposal to council to tentatively award the contract for the North Market St. Sewer Project to S.E.T. Inc. Second by Ms. Bailey.

Motion Passed

- D. Amendment No. 1 to Owner-Engineer Agreement for the North Market Street Sewer Project: Motion by Mr. Hoover to approve Amendment No. 1 in the amount of \$25,000.00. Second by Ms. Bailey.

Motion Passed

- E. We have received four applications for the part-time position. Chris will call applicants and schedule interviews on August 18th, 2026, beginning at 5:30pm in 15-minute increments.
- F. Tracey Wonner brought a bill before the board from Council360 in the amount of \$1987.50, the current open purchase order did not have enough left in it. Mr. Hoover made a motion to increase the current purchase order by \$3,000.00 to cover the open invoice and any future billings related to this purchase order. Second by Ms. Bailey.

Motion Passed

- G. Motion by Mrs. Lewis to increase the purchase order for Howells and Baird by \$4164.96 to cover additional expenses. Second by Mr. Hoover.

Motion Passed

- H. Motion by Mr. Hoover to approve a bill from Howells and Baird in the amount of \$340.00 for work related to the flow testing for the new county archive building. Second Mrs. Lewis.

Motion Passed

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
