

April 2, 2018

MINUTES OF BOARD OF PUBLIC AFFAIRS MEETING

Members Present: Kyle Krownapple, Roland Tanner, Ryan Imhoff

Others Present: Becky Dannemiller, Council President Tom Poulson, Mayor Paul Alexander,

Board President brought the meeting to order at 6pm. The March 12th meeting minutes were read for approval. Roland made the motion to accept the minutes as written, Ryan seconded, all approved.

Mike Turner informed Kyle the metal detector was delivered and works great.

Kyle mentioned the approval by Council to enter into an annual contract with RCAP to keep the GIS system updated. The contract is a 5-year at a cost of \$2551. per year. The contract does include a 30-day cancellation clause to cancel at any time if desired. The BPA approved this also; Roland made the motion to accept the contract from RCAP, Ryan seconded, all approved.

Bob McNutt, of C.T. Consultants, forwarded a preliminary form for the Asset Management Plan (AMP). The village needs to complete and submit to the EPA by October 1st. C.T. will help with the AMP at a cost of \$7,500. Discussion took place about getting quotes from RCAP and another vendor. Kyle will contact RCAP about this.

Kyle met with Bob of Agri-Sludge about needs and concerns at both WWTP and WTP plants. Below are issues they feel needed to be addressed:

- A mixer motor on the EQ basin has been in the shop for repair for about a year. The board had tabled that repair. Another mixer motor is now in need of repair. These are needed in seasons of heavy rain when the flow into the WWTP is heavier. There are 4 other motors still working. The cost of repair is \$1950 each, and with shipping \$2250. Roland made the motion to repair the motor that is in the shop, Ryan seconded, all approved.
- The heaters at the pump houses (well field) are not working. Bob suggested purchasing better heaters that run on 220, if that option is available. Those fans are at a cost of \$300/piece and there are 4 well houses. This would not need addressed until later in year when heat is needed there.
- A blower/exhaust fan in the WWTP blower room needs repaired. The approximate cost is \$500. Bob states this can wait until after the rainy season, as he doesn't want to remove the flashing during rains, maybe May or June.
- Bob also mentioned the WEIR channels at the WWTP. These are the pits that everything goes into when first into plant. One was already replaced. There are two more that need

replaced at an approximate cost of \$7000 each. At the same time, the splitter boxes need replaced at a cost of \$5000 each.

- Two aluminum support structures in clarifier (basin) need replaced. There are three (3) at an approximate cost of \$1500 each.
- Two auto-samplers used for taking water samples and storing until tested need replaced. This was an item tabled from last year. Kyle will talk to Bob or Tom about the item they want. This equipment was discussed last year but the quote is more likely higher now. Someone is to contact Jeff Brediger at Orrville Utilities for a suggestion for this piece of equipment.
- The #3 water well motor is weak and needs repaired or replaced. A high-side estimate is \$5500. The #8 well is due for regular maintenance this year. Ohio Drilling states doing both these jobs at once would save the village hundreds of dollars. The well #8 is approximately \$15,000 but Kyle will contact them to verify that. The well #8 expense has already been appropriated. This work will wait until June as the well fields are muddy in the spring.

Becky suggested Tom Abraham make a plan listing these items and their priority. The board will then discuss and make their priorities and approve them as needed or funds allow.

Tom Poulson discussed with the board the annexation on East Main Street and extending the water line and obtaining an easement. Barry and Melissa Smith have agreed to an easement to extend the water line to the end of their property where it will then bore under the road to the north side of 585 for the property being annexed. Tom asked the board for their approval of the annexation. Ryan made the motion to approve the annexation, Roland seconded, all approved.

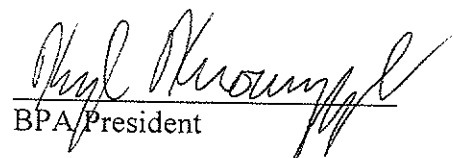
C.T. Consultants has suggested and submitted a Master Services Agreement for the Council and Board to consider. This is a Standard EJCDC Engineering Agreement between the Village and C.T.. With this agreement in place it would eliminate having to prepare a separate agreement for each project we have them work on. This is highly recommended by the Solicitor as her work would be cut down by not having to review each legal agreement for each project. They would simply create a task/work order for each project as we desire and these task orders will define the scope of the project, schedule and fee. The board discussed this and agreed this C.T. Consultants was a good choice as they know our village and have been a part of many projects in the village. Ryan made the motion to approve this Master Services Agreement, Roland seconded, all approved.

The next meeting will be Monday, May 7, 2018 at 6pm.

Roland made the motion to adjourn at 7:10, Ryan seconded, all approved.



BPA Clerk



BPA President