

January 11, 2021

## MINUTES OF BOARD OF PUBLIC AFFAIRS MEETING

Members Present: Kyle Krownapple, Lynn Moomaw and Ryan Imhoff

Others Present: Becky Dannemiller, Mayor Tom Poulson, and Mike Turner

Board president Kyle Krownapple brought the meeting to order at 5:35pm. The December 14<sup>th</sup> meeting minutes were read for approval. Ryan made the motion to accept the minutes as written, Lynn seconded, all approved.

Lynn made a nomination to elect Kyle Krownapple as board president for 2021, Ryan seconded the nomination. The vote was unanimous.

The board completed the planning of the SWPP (Source Water Protection Plan) noting when it would be completed, how and by whom it would be carried out. Becky will update the file and send to Cox & Colvin for updates.

The Mayor shared information about two quotes received for the board to consider. The aeration basin panel (EQ Basin) is not functioning properly and has not been for some time. Great Lakes Water & Waste Systems quoted \$3180 to remove the existing panel and installation of a new one. D & R Electric Motors will do the repairs on the EQ Basin pump motors at approximately \$1000 each (x3). Agri-Sludge quoted approximately \$300 (x3) each to remove and reinstall the motors. These three quotes at were approved by the board; Lynn made the motion to make these repairs, Ryan seconded, all approved.

Great Lakes Water & Waste System quoted repairs on the Muffin Monster Panel at \$12,180. The muffin monster is not functioning properly and parts are difficult to find. This panel controls the auger that was recently repaired. Lynn made the motion to complete these repairs, Ryan seconded, all approved.

The Mayor provided the board with an updated Water Tower Project schedule. It is slated to be complete December 2021.

The board reviewed the detailed proposal from C.T. Consultants for the *I & I* Study. The members were still on board with doing the study. The Mayor stated he would consult with Pam and Jennifer of C.T. for funding sources, such as an EPA 0% loan, etc. The Mayor will let Bob McNutt know the plans to go ahead with the study after he has spoken with Pam and Jennifer.

Because of an issue at the WTP and metering the flow from the wells, we will begin recording billable gallons to determine what is flowing through the tower, and what is infiltrating into the WWTP. IT is believed the flow meter was incorrectly installed (by Donamarc) at the time of the

plant overhaul and our water flow is higher than thought, thereby making the inflow into the WWTP not as bad as it had been recording. Becky will create a spreadsheet to track the flow using the gallons read at quarter-end meter readings.

The Mayor reported Pam is working on a spreadsheet to determine rate increases which will be brought to the BPA when completed. New rates will reflect some absorption of costs related to the new on-line bill pay software.

The Mayor spoke to the board about the issue of UB bills getting to customers late or not at all, and payments from residents getting to the village late or not at all. It was previously determined we would not waive penalties. Becky reported this has become a very large problem for many customers, especially those using bill-pay through their bank. After discussion, the board decided to waive penalties for late payments, only for those where the check date and envelope post date are prior to the due date. Becky stated they began recording electronic check dates on bill stubs when received after the due date in late November, when the problem was first noticed. Those penalties will be reimbursed to customers. Future late payment penalties will be waived as well with the above criteria to be followed. The late November date will be used according to when dates were recorded on the payment stub. Lynn moved to make this change in penalty abatement, Ryan seconded, all approved.

The Mayor informed the board members the village is discussing on-line bill pay of our own through SSI, our UB Billing software program. The costs will be absorbed by the village in hopes we get many customers using this payment form.

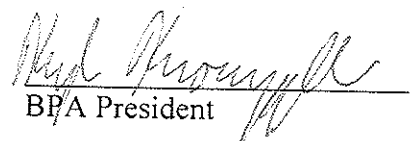
The board considered putting into effect a storm sewer assessment fee to set aside for future capital improvements to the storm sewers.

The Mayor shared an update on the NEFCO Red Line District. The submission Wooster had previously discussed was denied, but Wooster filed an appeal and it is back on for discussion next Wednesday, 1/13. The Mayor has already submitted the Village's statement of opposition to the request by Wooster. The new request has more land included in this current proposal compared to the first proposal that was denied.

The next meeting will be February 8, 2021 at 6:00 pm.

Lynn made the motion to adjourn the meeting at 7:10pm, Ryan seconded, all approved.

  
BPA Clerk

  
BPA President