

Board of Public Affairs

Meeting Minutes

Tuesday, March 22, 2011 @ 6:30pm. @ Muni. Bldg.

The Village of Creston Board of Public Affairs met on Tuesday, March 22, 2011 @ 6:30pm. at the Creston Municipal Building.

Members present: Bp. Jeff Hostetler, Bm. Russ Watkins, Bm. Frank Haight, Marcus Allen, Jason Flory and Clerk/Treas. Pam Hostetler taking the minutes.

Others present: Cw. Gerry Mills, Sandi Haldeman

Bp. Jeff Hostetler called the meeting to order.

Bp. Jeff Hostetler asked for approval of the last Board of Public Affairs meeting minutes from February 22, 2011.

A motion was then made by Bm. Russ Watkins and 2nd. by Bm. Frank Haight to approve the meeting minutes from February 22, 2011.

Roll Call

All in favor

Motion carried

Community/Other –

1. Sandi Haldeman was present and stated that she lives at 229 S. Crestview. The water has changed in the last eight months. The water leaves a white film on everything. A lady on Darla Dr. is having the same problem. I just wondered if you changed to different chemicals around that time. Cw. Gerry Mills stated that she puts vinegar in the water. Marcus Allen stated that the chemicals are still the same but at approx. that time we opened up the Coulter St. loop. Sandi also stated that she has always had very low water pressure but she is the only one with pressure problems. Marcus advised Sandi that he could come out and take the check flow out of the back flow device and this would allow approx. 5lbs. more water pressure. Sandi wondered if her water lines were the right size in her house. Marcus advised her that $\frac{3}{4}$ " line is standard in homes. Marcus will come out to Sandi's home and check everything out.
1. **Bp. Jeff Hostetler** announced that Richard Heyman called and would like to get with us about the Sewer plant. It will take approx. 1.5 – 2 hours. Could we move the next meeting to April 19, 2011 @ 5:30pm? to better suit his availability? All agreed.

W/S Supervisor Marcus Allen

1. We had our EPA inspection March 8, 2011. They sent us a letter for the new permit. They liked that we are pro-active. They suggested I visit two (2) Sewer plants which I have done.
2. I reported to EPA that we went over tank capacity during all the March flows and that we had a spill which we contained and cleaned up. EPA was happy with the way we handled everything.
3. The UV bulbs are ready to be installed.
4. I would like to get a raw pump cartridge to have on hand in case one would go down. The cost would be less than \$3,000.00. We have a 3" spare pump but not a 4". Bp. Jeff Hostetler asked Marcus how soon he was thinking about getting one and if he would get a definite price ready for next meeting.

Clerk/Treas. Pam Hostetler

1. Pam Hostetler asked the Board for a motion to approve the February Finance reports.

A motion was then made by Bp. Jeff Hostetler and 2nd. by Bm. Frank Haight to approve the February Finance reports.

Roll Call

All in favor

Motion carried

2. Pam Hostetler presented a Water/Sewer Billing System replacement update.

Water/Sewer Billing System Update

1. There were two (2) companies interviewed.
 - a. Ohio Software Services, Columbus
 - b. Harris Computer
2. We all felt that Ohio Software Services had a good product with hands on support, which Nancy felt that she needed considering the urgency and short time line. Harris Computer's system was \$10,000.00.
3. The software system from OSS is priced at \$6,700.00 plus the purchase of the computer and monitor from Staples priced at \$600.00 for a total of \$7,300.00.
4. The OSS System Consultant Jim Schmitt has met with Nancy once to load the software and get her started with data entry. Jim will meet with Nancy again to get her through the first billing cycle. There is a per trip and meal charge for each trip of \$133.50.
5. There will be a per year license and support fee of \$1,296.00 which includes one update per year and eight (8) hours of support per year and is billed in January. License and support fee for 2011 will be prorated.
6. We ordered a year's supply of bills which will be three (3) on a page at a cost of \$634.04.

7. We will pay half of the system cost now and the other half when the system is completely installed and has run a full cycle.
 8. Nancy has all the customer names and addresses entered in the new system.
 - The CD with the village rates came yesterday and Nancy is installing today.
 - Next the balances from February 24th. will be entered.
 - New meter entries will be put in next.
 - Jim Schmitt will come back in at the end of March to help Nancy get through the monthly billing.
3. **Pam Hostetler** advised The BOPA that due to the manner in which the new software rates were written into the program The BOPA will need to amend the Water/Sewer rates Ordinance according to the billing procedure set by Ohio Software Services concerning Water/Sewer rates. Ohio Software Services wrote the rates part of the program calculating a penalty after the 10th. instead of a discount if paid by the 10th. Due to the fact that the old software is not working and the time table is so tight, it was decided to leave as written. Below is how the new billing will work.

Water/Sewer Billing Procedures According to the Ohio Software Services

Ohio Software Services set up the software to figure the rate and discount backwards from the way the old software figured it. The numbers still come out the same and what the customers will see on their bills will not change.

The bills will read that the base amount will be as follows:

1. \$42.75 for inside village w/s if paid by 10th. \$45.00 after the 10th.
2. \$19.00 for inside the village water if paid by 10th. \$20.00 after the 10th.
3. \$41.80 for outside the village water if paid by 10th. \$44.00 after the 10th.
4. \$82.65 for outside the village w/s if paid by 10th. \$87.00 after the 10th.

The new software is figuring a 5% penalty on the lower rate and the old software was figuring a 5% discount on the higher rate.

A motion was then made by Bp. Jeff Hostetler and 2nd. by Bm. Russ Watkins to amend the Water/Sewer rates ordinance according to the billing procedure set by Ohio Software Services concerning Water/Sewer rates and have the Solicitor prepare said documents with the effective date of March 22, 2011 to be signed at the next BOPA meeting.

Roll Call

All in favor

Motion carried

Street Supt. Jason Flory –

1. The quote for the Garden/Carter extension project that will be completed with the Garden/Carter water loop came in at \$27,000.00 which includes 1000 ft. of pipe, 22taps, and hydrants. In addition we will need a road plate at approx. \$2,500.00, 1" thick. Bm. Russ Watkins asked how much it was to rent a road plate from the place on Rt. 3 going into Medina just past Maibachs. Jason will check it out. Jason will also get back with the land owner of the farmland and refresh his permission of the project.

A motion was then made by Bp. Jeff Hostetler and 2nd. by Bm. Russ Watkins to approve Garden St./Carter St. water loop and extension with the water loop coming out of the approved Water Capital appropriation and the extension coming out of Water Capital Outlay.

Roll Call

All in favor

Motion carried

2. The quote for the Culvert pipe at the new water tower is a total of \$411.00. The pipe from Csapo will be \$200.00 of that. The \$411.00 will come out of Water Other Operations.

A motion was then made by Bp. Jeff Hostetler and 2nd. by Bm. Frank Haight to approve no more than \$411.00 out of Water Other Operations for the culvert at the new water tower.

Roll Call

All in favor

Motion carried

3. Jason stated that he would like to chip-n-seal the Sewer plant and Water Plant driveway. Jason will bring quotes for next meeting.

Bp. Jeff Hostetler asked the Board for a motion to approve payment of vouchers totaling \$37,494.31.

A motion was then made by Bm. Russ Watkins and 2nd. by Bm. Frank Haight to approve payment of bills totaling \$37,494.31.

Roll Call

All in favor

Motion carried

Bp. Jeff Hostetler asked if there was anything else to discuss.

A motion was then made by Bp. Jeff Hostetler and 2nd. by Bm. Frank Haight to adjourn the meeting.

Roll Call

All in favor

Motion carried

Next meeting will be Tuesday, April 19, 2011 @ 5:30pm. at the Muni. Bldg.

Respectfully Submitted,

Pamela J. Hostetler, Clerk/Treas.