

# Board of Public Affairs

## Meeting Minutes

Monday, December 14, 2020 @ 6:30pm. via Zoom Meeting

Meeting ID: 457 724 6320

Passcode: 718573

One tap mobile

+16465588656,,4577246320# US (New York)

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**Bp. Jeff Hostetler** called the meeting to order.

**Members present:** Bp. Jeff Hostetler, Bm. Randy Watkins, and Pam Hostetler recording the meeting minutes were all in person, Supt. Marcus Allen present via Zoom

**Members absent:** Bm. Russ Watkins, excused

**Others present:** Tom Phillips and Aaron Huth

**Bp. Jeff Hostetler –**

1. Bp. Jeff Hostetler asked for approval of BOPA meeting minutes from November 16, 2020

**A motion was then made by Bm. Randy Watkins and 2<sup>nd</sup>. by Bp. Jeff Hostetler to approve November 16, 2020 meeting minutes.**

**Roll Call**

**All in favor**

**Motion carried**

**Supt. Marcus Allen –**

1. Marcus reported that he purchased a couple of test radios for the meter radio read so that we are ready when the rest come.

**Fiscal Officer Pam Hostetler –**

1. Pam reported that the radios have been ordered
2. Pam reported that the Bush property closed November 30, 2020, payoff of their loan was sent a few days later than expected due to me being out sick. Next day postage was paid and it took 3 days to get there. I had added a couple more days per diem and it worked out perfect. The Solicitor advised me that the documents are all filed.
3. Pam stated that she met with Department heads for 2021 Appropriations
4. Pam advised the Board that the Mayor with Council's approval are giving each employee a Christmas gift of \$25.00 Buehler's gift card and \$25.00 Amazon gift card in place of a Christmas party which we had to cancel due to COVID-19.
5. Jason's not here but wanted to get approval for some building improvements for the 141 Factory St. property that was just purchased.

Improvements consist of:

- Concrete and drains on the east side of building for wash area - \$11,500.00
- Hot water heater - \$1,100.00
- Electrical - \$1,000.00
- Paint for walls and floor - \$1,200.00

**Total improvements \$14,800.00** half out of Water, reallocating out of stockroom parts and half out of M & R, reallocating out of berm box

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Randy Watkins to approve improvements to the new 141 Factory building for a total of \$14,800.00 split between Water Fund and M & R Fund.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**Bp. Jeff Hostetler -**

1. Gail Greene did not turn in the billing adjustments to approve.
2. I need a motion to approve invoices and vouchers totaling \$30,729.49.

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Randy Watkins to approve invoices and vouchers totaling \$30,729.49.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Randy Watkins to adjourn the meeting.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**Next meeting will be Monday, January 25, 2021 @ 6:30pm. @ Muni. Bldg.**

*Respectfully Submitted by:  
Pamela J. Hostetler, Fiscal Officer*