

Minutes Board of Public Affairs

January 5, 2018

The meeting was called to order at 10:06 a.m.

Present: Mr. Roach, Mr. Church, Mr. Haines, Mr. Helling and Mrs. Britton
Absent: Mr. Cook

Mrs. Britton read the minutes from the December 18th meeting. Mr. Roach made a motion to accept the minutes as read and Mr. Helling seconded

Mr. Roach made a motion to approve the bills and Mr. Helling seconded.

Leak Adjustments:

1. Mr. Roach made a motion to approve request for leak adjustment at 18 N. Buckles as leak has been repaired.

Old Business:

1. Mr. Roach informed BPA members that purchase of the Square device is on hold due to company not accepting purchase orders or checks to purchase the equipment.
2. Mr. Church informed members the meeting with the EPA on December 19th, 2017 to start the well head protection plan was postponed. New date has yet to be determined.
3. Mrs. Britton stated Certified Letter was sent to Mrs. Henderson at 28 Southern Blvd. Mrs. Henderson failed to pay by January 3rd, 2018. December meter read is showing possible leak. Mrs. Britton will call to inform Mrs. Henderson of suspected leak.
4. Mr. Church and Mr. Haines will check meter pit at 28 S. Limestone for leak.
5. Mr. Church mentioned leak in bays at Bubble Man Car Wash, water appears to be turned off.

New Business:

1. Mr. Roach discussed water main breaks on W. Washington and W. Xenia St. The BPA members discussed purchase of Bobcat Hydraulic Breaker attachment. Mr. Roach made a motion to purchase attachment for \$5699. Mr. Helling seconded.
2. Mr. Roach discussed apartments at 5C S. Maple and 7C S. Maple. Meters had not been read since 2016. The addresses were listed in system as vacant, but showed usage, discussed options to avoid this error in the future.
3. Mrs. Britton mentioned 71 E. Xenia is still receiving a bill, Mr. Bryan requested the water be shut off last year. Mr. Bryan is still residing in home. Mr. Roach requested Mrs. Britton contact Public Health department regarding this matter.
4. Mrs. Britton informed BPA members that Mr. Lilly's daughter is in the process of getting POA. She will pay bill for 3001 Greentree Dr., once POA is awarded to her. She does not want water shut off.

Meeting was adjourned at 10:42 a.m.

The next meeting will be held Friday, January 19th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

January 19, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mr. Church, Mr. Haines, Mr. Helling and Mrs. Britton
Absent: Mr. Cook

Mrs. Britton read the minutes from the December 18th meeting. Mr. Roach made a motion to accept the minutes as read and Mr. Helling seconded

Mr. Helling made a motion to approve the bills and Mr. Roach seconded.

Leak Adjustments:

1. Mr. Roach made a motion to approve adjustment to minimum bill at 1 N. Maple as leak has been repaired.
2. Mr. Roach made a motion to table request for leak adjustment for 55 E. Washington until meter is read a full quarter without a leak. Mr. Roach instructed Ms. Britton to request Mrs. Roseman to pay \$221.80 of bill until read without a leak is obtained.
3. Ms. Britton informed BPA Members that 10 Homestead had a toilet leaking in November. She does not qualify for an adjustment this quarter, however Ms. O'Malley did have a frozen/busted pipe in January and she may qualify for leak adjustment next quarter.

Old Business:

1. Mrs. Britton stated Certified Letter was sent to Mrs. Henderson at 28 Southern Blvd. Mrs. Henderson failed to pay by January 3rd, 2018. Mr. Roach instructed Mr. Church and Mr. Haines to disconnect services once approved by Attorney Jeff Ferguson, until bill is paid in full.

New Business:

1. Mr. Church discussed Public Water Systems Asset Management Program with BPA Members. Program must be in place by October 1st, 2018.

Meeting was adjourned at 10:30 a.m.

The next meeting will be held Friday, February 2nd, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

February 2, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mr. Church, Mr. Haines, Mr. Helling and Mrs. Britton
Absent: Mr. Cook

Mr. Roach read the minutes from the January 19th meeting. Mr. Helling made a motion to accept the minutes as read and Mr. Roach seconded

Mr. Helling made a motion to approve the bills and Mr. Roach seconded.

Leak Adjustments:

1. Mr. Roach made a motion to approve leak adjustments for 87 E. Xenia St. and 28 S. Limestone as leaks have been repaired.
2. Mr. Roach requested Mr. Church and Mr. Haines recheck meter at 5080 Waynesville Jamestown Road to verify meter is working properly. Mr. Roach made a motion to have residents pay half of bill due until Mr. Church and Mr. Haines confirm meter is working properly.

Old Business:


1. Mr. Church trained BPA Members on 2018 Contingency Plan regarding water main break.

New Business:

1. Mr. Church discussed switching companies from Univar to Bonded for significant price savings for chlorine gas.
2. Mr. Roach made a motion to approve purchase of 30 UV Bulbs for approximately \$5000 Sewer Plant. Mr. Helling Seconded.

Meeting was adjourned at 10:30 a.m.

The next meeting will be held Friday, February 16th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

February 16, 2018

The meeting was called to order at 10:04 a.m.

Present: Mr. Roach, Mr. Church, Mr. Haines, Mr. Helling and Mrs. Britton
Absent: Mr. Cook

Mrs. Britton read the minutes from the February 2nd meeting. Mr. Roach made a motion to accept the minutes as read and Mr. Helling seconded

Mr. Roach made a motion to approve the bills and Mr. Helling seconded.

Leak Adjustments:

1. Mrs. Britton informed members that 5 S. Maple apt C and 7 S. Maple Apt C payed on their bills and set up a payment arrangement for remaining balances.
2. Mrs. Britton discussed 61 E. Washington. Resident is inspecting for leak as he is concerned with invoice amount raising. Mr. Haines checked meter, no leak indication.

Old Business:

1. Mr. Church set up an account with Bonded and ordered alum, product is being shipped.
2. Mr. Church ordered and received 30 UV Bulbs for the sewer plant.
3. Mr. Roach asked about 71 E. Xenia. Water is still off at the property. Mr. Roach plans to express concerns regarding property at the next council meeting (2/19/2018).

New Business:

1. Mr. Haines updated members about the water tower painting. Project is set to start in July (Tentative). Mr. Roach requested Mrs. Britton to contact Mr. Ferguson regarding the Suncraft contract.
2. Mrs. Haines mentioned payments received at Security National Bank, the bank can no longer accept payments. Members discussed other options to receive payments.

Meeting was adjourned at 11:00 a.m.

The next meeting will be held Friday, March 2nd, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

March 2, 2018

The meeting was called to order at 10:02 a.m.

Present: Mr. Roach, Mr. Helling and Mrs. Britton

Absent: Mr. Cook, Mr. Church and Mr. Haines

Mrs. Britton read the minutes from the February 16th meeting. Mr. Roach made a motion to accept the minutes as read and Mr. Helling seconded

Mr. Helling made a motion to approve the bills and Mr. Roach seconded.

Leak Adjustments:

1. Mrs. Britton discussed payment arrangement at 28 Southern.
2. Mr. Roach made a motion to deny leak adjustment for 116 Sun Hollow due to qualifications not met. He requested Mrs. Britton contact Property Manager regarding leak repair concerns at the property. Mr. Helling seconded.
3. Mrs. Britton informed members she will be requesting help from Project Water for remaining balance at 22 Adams.
4. Mrs. Britton discussed remaining balance at 61 E. Washington. Mr. Roach requested water be shut off until balance has been paid in full.

Old Business:


1. Mr. Roach made a motion to purchase a credit card machine by April 1st, 2018. He asked Mrs. Britton to get updated information on processing systems from Security National bank due to Square Devices not being equipped for Government Business purposes. Mr. Helling seconded.
2. Mrs. Britton updated members that the Suncraft Maintenance Agreement is completed and project is tentatively set to start in July, 2018.

New Business:

1. Mr. Roach asked Mrs. Britton to write a letter regarding Security National Bank no longer accepting payments. Mr. Roach would like letter to be mailed with the April billing cycle.

Meeting was adjourned at 11:11 a.m.

The next meeting will be held Friday, March 16th, 2018 at 10:00 am.



Robert Roach
President

**Minutes Board of Public Affairs
March 16, 2018**

The meeting was called to order at 10:00 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook, Mr. Church and Mr. Haines
Absent:

Mr. Roach read the minutes from the March 2nd meeting. Mr. Helling made a motion to accept the minutes as read and Mr. Roach seconded, Mr. Cook Abstained

Mr. Roach made a motion to approve the bills and Mr. Cook seconded, Mr. Helling agreed.

Leak Adjustments:

1. Mrs. Britton mentioned 28 Southern Blvd. Request will be approved/denied at next meeting once meter reads are entered.

Old Business:


1. Mr. Helling made a motion to recommend online payment processor from Payment Service Network, Inc. to Village Council at meeting on March 19th, 2018. Mr. Roach seconded. Mr. Cook agreed.

New Business:

1. Mr. Helling made a motion to send letters with April billing cycle, informing customers that Security National Bank will no longer accept payments and that payment arrangements must be made and approved by the BPA before the due date stated on the bills. Mr. Roach seconded. Mr. Cook agreed.

Meeting was adjourned at 10:49 a.m.

The next meeting will be held Friday, April 6th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs
April 20, 2018

The meeting was called to order at 10:04 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook, Mr. Church and Mr. Haines
Absent:

Mrs. Britton read the minutes from the April 6th meeting. Mr. Cook made a motion to accept the minutes as read and Mr. Helling seconded, Mr. Roach agreed.

Mr. Cook made a motion to approve the bills and Mr. Roach seconded, Mr. Helling agreed.

Leak Adjustments:

1. Mr. Roach made a motion to adjust for leaks at 15 W. Xenia St. and 7 N. Limestone St. Mr. Cook seconded and Mr. Helling agreed.
2. Mr. Cook made a motion to approve payment arrangements for 54 Adams, 110 Sun Hollow Place and 2 Clemens. Mr. Helling seconded and Mr. Roach agreed.

Old Business:

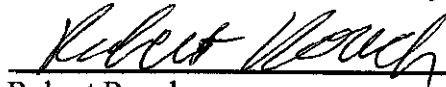
1. Mr. Roach requested Mrs. Britton verify that we can accept American Express cards with Payment Service Network.

New Business:

1. Mr. Church discussed EPA Well Head Protection plan. The first of four meetings will be May 30th.
2. Mr. Church mentioned installation of high service pump and motor at the water plant. Chapel will complete installation.
3. Mr. Roach requested shut off notices be placed on the doors on May 2nd, if possible.

Meeting was adjourned at 10:56 a.m.

The next meeting will be held Friday, May 4th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

April 6, 2018

The meeting was called to order at 10:11 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook, Mr. Church and Mr. Haines
Absent:

Mrs. Britton read the minutes from the March 16th meeting. Mr. Roach made a motion to accept the minutes as read and Mr. Cook seconded, Mr. Helling agreed.

Mr. Roach made a motion to approve the bills and Mr. Helling seconded, Mr. Cook agreed.

Leak Adjustments:

1. Mr. Roach made a motion to approve leak adjustments for 28 Southern, 55 E. Washington, 10 Homestead, 7 Verity, and 771 Birch. Mr. Cook seconded, Mr. Helling agreed.
2. Mr. Cook made a motion to accept payment plan for 46 Nelson of monthly payments of \$34.35 for minimum bill. Mr. Roach seconded. Mr. Helling agreed.
3. Mr. Roach made a motion to hold leak adjustments for 7 S. Sycamore and 69 W. Washington until leak is repaired. Mr. Cook seconded, Mr. Helling agreed.
4. Mr. Roach requested Mrs. Britton call Anita Chaney regarding high bill after recent adjustment for leak at 48 E. Xenia St.

Old Business:


1. Mrs. Britton informed BPA Members that the Payment Service Network is working on the online payment system and asked for opinions on advertisements to notify customers of new payment options.
2. Mrs. Britton stated she sent letters with April bills updating customers on recent changes regarding bill payments and payment arrangements.

New Business:

1. Mr. Cook nominated Mr. Roach for BPA President. Mr. Helling seconded. Mr. Cook made a motion to close the nominations Mr. Helling seconded. Votes: Yeas: 2 Nays: 0 Abstained: 1
2. Mr. Church stated the Asset Management Plan is completed.
3. Mr. Church made mention of EPA Permit will need to be renewed August 2018. Permit Draft will need to be completed in June. The inspection has already passed.
4. Mrs. Britton presented ideas for applications for leak adjustments and payment plans.

Meeting was adjourned at 11:15 a.m.

The next meeting will be held Friday, April 20, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

May 4, 2018

The meeting was called to order at 10:05 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook, Mr. Church and Mr. Haines
Absent:

Mrs. Britton read the minutes from the April 20th meeting. Mr. Cook made a motion to accept the minutes as read with correction of New Business #3 "Roach" and Mr. Helling seconded, Mr. Roach agreed.

Mr. Cook made a motion to approve the bills and Mr. Helling seconded, Mr. Roach agreed.

Leak Adjustments:

1. Mr. Roach made a motion to adjust for leaks at 19 N. Buckles and 21 E. Xenia Mr. Cook seconded and Mr. Helling agreed.
2. Mr. Roach stated 82 & 42 E. Xenia St. does not qualify for leak adjustment.

Old Business:

1. Mrs. Britton stated she is still waiting for a response to verify that we can accept American Express cards.
2. Mr. Roach requested shut off notices be placed on the doors on May 7th due to not being able to place them May 2nd.
3. Mr. Church discussed High Service Pump with board members. Pump has been ordered. Mr. Church will contact Chapel Electric before pump is replaced.

New Business:

1. Mr. Roach made the board aware the sink holes on 72 were patched and the Village is now responsible to repairing sink holes from here on out. The State will no longer make repairs to the road.
2. Mr. Church informed the Board that the repair cost for the mower is \$350. The mower will be ready to pick up Monday, May 7th.
3. Mr. Roach mentioned he requested a price for a 1-ton dump truck from Ricart Ford.

Meeting was adjourned at 11 a.m.

The next meeting will be held Friday, May 18th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs May 18, 2018

The meeting was called to order at 10:02 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook and Mr. Church
Absent: Mr. Haines

Mrs. Britton read the minutes from the May 4th meeting. Mr. Cook made a motion to accept the minutes as read and Mr. Helling seconded, Mr. Roach agreed.

Mr. Cook made a motion to approve the bills and Mr. Roach seconded, Mr. Helling agreed.

Leak Adjustments:

1. Mrs. Britton informed Board Members of a leak adjustment request from 52 E. Xenia St. due to leak. Mr. Roach stated usage did not meet qualifications for leak adjustment.

Old Business:


1. Mrs. Britton verified PSN Systems can accept American Express cards.
2. Mr. Church stated VFD will be installed when the pump arrives in the next week or two.

New Business:

1. Mr. Church questioned whether the Street or the Water/Sewer Department is responsible for repairing sink holes on 72 if issues were to arise again. Mr. Roach stated that has yet to be determined and he would discuss this matter with the Mayor.
2. Mr. Roach presented estimate for a 1-ton dump truck from Ricart Ford.
3. Mr. Church mentioned draft permit application and inspection for the sewer plant. The EPA is deliberating requiring testing for copper and other metals.
4. Mr. Church spoke with board members about concerns with power outages involving the water tower when painting is taken place.
5. Mrs. Britton handed out copies of shut off list to Mr. Church and board members.
6. Mrs. Britton discussed Ohio Rural Community Assistance Program by RECAP. BPA members did not see a need for this program at the current time. Mrs. Britton will discuss this program with the council at May 21, 2018 meeting per Mayor's request.

Meeting was adjourned at 11:10 a.m.

The next meeting will be held Friday, June 1st, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

June 1, 2018

The meeting was called to order at 10:00 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook and Mr. Church, and Mr. Haines

Mrs. Britton read the minutes from the May 18th meeting. Mr. Cook made a motion to accept the minutes as read with correction of adding "when painting is taken place" to New Business # 4, Mr. Helling seconded and Mr. Roach agreed.

Mr. Cook made a motion to approve the bills and Mr. Roach seconded, Mr. Helling agreed.

Leak Adjustments:

Old Business:

1. Mr. Roach mentioned Ricart Ford is searching for a 1-ton dump truck without fold down sides.
2. Board Members discussed Pre-Payment Plan and Past Due Payment Form. Mr. Roach asked Mrs. Britton to edit the form and to bring back to the next meeting for approval.

New Business:

1. Mrs. Britton stated a policy is needed for returned payments due to non-sufficient funds (NSF) that are made via Check or Credit Card thru the online payment system. Mr. Roach made a motion to disconnect services if the first payment method is declined due to NSF until the second method of payment is verified. Mr. Cook seconded and Mr. Helling agreed.
2. Mr. Haines mentioned the Fire Hydrants have been flushed.
3. Mr. Church discussed the Well Head Protection Plan with members. Mr. Church stated that The Board of Public Affairs, the Mayor, Fire Chief, EMA and Hazmat are encouraged to attend the Meeting on June 26th, 2018
4. Mr. Church requested Mrs. Britton to post Potential Pollution Zone Report/Plan on Village Website. Resolution for report will need to be approved by Council once completed.

Meeting was adjourned at 10:40 a.m.

The next meeting will be held Friday, June 15th, 2018 at 10:00 am.

Robert Roach
President

Minutes Board of Public Affairs

June 15, 2018

The meeting was called to order at 10:05 a.m.

Present: Mr. Roach, Mr. Helling, Mrs. Britton, Mr. Cook and Mr. Church, and Mr. Haines

Mrs. Britton read the minutes from the June 1st meeting. Mr. Cook made a motion to accept the minutes as read. Mr. Helling seconded and Mr. Roach agreed.

Mr. Cook made a motion to approve the bills and Mr. Helling seconded, Mr. Roach agreed.

Leak Adjustments:

Old Business:

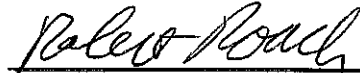
1. Mr. Roach made a motion to purchase a 2019 F-350 Dump Truck from Ricart Ford in the amount of \$38,649.00. Mr. Cook seconded and Mr. Helling agreed.
2. Board Members approved the Payment Plan Application Form. Forms will be required for all payment plans and must be submitted by the Board of Public Affairs before the third Friday of the month prior to the due date.

New Business:

1. Mr. Church discussed the Well Head Protection Plan with members. Mr. Church stated that the meeting on June 26th, 2018 was postponed until July 2nd.
2. Mrs. Britton informed members that the Potential Pollution Zone Report/Plan is able to be viewed on the Village Website.
3. Mr. Church gave members a copy of the Resolution for the Pollution Zone Report/Plan. He informed members that the resolution will need to be approved by Council once plan is completed.
4. Mr. Church handed out Asset Management Books to BPA President, Mr. Roach and gave Mrs. Britton a copy for Mayor Watson.
5. Mr. Roach asked Mrs. Britton for an update on 71 W. Washington. Mrs. Britton informed Mr. Roach and members that the residents have not submitted an application, however, Mrs. Hovan, (relative to tenants) submitted the \$100 deposit for services.
6. Mr. Haines discussed the water tower painting project with BPA Members. Ohio Electric Motors and Chapel Electric will be out to start work between June 28th and the first week of July. Board Members discussed postponing the project due to school starting in August.
7. Mr. Haines requested Mrs. Britton send Consumer Confidence Report for 2017 with water bills.

Meeting was adjourned at 10:40 a.m.

The next meeting will be held Friday, July 6th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs July 6, 2018

The meeting was called to order at 10:04 a.m.

Present: Mr. Roach, Mrs. Britton and Mr. Cook
Absent: Mr. Helling, Mr. Haines and Mr. Church

Mrs. Britton read the minutes from the June 15th meeting. Mr. Cook made a motion to accept the minutes as read. Mr. Roach seconded.

Mr. Roach made a motion to approve the bills and Mr. Cook seconded.

Leak Adjustments:

1. Mr. Roach denied leak adjustment request for 29 W. Washington due to not meeting qualifications for adjustment. Mr. Cook seconded.

Old Business:

1. Mr. Roach stated the 2019 F-350 Dump Truck should be delivered sometime in August.

New Business:

1. Mr. Roach stated the water tower project may begin at the end of July and should not conflict with children going back to school.
2. Mrs. Britton confirmed she sent Consumer Confidence Report for 2017 with water bills.
3. Mr. Roach mentioned replacing sidewalk in the back of the water plant. He requested a quote for the repairs from Jake Marsden Concrete.

Meeting was adjourned at 10:35 a.m.

The next meeting will be held Friday, July 20th, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

July 20, 2018

The meeting was called to order at 10:03 a.m.

Present: Mr. Roach, Mrs. Britton, Mr. Cook, Mr. Helling, Mr. Haines and Mr. Church

Mrs. Britton read the minutes from the July 6th meeting. Mr. Cook made a motion to accept the minutes as read. Mr. Roach seconded. Mr. Helling Abstained.

Mr. Cook made a motion to approve the bills, Mr. Roach seconded and Mr. Helling agreed.

Leak Adjustments:

1. Mr. Roach made a motion to deny the leak adjustment requests for 40 Hidden Creek, 758 Glenwood and 10 Greeneview Dr. due to not meeting qualifications for adjustment. Mr. Helling seconded and Mr. Cook agreed.
2. Mr. Roach made a motion to approve leak adjustments for 762 Glenwood and 42 W. Xenia after leaks are repaired. Mr. Cook seconded and Mr. Helling agreed.
3. Mr. Roach made a motion to approve a payment arrangement for 48 Nelson to pay in full by August 3rd, 2018. Mr. Cook seconded and Mr. Helling agreed.

Old Business:

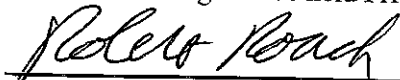
1. Board members discussed placing the old dump truck out for bid once the 2019 F-350 Dump Truck is delivered.
2. Mr. Church stated Ohio Electric Motors is installing the pump at the water tower. Once pump is installed, Chapel Electric will be installing the Variable Frequency Drive. Once the VFD is installed the tower painting will begin.

New Business:

1. Mr. Roach stated Jake Marsden Concrete sent a quote of \$1600.00 to complete repairs to the sidewalk in the back of the water plant and to repair concrete in front of the old Hemlock where Valve was replaced. Mr. Roach informed members Mr. Marsden plans to make repairs in a few weeks.
2. Mr. Roach mentioned that the Board of Public Affairs does not adjust for the filling of swimming pools and stated that the Fire Department does not fill swimming pools either.

Meeting was adjourned at 10:51 a.m.

The next meeting will be held Friday, August 3rd, 2018 at 10:00 am.



Robert Roach
President

Minutes Board of Public Affairs

August 3, 2018

The meeting was called to order at 10:04 a.m.

Present: Mr. Roach, Mrs. Britton, Mr. Cook, Mr. Helling, Mr. Haines and Mr. Church

Mrs. Britton read the minutes from the July 20th meeting. Mr. Cook made a motion to accept the minutes as read. Mr. Helling seconded. Mr. Roach agreed.

Mr. Helling made a motion to pay half of the Ohio Electric Motors invoice until work is completed. Mr. Roach seconded and Mr. Cook agreed. Mr. Roach made a motion to approve the remaining bills, Mr. Cook seconded and Mr. Helling agreed.

Leak Adjustments:

1. Mr. Roach requested Mr. Church and Mr. Haines to read the meter at 21 E. Washington. Mr. Roach suggested the board enter into a payment plan once a reading is obtained. Mr. Helling and Mr. Cook agreed.
2. Mr. Cook made a motion to deny leak adjustment for 763 Birch due to not meeting qualifications. Mr. Roach seconded and Mr. Helling agreed.
3. Mr. Roach made a motion to approve leak adjustment for 5 Sargent using previous quarters dated 6/20/17, 3/20/17, 12/16/16, and 3/18/16 to figure average for water adjustment and adjust sewer back to minimum. Mr. Cook seconded and Mr. Helling agreed.

Old Business:

1. Members discussed water tower painting and pump issues. Ohio Electric Motors is repairing pump as the pump was not made correctly. Due to this issue the painting project will be delayed until pump is installed.
2. Members discussed concrete repair job by Jake Marsden. Repairs will be made once Mr. Marsden has completed other jobs on his schedule.
3. Mr. Roach gave members an update regarding the dump truck. Dump truck will be delivered in September.
4. Mr. Church discussed the Well Head Protection Project with members.

New Business:

1. Mrs. Britton informed members 5080 Waynesville Jamestown is seeking assistance through Community Action for their water bill. They will need to receive a disconnect notice in order to apply for the assistance. Mr. Roach suggested we type a letter for the residents to submit to Community Action.
2. Mrs. Britton informed members Greene County Job and Family Services made a pledge to pay water and sewer balance for 3 Terrace.
3. Mrs. Britton discussed 48 E. Xenia St. with members. Bill is currently in homeowners name however, tenant pays the bills and was not aware that she needed to set up a payment arrangement before the due date. Tenant also stated that homeowner was supposed to request the payment arrangement and had failed to do so. Mrs. Britton stated she informed the tenant that she is able to set up the payment arrangements in the future.
4. Mr. Haines stated lead and copper tests came back exceeding state standards for all 10 tests.
5. Mrs. Britton handed out a copy of the shut off list to Mr. Haines. Mrs. Britton stated that shut off list will be updated by Monday 8/6/18 for Mr. Haines to hang notices as she received more payments before the meeting.

Minutes Board of Public Affairs

August 17, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mrs. Britton, Mr. Cook, Mr. Helling, Mr. Haines and Mr. Church

Mr. Roach made a motion to enter into an executive session to discuss personnel at 10:01. Mr. Roach requested Mr. Church and Mr. Haines to attend the work session. Mr. Roach asked Mrs. Britton to leave the room and to remove the recorder from the room.

The meeting reconvened at 10:25 AM

Mrs. Britton read the minutes from the August 6th meeting. Mr. Cook made a motion to deny the minutes as read due to minutes missing old business. Mr. Roach seconded. Mr. Helling agreed. BPA Members requested Mrs. Britton add water tower painting and pump issues, concrete update, well head protection update and dump truck update to old business.

Mr. Roach made a motion to pay the bills with the exception of Jake Marsden Concrete as work has not been completed. Mr. Helling seconded and Mr. Cook agreed.

Leak Adjustments:

1. Mrs. Britton stated Mrs. Murray at 21 E. Washington made a comment that her husband made repairs to one of their toilets as they had a leak. Mr. Haines stated Mr. Murray did mention the repairs to him. Mr. Cook requested we table the adjustment request until Mr. Haines is able to obtain an actual read. Mr. Roach made a motion we enter into a payment plan with Mr. and Mrs. Murray for \$200 per month until the August bill is paid in full with the stipulation the upcoming quarter bill will be paid in full also. Mr. Helling seconded and Mr. Cook agreed.
2. Mr. Roach made a motion to approve a payment plan for 42 W. Xenia street due to recent leak adjustment and new bill totaling \$309.00 that was dated for August 28, 2018. Tenants are to make three payments of \$103.00 by August 22, 2018, September 28, 2018 and October 26, 2018. Mr. Helling seconded and Mr. Cook agreed.
3. Mrs. Haines requested Mrs. Britton verify which quarter to adjust for 5 Sargent. The BPA stated to adjust the 6/20/18 quarter.

Old Business:

1. Members discussed water tower painting and pump issues. Ohio Electric Motors is repairing pump as the 30 Horsepower pump did not match the horsepower with the VFD. Pump should be repaired in approximately two weeks. Due to this issue Mr. Bowling suggested the village postpone the project until summer 2019 and possibly paint the entire tower at one time.
2. Mr. Roach stated depending on weather Jake Marsden plans to repair concrete at the end of next week.
3. Mr. Roach gave members an update regarding the dump truck. Dump truck will be delivered by the middle to end of September.
4. Mr. Church stated he had a brief meeting with the EPA to discuss the Well Head Protection Project. Mr. Church informed Mrs. Britton and members the items on the website was adequate.

New Business:

1. Mrs. Britton stated 5080 Waynesville Jamestown was not able to receive assistance through Community Action, however their bill was paid in full by the Jamestown Church of Christ.

Minutes Board of Public Affairs

September 7, 2018

The meeting was called to order at 10:09 a.m.

Present: Mr. Roach, Mrs. Britton, Mr. Cook, Mr. Helling, Mr. Haines, Mr. Church and Mr. Tudor

Mrs. Britton read the minutes from the August 3rd and August 17th meeting. Mr. Cook made a motion to approve the August 3rd minutes as read with corrections on Old Business #2 replace "done" with "job", New Business #4 replace "ok" with "exceeding state standards", #5 change date to 8/6/18. Mr. Helling seconded. Mr. Roach agreed.

Mr. Roach motioned to approve the August 17th minutes as read with corrections to Old Business #1 replacing "not made correctly and adding "New 30 HP motor does not match the HP on the Variable Frequency Drive" and adding "an option that" after suggested. Also, a correction to New Business #10. "Mrs. Britton". Mr. Cook seconded and Mr. Helling agreed.

Mr. Roach made a motion to pay the bills. Mr. Cook seconded and Mr. Helling agreed. Mr. Roach reminded members of the other half of Ohio Electric Motors Invoice will need to be processed once installation is completed.

Leak Adjustments:

1. Mrs. Britton stated she misinformed members the last meeting regarding Mrs. Wooten at 762 Glenwood. Leak adjustment request was approved once repairs were made. Mrs. Britton stated she confused the addresses since 758 Glenwood was denied for a leak adjustment during the same meeting. Mrs. Britton stated Mr. Haines read the meter and it showed no leak indication. Mrs. Haines requested clarification of adjusting the bill as Mrs. Wooten has only lived at the property for the quarter of which she is applying for the leak adjustment. Mr. Roach motioned to adjust to minimum bill at this time subject to corrections once next quarter's read is received. Mr. Cook seconded and Mr. Helling agreed.
2. Mrs. Britton informed members that 49 W. Washington showed a slow leak. The past tenants and homeowner may call to request a leak adjustment once receiving the final bill. Mr. Roach questioned why we have not received an actual read since 3/20/15 since there was a final on 9/15/17. Mr. Church stated he will look in his and Mr. Haines books of readings. Mr. Roach also requested Mrs. Britton to discuss this with Marsha to see why we have not entered an actual read.
3. Mr. Cook asked Mrs. Britton if the people who were granted payment arrangements have been making their payments. Mrs. Britton informed Mr. Cook and members that Mrs. Geist has paid off her arrangement for 29 W. Washington, and the rest have been making their arranged payments on time.

Old Business:

1. Mr. Church informed members that the EPA is preparing documents for the Well Head Protection Program. The EPA plans to place signs on St. Rt. 72 and US 35 once plan is in place.
2. Mr. Church stated Ohio Electric Motors will be out to install new pump within a couple weeks. He will be working with Ohio Electric Motors and Chapel to arrange a date for installation.
3. Mr. Roach stated concrete repairs at the Sewer Plant have not been completed by Jake Marsden as he is finishing up some other repair jobs in the Jamestown area. Mr. Marsden will be repairing the concrete at the Sewer Plant once his other jobs are completed.
4. Mr. Roach gave members an update regarding the dump truck. Dump truck will be delivered by the middle to end of September.
5. Mr. Church stated he and Mr. Haines installed a plug on the plumbing at Lampe Tool building to temporarily repair a small leak.

Minutes Board of Public Affairs September 7, 2018

6. Mr. Church informed members that the manholes on W. Xenia St. will be replaced. The Street Supervisor, Mr. Sargent is working with the Engineer and Village Council on the repair project.
7. Mrs. Britton informed members that the online payment system has processed 104 payments this quarter and that one person set up an account for auto deduction.

New Business:

1. Mrs. Britton handed out an updated copy of the delinquent account list to Mr. Church, Mr. Haines and BPA members. Mrs. Britton stated that the list was updated as of 3:30 PM September 6, 2018.
2. Mrs. Britton stated that Joe Vaught made the payments he promised to pay. She mentioned that he owed \$.25 at 1 N. Limestone that will be added to the next billing cycle.
3. Mr. Roach requested Mrs. Britton to reach out to Payment Service Network to verify that customer information is kept confidential as Mr. Roach received a complaint that a customer was receiving multiple sales calls/emails after paying his water bill online.
4. Mr. Roach handed out copies of a job description for a Board of Public Affairs Secretary, for six hours per week for five days per week when needed – flex time, paying \$15.00/hour, to Mr. Church, Mr. Haines, Mrs. Britton, Mr. Tudor and BPA members. Mr. Roach stated that he and Mrs. Haines had prepared the job description prior to the meeting. Members read over the description. Mr. Roach stated that this will better assist Mrs. Britton in completing tasks and help Mrs. Haines with the printing of bills and entering meter reads. Mrs. Britton stated she enters the meter reads in the system, other than the reads that need to be estimated or corrected. Mrs. Britton also stated she could complete the tasks with adequate time to process payments and offered a suggestion referring to Greene County's payment process as this would give her the time to thoroughly and effectively process payments and save the village money. Members discussed the matter. Mr. Helling stated he appreciated Mrs. Britton wanting to save the Village money and wanted to assure her that this is not a "punitive measure". Mr. Helling made a motion to pursue the Job Description and present to the Village Council at the council meeting on September 17, 2018. Mr. Cook seconded the motion and Mr. Roach agreed.

Mr. Tudor asked the BPA members to take a short break in order for him to have a discussion with Mrs. Britton. Mr. Roach agreed to the break.

Once returning Mr. Roach asked if there was anything that should be added to the minutes regarding the discussion between Mr. Tudor and Mrs. Britton during the break. Mr. Tudor informed the members that there was nothing to add and that the discussion was in regards to a text message Mr. Tudor received during the meeting.

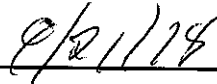
5. Mr. Church gave an update regarding the well. Mr. Church stated the roof needs repairs but he believes that him and Mr. Haines can make the repairs without calling in a contractor.
6. Mr. Roach asked Mrs. Britton if anyone from the apartment above Montgomery Insurance has contacted her for a final read. Mrs. Britton informed Mr. Roach that Montgomery Insurance pays the bill and there is only one invoice for the property.
7. Mr. Roach stated that if the Village Council approves to hire a Board of Public Affairs Secretary, the Board will continue to pay for one hour of Mrs. Britton's salary.

Meeting was adjourned at 11:35 a.m.

The next meeting will be held Friday, September 21, 2018 at 10:00 am.



Robert Roach, President



Minutes Board of Public Affairs September 21, 2018

The meeting was called to order at 10:05 a.m.

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Tudor, Mayor Watson

Mr. Roach read the minutes from the September 7th meeting. Mr. Cook made a motion to accept the minutes with corrections, Old Business numbering, #3 water plant and New Business #7. Mr. Helling seconded, and Mr. Roach agreed.

The bills were circulated for review. Mr. Cook made a motion to approve the bills and also paying the remaining Ohio Electric Motors bill, Mr. Helling seconded, and Mr. Roach agreed.

Leak Adjustments:

Mrs. Murray – 21 East Washington St. - Mr. Cook made a motion to approve adjustment since an actual reading has been obtained, Mr. Roach seconded, and Mr. Helling agreed.

Payment Plan:

Mr. Helling made a motion to make a change in Mrs. Murray's payment plan (21 East Washington St.) allowing her to pay at the end of the month, Mr. Cook seconded, and Mr. Roach agreed.

Old Business:

1. Mr. Church and the E.P.A. are still working on the Well Head Protection Program.
2. The new Variable Speed pump at the water plant is up and running.
3. The concrete work is completed at the water plant.
4. The dump truck should be here by October 1, 2018.
5. The man holes on West Xenia St. have not been fixed yet.
6. The council did not take any action on the B.P.A.'s recommendation for a secretary. Mr. Cook expressed his disfavor regarding the council not even putting it to a vote.
7. The roof on the well house has yet to be replaced.

New Business:

1. Mr. Roach made a motion to delay the painting of the water tower until the summer of 2019, Mr. Helling seconded, and Mr. Cook agreed.
2. Mr. Roach made a motion that if a customer pays less than 80% of their bill without a payment plan, they will be subject to disconnect.
3. Water bills will be mailed out by the end of next week.

Meeting was adjourned at 11:08 a.m.

The next meeting will be held Friday, October 5, 2018 at 10:00 am.



President

Minutes – Board of Public Affairs

October 5, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mr. Cook, Mr. Helling, Mr. Church

Mr. Roach read the minutes from the September 21st meeting. Mr. Cook made a motion to accept the minutes as read, Mr. Helling seconded, and Mr. Roach agreed.

The bills were circulated for review. Mr. Cook made a motion to approve the bills, Mr. Helling seconded, and Mr. Roach agreed.

Leak Adjustments:

John Finley – 45 Nelson St. – Mr. Helling made a motion to deny (does not qualify), Mr. Roach seconded, and Mr. Cook agreed.

Mark Kraus – 4729 Cottonville Rd. – Mr. Cook made a motion to approve, Mr. Helling seconded, and Mr. Roach agreed.

John Chaney – 18 N. Buckles – Mr. Roach made a motion to table until next bill is sent (leak is in the new quarter), Mr. Cook seconded, and Mr. Helling agreed.

Lula Ater – 9 E. Xenia St. - Mr. Roach made a motion to table until questions are answered (was there a leak, was it fixed), Mr. Cook seconded, and Mr. Helling agreed. She can do a payment plan.

James Knisley – 42 W. Xenia St. - Mr. Roach made a motion to table until a reading can be obtained, Mr. Cook seconded, and Mr. Helling agreed.

Payment Plan: none

Old Business:

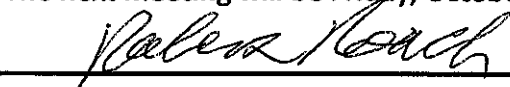
1. Mr. Church and the E.P.A. are still working on the Well Head Protection Program (years).
2. The dump truck will be picked up next week.
3. The man holes on W. Xenia St. have not been fixed yet.
4. The roof on the well house will be replaced soon.
5. Mr. Church will ask Chapel Electric about the 25 hp variable speed drive.

New Business:

1. The water bills were mailed out on October 2nd.
2. Fire hydrants will be flushed on October 31st and November 1st. Mrs. Britton will notify residents.
3. Mr. Church and Mr. Haines will work on the non-read meter list.
4. Mr. Church contacted Don Teynor about fixing the pillars on the water tower.

Meeting was adjourned at 10:45 a.m.

The next meeting will be Friday, October 19, 2018 at 10:00 a.m.



President

Minutes – Board of Public Affairs

October 19, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mr. Helling, Mr. Haines

Mr. Roach read the minutes from the October 5th meeting. Mr. Helling made a motion to accept the minutes as read and Mr. Roach seconded.

The bills were circulated for review. Mr. Roach made a motion to approve the bills and Mr. Helling seconded.

Leak Adjustments:

1st Zion Baptist Church – 15 E. Xenia St. – Mr. Roach made a motion to approve adjustment to a minimum bill and Mr. Helling seconded.

Carl Kepler – 53 E. Xenia St. - Mr. Roach made a motion to deny (does not qualify) and Mr. Helling seconded.

Amanda Chaney – 49 W. Washington St. - Mr. Helling made a motion to deny (no actual readings for 13 quarters) and Mr. Roach seconded.

Blanca McKee – 13 N. Church St., Lula Ater – 9 E. Xenia St., Stacy Skeeters – 88 N. Limestone St. and W.S. Carlisle – 25 ½ S. Limestone St. - Mr. Roach made a motion to approve and Mr. Helling seconded.

Greg Harper – 40 Hidden Creek Dr. - Mr. Roach made a motion to approve adjustment based on quarters 6/20/17, 9/15/17, 12/20/18, and 3/20/18 and Mr. Helling seconded.

James Knauff – 73 Nelson St. - Mr. Roach made a motion to approve adjustment based on 60,000 Gallons used for the 8/20/18 reading (they had used 40,000 in 2 months) and Mr. Helling seconded. Also, Mr. Knauff is responsible for both unpaid quarters (8/20/18 and 6/20/18).

Payment Plans:

Mr. Roach made a motion to approve the following and Mr. Helling seconded. Kelly Wilson – 54 Adams St., Lula Ater – 9 E. Xenia St., John Finley – 45 Nelson St.

Old Business:

1. The new dump truck was picked up October 9th.
2. The man holes on W. Xenia St. have not been fixed yet.
3. The roof on the well house will be replaced soon.
4. The Chapel Electric bill did include the 25 hp variable speed drive.
5. Fire hydrants will be flushed on October 31st and November 1st. Mrs. Britton has publicized.
6. Mr. Church and Mr. Haines are working on the non-read meter list.
7. Don Teynor said what we are already doing on the pillars for the water tower is good.

New Business:

1. The old dump truck has been put out for bids.

Meeting was adjourned at 11:10 a.m.

The next meeting will be Friday, November 2nd, 2018 at 10:00 a.m.

President

Minutes – Board of Public Affairs

November 2, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Haines and Mayor Watson

Mr. Helling made a motion to accept the minutes as read Mr. Roach seconded and Mr. Cook abstained (absent).

Mr. Cook made a motion to approve the bills, Mr. Helling seconded and Mr. Roach agreed.

Leak Adjustments:

Amanda Chaney – 49 W. Washington St. - Mr. Roach made a motion to table (no final reading), Mr. Cook seconded and Mr. Helling agreed.

Mrs. Kraus – 4729 Cottonville Rd. – the B.P.A. made the adjustment at the October 5th meeting. It was said “it fell through the cracks” and not rebilled until October 31st when Mrs. Kraus met with Mr. Roach and Mr. Cook.

Payment Plans:

Mr. Roach made a motion to approve the following, Mr. Helling seconded and Mr. Cook agreed - 26 S. Limestone St., 35 Adams St., 88 W. Washington St., and 21 E. Washington St.

Old Business:

1. The new dump truck is ready for use.
2. The man holes on W. Xenia St. have been fixed by the Street Department.
3. The roof on the well house #2 has been replaced.
4. Fire hydrants were flushed on October 31st with no problems
5. Mr. Church and Mr. Haines are working on the non-read meter list.

New Business:

1. The bids for the old dump truck were opened.
Howard Laudermilk - \$ 4,100.00
Greeneview Local Schools - \$ 2,000.00
Toby Glass - \$ 2,000.00
Patrick Hollingsworth - \$ 833.00
Steve L. Morris - \$ 5,200.00
Mr. Cook made a motion to accept Steve L. Morris's bid of \$ 5,200.00, Mr. Helling seconded and Mr. Roach agreed. Mrs. Britton will notify all bidders of the outcome.
2. Mr. Church requested buying a new rotating element for the sewer plant for a price of approximately \$ 3,500. Mr. Cook made a motion to purchase, Mr. Helling seconded and Mr. Roach agreed.
3. Mr. Roach mentioned after talking with Mrs. Haines, that Mrs. Britton must get request for adjustments to Mrs. Haines before being brought to the B.P.A. This has been the past practice prior to Mrs. Britton.
4. Dale and Steve will start hanging door hangers for delinquent accounts on November 12th.
5. Mr. Cook made a motion, if customers pay 80% of their bill, they will not be subject to disconnect, Mr. Helling seconded and Mr. Roach agreed.

Meeting was adjourned at 11:12 a.m.

The next meeting will be Friday, November 16th, 2018 at 10:00 a.m.

President

Minutes – Board of Public Affairs

November 2, 2018

The meeting was called to order at 10:01 a.m.

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Haines and Mayor Watson

Mr. Helling made a motion to accept the minutes as read Mr. Roach seconded and Mr. Cook abstained (absent).

Mr. Cook made a motion to approve the bills, Mr. Helling seconded and Mr. Roach agreed.

Leak Adjustments:

Amanda Chaney – 49 W. Washington St. - Mr. Roach made a motion to table (no final reading), Mr. Cook seconded and Mr. Helling agreed.

Mrs. Kraus – 4729 Cottonville Rd. – the B.P.A. made the adjustment at the October 5th meeting. It was said “it fell through the cracks” and not rebilled until October 31st when Mrs. Kraus met with Mr. Roach and Mr. Cook.

Payment Plans:

Mr. Roach made a motion to approve the following, Mr. Helling seconded and Mr. Cook agreed - 26 S. Limestone St., 35 Adams St., 88 W. Washington St., and 21 E. Washington St.

Old Business:

1. The new dump truck is ready for use.
2. The man holes on W. Xenia St. have been fixed by the Street Department.
3. The roof on the well house #2 has been replaced.
4. Fire hydrants were flushed on October 31st with no problems
5. Mr. Church and Mr. Haines are working on the non-read meter list.

New Business:

1. The bids for the old dump truck were opened.
Howard Lauder milk - \$ 4,100.00
Greeneview Local Schools - \$ 2,000.00
Toby Glass - \$ 2,000.00
Patrick Hollingsworth - \$ 833.00
Steve L. Morris - \$ 5,200.00
Mr. Cook made a motion to accept Steve L. Morris's bid of \$ 5,200.00, Mr. Helling seconded and Mr. Roach agreed. Mrs. Britton will notify all bidders of the outcome.
2. Mr. Church requested buying a new rotating element for the sewer plant for a price of approximately \$ 3,500. Mr. Cook made a motion to purchase, Mr. Helling seconded and Mr. Roach agreed.
3. Mr. Roach mentioned after talking with Mrs. Haines, that Mrs. Britton must get request for adjustments to Mrs. Haines before being brought to the B.P.A. This has been the past practice prior to Mrs. Britton.
4. Dale and Steve will start hanging door hangers for delinquent accounts on November 12th.
5. Mr. Cook made a motion, if customers pay 80% of their bill, they will not be subject to disconnect, Mr. Helling seconded and Mr. Roach agreed.

Meeting was adjourned at 11:12 a.m.

The next meeting will be Friday, November 16th, 2018 at 10:00 a.m.



President