

Minutes – Board of Public Affairs

January 4, 2019

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

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

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, Mr. Helling seconded, and Mr. Roach agreed.

Leak Adjustments:

None

Payment Plans:

None

Old Business:

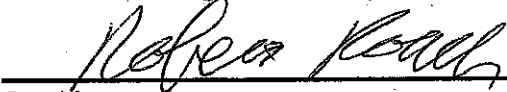
None

New Business:

1. Mr. Cook made a motion to nominate Mr. Roach for president, Mr. Helling seconded and Mr. Roach abstained.
2. Mr. Cook made a motion to order envelopes with black printing from the Printing Center, Mr. Helling seconded and Mr. Roach agreed.
3. Mr. Roach made a motion to shut off 21 East Washington St. (past due bill), Mr. Helling seconded and Mr. Cook agreed.
4. Water/sewer bills will be mailed today.
5. Mr. Church said a bearing will be replaced in the new pump at the water plant, under warranty.
6. Mr. Church said we need to check into a rebate from D.P.&L for the new variable speed pump at the water plant.

Meeting was adjourned at 10:40 a.m.

The next meeting will be Friday, January 18th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

January 18, 2019

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

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

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, Mr. Helling seconded, and Mr. Roach agreed.

Leak Adjustments:

Mr. Cook made a motion to approve a leak adjustment for 18 N. Buckles, Mr. Helling seconded, and Mr. Roach agreed.

Mr. Cook made a motion to approve a leak adjustment (sewer only) for 2 Clemens Ave., Mr. Helling seconded, and Mr. Roach agreed.

Payment Plans:

Mr. Cook made a motion to approve payment plans for; 45 Nelson St. and 15 W. Xenia St., Mr. Helling seconded, and Mr. Roach agreed.

Old Business:

1. Mr. Church needs to check into a rebate from D.P.&L for the new variable speed pump at the water plant.
2. Mr. Haines said the bearing in the new pump at the water plant has been ordered.

New Business:

1. Mr. Roach informed the Board that Lou Green has a client that is interested in annexing into Jamestown the Dewine property on Quarry Road. They would need to extend the water and sewer services.
2. Mr. Cook raised a question about the manholes on W. Xenia St. not being smooth.
3. Mr. Roach presented job descriptions for Mr. Church and Mr. Haines that Mr. Church had prepared.
4. Mayor Watson is contacting the Greene County Sanitary Engineer to discuss logistics of a possible takeover of the Jamestown water/sewer systems.

Meeting was adjourned at 10:49 a.m.

The next meeting will be Friday, February 1st, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

February 1, 2019

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

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

Mr. Cook made a motion to accept the minutes as read, Mr. Helling seconded and Mr. Roach agreed.

Mr. Roach made a motion to approve the bills with a question on the property tax bill, Mr. Cook seconded, and Mr. Helling agreed.

Leak Adjustments: none

Payment Plans:

Mr. Roach made a motion to approve payment plans for; 113 Sun Hollow Place, 35 Adams St., 54 Adams St. and 21 W. Washington St., Mr. Helling seconded, and Mr. Cook agreed.

Mr. Roach made a motion to not approve a payment plan for; 116 Sun Hollow Place, Mr. Helling seconded, and Mr. Cook agreed.

Old Business:

1. Mr. Church is working on a rebate from D.P.&L for the new variable speed pump at the water plant.
2. Mr. Church informed the Board that a new variable speed pump has been installed at the water plant. The old pump will be sent back to the shop for repairs.

New Business:

1. Mayor Watson contacted the Greene County Sanitary Engineer. They want 3 past years of financials and a list of assets before meeting.
2. Mr. Church contacted Poggemeyer Engineering for information on companies that come in and run water and sewer plants.
3. The water tower sprung a leak and has been repaired by Suncraft at a cost of approximately \$ 15,000.
4. The E.P.A. will inspect the water plant on February 5th.
5. The list of delinquent water/sewer bills was presented. Approximately 480 delinquent accounts!

Meeting was adjourned at 11:10 a.m.

The next meeting will be Friday, February 15th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

February 15, 2019

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

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

Mr. Cook made a motion to accept the minutes as read, Mr. Roach seconded and Helling agreed.

Mr. Roach made a motion to approve the bills with a question on the Ohio Electric bill for installation of pump (Mr. Church will contact them), Mr. Cook seconded, and Mr. Helling agreed.

Leak Adjustments: none

Payment Plans:

Mr. Roach made a motion to approve payment plans for; 8 N. Sycamore St., 218 Hunters Point, Mr. Helling seconded, and Mr. Cook agreed.

Mr. Cook made a motion approve payment plans for (phone setup); 6 Brookside, 12 Western Blvd., 5 Creekside, 21 Buckles (Amanda Chaney), Mr. Helling seconded, and Mr. Roach agreed.

Old Business:

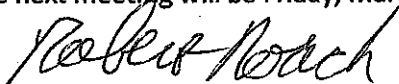
1. Mr. Church is working on a rebate from D.P.&L for the new variable speed pump at the water plant.
2. Waiting to hear back from Greene County Sanitary Engineer. Information has been forwarded to them.
3. The E.P.A. inspected the water plant on February 5th. Everything was good.
4. The updated list of delinquent water/sewer bills was presented. Approximately 140 delinquent accounts. Hangers have been distributed and will start shut offs Tuesday 2/19.

New Business:

1. Marsha prepared a list of unread meters for 4 quarters. Dale and Steve will work on.
2. Scott/Sarah Tackett, 24 Adams St. moved to 54 E. Xenia St. Should not have been allowed to get service at 54 E. Xenia St. since they had an outstanding bill at 24 Adams St. New tenant at 24 Adams has refused to set up new service. Mr. Roach made a motion to have both properties turned off, Mr. Helling seconded, and Mr. Cook agreed

Meeting was adjourned at 11:58 a.m.

The next meeting will be Friday, March 1st, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

March 1, 2019

The meeting was called to order at 10:15 a.m.

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

Mr. Cook made a motion to accept the minutes as read, Mr. Roach seconded.

Mr. Cook made a motion to approve the bills with the exception of Uveon (have not received bulbs), Mr. Roach seconded.

Leak Adjustments:

Mr. Roach made a motion to approve an adjustment for 4 S. Church St. using the quarters 9/15, 12/20, 3/20, and 6/20, Mr. Cook seconded

Payment Plans:

None

Old Business:

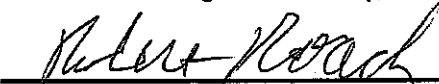
1. Mr. Church is working on a rebate from D.P.&L for the new variable speed pump at the water plant. Mr. Roach is to call Tom Arnold at 937-222-2290 with info.
2. Still waiting to hear back from Greene County Sanitary Engineer. Mr. Roach presented a rate comparison.
3. Mr. Church Informed the Board about the E.P.A. inspection report on the water plant that took place on February 5th. Only thing was the need to install a light switch and fan switch outside the chlorine room.

New Business:

1. Suncraft (Ron Bolling) has us on his schedule the first part of July to do the inside and outside of the tower.
2. Mr. Church reported that we are using more water than usual. They did repair a leak on East Xenia St.

Meeting was adjourned at 11:22 a.m.

The next meeting will be Friday, March 15th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

April 5, 2019

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

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

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. Helling 2nd and Mr. Roach agreed.

Leak Adjustments:

Mr. Cook made a motion to approve an adjustment for 41 N. Limestone St., Mr. Helling seconded, Mr. Roach agreed.

Mr. Cook made a motion to deny an adjustment for Mr. Bundy 19 Clemens (does not qualify) Mr. Helling 2nd, Mr. Roach agreed.

Payment Plans:

None

Old Business:

1. Still waiting to hear back from Greene County Sanitary Engineer. The mayor will contact.
2. Waiting on Chapel to install light/fan switch at water plant.
3. Suncraft (Ron Bolling) has us on his schedule the first part of July to do the inside and outside of the tower.

New Business:

1. Mr. Roach clarified that Mr. Haines is a fulltime employee of the Village of Jamestown and has been for 38 years.
2. Mr. Helling made a motion to have Mrs. Marsden (deceased), 18 S. Limestone St. pay for one quarter of water and not 3 quarters (no water usage), Mr. Cook 2nd, Mr. Roach agreed.
3. Mr. Roach made a motion for the B.P.A. to add a third fulltime employee to the water/wastewater department. Mr. Cook 2nd, Mr. Helling agreed. This employee will be a general laborer with no E.P.A. license required. The position will be posted for 2 weeks and hopefully will have an individual working before June 1st. Salary will be based on qualifications.
4. The committee to interview for the position of laborer will consist of Mr. Roach, Mr. Cook, Mr. Helling, Mr. Church, Mr. Haines, and Mayor Watson.

Meeting was adjourned at 11:59 a.m.

The next meeting will be Friday, April 19th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

April 19, 2019

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

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

Mr. Cook made a motion to accept the minutes as read, Mr. Roach seconded.

Mr. Cook made a motion to approve the bills and Mr. Roach 2nd.

Leak Adjustments:

Mr. Roach made a motion to approve an adjustment for 19 Clemens and 4 Clemens , Mr. Cook 2nd.

Mr. Roach made a motion to deny an adjustment for 69 W. Washington St. and 40 Adams St. (do not qualify) Mr. Cook 2nd.

Payment Plans:

None – No payment plans will be approved after MAY 1ST for this quarter.

Old Business:

1. We will not be meeting with Greene County Sanitary Engineering.
2. Suncraft (Ron Bolling) has us on his schedule the first part of July to do the inside and outside of the tower.
3. The process to hire a laborer for the department was discussed. The committee to interview for the position of laborer will consist of Mr. Roach, Mr. Cook, Mr. Helling, Mr. Church, Mr. Haines, and Mayor Watson. The committee selected 8 to bring in to interview. Interviews will start the week of April 29. They will be held at the wastewater plant with a tour of the facilities before the interview. Mr. Roach will start contacting candidates next week to setup.

New Business:

1. Mayor Watson got a battery for the clock and Mr. Church did the install.

Meeting was adjourned at 11:40 a.m.

The next meeting will be Friday, May 3rd, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

May 3, 2019

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

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

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

Mr. Cook made a motion to approve the bills and Mr. Helling 2nd and Mr. Roach agreed.

Leak Adjustments:

Mr. Roach made a motion to approve an adjustment for 9 Elm St., Mr. Cook 2nd and Mr. Helling agreed.

Mr. Roach made a motion to deny an adjustment for 33 Adams St. (does not qualify) Mr. Cook 2nd and Mr. Helling agreed.

Payment Plans:

Mr. Roach made a motion to approve payment plans for 21 East Washington St., 9 Clemens, 54 Adams St. and 203 Hunters Pointe, Mr. Cook 2nd and Mr. Helling agreed. **No more additional request will be considered for this quarter.**

Old Business:

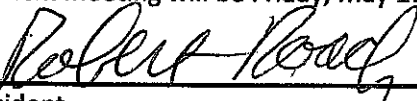
1. Suncraft (Ron Bolling) has us on his schedule the first part of July to do the inside and outside of the tower.
2. The process to hire a laborer for the department was discussed. We have one more interview on May 8th. Doing background checks and checking references. We will make a decision at the May 17th meeting.

New Business:

1. We had another leak in the water tower. Suncraft has it repaired and we had no issues.
2. Delinquent list was circulated, approximately 300. We will start the process next week.

Meeting was adjourned at 11:30 a.m.

The next meeting will be Friday, May 17th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

May 17, 2019

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

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

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to accept the minutes as read.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve an adjustment for sewer only for 5 Clemens St.

Payment Plans:

Mr. Roach made a motion, Mr. Cook 2nd and Mr. Helling agreed to deny the payment plan request (past the deadline) for 111 Sun Hollow Pl. and 113 Sun Hollow Pl. **No more additional request will be considered for this quarter.**

Old Business:

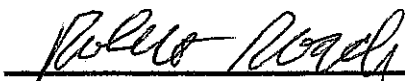
1. Suncraft (Ron Bolling) has us on his schedule the first part of July to do the inside and outside of the tower.
2. Mr. Roach made a motion, Mr. Cook 2nd, Mr. Helling agreed to hire Adam Stover for the laborer position at the water/wastewater plant with the pay starting at \$16.00 an hour. Mr. Roach called Mr. Stover with Mr. Cook, Mr. Helling and the Mayor present and asked him if he would accept the job at that pay and he answered yes.

New Business:

1. Mr. Helling made a motion, Mr. Cook 2nd and Mr. Roach agreed to do away with Dale and Steve hanging door hangers for delinquent accounts and instead mailing (post card size) a notice 3 business days after past due date. Customers will have until the 15th of the month to pay before they are subject to disconnect.
2. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
3. Mr. Roach made a motion, Mr. Helling 2nd and Mr. Cook agreed to go into executive session to discuss personnel at 11:15.
4. Mr. Roach called the meeting back to order at 11:52. No action was taken.

Meeting was adjourned at 11:52 a.m.

The next meeting will be Friday, June 3rd, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

June 7, 2019

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

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

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to accept the minutes as read.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

None

Payment Plans:

None

Old Business:

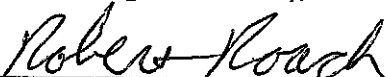
1. Suncraft (Ron Bolling) has us on his schedule for the first part of July to do the inside and outside of the water tower. Approximate cost is \$215,875 plus any welding needing done at \$30 per square inch.
2. Adam Stover will start work on Monday June 10th.
3. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
4. Brianna is to develop a mailer for past due accounts. It is to be mailed three business days past the due date. Payment will be required by the 15th of the month to avoid disconnection.

New Business:

1. Mr. Church informed us that the humidifier for the water plant is beyond repair. Purchased new one for \$4000.
2. Mr. Haines's truck had a recall for a possible water leak in the cabin. They found a major leak from the install of the emergency light by Custom Cabs. He will check with Custom Cabs.
3. Fire hydrants will be flushed between June 12th and June 14th.
4. 32 E. Washington St. asked to have only one meter for the property. The house used to be a duplex. Mr. Church said that would be no problem.
5. The past due list was discussed. There are three people still on the list.
6. The position of "Operator of Record" was discussed. Timeline is: post job July 22nd for two weeks, interview in August, start work September 9th. To be posted on the O.T.C.O. web site.

Meeting was adjourned at 10:50 a.m.

The next meeting will be Friday, June 21st, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

June 21, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Church and Mr. Stover

Mr. Helling made a motion and Mr. Roach 2nd to accept the minutes as read.

Mr. Roach made a motion and Mr. Helling 2nd to approve the bills.

Leak Adjustments:

Mr. Roach made a motion and Mr. Helling 2nd to approve an adjustment for 12 S. Church St.

Payment Plans:

None

Old Business:

1. Suncraft (Ron Bolling) will be here around the middle of July to do the inside and outside of the water.
2. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
3. Mrs. Britton developed a mailer for past due accounts. Approved. She will check with the Post Office.
4. Mr. Church informed us that the new humidifier for the water plant has been delivered.
5. Mr. Haines's truck was taken to Custom Cabs on Thursday, have not heard back.
6. The position of "Operator of Record" was discussed. Timeline is: post job July 22nd for two weeks, interview in August, start work September 9th. To be posted on the O.T.C.O. web site.

New Business:

1. None

Meeting was adjourned at 10:21 a.m.

The next meeting will be Friday, July 5th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

July 5, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Haines and Mr. Stover

Mr. Roach made a motion, Mr. Helling 2nd and Mr. Cook abstained (absent) to accept the minutes as read.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

None

Payment Plans:

None

Old Business:

1. Suncraft (Ron Bolling) will be here around the middle of July to do the inside and outside of the water.
2. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
3. Mr. Haines's truck, waiting to hear from Germain Ford. Mr. Roach will call Germain Ford.
4. The position of "Operator of Record" was discussed. Timeline is: post job July 22nd for two weeks, interview in August, start work September 9th. To be posted on the O.T.C.O. web site.

New Business:

1. We received a "Certificate of Recognition" from the E.P.A. for our Drinking Water Source Protection Plan.
2. Mr. Roach made a motion, Mr. Helling 2nd and Mr. Cook agreed to spend \$4,500 for a larger "manway" in the water tower.
3. Mr. Haines informed the Board that lead and copper sampling has starting per E.P.A. directive.

Meeting was adjourned at 10:28 a.m.

The next meeting will be Friday, July 19th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

July 19, 2019

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

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

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to accept the minutes as read.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the adjustment for 26 S. Limestone St.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed not to approve the adjustment for 5080 Waynesville/Jamestown Rd. (does not qualify).

Payment Plans:

None

Old Business:

1. Suncraft (Ron Bolling) is working on the inside and outside of the water tower as we speak.
2. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
3. Mr. Haines's truck repair has been put on hold. It is needed during the time of the water tower work.
4. The position of "Operator of Record" was discussed. Mr. Roach presented a job posting to use. The job is now posted for two weeks (till August 1st), we will begin interviews in August, and they will start work September 9th.

New Business:

1. Mr. Roach made a motion, Mr. Cook 2nd and Mr. Helling agreed to spend \$ 4,390 for a larger "maintenance way," \$ 1952 for safety roof couplings and \$ 6,831 to repaint the wet tube in the water tower.
2. Mr. Haines informed the Board that the lead and copper sampling is complete and that we passed per E.P.A. standards.

Meeting was adjourned at 10:40 a.m.

The next meeting will be Friday, August 2nd, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

August 2, 2019

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

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

Mr. Helling made a motion and Mr. Roach 2nd to accept the minutes as read.

Mr. Helling made a motion and Mr. Roach 2nd to approve the bills.

Leak Adjustments:

None

Payment Plans:

All payment plans have been put on hold. (see New Business #3)

Old Business:

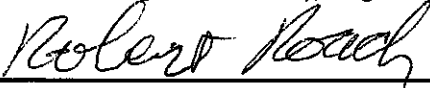
1. Mr. Church gave an update on the water tower. The 1st coat of paint has been applied to the inside of the tower, the 2nd coat will be applied today and the 3rd coat Saturday. The paint needs to cure 7 to 8 days. Monday, they will start painting the outside of the tower.
2. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
3. Mr. Haines's truck repair has been put on hold. It is needed during the time of the water tower work.
4. We had 3 applicants for the Superintendent's job. Interviews will be held August 6th and they will start work September 9th.

New Business:

1. Mr. Roach made a motion, Mr. Helling 2nd to spend up to \$ 4,500 for caulking (sealing) the cat walk inside the water tower.
2. Mr. Roach made a motion, Mr. Helling 2nd to pay 25% of the Office Clerk's pay.
3. Late bill payment notices have been put on hold until we have an accurate list.

Meeting was adjourned at 11:11 a.m.

The next meeting will be Friday, August 16th, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

August 16, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Stover, Mr. Church, Mr. Haines, Keath Deskins, Anna Deskins, Mr. Cook arrived at 10:06 am, and Mayor Watson arrived at 10:07am.

Mr. Helling made a motion and Mr. Roach 2nd to accept the minutes as read. Mr. Cook abstained (absent)

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

1. 26 S. Limestone St. – Brook Douglas- Does qualify. Mr. Roach made a motion to approve, Mr. Cook 2nd, and Mr. Helling agreed.
2. 5080 Waynesville Jamestown Rd. – Vicki Williamson – Does not qualify. Mr. Roach made a motion to deny, Mr. Helling 2nd, and Mr. Cook agreed.
3. 95 W. Washington – Patrick Johnson – Does qualify / tabled. Mr. Roach made a motion to table the adjustment until a full quarter reading without a leak is obtained, Mr. Cook 2nd, and Mr. Helling agreed.

Payment Plans:

The following payment plans were approved:

1. 113 Sun Hollow Place – Shana Cook
2. 21 E. Washington St. - John and Kim Murry
3. 9 Elm St. – Justin Osborn

Mr. Cook made a motion to approve, Mr. Helling 2nd, and Mr. Roach agreed.

Old Business:

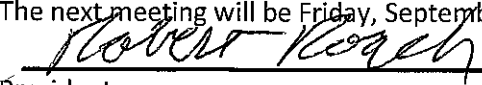
1. The water tower project has been completed. Mr. Roach wanted to commend Dale, Steve, and Adam on their exceptional work and hours put in.
2. There was discussion about after hour work for the department and overtime. We will need to change our policies about after hour call outs.
3. In regards to Mr. Haines's truck repair, Mr. Roach will contact Germain Ford.
4. We interviewed 2 of the 3 for the Superintendent's job with one withdrawing application and the other one not meeting all qualifications. Mr. Roach asked Brandy to repost the position on all websites.
5. The shutoff list was discussed and Mr. Roach stated they are to start shutoffs on Monday.

New Business:

1. Mr. and Mrs. Keath Deskins were present to request their meter be read and not estimated in all future readings. Mr. Haines assured them that their water meter was being read every quarter.
2. Mr. Roach introduced Brandy Lehotay as the new office clerk.
3. Discussion was made regarding First Zion Baptist Church moving to new location at 260 S. Charleston Rd. and discontinuing service at 15 E. Xenia St.
4. Mr. Roach made a motion to waive the next quarterly bill for Ryan Esau – 5120 Waynesville Jamestown Rd. Unit C and waive the current bill for Just Ink Tees- 5120 Waynesville Jamestown Rd. Unit B due to the use of water and property during the water tower project, Mr. Helling 2nd, and Mr. Cook agreed.
5. Mr. Helling inquired about Adam's adjustment to new position.

Meeting was adjourned at 11:11 a.m.

The next meeting will be Friday, September 6, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

September 6, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Stover, Mr. Church, Mr. Haines, Mr. Cook arrived at 10:11 am.

Mr. Roach made a motion and Mr. Helling 2nd to approve minutes of the previous meeting on August 16, 2019.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

1. 26 S. Limestone St. – Brook Douglas- Does qualify. Mr. Roach made a motion to approve, Mr. Cook 2nd, and Mr. Helling agreed. To be paid ½ by landlord and ½ by tenant. Landlord mailing check and tenant paying on 9/13/19.
2. 95 W. Washington – Patrick Johnson – Does qualify / tabled. Discussed need to make plan after reading. Mr. Helling made a motion to table the adjustment until a full quarter reading without a leak is obtained, Mr. Roach 2nd, and Mr. Cook agreed.

Payment Plans:

None

Old Business:

1. Discussed 2 new possible applicants. Mr. Roach to call to see if interested in seeing the facilities in Jamestown.
2. Discussed shut off list. Brandy to make contact with WODA regarding 209 Hunters Pointe.
3. Discussion was made regarding First Zion Baptist Church moving to new location at 260 S. Charleston Rd. and discontinuing service at 15 E. Xenia St. First Zion is going to continue service until building is sold.
4. Mr. Roach made a motion to waive the next quarterly bill for Ryan Esau – 5120 Waynesville Jamestown Rd. Unit C and waive the current bill for Just Ink Tees- 5120 Waynesville Jamestown Rd. Unit B due to the use of water and property during the water tower project, Mr. Helling 2nd, and Mr. Cook agreed. Brandy to send letter to each business.
5. In regards to Mr. Haines's truck repair, Mr. Roach will contact Ricarts.

New Business:

None

Meeting was adjourned at 10:51 a.m.

The next meeting will be Friday, September 20, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

September 20, 2019

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

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

Mr. Roach made a motion and Mr. Helling 2nd Mr. Cook agreed to approve minutes of the previous meeting on September 6, 2019.

Mr. Cook made a motion, Mr. Helling 2nd and Mr. Roach agreed to approve the bills.

Leak Adjustments:

1. 95 W. Washington – Patrick Johnson – Does qualify / tabled. Discussed need to make plan after reading. Mr. Helling made a motion to table the adjustment until a full quarter reading without a leak is obtained, Mr. Roach 2nd, and Mr. Cook agreed.

Payment Plans:

None

Old Business:

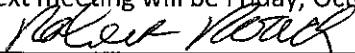
1. Discussed applicants. If interested applicant passes test Mr. Roach to call to see if interested in seeing the facilities in Jamestown.

New Business:

1. Discussed use of new dump truck to help haul salt for the Street Department. Mr. Stover stated truck worked great.
2. Motor for a high service pump at the water plant is not back yet.

Meeting was adjourned at 10:51 a.m.

The next meeting will be Friday, October 4, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

October 4, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Stover, Mr. Church, Mr. Haines, Mr. Watson, Mrs. Lehotay.

Mr. Cook made a motion and Mr. Helling 2nd, Mr. Roach agreed to approve minutes of the previous meeting on September 20, 2019.

Mr. Helling made a motion, Mr. Cook 2nd, and Mr. Roach agreed to approve the bills with question on one Uhl's bill.

Leak Adjustments:

1. 95 W. Washington – Patrick Johnson – Does qualify- New reading reported. Mr. Roach made a motion to adjust bill using 19,000 as average usage, Mr. Cook 2nd, and Mr. Helling did not agree stating for many reasons.
2. 10 N. Sycamore – Does qualify. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to approve an adjustment to bill.
3. 16 Adams St., 9 Elm St., and 51 W. Washington St. discussed. Mr. Roach made a motion to table until we can get more information, Mr. Cook 2nd, and Mr. Helling agreed.

Payment Plans:

None

Old Business:

1. Discussed applicants. Still interested in applicant waiting to pass test. Two new possible applicants discussed. Mr. Roach going to call and get an update if still interested in interview.
2. Motor for a high service pump at the water plant is back. 4th motor now and bearing is already out. US Electric rep. is being contacted to look at this.

New Business:

1. Estimated Readings- Get accurate readings.
2. Broken Meters- Work on when they can.
3. Well Houses need repaired. #1 is needing a new rolled roof. Contractor to be contacted to get bid.

Meeting was adjourned at 11:00 a.m.

The next meeting will be Friday, October 18, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

October 18, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Stover, Mr. Haines, Mr. Watson and Mrs. Hovan

Mr. Roach made a motion and Mr. Helling 2nd to approve the minutes of the previous meeting on October 4, 2019.

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

Leak Adjustments:

1. 95 W. Washington – Patrick Johnson – The Board left this item tabled until Mr. Roach is able to meet with Marsha.
2. 22 E. Xenia St.- Pitzer- Does not qualify however the Board voted to adjust the sewer to an average usage due to the fact the owner had some plumbing problems repaired through the Chip Program of Greene County. Mr. Roach made a motion to adjust the sewer to an average usage and Mr. Helling 2nd.
3. 16 Adams St.- Beam- Does qualify, the landlord had repaired an underground leak. Mr. Roach made a motion to approve an adjustment and Mr. Helling 2nd.
4. 108 Sun Hollow Place- Arnold- Does not qualify however the Board voted to adjust the sewer to an average usage due to the hose being turned on by a child. Mr. Helling made a motion to adjust the sewer to an average usage and Mr. Roach 2nd.
5. 48 Nelson St.- Cosby- Does qualify, Mr. Helling made a motion to approve an adjustment and Mr. Roach 2nd.
6. 51 W. Washington St.- Moffett- Mr. Roach made a motion to remove this tabled item due to the fact Mr. Moffett stated he was going to go ahead and pay this bill and Mr. Helling 2nd.
7. 9 Elm St.- Osborne- Mr. Roach made a motion to deny due to the fact the address has already received an adjustment during the 12 month cycle and Mr. Helling 2nd.
8. 41 W. Xenia St.- Whaley- Mr. Roach made a motion to table this item until we are able to obtain a 2nd quarterly reading and Mr. Helling 2nd.

Payment Plans:

1. 116 Sun Hollow- Burden- Mr. Roach made a motion to approve a payment plan and Mr. Helling 2nd.
2. 113 Sun Hollow- Cash- Mr. Roach made a motion to approve a payment plan and Mr. Helling 2nd.

Old Business:

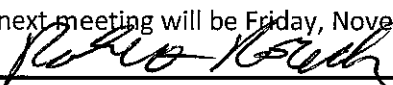
1. Discussed applicants.
2. Still waiting for response from our US Electric rep on the motor on the high service pump at the water plant.
3. Adam has been retrieving readings on the list Marsha prepared, as well as replacing broken meters.
4. Estimates are still being received on the roof at the well house.

New Business:

1. Mr. Watson stated that the dead trees at the sewer plant need to be removed, he has received an estimate of \$1,700 from DJK Landscape. Mr. Roach stated they will obtain some additional bids as well.

Meeting was adjourned at 11:00 a.m.

The next meeting will be Friday, November 1, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

November 1, 2019

The meeting was called to order at 10:08 a.m.

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Stover, Mr. Haines, Mr. Watson and Mrs. Lehotay

Mr. Roach made a motion, Mr. Helling 2nd, Mr. Cook agreed to approve the minutes of the previous meeting on October 18, 2019.

Mr. Roach made a motion, Mr. Helling 2nd, and Mr. Cook agreed to approve the bills.

Leak Adjustments:

1. 95 W. Washington (Johnson) – The adjusted bill from computer mistake has been sent to Mr. Johnson.
2. Mr. Roach made a motion to adjust, Mr. Cook 2nd, and Mr. Helling agreed to adjust using the new readings due to leak repairs for 9 Nelson St. (Collins), 25 E. Washington St. (Harlow), 23 Adams St. (Fanning), and 5080 Waynesville Jamestown Rd. (Williamson).
3. Mr. Cook made a motion, Mr. Helling 2nd, and Mr. Roach agreed to adjust sewer only due to leak for 14 Homestead St. (Curry).
4. 41 W. Xenia St. (Whaley)- Tabled until we are able to obtain a 2nd quarterly reading.

Payment Plans:

1. 21 E. Washington St. – Murry - Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to approve a payment plan.

Old Business:

1. Discussed applicants.
2. Motor on the high service pump at the water plant was picked up and should be back 11/1/19.
3. Repair on the roof at the well house is being done by Art Gillum for \$1600.00.

New Business:

1. Dead trees at the sewer plant need were removed by GXT for \$450.00
2. Replacing hydrant on Verity St. and a new hydrant will need to be purchased.
3. Discussed usage of village vehicles by employees.

Meeting was adjourned at 11:20 a.m.

The next meeting will be Friday, November 15, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

November 15, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Stover, Mr. Haines, Mr. Watson, Mr. Sargent, Mr. Smith and Mrs. Lehotay

Mr. Helling made a motion, Mr. Cook^{2nd}, and Mr. Roach agreed to approve the minutes of the previous meeting on November 1, 2019.

Mr. Cook made a motion, Mr. Helling^{2nd}, and Mr. Roach agreed to approve the bills.

Leak Adjustments:

41 W. Xenia St. (Whaley)- Tabled until we are able to obtain a 2nd quarterly reading.

Payment Plans:

None

Old Business:


1. Discussed applicants. Mr. Roach made a motion to hire Ben Smith at \$20.00 an hour with the start date of December 2, 2019 with the understanding of obtaining classification in a timely manner, Mr. Helling^{2nd}, and Mr. Cook agreed. December 6, 2019 will be the last day for Mr. Church and Mr. Haines' employment with the village. Contractor will need to start as soon as possible. Mr. Helling to contact and make arrangements.
2. Motor on the high service pump at the water plant will be sent back.
3. Repair on the roof at the well house is started by Art Gillum for \$1600.00.
4. Hydrant was replaced on Verity St. and a new hydrant is ordered for standby.

New Business:

1. Veritable speed drive at water plant is being repaired. Should be back up and running in a week.
2. American Equipment made an offer on the old mower- trade in price of \$3,000, new mower \$10,000. Total cost \$7,000. Purchase of an Exmark mower on hold until it is discussed with the street department.
3. Mr. Cook made a motion, Mr. Helling^{2nd}, and Mr. Roach agreed to start water shutoffs for non-payment on Monday 11/18/19.

Meeting was adjourned at 11:04 a.m.

The next meeting will be Friday, December 6, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

December 6, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Church, Mr. Stover, Mr. Haines, Mr. Watson, Mr. Smith and Mrs. Lehotay

Mr. Helling made a motion, Mr. Cook 2nd, and Mr. Roach agreed to approve the minutes of the previous meeting on November 15, 2019.

Mr. Helling made a motion, Mr. Roach 2nd, and Mr. Cook agreed to approve the bills.

Leak Adjustments:

41 W. Xenia St. (Whaley)- Tabled until we are able to obtain a 2nd quarterly reading.

Payment Plans: None

Old Business:

1. Motor on the high service pump at the water plant is not back yet.
2. Repair on the roof at the well house to be done by Art Gillum for \$1600.00. Work has not been started and Mr. Cook to get a status update from Mr. Gillum.
3. Veritable speed drive at water plant is repaired and running. It has been suggested to move outside to get it out of the chlorine. Quote is still needed.
4. American Equipment made an offer on the old mower- trade in price of \$3,000, new mower \$10,000. Total cost \$7,000. Village declined to purchase old mower. Mr. Roach made a motion, Mr. Helling 2nd, and Mr. Cook agreed to trade in the old mower and purchase a new mower at the cost of \$7,000.00.

New Business:

1. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to hire Mr. Jamie Self as the Operator of Record at a rate of \$30.00 an hour for 10 hours a week. Contract is for 1 year with a 30-day notice to terminate by either party.
2. Working hours for Mr. Smith, Mr. Stover, and Mr. Self will need to be established.
3. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to thank Mrs. Lehotay and everyone else involved in planning the retirement party for Dale and Steve.
4. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to authorize Mrs. Haines to pay Dale Church's unused allotted sick time equaling 30 days of pay.
5. Mr. Roach made a motion, Mr. Helling 2nd, and Mr. Cook agreed to acknowledge and thank Dale Church and Steve Haines for their many years of hard work and dedication to our Village and to state they will be greatly missed. They leave with our sincere best wishes for a happy and relaxing retirement.

Meeting was adjourned at 10:45 a.m.

The next meeting will be Friday, December 20, 2019 at 10:00 a.m.



President

Minutes – Board of Public Affairs

December 20, 2019

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

Present: Mr. Roach, Mr. Helling, Mr. Cook, Mr. Smith and Mrs. Lehotay

Mr. Cook made a motion, Mr. Helling 2nd, and Mr. Roach agreed to approve the minutes of the previous meeting on December 6, 2019.

Mr. Cook made a motion, Mr. Roach 2nd, and Mr. Helling agreed to approve the bills with verification done on the Bonded Chemical, Inc. invoice.

Leak Adjustments:

41 W. Xenia St. (Whaley)- Tabled until we are able to obtain a 2nd quarterly reading.

Payment Plans: None

Old Business:

1. Repair on the roof at the well house to be done by Art Gillum for \$1600.00. Work has not been started yet and status update from Mr. Gillum is needed.
2. Variable speed drive at water plant is repaired and running. It has been suggested to move outside to get it out of the chlorine. Quote is still needed.
3. American Equipment made an offer on the old mower- trade in price of \$3,000, new mower \$10,000. Total cost \$7,000. Village declined to purchase old mower. Mr. Roach made a motion, Mr. Helling 2nd, and Mr. Cook agreed to trade in the old mower and purchase a new mower at the cost of \$7,000.00. Mr. Smith to contact company.
4. Working hours for Mr. Smith and Mr. Stover will need to be established. No overtime or comp time unless emergency situation demands it. Timesheet will need to be turned in for approval for all overtime and comp time.
5. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to authorize Mrs. Haines to pay Dale Church's unused allotted sick time equaling 30 days of pay. Mr. Watson consulting with attorney.

New Business:

1. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to grant Adam Stover a .50 cent an hour raise for completing his 6-month probationary period on December 7, 2019. Pay increase retroactive to his 6-month completion date.
2. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to give each member of the Board of Public Affairs a 30% pay increase. Adding this to Mr. Watson's list to consult with attorney.
3. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to add to Section 16 in the Rules & Regulations the following:
A SERVICE FEE OF \$50 WILL BE CHARGED TO ANY CUSTOMER REQUESTING A CALL OUT OF VILLAGE EMPLOYEES TO TURN ON/OFF WATER, READ A WATER METER, CHECK FOR LEAKS, CHECK ON BACKED UP SEWER, ECT. AFTER 4:00PM, UNLESS THE PROBLEM IS FOUND TO BE THE RESPONSIBILITY OF THE VILLAGE.
The addition to the Rules & Regulations will be sent to council on 1/6/20.

Meeting was adjourned at 11:00 am- Called to order again at 11:20am with final adjournment at 11:23am

The next meeting will be Friday, January 3, 2020 at 10:00 a.m.



President