

Minutes – Board of Public Affairs

May 1, 2020

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

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

Mr. Helling made a motion, Mr. Cook 2nd, and Mr. Roach agreed to approve the minutes of the previous meeting on March 20, 2020. April meetings cancelled due to COVID-19 social distancing order.

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

Leak Adjustments:

47 Sargent Dr. (Williamson) – tabled until full quarter reading can be obtained.

3 W. Xenia St. (Wilhelm) – tabled until quarterly readings are read in person from water department.

8 S. Sycamore St. (Ross Chapel) – tabled until full quarter reading can be obtained.

23 S. Buckles Ave. (Santoro) – tabled until full quarter reading can be obtained.

36 E. Washington St. (Pimentel) – tabled until full quarter reading can be obtained.

60 Nelson St. (Rodin) – Mr. Cook made a motion, Mr. Roach 2nd, and Mr. Helling agreed to adjustment due to water leak.

29 Elm St. (Kelble) – Mr. Cook made a motion, Mr. Roach 2nd, and Mr. Helling agreed to adjustment due to water leak.

Old Business:

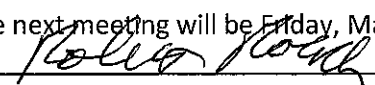
1. Variable speed drive at water plant is repaired and running. It has been suggested to move outside to get it out of the chlorine. Quote has been received from CI Thornburg. CI Thornburg will need to check with manufacturer to see if it can be placed outside. More research needed on inside box with ventilation.
2. Chapel Electric to replace light at sewer plant with LED lights at \$2,400.00. Rebates will be applied to bill. Work not complete yet.
3. Mr. Smith received prices from Master Meter and Neptune for new meters. Mr. Roach confirmed that sewer can pay for half. Waiting for official quotes from both companies. Quotes received – more information is needed.
4. New policy on Meter Reads discussed. Tabled for next meeting.
5. Old US RT35 / W. Washington St. street project discussed with the street department. 5 Manhole tops to be repaired and replaced. Cost from sewer account will be about \$10,000.00. Mr. Sargent is getting the manholes.

New Business:

1. Tree at plant need to be cut down. Mr. Roach to get estimate.
2. Mr. Smith to get a hold of the backhoe service department for maintenance. Bill to be split 3 ways.
3. 14 Davis St. will not allow the water department enter house to read meter. Mr. Roach made a motion, Mr. Helling 2nd, and Mr. Cook agreed to triple the estimated bill for 14 Davis St. for the next quarter until a reading can be obtained.
4. Mrs. Lehotay to create and send mailer out to past due accounts and have them call the office if assistance is needed. Mail out May 8th.
5. Discussed door knockers. Ordering 250 to prepare for reading meters in June.
6. Mr. Smith sent his hours in for certification and he has not had a response yet. By his calculations he will be certified by June 22, 2020. On the May 15th meeting we need to discuss the 30-day notice to Mr. Self and to check on Mr. Smith's pay division between water and sewer accounts.
7. Check to see when Hines Trucking was last given a raise.
8. Discussed how much to mow and how much to bale at the plant. Ben to contact Hines to see if they want to bale the one section. Tractor and bush hog were also discussed if still needed.

Meeting was adjourned at 11:23 am.

The next meeting will be Friday, May 15, 2020 at 10:00 a.m.



President