

Minutes – Board of Public Affairs

May 15, 2020

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

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

Mr. Cook made a motion, Mr. Helling 2nd, and Mr. Roach agreed to approve the minutes of the previous meeting on May 1, 2020.

Mr. Cook made a motion, Mr. Helling 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.

Old Business:

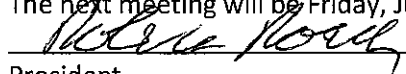
1. New policy on Meter Reads discussed. June's reading will be all outside meters. No entering homes. Knock and ask them to read their meter. If no answer, then leave the new door knockers asking them to report their meter reading to the office.
2. Mr. Smith scheduled the backhoe service department for maintenance. Bill to be split 3 ways.
3. Tree that needs cut down at plant to be postponed due to cutbacks in budget due to Covid-19.
4. 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. Another attempt to read will be done in June.
5. Hines Trucking was last given a raise in 2016. No raise to be given at this time due to cutbacks in budget due to Covid-19.
6. Discussed how much to mow and how much to bale at the plant. Ben contacted Hines and they are not interested. It will now be mowed this year.
7. Tractor and bush hog were also discussed if still needed. Discussed selling for \$3,000.00

New Business:

1. Ask Mrs. Haines if Mr. Smith's and Mr. Stover's pay can be split between water account (30%) and sewer account (70%).
2. Mr. Smith will be completing his 6-month probation period on June 2, 2020. Mr. Roach made a motion, Mr. Cook 2nd, and Mr. Helling agreed to a .50 cent raise pending a passing evaluation by the mayor.
3. 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. Notification to Jamie Self will be given on May 19, 2020. Last day will be June 19, 2020. Notification will consist of a 30-day notice with a possible contingency if more hours are needed.
4. Upon a passing evaluation for his six-month probation and the hours met to obtain his license, Mr. Smith's pay is to increase to a total of \$25.50 an hour.

Meeting was adjourned at 11:01 am.

The next meeting will be Friday, June 5, 2020 at 10:00 a.m.



President