

Board of Public Affairs

Meeting Minutes

Tuesday, August 25, 2009 @ 6:30pm. @ Muni. Bldg.

The Village of Creston Board of Public Affairs met for the organizational meeting on Tuesday, August 25, 2009 @ 6:30pm. at the Creston Municipal Building.

Members present: Gary Crow, Jeff Hostetler, Jim Stebbins, Jason Flory, Marcus Allen, Attorney Allan Michelson, Mayor William Armentrout and Clerk/Treas. Pam Hostetler taking the minutes.

Bp. Jeff Hostetler called the meeting to order

Bp. Jeff Hostetler asked for approval of the last Board of Public Affairs meeting minutes from July 28, 2009.

A motion was then made by Bm. Gary Crow and 2nd. by Bm. Jim Stebbins to approve the meeting minutes from July 28, 2009.

Roll Call

All in favor

Motion carried

Bp. Jeff Hostetler led the meeting with the following being discussed:

OLD BUSINESS:

1. Monitor Bank loan is approved and Doug can have the note typed up in a half hour. Doug would rather wait to see if we actually need it before we sign a note because he doesn't want us to pay a loan fee if we don't use the money. We also asked Doug if it would be possible to change that note approval for the Burbank St. project. Doug stated that would be very simple.
2. Does the BOPA still want to change the water/sewer fund CD's over to Monitor Bank as they mature. I spoke with Darla at Wayne Savings. The village will need to track and notify Wayne Savings each time a CD matures. Wayne Savings will then cut a check to the village for the CD amount.

A motion was then made by Bm. Jim Stebbins and 2nd. by Bp. Jeff Hostetler to move money from Wayne Saving's Water/Sewer CD's as they mature to CD's at Monitor Bank.

Roll Call

All in favor

Motion carried

3. Rules & Regulations that we have mentioned so far to put in writing:
 - a. No new force mains in the Village of Creston

- b. No w/s taps unless property is annexed into the village of Creston (already in place)
- c. Policy for filling swimming pools.
- d. W/S delinquent account policy (maybe include information from Mr. Michelson's letter addressing collections of past due accounts when the resident skips town, etc.)
- e. House, business/residence and duplex meters and billing policy
- f. Policy stating tap in fees for water and sewer
- g. Schedule and procedure for fire hydrant maintenance in conjunction with Fire Department.
- h. Notification in person to all affected residents before beginning a project.

A discussion was held in regards to policy for filling swimming pools. It was decided that residents can fill their swimming pools and be charged for only water, not sewer. Supt. Jason Flory stated that they will check the meter before and after filling pool and advise Nancy Bergolc so that she can properly bill the resident.

Pam Hostetler will draft the above group A through H for approval as a motion for the next meeting.

- 4. The BOPA asked Nancy Bergolc to look into the delinquent account dollars that the village is carrying on a monthly basis for 30 and 60 days delinquent accounts. Nancy is here this evening to present her findings.

Please see attached handout that shows an average of 150 delinquent accounts that are 30 to 60 days delinquent for an average total of \$9,269.15 outstanding.

A lengthy discussion was held.

BOPA decided to strictly enforce the current policy. Nancy and Pam will also create a letter to be sent to all delinquent accounts 60 days and over, requesting payment in full within 15 days of notice. Nancy and Pam will make sure the letter states an exact date that water will be subject to shut off and that turn on will be as soon as possible when payment in full is received. These letters will be mailed with their monthly billing.

Nancy asked if residents who have defaulted on a land contract are responsible for the water bill, or is the original owner. The solicitor stated that we are to charge the original owner unless the resident is the one who signs for the water

turn on. In this case responsibility falls on the person who signs for the water turn on.

Nancy advised the BOPA that there was an error on her part in billing the Dollar General Store because of the kind of meter they have. There are only a couple of these in town, and she is now aware of them. Dollar General is requesting a refund of their credit balance totaling \$310.03. BOPA agreed to refund the \$310.03.

New Business:

5. Wenger Construction is to put through a change order to include SCADA System upgrade and spare SCADA pack LP, plus installation of SCADA equipment by John Wolfram & Assoc. This upgrade was on page 11 of the plans; BOPA did not see the plans and Doug Nusser stated that he did not mention this to BOPA. It is figured in the total cost of the project.
6. Doug Nusser from Poggemeyer Design Group advised me that Wenger Construction has submitted for the 1st. draw totaling \$130,073.48. Doug stated that Pam will not receive anything until probably the end of August.
7. Pam has submitted the invoice for the school sewer tap in fees to M. Campbell Contracting on July 22, 2009. North Central School District treasurer Bob Rhinehart stated that he cut the check to M. Campbell Contracting on Friday, August 21, 2009. Hopefully, we will receive the tap in fees before we receive the draw request from Wenger Construction.
8. NW NC Religious Education paid the \$4500.00 sewer tap and \$500.00 water tap on 8/10/09.
9. Doug Nusser advised Pam that the village should advertise the Burbank Rd. project for bid around the 1st. of September. Do not advertise for bid though, until you have written approval for easements from all affected residents. Pam was waiting to hear what Jason's progress is on obtaining those written approvals.

Jason stated that we have received verbal approval from a couple residents, but he is still working on the others. Jason stated that he will need to get the legal description in order to have the documentation ready to have written approval for the easements.

10. Jeff Hostetler stated that Poggemeyer Design Group advised him that it would be less expensive for the village to go with someone local for that legal description than to have Poggemeyer's prepare it. Pam Hostetler

stated that she would like a good estimate of that cost. Jason stated that he will get Pam the cost.

11. OPWC applications will be due sometime the 1st. of October. Reminder to Jason and Marcus to put together any possible projects.

W/S Supervisor Marcus Allen:

1. The booster pump was to be here last Friday, but it has not arrived to date. The current pump that was reworked, worked better before it was worked on. When the booster pump arrives and we pull this pump, they will check it to see if anything is wrong.
2. The S. Main St. Sanitary Sewer project is almost completed. They need to finish the laterals and we are waiting on electric from Wengers. Jason will contact the electrician to see what the holdup is.
3. We are flushing hydrants this week. We have had only 6 caps that are frozen. Each hydrant has 3 caps, so that's good.
4. We have received the EPA inspection report. There were no violations, a couple recommendations which we will work on to put in place. One recommendation to have a waterline replacement plan is already in place. I will make her aware of this.
5. They don't insulate lift station covers anymore. I did find a place that sells spray on insulation for under \$400.00. Jeff Hostetler stated that Northcoast does spray on insulation application. His experience is that it was just as cheap to have them apply it, and then you know it is done correctly and they are responsible if there is a problem. Marcus will check out Northcoast and a couple others.

Clerk/Treas. Pam Hostetler:

1. Pam asked for a motion to approve July Finance reports.

A motion was made by Bm. Jim Stebbins and 2nd. by Bp. Jeff Hostetler to approve the July Finance reports.

Roll Call

All in favor

Motion carried

Supt. Jason Flory:

1. Jason stated that the Police Department has obtained a 6 cylinder truck by forfeiture. Marcus is in need of a truck and I have checked it over, it needs a couple repairs but is in really good shape and would serve Marcus for five or six years. The Water Department would like to purchase the truck from

A motion was then made by Bm. Jim Stebbins and 2nd. by Bp. Jeff Hostetler to adjourn the meeting.

Roll Call

All in favor

Motion carried

Next meeting will be Tuesday, September 22, 2009 @ 6:30pm.

Respectfully Submitted,

Pamela J. Hostetler, Clerk/Treas.