

**BOARD OF PUBLIC AFFAIRS
MEETING**

**Tuesday, January 16, 2007
9:00 A.M.**

The Lodi Board of Public Affairs met on the above date for a Regular Meeting with the following Board Members present: Goodrow and Geissman. Anderson was absent.

Also in attendance were Village Solicitor Ted Lesiak, Clerk/Treasurer Annette Geissman, and Utility Superintendent Don Eaken.

A motion was made by Geissman and seconded by Goodrow to approve the monthly bills for the month of December. Upon roll call: Aye Geissman and Goodrow. Nay - None.

NEW BUSINESS

Sludge Hauling Contract The current sludge hauling contract will expire in June. Bids will need to be received for sludge hauling before the expiration date of the contract.

Electric Bond Renewal and Bond Study A motion was made by Geissman and seconded by Goodrow to pay \$300,000 toward the bond principal when the bond is renewed in March. Upon roll call: Aye Geissman and Goodrow. Nay None. Two quotes were received to do the bond study. GPD provided a quote of \$4,000 to do the study. AMP-Ohio initially provided a quote of \$1,500 to do the study, but withdrew their quote due to a conflict with GPD. Utility Superintendent Don Eaken was instructed to obtain an additional quote from a third engineering firm.

Shultz Sub Station Gravel Installation Gravel will be installed around the Shultz substation this summer. Board employees will do the work involved.

Meter Issues Involved with New Rates Utility Superintendent Don Eaken reported that new single phase and three phase demand meters will need to be installed for some commercial accounts in order to utilize the new rate structure properly. The KVA will also need to be read (instead of the KW) for some industrial accounts. The industrial meters will need to be re-programmed. Don will provide a meter count and pricing for the next board meeting. Don also reported that the water and electric meters at Sunset Trailer Park, Lisa Court Trailer Park, and Highland Heights Apartments will all be replaced with radio read meters.

Time Warner Pole Rental Contract Board Member Geissman reported that he would like to review the current pole rental contract and possible add free internet access to all Village buildings. Village Solicitor Ted Lesiak will review the current contract and also get a copy of a contract used by the Village of Seville. This will be discussed at a future meeting.

Performance Appraisals and Job Descriptions The Board discussed the need for performance appraisals of employees and the development of job descriptions for all employees. The possibility of setting yearly departmental goals was also discussed. Research needs to be done to gather job descriptions of other communities.

Consumer Confidence Report This report will need to be finished in May in order to insert the report in the June billing.

OLD BUSINESS

New Electric Rate Structure The newly passed electric rates went into effect for the January billing. Board Member Goodrow requested that a month's notice be given to all customers requiring a meter change because of the new rates. This notice needs to be documented in writing.

Pilot Oil/Water Separator No new information.

Habitat House Sewer Tap The owner of this property would like to tap into the Sanitary Sewer System. Utility Superintendent Don Eaken is working with the property owner to determine costs involved.

O & M Manual The manual needs to be completed by Engineering Associates. Once the manual is complete, an additional copy needs to be filed in the Clerk/Treasurer's Office and a copy needs to be sent to the Ohio EPA.

8 Water Line at Universal Forest Products ODOT will begin one project to move a culvert in March of 2007. Our 8" water line is currently in the right of way. The 8" line will be tied into the current 12" line at one end and capped at the other end. The current 12" line will need to be moved. ODOT has agreed to pay for moving the 12" line and will pay for any current taps into the 8" line which will be moved to the 12" line.

Emergency Connection to Medina County Water Supply An agreement from Medina County to allow for this connection should be received within the next week.

Burbank Water Proposal Board Member Geissman reported that he attended the last Burbank Council Meeting. Burbank is currently waiting for a proposal from Medina County to provide water services. They have not made any decision at this point.

Water Treatment Salt Bid Bids will be opened January 29, 2007, at 12:00 noon.

FEMA Grant for Water Plant Fencing No new information

Water Department Contingency Plan This plan needs to be updated every year. Water Foreman Matt Berry is in the process of updating the plan. Once the plan is updated, it will be submitted to the EPA.

A motion was made by Geissman and seconded by Goodrow to authorize the Clerk to advertise for bids to rebuild three filters at the Water Treatment Plant. The estimated cost for this project is \$106,350. Upon roll call: Aye Geissman and Goodrow. Nay None.

NIMS Training was discussed by the Board. All Board employees are required to complete this training. All training needs to be completed as soon as possible.

Board Member Goodrow requested that Utility Superintendent Don Eaken implement a basic safety training program for all utility employees. Goodrow suggested setting up a schedule and possibly obtaining free training materials from PERP.

A motion was made by Goodrow and seconded by Geissman to go into executive session to discuss a possible contract. Village Solicitor Ted Lesiak and Utility Superintendent Don Eaken were invited to attend the Executive Session. Upon roll call: Aye Goodrow and Geissman. Nay None.

A motion was made by Goodrow and seconded by Geissman to go out of executive session with no action taken. Upon roll call: Aye Goodrow and Geissman. Nay None.

The next regularly scheduled Board Meeting will be held Tuesday, February 6, 2007, at 9:00 A.M.

There being no further business to come before the Board, a motion was made by Goodrow and seconded by Geissman to adjourn the meeting. Upon roll call: Aye Goodrow and Geissman. Nay - None.

Daniel Goodrow
Board President

Annette Geissman
Clerk/Treasurer