

**BOARD OF PUBLIC AFFAIRS
MEETING**

**Tuesday, March 20, 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: Anderson, Goodrow and Geissman.

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

A motion was made by Geissman and seconded by Anderson to approve the minutes of the March 6, 2007, Regular Meeting. Upon roll call: Aye Geissman, Anderson, and Goodrow. Nay None.

LEGISLATION

AN ORDINANCE AND JOINT RESOLUTION OF THE COUNCIL OF THE VILLAGE OF LODI, MEDINA COUNTY, OHIO, AND THE LODI BOARD OF PUBLIC AFFAIRS AUTHORIZING THE SUPERINTENDENT OF THE BOARD OF PUBLIC AFFAIRS TO ENTER INTO AN AGREEMENT WITH PILOT CORPORATION FOR THE PROVISION OF SEWER SERVICES AND DECLARING AN EMERGENCY. A motion was made by Geissman and seconded by Anderson to approve the Resolution. Upon roll call: Aye – Geissman, Anderson, and Goodrow. Nay None. The tap fee for this project will be \$11,514.84.

NEW BUSINESS

Review of 2007 Appropriations Board Members reviewed the proposed 2007 Permanent Appropriations for utility funds. The possibility of establishing a tap fee for storm sewers was discussed. The possibility will be reviewed further.

Electric Stump Grinding Bids Utility Superintendent Don Eaken will obtain quotes for stump grinding to be presented at a future meeting.

Sewer Sludge/Septic Hauler Rate The Board determined that the current sludge/septic hauler rate needs to be reviewed and compared to the rate charged by other municipalities. Utility Superintendent Don Eaken will research rates to provide a comparison for the Board.

WODA Group Tap Fee The tap fee was discussed for the WODA Group housing unit proposed for Bank Street. The Board prefers to install one master meter and bill WODA Group for all consumption rather than billing each individual tenant in each building. Utility Superintendent Don Eaken will contact WODA Group to discuss the meter size. The Board determined that all billing for future multiple unit buildings will be accomplished through a master meter and individual tenants will not be billed.

OLD BUSINESS

Caterpillar Preventative Maintenance Contract No quote has been obtained yet.

Meter Issues Caused by New Rates Single phase radio read, industrial, and single phase demand radio read meters have been ordered.

Schultz Sub Station Time and Materials Quote Utility Superintendent Don Eaken reported that approx. 100-150 ton of stone will be needed for this project. If small stone is used the approximate cost is \$800. If large stone is used the approximate cost is \$1300. The electric department employees will complete the work with the help of the street department employees. The project should take one day. The weeds will be sprayed around the substation. Utility Superintendent Don Eaken reported that spraying of the weeds should be sufficient and felt that an additional tarp would not need to be laid down under the stone.

Bid Specs for Harris Road Building Repairs Utility Superintendent Don Eaken is in the process of obtaining information for specifications for this project. The color of the siding will need to be chosen.

Status of Wastewater Treatment Plant O & M Manual Village Engineer Gary Daugherty is finishing this project.

ODOT Project on Route 83 ODOT has started working on the culvert project on State Route 83.

Emergency Connection to Medina County Water Supply No new information.

Burbank Water Proposal Village Solicitor Ted Lesiak wrote a letter to Jim Troike and asked for resolution to the situation. No reply has been received.

Water Treatment Plant Filter Rebuild Specs Water Superintendent Matt Berry has finalized bid specifications for this project. A copy needs to be submitted to the Clerk/Treasurer so bids may be advertised.

Grant Money for Water Plant Fencing Grant applications need to be filled out by Utility Superintendent Don Eaken and submitted to Buck Adams at the Medina County Emergency Management Office so the paperwork is complete when the money becomes available.

Water Consumer Confidence Report The draft of this report is due to the Board by April 3, 2007. Once the report is completed a form needs to be sent to the Ohio EPA with necessary details.

Utility Consumer Survey Board Member Geissman has gathered sample surveys and will prepare a draft consumer satisfaction survey to discuss.

Job Descriptions and Performance Appraisals Utility Superintendent Don Eaken is developing job descriptions for each department. Don will also meet with all foremen to determine the type of employee evaluation system that will be used.

NIMS Training All NIMS Training has been completed by utility employees.

Emergency Response Plans for All Departments All departments are working on an Emergency Response Plan. The final copy of each department plan is due by April 15, 2007. Each departmental plan needs to include an annual drill requirement to verify the effectiveness of each plan.

Billing Exceptions A motion was made by Anderson and seconded by Geissman to reduce the sewer portion of the utility bill for account 80040.1 to \$18.00 (minimum sewer charge and usual monthly bill for this account). A water line break occurred at this location and Water Foreman Matt Berry verified that the water did not go through the sanitary sewer. Upon roll call: Aye Anderson, Geissman, and Goodrow. Nay None.

Electric Power Cost Adjustment Possible changes were discussed regarding the current power cost adjustment for electric. It was determined that more time is needed to analyze the effect of the power cost adjustment with the new electric rate structure in place. This will be monitored closely and possible changes will be discussed again at a future meeting.

The next regularly scheduled Board Meeting will be held Tuesday, April 3, 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 Anderson to adjourn the meeting. Upon roll call: Aye Goodrow, Anderson, and Geissman. Nay - None.

Daniel Goodrow
Board President

Annette Geissman
Clerk/Treasurer