

**BOARD OF PUBLIC AFFAIRS
MEETING**

**Tuesday, April 3, 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 minutes of the March 20, 2007, Regular Meeting. Upon roll call: Aye Geissman and Goodrow. Nay – None.

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

NEW BUSINESS

Shade Tree Arbor Day Seedling Giveaway and Tree Planting After some discussion it was determined that the Board will replace all the current Locus trees in the down town square area due to the numerous pods that are dropped each year. The pods are very difficult to clean up each year and cause the downtown area to look very dirty. The Board determined that the Locus trees will be replaced with Cleveland Pear trees (a fruitless but flowering pear tree). Utility Superintendent Don Eaken will purchase the replacement pear trees. At least one will be planted for Arbor Day. Photos will be taken of this planting to submit with our Tree City USA application for this year. Don will also research the best way to remove the current Locus trees and report this information back to the Board.

A discussion then occurred regarding giving away free seedlings to customers during the week of April 22, 2007, in celebration of Arbor Day and Earth Day. A motion was made by Geissman and seconded by Goodrow for an expenditure of \$500 to the Medina County Soil & Water Conservation District for the purchase of 750 seedlings to be distributed to customers during the week of April 22, 2007. Available seedlings will include Blue Spruce, Arborvitae, and Sugar Maple. The seedlings will be given away on a first come first serve basis (one or possibly two seedlings per customer account). Upon roll call: Aye Geissman and Goodrow. Nay None.

The current Shade Tree Ordinance was discussed. It was determined that the Ordinance is out of date and will need to be amended to reflect current practices. Village Solicitor Ted Lesiak will make necessary corrections and the Board will review the Ordinance at a future meeting.

Uniforms and Equipment Board Members discussed the need to update the current uniforms for each department. Utility Superintendent Don Eaken will provide price quotes to Board Members for the replacement of current uniforms. Safety equipment was also discussed. Don will also notify the Board of any safety equipment needs or replacement needs. The current Pay Ordinance needs to be updated to reflect the proper procedure for uniform supply.

Digital Cameras for all Departments Board Members expressed the desire to have all departments document events when working on lines, projects, etc. This information will be valuable for documentation of line locations, frequent breaks, etc. A program for camera usage needs to be established. Before and after photos should be taken for projects. The Board would like to see the photos incorporated into a power point presentation for an annual report of all utility activity. Utility Superintendent Don Eaken will purchase digital cameras for each department.

Harris Substation Transformer The Board discussed the need to purchase an additional backup transformer for the Harris Substation (near Miller Brothers). Utility Superintendent Don Eaken will gather price estimates for this transformer. Bids will need to be received when the transformer is purchased.

Backhoe Utility Superintendent Don Eaken will get price quotes for a new back hoe. The back hoe purchase will need to be bid unless state purchasing prices are used. Don will also inquire about the dollar amount for a trade in of the old back hoe.

Water/Sewer Weekend Standard Operating Procedure The Board requested that a weekend standard operating procedure be created for the water and sewer departments. The procedure needs to include a procedure checklist for each department.

OLD BUSINESS

Caterpillar Preventative Maintenance Contract A motion was made by Geissman and seconded by Goodrow for an expenditure of \$8,586.26 for the Caterpillar preventative maintenance contract for the generator at the sewer plant. This contract will provide monthly inspection services through the remainder of 2007. Upon roll call: Aye Geissman and Goodrow. Nay None. A motion was made by Geissman and seconded by Goodrow for an expenditure of \$1,904.82 to fix a gas gauge on the sewer plant generator day tank. The digital level indicator/probe does not work properly. Upon roll call: Aye Geissman and Goodrow. Nay None.

Meter Issues Caused by New Rates After some discussion it was determined that a pallet of ninety-six radio read demand meters will be purchased at a price of \$226 per meter. The Board stressed that meter replacement needs to be a top priority and needs to take place immediately once the meters are received in order to have all the correct meters in place for the new billing structure.

Bid Specs for Harris Road Building Repairs Utility Superintendent Don Eaken discussed options for replacing the siding on the Electric Department storage building on Harris Road. Prices have been obtained for metal siding as well as vinyl siding. Don will gather more information regarding the planned method for mounting each type of siding, and procedures for preventing warping for each type of siding. Don will also inquire about exact cost savings if the Electric Department employees remove and board up current windows. Don will collect all information needed and report back at the next Board Meeting.

A motion was made by Geissman and seconded by Goodrow for an expenditure not to exceed \$3,000 to replace the gutters at the Electric Building located at 301 Bank Street. Upon roll call: Aye Geissman and Goodrow. Nay None.

Stump Grinding Bids No price has been received yet.

Status of Pilot Water/Oil Separator Tap No new information.

Status of Wastewater Treatment Plant O & M Manual Village Engineer Gary Daugherty has finished this project. Board Members requested that the manual be dated and a signature line be added for the person accepting the manual. A copy of the manual needs to be kept at Village Offices.

Status of Sludge/Septic Haulers Rate Review No new information.

Sewer Inflow/Infiltration Investigation The Board inquired about the status of previously requested investigative work during rain events. This has not been accomplished yet.

ODOT Water Line Project on St. Rt. 83 The Village has completed their involvement with this project. Another ODOT project for this area will be started next year.

Emergency Connection to Medina County Water Supply No new information.

Burbank Water Proposal No new information.

Water Treatment Plant Filter Rebuild Specs It has been determined that all media will be replaced. One filter will be rehabilitated at a time.

Grant Money for Water Plant Fencing No new information.

Status of Water Meter Testing (slowing meters 9/19/06 meeting) The Board inquired about the status of this request from the 9/16/06 meeting. This project was not accomplished. A list of old meters will be provided to Water Foreman Matt Berry so that this testing may be accomplished.

Water Consumer Confidence Report A draft report was submitted by Water Foreman Matt Berry.

Job Descriptions and Performance Appraisals Utility Superintendent Don Eaken is developing job descriptions for each department. Board Member Geissman will provide performance appraisal samples for review.

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. The plan for the Sewer Department is included in the O& M Manual.

Utility Superintendent Don Eaken reported that weed spraying will be done at all substations and at the storage building on Harris Road at an approximate cost of \$600.

The next regularly scheduled Board Meeting will be held Tuesday, April 17, 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