

**BOARD OF PUBLIC AFFAIRS
MEETING**

**Tuesday, April 17, 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, Geissman, and Goodrow. The meeting was called to order at 9:07 A.M.

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 April 3, 2007, Regular Meeting. Upon roll call: Aye – Geissman, Anderson, and Goodrow. Nay – None.

NEW BUSINESS

Explanation of Ohio EPA Sewer Violation Letter Dated 4-9-07 – A letter was received from the Ohio EPA indicating minor reporting problems at the sewer plant. Utility Superintendent Don Eaken and Sewer Foreman Roland Jenkin explained the violations and also described action taken to correct the situation. Foreman Jenkin will send a letter to the EPA outlining all corrective action. Board Members requested copies of all data reports entered at the sewer plant each month. Don Eaken will monitor progress for compliance with EPA requirements.

Shade Tree Ordinance – Board members reviewed changes to the current shade tree ordinance. The Board recommended that Council pass the Ordinance with the changes which reflect current Shade Tree Commission practices. The Ordinance will be submitted to Council at the May 7, 2007, Committee Meeting.

Uniforms and Equipment – Board Members reviewed changes to the current Pay Ordinance to properly reflect uniform rental procedures for each department. The changes may be made when the next annual Pay Ordinance is passed or an Ordinance amending the current Pay Ordinance may be passed now. The needed changes will be taken to Council for discussion.

Public Power Week – Public Power Week will be October 7-13, 2007. Two programs are currently being offered by AMP-Ohio. Municipalities may purchase compact fluorescent light bulbs and offer them to residents at a reduced cost. Board Members discussed this program and the possibility of having the light bulbs available to residents during Public Power Week. Cost savings information would be provided to customers along with an order form to purchase the light bulbs. A mercury thermometer recycling program is also available through AMP-Ohio.

OLD BUSINESS

Meter Issues Caused by New Rates – Meters have been ordered but have not arrived yet.

Building Repairs for Harris Road Warehouse – Utility Superintendent Don Eaken reported that the cost to have metal siding put on the building is \$19,950. The price will be reduced by \$600 if our utility employees remove current windows and board up the window spaces. It was determined that the contractor will remove the windows. Board Members requested a sample piece of siding be presented at the next meeting. Board Members also asked for a quote listing exact materials and pricing for the next meeting. A neutral color will be selected for the siding.

Gutter repairs at Bank Street Warehouse – This project has not been completed yet.

Electric Repairs at Community Park – Utility Superintendent Don Eaken reported that electric wires had been raised higher over playground equipment so there would be no chance of children reaching the wires. Don suggested putting all electrical wiring underground. Electric wiring inside the pavilions was also discussed. Don will research the possibility of installing lights with cages to be hung from the ceilings of the pavilions.

Harris Substation Transformer – A price estimate has not been received yet for this transformer.

Weed Spraying for Substations and Harris Road Warehouse – The spraying will take place in approximately one week.

Pilot Water/Oil Separator Tap – No new information.

Sludge/Septic Hauler Rate Review – Sewer Foreman Roland Jenkin reviewed area septic hauler rates. The Board discussed raising the rate from 3.5 cents per gallon to 4 cents per gallon when contracts are renewed this year. Each rate hauler will receive the increase when their annual contract renews. It was determined that contracts should renew on January 1 of each year for all sludge haulers. Contract renewals will be prorated for a remaining portion of a year until all contracts are renewed on January 1 of each year.

Inflow and Infiltration Investigation – No new information.

Weekend Standard Operating Procedure Checklist – A checklist has been created for the water and sewer departments. Utility Superintendent Don Eaken will provide the Board with copies of the checklists.

Emergency Water Connection with Medina County – Utility Superintendent Don Eaken will meet with Tracy Phelps from the Medina County Sanitary Engineer's Office to determine details of this project. Drawings have been received for the project.

Burbank Water Proposal – There is no new information regarding the proposal submitted to Burbank. After some discussion, the Board directed the Village Solicitor to draft a contract offering services to businesses in the 83/71 area who are seeking our water and sewer service. The draft will be reviewed and discussed further at a future meeting.

Water Filter Rebuild Specs – Water Foreman Matt Berry is creating a cover page summarizing the bid requirements. Once this page has been completed the project will be advertised for bids.

Water Consumer Confidence Report – The draft of this report has been completed and will be reviewed by the Board.

Backhoe – A motion was made by Anderson and seconded by Geissman for an expenditure of one half of the purchase price for a new four wheel drive backhoe. Upon roll call: Aye – Anderson, Geissman, and Goodrow. Nay – None

Uniforms and Equipment Requests – The replacement of current uniforms for utility employees was discussed. Current uniforms will be tagged for replacement with the rental company. The Board will purchase outerwear for the departments (coats for various seasons). The Board requested that utility department employees present their preferences at a future Board Meeting. The possibility of purchasing specific shoes per department was also discussed.

Job Descriptions and Performance Appraisals – Utility Superintendent Don Eaken is developing job descriptions for each department. Board Members requested copies of all job descriptions and evaluation forms.

Emergency Response Plans for All Departments – The plan for the Water and Sewer Department has been completed. Board Members discussed that the plans need to include a major catastrophic list of the ten most probable emergencies. The plan needs to include an annual drill to test the effectiveness. The plan needs to be manageable and reliable. The plan for the electric department is still being formulated. Board Members requested a copy of the completed plans.

Arbor Day and Tree Planting – An Urban Forester is scheduled to review existing Village tree needs. A report will be given once this is accomplished. The Board purchased 750 seedlings to hand out to customers for Arbor Day/Earth Day.

After some discussion, it was determined that the Board will utilize the services of Andrews, Inc., for cleaning services for the utility departments per the current cleaning contract.

The next regularly scheduled Board Meeting will be held Tuesday, May 1, 2007, at 9:00 A.M.

There being no further business to come before the Board, a motion was made by Anderson and seconded by Geissman to adjourn the meeting at 11:25 A.M. Upon roll call: Aye – Anderson, Geissman, and Goodrow. Nay - None.

Daniel Goodrow
Board President

Annette Geissman
Clerk/Treasurer