

**BOARD OF PUBLIC AFFAIRS
MEETING**

**Tuesday, May 1, 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 9:00 A.M.

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

Jim Troike and Amy Lyon-Galvin were present from the Medina County Sanitary Engineer's Office and discussed the water and sewer service area south of I71 near Burbank. Jim Troike suggested that the Board officially notify the County Commissioners that the Village of Lodi wishes to provide sewer services to this area.

A motion was made by Anderson and seconded by Geissman to approve the minutes of the April 17, 2007, Regular Meeting. Upon roll call: Aye – Anderson, Geissman, and Goodrow. Nay – None.

A motion was made by Geissman and seconded by Anderson to approve the monthly bills for April. 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, APPROVING AN AMENDMENT TO A UTILITY SERVICE AGREEMENT WITH MEDINA COUNTY, OHIO, AND DECLARING AN EMERGENCY. A motion was made by Anderson and seconded by Geissman to pass the Resolution. Upon roll call: Aye – Anderson, Geissman, and Goodrow. Nay – None. This Resolution accepts the last service area agreement submitted to the Village of Lodi by Medina County on September 18, 2006. This agreement has been accepted by the Board of Public Affairs and will be returned to the County Commissioners once it is passed by Lodi Village Council on May 7, 2007.

NEW BUSINESS

Harris Substation Landscaping – Board Members discussed tree planting at the Harris Electric Substation. It was suggested that Sergeant Crab Apple trees be planted on three sides of the substation. The Board would like to have the trees planted this year. Utility Superintendent Don Eaken will review the original substation plans to determine the size of the area in order to estimate the number of trees needed.

Summary of Urban Forester Visit – A summary of recommendations made by the urban forester who visited the Village was given by Board Members Geissman and Anderson.

OLD BUSINESS

Meter Issues Caused by New Rates – No new information.

Building Repairs for Harris Road Warehouse – Utility Superintendent Don Eaken submitted a sample piece of siding. The Board requested that a detailed quote be provided to them for the next Board Meeting listing specific materials and pricing for this project. Warranty information also needs to be provided.

Gutter repairs at Bank Street Warehouse – This project will be started in approximately two weeks.

Harris Substation Transformer – Utility Superintendent Don Eaken reported that this transformer is expected to cost approximately \$175,000 and will take twenty-four to twenty-six weeks to arrive once ordered. This purchase will need to be bid out.

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

Public Power Week (Oct. 7-13, 2007) CFL Promotion Update – No new information.

Pilot Water/Oil Separator Tap – No new information.

Sludge/Septic Hauler Rate Review – Sewer Foreman Roland Jenkin suggested that the renewal date for contracts be May 1 of each year rather than January 1 as previously requested by the Board. It was determined that contracts will renew on May 1 of each year for all sludge haulers.

Inflow and Infiltration Investigation – Utility Superintendent Don Eaken reported that measurements were taken after the last rainfall.

Weekend Standard Operating Procedure Checklist – Updated checklists were distributed to Board Members.

Emergency Water Connection with Medina County – No new information.

Water Filter Rebuild Specs – Bid specifications have been completed.

Water Consumer Confidence Report – The final draft of this report was submitted to the Board.

Uniforms and Equipment Requests – Utility Superintendent Don Eaken will present price quotes for desired uniforms at the next Board Meeting.

Job Descriptions and Performance Appraisals – Utility Superintendent Don Eaken will provide copies of job descriptions to the Utility Foremen for their input.

Emergency Response Plans for All Departments – The plans have been completed. The Board will schedule a work session to review all plans.

Arbor Day and Tree Planting – Trees are being planted in the downtown area. The Arbor Day seedling give away went very well and customers were pleased to receive a free seedling.

Billing Exceptions – A motion was made by Anderson and seconded by Geissman to waive the utility deposit requirement for Harrisville Township, a political subdivision, for the following two utility accounts on our system: 28800.2 and 28802.2. Upon roll call: Aye – Anderson, Geissman, and Goodrow. Nay – None.

Board Member Goodrow expressed interest in becoming involved with the process to update the Village Zoning Code. After some discussion, a motion was made by Goodrow and seconded by Anderson, to recommend that council revise and update the current zoning code and add language to protect and enhance the historical value of the Village. The Board would like to encourage Council to form a committee to deal with beautification and historical issues within the Village. Upon roll call: Aye – Goodrow, Anderson, and Geissman. Nay – None.

A motion was made by Goodrow and seconded by Geissman to go into executive session to discuss personnel (Superintendent's job description and review). Upon roll call: Aye – Goodrow, Geissman, and Anderson. Nay – None.

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

A motion was made by Anderson and seconded by Geissman to implement the following procedural changes effective immediately:

1. Mileage for Meetings, Seminars, and Training – Village vehicles need to be used for attendance to these events. If a personal vehicle is used, the Board will no longer reimburse for mileage unless prior authorization is given.
2. Documentation of Time Worked – The Board needs to be provided with a breakdown of work performed during each work day. If a form already exists to break down the hours of the day, a copy will be provided for Board review. If no form currently exists, one will be created.
3. Mail – All mail received for each utility department will be opened and date stamped at the Clerk/Treasurer's Office before distribution to each department. Copies of important information will be made for Board Members.

4. Engineering Needs – All engineering needs must first come to the Board for review and approval before any costs are incurred. Price estimates will be presented to the Board which will also include a “not to exceed” price. The only exception to this will be for major emergencies requiring an engineer.

Upon roll call: Aye – Anderson, Geissman, and Goodrow. Nay – None. The Clerk/Treasurer was instructed to provide the above information to all utility employees.

The next regularly scheduled Board Meeting will be held Tuesday, May 15, 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 at 12:20 P.M. Upon roll call: Aye – Goodrow, Geissman, and Anderson. Nay - None.

Daniel Goodrow
Board President

Annette Geissman
Clerk/Treasurer