

BPA WORK SESSION

AUGUST 30, 2004

The Work Session was called to order by Board President Ed Seigerst with Jim Reider, Stephanie Byrne, Solicitor Mark Manlove, Superintendent Jeff Sheehan, Clerk Nancy Baldwin, Don VanMetre, Mayor Craig Moser, Bob Matson, Jeff Kaiser and Cindy Sheehan.

The Work Session was held to discuss the increases for water and sewer rates and an increase in the sewer plant capacity fee. There have been no increases for the past three years and each year the revenue are exceeding expenditures and decreasing the carryover balance. After a lengthy discussion the Board of Public Affairs agreed to recommend that Council increase water and sewer rates 10% and continue the increase of 10% for the next five years. The sewer capacity fee would increase to \$6000.00 and the 5% annual increase would continue. These rates and increases would be effective January 1, 2005.

Moved by Reider, seconded by Byrne to end the Work Session and begin the Regular BPA meeting.

VOTE AYES—Unanimous

REGULAR BPA

AUGUST 30, 2004

The meeting was called to order by Board President Ed Seigerst with Jim Reider, Stephanie Byrne, Solicitor Mark Manlove, Superintendent Jeff Sheehan, Clerk Nancy Baldwin, Don VanMetre, Mayor Craig Moser, Bob Matson, Jeff Kaiser and Cindy Sheehan.

Moved by Reider, seconded by Byrne to approve the minutes of the August 9th, 2004 meeting as presented by the Clerk.

VOTE AYES—Unanimous

Moved by Reider, seconded by Byrne to pay the bills.

VOTE AYES—Unanimous

Revenue, Expenditures and Cash Balance Reports were reviewed.

Don VanMetre was present to discuss the easement for a water line on his property with the Board of Public Affairs. Don said he needs to clear up the title it is a quick claim deed and he wasn't sure if this could be a problem or not. Solicitor Mark Manlove said he did not think it would be a problem but Don could contact a title company and do a title search. Don will contact Solicitor Mark Manlove when the title search is complete.

Stephanie Byrne asked Solicitor Mark Manlove if Don was aware of the Board paying for legal counsel to review the easement. Solicitor Mark Manlove said that Don VanMetre was aware of the Board's policy and Don agreed. Don asked the Board if the current easement on his property would be vacated when the new easement was in place the Board said it would be vacated.

Moved by Byrne seconded by Reider to recommend that Council increase water and sewer rates 10% effective January 1, 2005 and continuing the 10% increase for the next five years. The sewer capacity fee would increase to \$6000.00 and the 5% annual increase would continue.

VOTE AYES—Unanimous

Superintendent's Report. No action taken.

There was discussion on a policy for the Superintendent of the Water and Wastewater Treatment Plants to approve change orders on projects. The Board meets once a month and there are times when change orders need to be processed and cannot wait until the next Board meeting. The Board decided to authorize the Superintendent to approve change orders in the amount not to exceed \$15,000.00.

Moved by Reider, seconded by Byrne to authorize the Superintendent of the Water and Wastewater Plant to approve change orders not to exceed \$15,000.00.

VOTE AYES—Unanimous

There was discussion on the Liberty Street Issue II funding President Ed Seigerst should have information on the Issue II Grant this month. Residents on Liberty Street have been given an estimate of \$28.00 per foot assessment and the Board will pursue funding for the remaining amount of the project.

The Board received a letter from Attorney Frank Cimino regarding the account of Richard DeBolt. (Cimino is guardian of Richard DeBolt 10414 South Street.) Mr. DeBolt had used a large amount of water and had incurred a sur-charge in the amount of \$832.58. Attorney Cimino asked the Board to consider waiving the sur-charge and late charges. Attorney Cimino asked the Board to give Mr. DeBolt one year to pay the water bill in light of his limited income as a result of him being employed at Portage Industries. The Board agreed.

Moved by Reider, seconded by Byrne to waive the sur-charge in the amount of \$832.58.

VOTE AYES--Unanimous

Moved by Reider, seconded by Byrne to set payment arrangements in the amount of \$100.00 plus current charges and give Mr. DeBolt one year to pay the balance. As long as monthly payments are made all late charges will be waived.

VOTE AYES—Unanimous

Robin Marshall sent the Board a letter requesting a sur-charge be waived on her account in the amount of \$146.30. (8180 Maple Ave.) The Board agreed.

Moved by Reider, seconded by Byrne to remove the late charge of \$146.30 on Robin Marshall's account 8180 Maple Avenue.

VOTE AYES—Unanimous

Moved by Reider, seconded by Byrne to give Robin Marshall six months to pay the balance of her bill. As long as payment monthly payments are made the late charges will be waived.

VOTE AYES—Unanimous

Superintendent Jeff Sheehan said that Ohio Edison should begin the three phase line on Center Street within the next 30-45 days.

The Garretthouse Sewer Line Project did not receive any bids. Superintendent Jeff Sheehan said that Said from Arcadis FPS suggested that the Board might want to piggyback the project with another project. More discussion at a later date.

There was discussion on the developments plans for the Terlaak property Superintendent Jeff Sheehan had some questions on the water and sewer lines. The Board suggested that the developers attend the next Board meeting.

Cindy Sheehan was present to ask the Board to waive late charges on her rental property at 8197 Windham Street. Cindy Sheehan is having problems with the previous tenant.

Moved by Reider, seconded by Byrne to waive late charges on Cindy Sheehan's rental property on Windham Street.

VOTE AYES—Unanimous

Moved by Reider, seconded by Byrne to adjourn.

VOTE AYES—Unanimous

President

ATTEST:

Clerk

