

**Service Committee
Meeting Minutes
April 07, 2020**

Scott Weaver called to order at 6 PM

Roll Call

Committee Members in attendance: Scott Weaver, Bob Gaglione, Paula Tubalkain

Others in attendance: John Trew, Mayor Clark, Michele Stuck, Maryann Fabian and Ray Schwarz from Neco

Moment of silence for the US and our Allies and our first responders

Motion to approve the March minutes by Paula, second by Bob all yeas

Village Administrator's Report

John Trew gave a short review of the water main break that happened on 4/7/2020. It is fixed and the reservoir is filling.

Review of Legislation

Review Ordinance 2019-60 tabled

Review Ordinance 2020-15

Linda said at the last service meeting it was discussed to keep us in the black we needed to raise rates, \$30 for operation (increasing the base rate) in Sewer. Finance discussed it and said that they were fine with the \$30 for sewer but also thought there was something for water for capital improvements, various amounts were discussed, \$40 for water. Is the service committee is going to support? Bob agreed that that was what was discussed. After much discussion Michele said that it would be neater to be separate. Scott Weaver agreed that it should be separate. Linda asked if they would make a motion to have a water capitol improvement fund at the council meeting. Paula wants to see an ordinance created as a capital improvement for water. The same way as 2020-15 but for water and for Capital Improvements instead operations. As we move forward with the meter – which will come out of operation fund. Linda said that meters would come out of water capital improvement fund. Paula says we cannot just look at the ordinance, and how it was written, and we are doing as a capital improvement, it cannot be in the rate. It should be separate on the bill. Linda explained that the w/s bills can be separated out. Showing water usage, sewer usage water CI and Sewer CI.

Linda said that we need the capital improvement for the reservoir tank replacement later this year and the meters. Hopefully we will not need to advance funds out of the general fund again. Michele said the section 921.08 \$2 capital charge for water. So recommend to council to change the \$2 to \$30. More discussion Paula asked would we leave the \$2.00 CI on water and change to \$30.00 instead of \$2.00. Scott made motion to increase water Capital from \$2.00 to \$32.00 Bob second motion to make it \$32. All yeas.

New Business

Letter from county. Linda sent a letter to commissioners, as requested. She supplied the committee with copies of the reply and reviewed it. They are willing to sit down and talk with us. \$16,000 - \$18,000 per month. Linda feels we need to lock down on price. Gene wants a meeting, but Linda does not want to do this during COVID-19. Gene asked what we had in mind. Linda said she wants the same thing as we had before. They did more than what their contract was. John feels the same way. We are paying for all of that now. What are the things the commissioners are looking for – the Mantua Village make capital improvements on the needs list is what they want if they take operations over. Reservoir, and the meters are on the list Mantua Village would be doing. They want a commitment to make sure we do more to knock the list down. Also, the County will still continue negotiations for a possible merger. Do you the Mayor to continue on working on a contract for the running and operations of the system? Bob agrees that we need to lock it down but also not to exceed amount, and we do not have a choice but to move ahead with the capital improvements. Scott asked if it was enough for them, (the capital improvements). John said we are not required to do anything, as long as we are making progress that will make them happy. After the two large projects we will have less money, and the projects will be smaller. Scott said that he wants to move ahead. Bob said it would free up our staff for 2-3 days. Linda said that we do not have to make a motion to kick up to council. Linda will take to council and present. Need clarification on the letter. Contract to provide a service but not take over the whole system. Paula said that we need to agree to a long-term arrangement for 10 years, she wants written in a 3% increase per year. We can only forward a recommendation (Paula). Scott asked if we need to bring in to council, can't we just agree that Linda can iron it out items before it goes to council. Contract in place before finance. See if we can get the contract established by the 15th before finance. Linda can try, but it might not be ready until the May finance meeting. Michele wants them to vote to ask the mayor to draft up an agreement with Gene to make a contract for the April meeting. Paula made motion, Bob second all yeas.

Buying and financing new meters for the Village \$170,000.00 to \$200,000.00 they can finance or Jenny can check into it

Meters with installation \$170 for material (Ray Schwarz presented) governmental lease for 3, 5, or 7 years. End material for \$1. Can finance low lease rate. 15 – 20 minutes for reading meters per month. The life span is usually 20 years. Paula agrees that this is good. Ray explained about some of the bells and whistles on the meters. Can give a report and they can see the information. (customer). Paula said yes to go forward with the proposal. Linda asked Ray for one more cost – quote a back flow with each meter. Back flow, that would double costs the meter replacement. John said that he would not recommend it, Bob said that it would be too much a burden. If we put it in, we have to test it yearly. They are saying it will cost too much money. Paula said that if we do not take on the extra does it bring a potential law suit. Most home orders will be fine. Most home do not have a back flow device. With everything \$170,000 goes to \$313,000 to encompass everything. John said that the law is separate and the residential we do not need it. John says not to do it. Paula thinks that EPA will change the law and say we have to do that. John said it would not happen. Paula motioned to go forward Bob second all yeas. This has to go out for bid because of the expense (per Michele), not many other companies that do this. John already has the bid packet started.

Paula motioned to authorize John to do the bid packet and advertise for new meters for the Neptune remote readers, installation and reading apparatus. This is the equipment we want bid. It has to be this equipment. Scott second, all yeas.

Discuss 941.21 (a-b-c-d) codified if you read the codified there is no mention of a grace period. Should there be or not?

Linda read the section of the codified and explained that Maryann had been told that we have been giving a “grace period” of 2 to 3 days. THAT is not in the codified says and did service want to recommend a change? The Mayor if any of service was aware a grace period, all responded no. They said no, but wanted clarification. **The codified states due date the 24th.** Scott said to enforce what is in place, process what is in the drop box. Michele said to have the received by 4 PM on the 24th of the month. Paula said that it is going to be a little tough to coordinate. Maryann said that it would be 4 PM on the 24th day. I can still do the drop box as the 24th the next working day. Maryann to put a note on the w/s bills stating that the payments are due by/or on the 24th.

Discuss changes to w/s billing and payment plans. 941.21 f all sections

Cannot shut anyone off. Maryann will be sending out delinquent notices to set them up on payment plan, as long as they are on payment plan, no late fee. Michele writing letter for delinquent accounts. Putting payment plan in council packet.

Discuss Mr. Mocny in regards to 921.02 (j) and 941.22 and meter changes

Linda explained. Base rate for each meter, Mayor says Mr. Mocny thinks we he shouldn't pay base fee for empty units. Something should be in writing from the resident that the unit is empty. Scott thinks they should tell us in writing but the Capitol improvement has to pay for each unit no matter what but not the base fee. Michele read 941.22, change to be the number of occupied units by the meter. Linda wants to make sure that we follow thru with Tyler Tech. Scott asked Bob for input. Bob said that he agrees, that one lateral going to one meter, and water to the resident landlord should not be billed for unoccupied units. Paula, they shouldn't have the CI on it?? Read the water meter for the 7 units and \$2 water and \$2 sewer for all seven units – they must pay. But they a have 7 units and 2 empty base water fee is \$45 x 2. Instead of the \$45 x 7 in addition to the water bill. Paula said we need to discuss it more because we are increasing the CI to \$32, would that be charge to each of the 7 units. Legislation to the CI charges – per meter or per unit?? John said that we have to stick with legislation because we do not have the luxury to do this. Michele, said that when we started with the one base charge per each unit per each meter. It was changed only a year ago that every unit would be charged. Everyone gets charged the correct amount. Each occupied unit, but then the burden goes on the resident that --- what makes the landlord want to tell us when it is occupied. Each dwelling pays for CI charges (Michele). Paula says that is what she wants it to say. Bob agrees.

Amendment to occupied units on a meter for the 921.02. We could not keep track of it very easily. John, Tyler Tech does not reoccur like that, on the unit. John said that he will make sure that it is correct.

941.22 master meter to occupy. Change wording in ordinance to occupied units was discussed. No change in the wording was the decision, but to monitor and use our discretion was advised. Bob, Paula and Scott agreed. No motion was made, because nothing was changed.

Resident on Park Street, said he asked Chelsea to have the water shut off, a year ago. What to do? He said/she said. If we are incapable of shutting it off, we should get a final read. Put something in place final read put it in writing. Then they will know that it is in writing and not he said/she said. Form letter that John writes up and they are responsible for the

water. From this point forward water usage. Scott says that we should only charge him \$50.17, we should only bill him for the month. No documentation to 3 weeks of water and sewer bill \$50.17 and forgive the rest. There was no motion.

Bob asked if we charge to turn it on and off. We charge to turn it back on (\$25). If the valve box breaks \$1800 - \$2300.

Main Street - J & L Design moved out several months ago, and the property owner asked if we shut it off, which we cannot shut it off because of Middlefield Bank. They did not let Chelsea know they were moving out. The property owner said that they would pay it.

Village Administrator duties – any bills from CT needs to come before council, Paula said it. Administrator can approve \$3000, except for CT are we singling CT out? We have 7 work authorizations for CT waiting on us. Not getting paid because we have not approved. Linda wants everyone to look at that section of the codified. No action let's move on per Paula.

Still advertising for Operator of Record Class 1 water Class 2 wastewater and a maintenance worker. No one qualified has applied

Old Business

Orchard Street widening discussion Ohio Edison had almost completed the pole work- O.E. needs easement from Compass
–

Sanitary line and manhole on Main at Mill easements complete and filed. Mayor has contacted Workman it should be done end of this week or middle of next week

Asset Management CT to handle-they got a lot of the information they need from the county's draft report

Curb on W. High by Hawkins – *John T. working on it*

Anything else that may properly come before this committee

Paula needs to bring up on 44 electric pole south of scientist barn, a lot of transformers on it and is bending. Back by Compass, before you get to bridge or car wash. East side.

Service department have paint to repaint benches or do they have to purchase it? Linda said that we were not going to paint them anymore and we would replace wood and varnish/seal them.

The kiosk needs some fixing.

Next week or so, we will be putting up the sun shade (sails) at the mini park.

Paula moves to adjourn at 8:10, Bob second.

Adjournment