

June 22, 2023

**South Amherst Board of Public Affairs
Storm & Water Minutes**

Meeting Called to Order at 7:00 PM.

Roll Call:

Board Members Present: Zoltan Zoltai; Tom Pellittieri

Operator of Record: Dennis Hevener

Clerk: Stephanie Koscho

Liaison/Council Representative: not present

Visitors: Mayor Leshinski

Agenda Amendments: Water – New Business: WENS Hierarchy

Approve Agenda: Motion to accept the agenda with amendments by Tom. Seconded by Z. Motion passed unanimously.

Previous Minutes: 06/05/2023: Motion to approve the minutes from June 05, 2023, as submitted, by Tom. Seconded by Z. Minutes accepted.

Storm

Operator's Report: Dennis Hevener

- Tap-In at 217 Annis is complete, has been inspected and is satisfactory. Photos included and filed.

Clerk's Report: Stephanie Koscho Nothing at this time.

Completed Tap-ins: 217 Annis Rd.

Pending Tap-ins: 319 W. Main St; 5906 Russia Rd. Both need additional paperwork. Water Clerk will contact them.

Financial Reports (Exhibit A): Tom motioned to approve Exhibit A. Second by Z. All in favor. Exhibit A approved.

Old Business:

- **(M) Operator Worklist:**
 - Dropped dye tablets in the cemetery drains during the recent rains and could not locate an exit point.
- **Budget (work session 6/13/23):**
 - Fiscal Officer had told Water Clerk she would be in attendance tonight but is not here at this time. Z tabled the discussion until/if she arrives

New Business:

- **2024 Meeting Schedule:** All holiday dates can be moved to Tuesday without conflict. 2024 meetings schedule is as follows: Tue. 01/02; Tue. 01/16; Mon. 02/05; Tue. 02/20; Mon. 03/04;

Mon. 03/18; Mon. 04/01; Mon. 04/15; Mon. 05/06; Mon. 05/20; Mon. 06/03; Mon. 06/17; Mon. 07/01; Mon. 07/15; Mon. 08/05; Mon. 08/19; Tue. 09/03; Mon. 09/16; Mon. 10/07; Mon. 10/21; Mon. 11/04; Mon. 11/18; and Mon. 12/02.

Water

Operator's Report: Dennis Hevener

- Hydrants are flushed. Excel spreadsheet in meeting packet. Water Clerk has been asked to forward this list to Council and FD.
- Next week: Dennis will be completing EPA Hydrant tests for Alloway.
- July 5 & 6 for residential copper & lead tests. Avon Lake's metal analyzer wasn't ready so it goes to Alloway. Annual test for now. Could be less frequently with good test results, more frequently with poor results. Houses are chosen based on certain criteria from EPA requirements. Dennis has a good and thorough list of reliable, acceptable, qualified homes.
- Valves will be after EPA tests.
- Mileage: Two Purchase Requisitions need Board signatures for reimbursement.
- Dennis will be taking a vacation day on Monday, July 3 but is still available should an emergency arise.

Clerk's Report: Stephanie Koscho

- Sealed Bids for Truck: Winner backed out. Misunderstood the truck's complications. 2nd bidder said he is sending a check and will schedule pickup after we receive payment.
- A company called inquiring about materials required for residential waterline replacement. SABPA has no requirements outside of EPA regulations. However, SABPA would like to request that the homeowner have a meter pit installed and the meter moved outside while they are already digging up the lines. SABPA does not have an ordinance pertaining to this yet so it cannot be required or enforced, only requested.
- In regards to Council Member Jeanne Maschari's suggestion at the last meeting while discussing Mr. Harper's case: Water Clerk has filed to access the website Public Access to Court Electronic Records (PACER) to look up bankruptcy cases in relation to property liens for delinquent accounts.
- Update on the vehicle sharing proposal to Council – they have not given us a straight answer. And still no word on the new police cruiser.
 - Tom brought up safety concerns about the police rarely using their new vehicles and instead they use the old free ones, and if they do that then why are they buying another new Explorer, and why is it such a big deal to give the water operator a free car. He said he would talk to the Council Liaison for discussion at the next Safety Committee meeting.
 - Tom then offered Dennis \$1000 for his Journey. Told Dennis to let him know tomorrow. But in the meantime, SABPA will continue to reimburse Dennis's mileage for using his personal vehicle.

Financial Reports (Exhibit B): Tom moved to accept the financial reports as written. Seconded by Z. All in favor. Motion passed unanimously.

Old Business:

- **(M) Operator Worklist:** Discussed during Operator's Report. Z summarized Old Business bullet points on agenda.
- Stevens payment plan: Z motioned to waive the \$131.82 late fee as outlined in the original agreement from January. Second by Tom. All in favor. Z stressed to please thank her for being on time and paying ahead.

New Business:

- WENS Hierarchy: Flashback to Memorial Day weekend... hierarchy was discussed at the recent work session. Water Operator (Dennis) will be #1/primary, however, when he's addressing the situation in the field, Water Clerk will send the notice based on a template to be approved by the SABPA. If the Water Operator is unavailable, the Water Operator II (Corey) will be #1, same situation.
 - Example: RLCWA has a break. Dennis is notified. He calls Corey, then one Board member with the information. The Board then notifies the Mayor (except the Mayor usually already knows). Then the Clerk will send a notice to the residents informing them of the situation. In this example and similar situations, it is important to let the residents know that it is a RLCWA issue, not a Village issue. Follow-up messages should be regular, changes or no changes.
 - Sending the actual notifications: #1 is Water Clerk because the Water Operator is trying to fix things. If the Water Clerk is unavailable, #2 will be Water Operator for things he is not trying to fix at the moment -AND- the Mayor will be #2 for sending the WENS notifications for **water breaks only**.
 - Frequency will be as things change -OR- 2 hours with no changes. Every 2 hours for updates until the issue is resolved.
 - Dennis suggested a meeting with Water Operator, SABPA Members, & Mayor in another situation like Memorial Day weekend. This will ensure consistent information is being shared and there are no surprises. Stephanie suggested group text message with full water department until it is warranted to have an in-person meeting.
 - This information will be written as a Standard Operating Procedure.
- Stephanie: Turned in her formal resignation effective July 13, 2023. Tom believes Alex will not want to return to the full 25 hours so they will have the open position posted on the Village website and possibly Indeed. Z asked if there is anything to change her mind – more money and more hours was her reply.

Zoltan Zoltai moved to adjourn the meeting. Seconded by Tom Pellittieri. All in favor.

Meeting adjourned at 7:59 pm.

Respectfully submitted by Stephanie Koscho, Water Clerk

SABA WENZ & WEB SITE EMERGENCY NOTICE CALLING PROCEDURES

In the event there is a water emergency or information necessary for the public to know a WENZT Notice must be issued.

Anyone (Board, Operator, Mayor, Clerk, member of Council) receiving verified information requiring a WENZ information bulletin, must use this escalation to minimize duplication of effort which can lead to miscommunication or confusion.

Here is a breakdown of the WENZ who-to-call. In the event the #1 person cannot or is not available, the next person in numerical order (descending) should be notified. All 4 are not required to be contacted if the higher person in the calling chain answers. A minimum of 5 (five) minutes should be taken between calls and calling the next person on the list. You must leave an urgent short message if voice mail is received, followed by attempting to contact the person using a text message as your second means of communication. In the event after 20 minutes and no one is reached, the list should start again at 1.

Wentz Notice Issue Escalation:

- 1) Water Department Clerk
- 2) Water Operator (primary)
- 3) Back up Water Operator
- 4) Village Mayor

WENZ Notices should be followed up with updates every 3-4 hours or as new updates are received. Even if the status is unchanged, the notice should share this.

Any communication sent by Operator 1 or Operator 2, should be copied in to all 3 members of the SABPA. This includes text messages. In the event of a timely decision needing to be made by the Board, only 1 (one) Board response is needed.

Emergency Communication of WENZ calling escalation for Village Web Site publication:

The following contact escalation list is to be followed. You need only reach 1 (one) of the persons listed.

- 1) Water Department Clerk
- 2) Village Clerk
- 3) Village Mayor.

As with the WENZ bulletin calling procedure, for a Web Site notice request a minimum of 5 (five) minutes should be taken between calls and calling the next person on the list. You must leave an urgent short message if voice mail is received, followed by attempting to contact the person using a text message as your second means of communication. In the event after 20 minutes and no one is reached, the list should start again at 1. Web Site notices should be kept brief.

After Hours and Emergency Call-In Guidelines for Water Operators.

Water Operator 1 must advise Operator 2 when he/ she will not be available to take evening or weekend emergency calls. The reverse is true for Operator 2, the same expected communication is expected. Both Operators need to furnish such a request no-less than 2 business days in advance of such leave and the Board (any single member) must approve such off-duty request.

A WENTZ notice should be short and to the point:

- 1) Type of Event/ Disturbance/ Emergency
- 2) Effective time and date
- 3) Actions underway to correct.
- 4) Refer to Village Web Site for further in-depth details*
- 5) What to expect

*Additional details the Village Web Site might have but the WENZTZ bulletin may not had enough space to include but not limited to:

- a) Boil water advisory
- b) Handwashing
- c) Bathing and showering
- d) Brushing teeth
- e) Washing dishes
- f) Laundry
- g) Cleaning
- h) Caring for pets
- i) Caring for your garden and houseplants