

March 6, 2023

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

Roll Call:

Board Members Present: Mark Leshinski, Tom Pellittieri

Operator of Record: Dennis Hevener

Clerk: Alexandra Sabine

Liaison and Council Representative: Jeri Leigh Siss

Visitors: Mayor Leshinski

Jeanne Maschari / 306 E Main Street / Council Member

Agenda Amendments: Tom Pellittieri moved vac truck rental from water old business to storm old business. Mark Leshinski added West Lake Ditch/Russia Road under storm new business as well as time sheets & schedule date for work session under operator's report. Mayor Leshinski added information session under water new business.

Approve Agenda: Tom Pellittieri moved to approve the agenda with amendments. Mark Leshinski seconded. The motion passed unanimously.

Previous Minutes:

02/23/2023: Mark Leshinski corrected the minutes. He asked the clerk to revise the term "half hour to an hour per day" to "half hour to an hour per week" under the heading mapping project. Tom Pellittieri moved to approve the minutes from February 23, 2023, with the correction. Mark Leshinski seconded. The motion passed unanimously.

The board addressed the visitor, Jeanne Maschari & opened the floor for discussion. She stated that she would like to reserve her three minutes for a more appropriate time as she believes the liaison will introduce a question. The concern is under Storm Water.

Storm

Operator's Report: Dennis Hevener reported that there was a tap-in modification on West Main Street. They completed a permit & the fee was paid, which was a \$50 transaction after the refund was accounted for. He also reported that he has been working on Catch Basins off of the work orders he has been presented with. He inquired about 323 Maple Street off the worklist. This address does not exist, he would like clarification on the correct address. Tom Pellittieri stated he believed it should be Leonard Street instead of Maple. He reported that 805 S Lake was cleaned, 640 S Lake ditches were cleaned by entrances, State Route 113 by the bridge was cleaned with the Main problem being the 4-inch drain getting blocked easily. He doesn't know of another solution other than to keep checking it. He did check it recently due to the recent rain. Lastly, 218 East Main Street was cleaned as well as it backs up often & runs slow.

He also advised that the mayor notified him of a culvert deterioration on Russia Road. He contacted the County, who advised that it was the Village's responsibility. He placed cones in the area, but it will need

addressed soon. Mayor Leshinski advised that he contacted Mr. Zwick as well as Matt Arnold, who will be inspecting the area at his earliest convenience. Discussion ensued regarding the issue.

Clerk's Report: Nothing to report at this time.

Completed Tap- In's: 242 West Main - Modification

Pending Tap-in's: None

The board reviewed the financial reports (Exhibit A). Mark Leshinski moved to accept the financial reports as written. Tom Pellittieri seconded. The motion passed unanimously.

Old Business:

(M) Operator Worklist: Mark Leshinski stated that he does not have anything to discuss on his worklist, & under the list that Zoltan Zoltai presented, the items for Maple Street need completed. Dennis Hevener stated that they will be started this week.

217 Annis: The clerk advised that the customer was inquiring on the board's opinion on the option of tying into a preexisting large drain line that a neighbor has. The board discussed the option, concluding that it is a private line that they do not have the authority to approve or deny a tap into. The customer would need to get permission from and come to an agreement with the said neighbor. The clerk inquired if a tap-in permit would be necessary, & Dennis Hevener advised that it may be wise to request a copy of the agreement or easement if that option takes place. They discussed the need for a contractor or work permit, if applicable. The clerk advised that she would respond to the customer advising of the discussion & requested a formal agreement if this option were to come to fruition.

Vac Truck Rental: Tom Pellittieri advised that in order to create an account, it would need to go to council for approval. The clerk advised that it is her understanding that the current portion of creating the account would need to go to council, as well as a separate portion when the actual cost is obtained. Discussion ensued regarding whether the account was a vendor account or an account to charge. It was decided that it is the account that the rental will go under, so it would be to charge. It was suggested by the liaison to use a dollar amount "not to exceed". Tom Pellittieri inquired if the board would need to write an ordinance, to which the clerk responded that the records clerk has a resolution in progress. Tom Pellittieri moved to proceed with a resolution to enter into a contract with the Jack Doheny Companies not to exceed \$10,000.00. Mark Leshinski seconded. The motion passed unanimously. Jeri Leigh Siss advised that she completed the request form for the Village Worker. The board will need to update him when the dates are solidified.

New Business:

Time Sheets / Work Session: Zoltan Zoltai sent a reminder that if the board does not express concerns about the time sheets they are automatically assumed to be approved by the fiscal officer. Mark Leshinski also advised that Zoltan Zoltai would like to schedule a work session to discuss the operator's work and/or job description. The clerk inquired if that is the only item of discussion for the work session to which Mark Leshinski responded also there would be discussion of the day-to-day tasks and performance of the operator. The clerk inquired if this would be a performance review, as that is different than a work session. It was realized that an executive session is what the board needed, not a work session. Tom Pellittieri stated that a work session is needed to discuss the budget. The clerk suggested that the board include the rate study discussion with Corey Timko & post the gathering as a meeting versus a work session. Corey would like to update the board on the progress of the rate study & show the board the data. The board decided to hold a special meeting on Thursday, March 16, 2023 at 6:30pm, which the clerk will post. The clerk clarified with the board that they will not be entering an executive session at this time.

West Lake Ditch/ Russia Road: Discussed previously.

The board addressed their visitor and opened the floor for discussion. Jeanne Maschari stated that she reached out to Matt Arnold regarding Ludwig Ditch. She stated she is aware that there have been several discussions on this topic, however the cemetery is having issues as well as the farmer who owns the property in the area. There have also been multiple resident complaints in the area. She is wondering how the village can collaborate & come up with a plan for the issues. She discussed the possibility of a swale or a retainage pond, but in any case, the Ludwig Ditch would need cleaned. She stated that after speaking with Matt Arnold, he advised that there had been no formal request from the Village regarding Ludwig Ditch, so there would be no movement on either end. They advised that they are looking at approaching New Russia Township as well. Tom Pellittieri advised of the concerns which the board had stated previously, in that there are many parts that would need cleaned separately. Discussion ensued. It was decided that there should be a meeting with Don Romancak & Matt Arnold, along with the multiple areas of the village including Council, BPA, & Cemetery. It was also decided that there should be an official ask directed to Matt Arnold. Mark Leshinski will coordinate a meeting with the County & the village via email.

Water

Operator's Report: Dennis Hevener inquired if there were any items left over from the North Lake Street projects which were supposed to be returned. Tom Pellittieri advised that there were valves & brass fittings. Also, there was a piece of pipe that Tom would like to keep in case they needed it. Dennis stated that he will double check tomorrow. The clerk verified that Dennis would make an inventory and inform the board. Dennis Hevener stated that he will be putting together a list for hydrant flushing/valve exercising to which Tom Pellittieri stated he has a schedule prepared. The board would like him to GPS Map as he goes through the list. The clerk requested a copy of the schedule and the results for her records. The board discussed posting when the flushing/exercising will take place. They decided it will be posted as a WENS Notice, in the physical locations, and on the Facebook page.

Finally, Dennis Hevener asked if the board would like him to start getting pricing on paving the roads where it is needed. The board agreed. There are areas on North Lake Street, West Main, East Main, among others. Discussion ensued of placing gravel in the meantime. Dennis Hevener also reported that he received the water meter bases & he gave the clerk the paperwork to order the torque wrench, as requested.

Clerk's Report: Alexandra Sabine-Tuggle reported that Stephanie Koscho starting training this past week. She will plan on being at meetings going forward. The clerk also advised the board that there was a credit balance refund issued for 6465 Russia Road. This is an account that was overestimated for a period of time. The board was informed previously of the overestimation & adjustments.

Adjustments – February 2023: The board reviewed & signed the adjustments for February 2023.

The board reviewed the financial reports (Exhibit B). Tom Pellittieri moved to accept the financial reports as written. Mark Leshinski seconded. The motion passed unanimously.

Old Business:

(M) Operator Worklist: Mark Leshinski inquired on the progress of acquiring a tripod/harness to complete the removal of the meter to the quarries. Dennis Hevener inquired if he could borrow the tripod from Digger's tomorrow. Tom advised that he would need to put in a request through HeyGov to have David Valentine help him. Mark Leshinski stated the other open item is mapping every valve & curb box which should be completed in the spring.

Vac Trailer Rental: Discussed Previously.

305 East Main Street: The clerk advised that she reached out to the Law Director as requested. She forwarded the response to the board. She has not heard back from his office to schedule a meeting, so she had the records clerk reach out to follow up today. Most likely the meeting will take place during the day, but she reminded the board that if the meeting takes place with two or more board members present, she will need to post the meeting publicly. She will advise when she has any new information. Tom Pellittieri stated that he would like clarity on how to proceed with collection from the old owner if the new owners are not responsible, and how to proceed with the lien that is now under the new owner. The clerk clarified that if none of the board members can attend the meeting, Laurie or Michelle could sit in & she would attempt to record the discussion for clarity purposes. It was advised by Jeri Leigh Siss that the clerk inquire if these services were covered under the Law Director's contract or if the BPA would incur further charges. The clerk will inquire.

GPS Mapping: Discussed previously.

WENS: Dennis Hevener advised that he does have it on his phone, however there was an issue with the system. The clerk advised that Laurie has reached out to the company to ensure that the notice will be sent to the correct groups. They have not heard back at this time.

Rate Study: Discussed Previously. The clerk will confirm the decided date with Corey Timko & with the board.

Henry P. Thompson Chlorinator Startup: Dennis Hevener advised that the parts listed were recommended at the start up last year (after the incident). It was not completed last year since it would only be running for about a month, so he decided to do it at the start up this year. Mark Leshinski moved to proceed with the Henry P. Thompson chlorinator startup quote totaling \$4849.10. Tom Pellittieri seconded. The motion passed unanimously. Dennis Hevener also advised that Corey Timko will be present for the startup of the chlorinator so that he is informed & aware. It will be scheduled for late April.

New Business:

Information Session: Mayor Leshinski advised that Lorain County Rural Water Authority will be attending the upcoming council meeting on March 13, 2023 to discuss information of what rural water offers. The clerk inquired if the purpose was to discuss their offerings as far as taking over the water department, to which Mayor Leshinski stated may be a discussion, but will not be a monologue. Jeri Leigh Siss inquired about the intention of the meeting to which Mayor Leshinski replied that there have been multiple discussions of the future of the water department, and this is an opportunity to discuss with them what they can do or offer. Jeri Leigh also inquired if the intention is an open forum with questions or is LCRWA is coming prepared to discuss something specific. Mayor Leshinski advised that he believes they will come prepared but available to answer questions.

Jeri Leigh Siss discussed the mapping project. She advised that the ask from council is that the project be completed by the boards by April 30, 2023 so that the next step can take place. Mark advised that he has found some maps that do not apply to storm or water, so he will have a separate pile of those for review.

Tom Pellittieri moved to Adjourn the meeting. Mark Leshinski seconded. The roll was called with all in favor.

Respectfully submitted, Alexandra Sabine-Tuggle, Water Board Clerk