

The Board of Public Affairs met in regular session Thursday, July 15, 2010 at 8:00 p.m. at the Village Office.

Members present: Bd. President John Vershum, Richard Sauerlender and Jeff Pawlaczyk

Other officials present: Mayor Loar, VFO Karin Sauerlender

Guests: Water Employee Lisa Kutz, and Mr. & Mrs. Richard Napierla

Meeting called to order at 8:00 p.m. Mr. Napeirla recognized. Not present to contest a recent water bill of \$995, most likely used the water because it was recorded through the meter but asking for some form of relief. Never had a water problem before in the ten or so years they have left the house to stay in Florida for the winter. As in the past they called the village office and asked to have water turned off while they were away, assuming it would be turned off at the street. Their son notified them in April their boiler pipe broke and flooded the finished basement. Vershum said normally if this were to happen in the village, the board would consider reducing sewer charges because the water doesn't directly do through the village sewer system. Since the Napierala's live in Assumption they are not charged sewer. Karin said for years we've been placing accounts in active while residents are out of town for a quarter, when they return a \$15 re-connect fee is applied, inactive status exempts them from receiving a minimum bill for the inactive quarter. Residents are made aware the water is not physically turned off; it is only placed inactive in the computer so a minimum bill is not generated. Water is shut off at the street if the customer specifically requests it to be, most shut off inside house by meter. After discussion, the Board decided to reduce the bill by 40% of water charge, county sur-charge still applies. Allow Napierala's six months to pay bill.

Water Employee Lisa Kutz recognized and introduced herself to the Board. Lisa recently attended a council meeting voicing her concern over a decision to increase Scott Hansen's hourly wage. Lisa said she began working at the plant 3 years ago at an hourly rate of \$10 per hour, obviously Scott started out making more than her because he started a year and ½ ago. Doesn't think it's fair that for the 2 ½ months Scott will be covering full time at the plant that his pay rate increases. Lisa's severance package is for three months and it has been proposed Scott's is bumped up to a six month package. Lisa works three out of four weekends a month, does what's asked of her, never calls in sick, etc. Recently she started working Wednesday afternoons at the plant. Also works full time at a doctor's office, where recently they lost an employee and more hours are expected of her and she's not able to help out. Rick Meiring told her he would cover her Wednesday shift at the water plant to not jeopardize her full time job. Right now she doesn't think it's jeopardized.

Vershum asked Lisa what she wanted? Not fair if Scott gets a six-month severance package and she doesn't, she's been at the plant longer, and came in with experience and Scott had none. Lisa currently making \$12 an hour, doesn't feel it's fair to bump Scott up to her pay.

Richard Sauerlender said it's not uncommon for a full time employee to make more than a part timer performing the same job. Lisa said Scott was working already full time prior to working full time at the plant, so what justified his pay increase? Lisa said she worked 42 hours Fourth of July weekend, does this constitute full time? Rich Sauerlender asked

at what point does one cease to be part time? The fiscal officer responded, when you do it week in week out, which is what was happening to Scott. Gone six weeks of over 40 hours. You can work a part time employee full time or more on an intermittent basis. Village pays overtime scale when employee works over 40 hours in their defined workweek. Lisa also gets overtime (time and ½) for weeks over forty and double time for all holiday hours worked. Working more hours now will increase Lisa's severance package. The Board told Lisa how much she's appreciated and recognize her dedication and willingness to help out and take on additional hours when needed.

Board discussed Lisa's situation and their recommendation is: same computation of severance as provided Scott Hansen, increasing Lisa's wage to \$13.50 an hour retroactive to the date Scott's pay went up to \$13.00 an hour.

Reviewed the ad placed in paper for Class 2 Water Plant Operator The EPA required, we advertise for a Class 2 operator until plant closes. Board suggested running ad till the at least the end of July or possibly mid-August. Even if we sign county technical service contract we have to advertise for Class 2, along with Class 3 working 20 hours per week.

The bills were presented for payment.

Bills paid previously:

Treasurer of State	Dam safety fee	\$ 281.00
Lisa Kutz	Wages paid 06-22-10	576.00
Lisa Kutz	Wages paid 07-06-10	576.00
The Metamora Post Office	300 – 28-cent stamps	84.00
The Metamora Post Office	44-cent stamps	44.00

Current bills to be paid:

Bonded Chemical	Alum & chlorine	\$ 860.50
City of Wauseon	Bacteria tests	48.00
Fulton County Commissioners	Assumption surcharge	1,221.66
Habitec	Security monitoring	87.00
Lyons Septic Tank Cleaning	Pump tank at plant	180.00
Rick Meiring	Consulting 7/4 – 7/10	1,440.00
OUPS	Manual callouts	8.00
Perrysburg Pipe	Parts for assumption line repair	98.00
Ricca Chemical	Testing supplies	203.59
Century Link	Phone lines	182.97
USTI	Software maintenance	730.00
Village of Swanton	Testing, Carbon & lime	645.50
Fulton County Commissioners	NEWD Issue II reimbursement	98,239.96

Bills to be paid later:

Sue Clendenin	July salary	\$ 551.13
Karin Sauerlender	July salary	625.53

Bills approved for payment.

County Contract for Water Plant Technical Services, between Fulton County and Village of Metamora – Mayor Loar spoke to commissioner Dean Genter, informed him of recent EPA requirements and recent resignation of Steve Kovar. Mayor Loar also informed Commissioner Genter about EPA information regarding another small community undergoing a similar situation as Metamora. This particular town was in southern Ohio and also in the process of closing their water plant, they lost their licensed employee to the new system. In their case, the county took over the water plant for the community and operated it until the plant closed and the new system was running. Evidently, Commissioner Genter went to the commissioners and discussed our situation and the Technical Service's Contract was drafted and offered to the Village.

The contract offers county employee services at the water plant for a maximum of 20 hours per week at \$28.93 per hour. If additional time is requested over the 20 hour limit, the operator shall be paid at an overtime rate of 1.5 times the set rate. After review, Vershum concerned with the final paragraph, " Holding the county harmless" even though a county employee would be working out there at least 20 hours a week. Suggested Section V11 is rewritten similar to Meiring's contract, making the county responsible for their employee in the event problems arise from their employee's actions. Asked the Village Solicitor review both contracts (especially Section V11) and rewrite county contract using similar language in Meiring's contract.

High Water Use – A resident on Harvest concerned with increasing quarterly water use even though he doesn't feel their use has increased. Asking meter replaced. Board agreed to install a new meter, if usage doesn't decrease to 10,000 gallons per quarter the resident will be billed for the new meter. Suggested meter read when water is not being used in the house, to check for leaks.

Water Plant Lease – minimum monthly electric charge \$50 -\$60.00. Gary Keys with Edison surprised if it would go over \$75. Probably want to keep security system operating (cost \$87 per quarter,) that means keeping phone line and include in rent. Electric use, heat to be included in rent.

Future Water Plant Use – Poggemeyer came to look at plant and reservoir to make suggestions for turning into park, stocking reservoir for public fishing, etc. Would like reservoir and property prints. At this time Anderson's not interested in utilizing clear wells. Discussed future moth balling of plant.

Water plant roof is done, but needs rubber roof on a small flat section, approximately 10' x 10'. Board approved replacing small section of rubber roof, not sure of cost. Sauerlender offered to pick up materials. Use village credit card to purchase material.

Vactor Truck – county has used 1992 Vactor Jet Rodder 2100 Sewer Cleaner and Vacuum for sale, are we interested? No, require high maintenance and approximate asking price is \$25,000. We only spend a few thousand yearly to clean out drains.

Lagoon inspection – EPA made a recent inspection of lagoon; Jake Simon was present and discussed results and solutions with Rick Meiring. EPA observations: bank erosion in middle of lagoon on western bank, western effluent discharge valve leaking. Jake working on corrections.

Street Superintendent Position – Lagoons require Class supervision. Karin said she is currently taking sewer classes. Board would like person hired to get a sewer one license within 18 months.

Board agreed to enter into executive session at 9:45 p.m. to discuss personnel issues. Exited at 9:59 p.m. No action taken.

Things to DO - ask County if they will bill sewer for us. Discuss further: second meter use after new system in place.

Meeting adjourned at 10:05 p.m.

President – John Vershum

VFO – Karin Sauerlender

Respectfully submitted,
Sue Clendenin
Deputy Clerk