

Meeting – Special meeting of Board of Public Affairs

Date: August 26, 2010

Time: 7:00 p.m.

Location: Village Office

Agenda: Northeast Utility Billing w/ inclusion of Metamora Sewer charge

Members present: Jeff Pawlaczyk, Richard Sauerlender, and John Vershum

Others present: Mayor Loar, VFO Karin Sauerlender

Northeast Water District – need to discuss what we want the commissioners to do about billing village residents for sewer use? New water district to bill semi-monthly (every other month.) Swancreek Water District to perform billing task for North East Water District. Not sure if Swancreek utility software has the ability to bill second meter use, we bought a separate module to have ability to perform.

John Vershum said he knows Swancreek bills for sewer use. Karin but we're not sure about billing outside second meter use, which removes sewer charges on water used outside to water yards, fill pools, etc. If we still want to allow for this type of credit we need to work out with Swancreek the best way to bill or credit this use. Discussed a refund system. Village would have to read second meters, calculate refund and provide Swancreek with account numbers and amount to credit those accounts. Karin said she's certain they can enter credits to customer's accounts. Discussed offering credit once or twice yearly. If offered once, it would be best to apply at the end of the summer. Ask Swancreek if they are willing to credit accounts once or twice. Clerks will call Swancreek to discuss utility software capabilities. Swancreek will do all meter reading, create bills, and forward to the county to mail.

Sewer rates – NE minimum water use is set for 1000 gallons per month or 2000 per billing cycle, at a cost of \$6.95 per thousand. Currently, we charge sewer at a minimum use of 6,000 gallons per quarter at a cost \$54.14. Which translates to \$36.09 for two months (at 4000 gallons usage) and \$4.20 for each additional thousand gallons. Northeast minimum has been set at 2000 gallons for two months, matching their minimum would reduce our sewer charge to \$27.69 bi-monthly for the first 2000 gallons and \$4.20 for each additional 1000 gallons. Council will need to pass a new sewer ordinance to reflect bi-monthly billing. Sewer rates historically increase yearly, as needed. Board discussed increasing sewer rates.

Karin said in addition to part of clerk's salaries all of Water Board's salaries comes out of water; entire dollar amount needs to come out of sewer next year.

Northeast's first billing should be in November. Board recommends increasing sewer rates 5%. New bi-monthly rate with 5% increase would take base rate for 2,000-gallon minimum to \$37.89 and \$4.41 for each additional 1000 gallons. Board also recommends including the 5% increase in the new ordinance, effective with first billing of the NE system.

Ziad said NE first water bill would include sewer charges. Clerks to provide Ziad all particulars about cost per thousand and when we want sewer receipts. Karin said monthly

sewer reimbursement would be ideal. We can ask for monthly reimbursement and see what they say.

Will they charge us to bill sewer? Mayor said the Village would offer to pay electric use on tower; service is tied in with the recycling building. J. Vershum said if they were to separate and install a new service to the tower it would cost a small fortune, they will most likely agree to village paying electric in exchange for billing sewer. Karin said winter electric bills for this service has run as much as \$300 a month.

Karin to draft letter to Commissioners and Ziad, to mention village paying electricity at tower vs. NE charging for sewer billing, ask if they are willing to apply sewer credits for those in village with second meters. Will NE insure tower? Ask solicitor about insurance on tower or leasing tower to NE. Ask solicitor if NE would be able to insure tower if they lease it. Per contract, NE is responsible for all maintenance of tower.

Sunday, John Vershum spoke briefly with Rick Meiring about moth balling the water plant; will talk with him further.

John Vershum gone September 2 thru September 11.

ODOT Lease – Clerk informed by Gary Keys (Toledo Edison) average monthly electric charge for water plant after shut down would be approximately \$75.00. Not sure of insurance cost, hopefully insurance won't change rate on empty building. Village to continue paying monthly security cost. Board agreed to a monthly lease fee of \$150 for ODOT's use of plant and village generator following shut down.

State to bring in their own fuel tank and propane. Ask Lyons LP Gas if they will buy back propane. If not, don't deliver more.

Bills approved for payment:

Lyons LP Gas	propane for water plant	\$231.35
Richard Sauerlender	roof water plant	155.61
City of Wauseon	water testing	48.00

Adjourn at 9:00 p.m.

President – John Vershum

VFO – Karin Sauerlender

Respectfully submitted,
Sue Clendenin

