

October 6, 2020
Somerset Board of Public Affairs Meeting

Members present were Jim Wilson and Greg Litzinger. Also present was Ike Hynus

Minutes: The minutes of the September 15, 2020 meeting were read by Jim. Greg motioned to approve, seconded by Jim.

Discussion concerning the number of water meters reading zero usage and the amount of time lapsed before work orders were issued. There were in excess of 30 zero reads some reading zero for 12 consecutive months.

There needs to be a procedure in place (the board recalls there was in the past) to catch these much sooner. Going forward the board would like to have a work order issued after any customer has two consecutive months of zero reads. This would minimize the amount of possible unmeasured water and the volume of work orders issued at one time.

Ike presented examples of inventory lists provided by Brandon. The lists look good but the board would like to see a description of the location of each part added I.E. at Water / Sewer Department which building which shelf etc. to make it possible for anyone to locate parts easily.

Ike reported the Flocculator is running properly after TAM Construction sent an electrician to reprogram the VFD.

The pump at High Street & East Sheridan Avenue has been replaced and a back up was reordered.

Brandon is planning to take Certification test as soon as available.

Brandon & Lane want to take OSHA 30 classes. Lane wants to take CPR as well.

Ike said Paul requested to take a contact hours class on October 20 & 21, the cost is \$60.00. Greg motioned to approve, Jim seconded.

Parts to repair & replace remote radio equipment to monitor water tower levels is \$7320.00, Jim motioned to approve, Greg seconded.

Discussion about cathodic protection system on the High Street water tower. Ike is to consult with Mitch Altier.

Pay Ordinance 16-2020: The bills were reviewed, Greg motioned to approve, seconded by Jim

Greg asked Ike to check out ground settling near the underground water valve at 206 East Sheridan Avenue.

Councilman Lalley presented the Board with possible COVID 19 funds available for upgrades at our facilities. We very much appreciated Mr. Lalley's time and the information shared.

The following are some things the Board would like to have considered purchased with said funds:

- Security camera systems for the Water & Sewer departments.
- A second eye wash station upstairs at the Water Department
- An inventory of N95 Mask for both departments
- Proper PPE for both departments
- Remote read water meters (pretty costly but perhaps some funds to get started)

Jim and Greg went over the financials. Nothing to report.

With nothing further to discuss, at 7:25PM Greg motioned to adjourn second by Jim. Meeting adjourned

President Jim Wilson

Member Greg Litzinger