

**FEBRUARY 19, 2019**  
**VILLAGE OF SOMERSET BOARD OF PUBLIC AFFAIRS MEETING**

**Members present were Jim Wilson and Greg Litzinger.** Also present were Paul Weiner and Kelly Beem. Mitch Altier came in at 7pm.

**Minutes:** Jim read the minutes from February 5, 2019. The minutes will be approved at the next meeting. Greg cannot vote since he was not there.

**Pay Ordinance 3-2019:** After reviewing the bills, Greg motioned to approve seconded by Jim.

**OLD BUSINESS:**

**Updated Policy:** Kelly reviewed the changes to the Water/Sewer policy. She requested to reduce the Non-Sufficient Funds Fee from \$50 to \$30. Greg motioned to approve the policy and change the NSF Fee to \$30.00. Jim seconded his motion.

**Inactive Accounts:** BPA, Kelly and Paul have been working on clearing out some old inactive accounts. The Village is losing money when residents want the water shut off when not in use. To stay in the compliance for any future grants, we need to start charging the minimum fee to all accounts that are shut off per owner request. Jim motioned this change to start immediately, seconded by Greg. This will bring in additional revenues needed for our loan debt payments.

**High St Water Tower Right of Way:** Kelly gave the deed and drawings to Andy Knisley. He will determine whose property the fence is on. We have issues with people parking and blocking our entrance.

**Uniforms:** Kelly was asked by Jim to schedule another meeting with Cintas. Jim would like to cancel the uniforms and contract.

**NEW BUSINESS:**

Paul informed BPA what the Flow Capacity is. The Sewer Plant is designed for .250 MGD and runs about .100 MGD average. The Water Plant is designed for .400 MGD and run about .120 MGD average.

Paul showed a picture of the SUV. Looks like the stabilizer bar broke; the ball joints are bad too. Jim asked him just to get an estimate on repairs. The truck needs all new brakes as well.

Kelly asked Jim and Greg to start interviews for the Clerk position. She has time coming up that she needs to be off work. She handed them a new resume that she would like to interview. They will review the other resumes, and get back with her.

Kelly also stated that she will be at a conference on March 7<sup>th</sup> and 8<sup>th</sup>. The office will be closed those days.

Mitch is here to ask BPA if they would like to apply for WSRLA funds for a water project. It is best to apply showing health and welfare for the residents. Paul is to have Ike contact Mitch regarding the project.

Jim asked to go into executive session to discuss real estate purchase. He asked David Snider and Kelly Beem to attend. Jim motioned and Greg seconded. No action taken.

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President Jim Wilson

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Fiscal Officer Kelly Beem