

**FEBRUARY 4, 2020**  
**VILLAGE OF SOMERSET BOARD OF PUBLIC AFFAIRS MEETING**

**Members present were Jim Wilson, Karen Cooperider and Greg Litzinger. Also present were Kelly Beem and Brandon Thompson**

**MINUTES:** Jim read the minutes from January 21, 202. Karen motioned to approve, seconded by Greg. All voted Aye.

**PAY ORDINANCE 03-2020:** The payables were reviewed. Greg motioned to approve, seconded by Karen. All voted Aye.

**OLD BUSINESS:**

**Handbook:** After meeting with Council last week a revision in the employee handbook was made as follows: Since the water and sewer departments are required to inspect the plants every night, they will be paid overtime regardless of vacation, sick or Holidays.

Jim still needs quotes for the VFD's from Paul.

**Door Hangers:** At the last meeting discussion was held regarding hanging the shut off notices. Greg motioned to have our meter reader Jeremiah come back in to the office around the 16<sup>th</sup> of the month to hang them, and we will give him an extra \$25.00 for doing so. Jim seconded his motion. All voted Aye.

**NEW BUSINESS:**

Brandon Thompson will be the new Inventory Asset Coordinator and Lane Mulford will be the Safety Coordinator. They are both required to attend training, and keep documentation of meetings, training etc. The UAN billing system has a program in place, so Kelly will work with Brandon on the Asset Management. Lane is to have monthly Safety classes, and have sign in sheets with topic of class.

Greg motioned to approve 3% pay increases for the water and sewer departments as approved by council. He also motioned to approve a fifty cent increase for Brandon and Lane for their new roles. Karen seconded his motion. All voted Aye.

Kelly asked about a resident that passed away and the bills are being returned. She isn't sure if she should keep billing or make the account inactive. She will check with Will Flautt regarding Probate court on this.

The old chevy blazer has not been put out for bid yet. Kelly said the vehicle would need to be towed away because it is not drivable. They asked Brandon to check with some Pick and Pull Scrap places to see what we can get out of it.

Jim wants the property at 214 N Columbus to start being billed. The owner came to a meeting last April and said he was remodeling. Kelly will make his account active and start billing.

Greg would like to see the notes regarding the 4 instances on inactive accounts at the next meeting.

Jim would like Kelly to provide cost lists for parts, meters at the next meeting. He would also like to review the Policy for water and sewer.

BPA reviewed the maps from Mitch Altier. Jim will review with Paul and Ike as well. With no further business to discuss, the meeting adjourned.

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President Jim Wilson

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Fiscal Officer Kelly Beem

