

THE BOARD OF PUBLIC AFFAIRS met in regular session on Tuesday, May 19, 2015.

Present were President Jim Wilson, Dick Pettit, and Greg Litzinger, members. The Honorable Mayor Tom Johnson and Tiffany Miller, an employee, were also present. Guests included Mitch Altier and Julie Ward.

President Wilson read the minutes. Jim moved to accept the minutes, seconded by Greg. The Board reviewed the Pay Ordinances. Greg motioned to approve, seconded by Jim.

The board members went into executive session regarding personnel at 6:15PM and resumed at 6:35PM.

OLD BUSINESS:

Tiffany gave the Board members a copy of the revised water/sewer policy and asked if anyone had any changes after reviewing it. Dick suggested that we add more information regarding how we handle shut offs for delinquency. The Board members agreed that the policy needs to state that we will notify the customers in advance. Tiffany shared that she has been calling customers prior to being shut off, but not everyone is able to be reached by their contact phone number listed on their account. Greg proposed that we hang notices on customer's doors if they cannot be contacted by phone. The policy will be updated and discussed further at the next meeting.

Tiffany shared with the board that only four people have signed the survey to accept credit cards for payments.

Jim stated that we are still waiting to hear from Kelly about employees' interest in switching uniform companies.

Julie and the board discussed the draft plans given to them at the last meeting. The board disclosed that they do not want to increase sewer rates to help fund the improvement plans. Projects were rearranged according to the Village's needs. She will have a final draft available within two weeks.

Jim mentioned that the plant is being shut down every night and a valve needs to be replaced. He asked Mitch for a recommendation on how to solve the issue. Mitch submitted an application to the ARC in order to help fund upgrades at the plant, but if approved the funds will not be available for at least one year. He suggested that the board call George Spears, a plant operator from Roseville, to come down and test signals at the plant.

NEW BUSINESS:

Tiffany presented the Board with the website she has been working on for the Village of Somerset. Julie suggested that we add all of the local businesses, schools, and churches.

Tiffany gave the Board a copy of an employee evaluation assessment Kelly found online. Jim would like to see a section added that listed an employee's performance objectives for the year. This will be discussed more at the next meeting.

Tom gave the board a copy of a letter written by the owners of the Somerset Grille. The owners stated that they only have one meter and one sewer and they are being charged for additional wastewater. They also mentioned that they are still being charged for the bakery which no longer exists. Julie stated that she would write a response to the owners and give it to the board and mayor to review at the next meeting.

With nothing further to discuss, the motion to adjourn at 7:45 was made by Jim, seconded by Greg.

President Jim Wilson

Water/Sewer Clerk Tiffany Miller