

The Board of Public Affairs met in regular session on Tuesday, June 2, 2015 at 6pm.

Present were: President Jim Wilson and members Dick Pettit and Greg Litzinger. Others included Kelly Beem, Ike Hynus and Julie Ward.

Minutes: Jim read the minutes from May 19, 2015. Greg motioned to accept, seconded by Dick.

Pay Ordinances: The Board reviewed the payables. Jim motioned to accept and Greg seconded.

OLD BUSINESS:

New Water & Sewer Policy: Kelly shared with the board several changes. It should be ready for approval at next meeting.

New Uniforms: Kelly contacted Aramark. We signed a 5 year contract with them July 2013. Our contract is till July 2018. The cost to terminate is \$3,095.43. Kelly shared that if we terminate contract and give the four the outside guys \$500.00 per year clothing allowance, this would save roughly \$3200.00 a year. The Board agreed with this but wanted Kelly to run it by Council since they have a man involved.

Damaged Fire Hydrant: We received notification that there was insurance on the driver from The General. We should be expecting payment soon.

Employee Evaluations: Kelly is still revising them.

Capital Improvement Plan: Julie Ward presented her Executive Summary for the Utilities. The Board will review this.

NEW BUSINESS:

Ike states the Consumer Confidence Reports are done. Tiffany will put on website so we don't have to mail them out. Hard copies will be provided in Office, and a notice will be put on the June bills.

Ike requested \$501.00 for testing equipment. Jim motioned to allow him to purchase, seconded by Greg.

Ike requested \$3500.00 for a Valve from Rawdon Myers. Greg motioned to approve the purchase, seconded by Dick.

Kelly gave the Board a form to fill out if they want direct deposit of their checks. This will start for them in July.

Kelly asked the board about the Fire Department and EMS Department. She was told to send the bills to Ann Sweeney at The Township Officer.

Discussion was held on the Somerset Grille & Bakery billing. The Grilled should be billed as 2 water and 2 sewer for the apartments upstairs and 1 water and 1 commercial sewer for Grille. The board decided to not bill the bakery since it is no longer in business and will write off their bill. Currently the apartments are being billed as 1 water, so Greg will go talk to Troy Williams and explain to him. Greg motioned to correctly bill the apartments 2 water & 2 sewer per our policy. Jim Seconded.

Kelly discussed with the Board about shut off notices. She will order door hangers to be placed before shut off occurs. Tiffany will still call the ones she can reach, and the others will get the hanger.

Kelly gave the board a spreadsheet of the Loans that need paid back on July 1, 2015. We will be short in Water Debt Service revenue by \$6,278.16, but the water revenue can cover that. Sewer debt looks good. Kelly will do a spreadsheet for the next Loan payment and put more into Water Service Debt.

The Board asked Kelly to have Mike Fehrman go ahead and order his t shirts from Laura's Embroidery.

With no further business to discuss, the meeting adjourned at 7:25pm.

Jim Wilson, President

Kelly Beem, Fiscal Officer