

# **Board of Public Affairs**

## **Meeting Minutes**

**Monday, February 24, 2020 @ 6:30pm. @ Muni. Bldg.**

**Bp. Jeff Hostetler** called the meeting to order.

**Members present:** Bp. Jeff Hostetler, Bm. Russ Watkins, Sewer Supt. Marcus Allen, Bm. Randy Watkins and Pam Hostetler taking the meeting minutes

**Others present:** Tom Phillips, Aaron Huth and Aaron Howell

**Bp. Jeff Hostetler** asked for a BOPA President nomination.

**Bm. Randy Watkins nominated Bm. Jeff Hostetler and Bm. Russ Watkins 2<sup>nd</sup>. the nomination. All approved**

**Bp. Jeff Hostetler** asked for approval of the last Board of Public Affairs meeting minutes from January 27, 2020.

**A motion was then made by Bm. Russ Watkins and 2<sup>nd</sup>. by Bp. Jeff Hostetler to approve the January 27, 2020 meeting minutes.**

**Roll Call**

**All in favor**

**Motion carried**

**Water/Sewer Supt. Marcus Allen –**

1. The Coulter Street lines will be televised by Dynamerican this week.
2. Update on the brownout that the village had last Friday night, February 21<sup>st</sup>. A lot of equipment was down but we were able to get everything running again except for one (1) motor. The brownout power was high enough that the generator didn't recognize the need to kick on. A short discussion was held.
3. Bank Street water line project update. Jason and Marcus met with Doug Nusser today to go over a few changes to the project concerning curbs, street edge lines, etc. Bids need to go out as soon as possible, hopefully March or 1<sup>st</sup>. of April at the very latest. The project needs to be completed by September 1<sup>st</sup>. because they stop motor paving stops the 1<sup>st</sup>. of September.

**Bp. Jeff Hostetler** asked for approval of the December 2019 Finance Reports.

**A motion was then made by Bm. Randy Watkins and 2<sup>nd</sup>. by Bm. Russ Watkins to approve the December 2019 Finance Reports.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**Fiscal Officer Pam Hostetler –**

1. Pam presented an Appropriations amendment #20-3 to Sewer, increasing by \$30,000.00 for wages.

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Randy Watkins to approve the Sewer Appropriations amendment #20-3, increasing by \$30,000.00 for wages and recommend to Council.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**Bp. Jeff Hostetler** reported that the Pam Hostetler and I will be on vacation in June for the wedding of our son. Gail Greene also wants off during that same time. In order for this to be feasible, we will need to cross train. The Tax Assistant is willing to cross train learning the water/sewer billing. I am presenting this to the Board and the pay rate being the same as the Tax Assistant's current rate of \$14.00 per hour.

**A motion was then made by Bm. Randy Watkins and 2<sup>nd</sup>. by Bm. Russ Watkins to approve the Tax Assistant cross training to learn the water/sewer billing at a pay rate of \$14.00 per hour.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**Bp. Jeff Hostetler** asked for a motion to approve invoices and vouchers totaling \$127,812.20

**A motion was then made by Bm. Russ Watkins and 2<sup>nd</sup>. by Bm. Randy Watkins to approve invoices and vouchers totaling \$127,812.20.**

<b>Roll Call</b>	<b>All in favor</b>	<b>Motion carried</b>
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**BOPA billing adjustments approval –**

1. Jeff Hostetler looked at all the water/sewer billing adjustments and they all look ok. Jeff will ask Gail to present a report listing each month that is more legible.

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Randy Watkins to approve the water/sewer billing adjustments.**

**Roll Call**

**All in favor**

**Motion carried**

**A motion was then made by Bp. Jeff Hostetler and 2<sup>nd</sup>. by Bm. Randy Watkins to adjourn the meeting.**

**Roll Call**

**All in favor**

**Motion carried**

**Next meeting will be Monday, March 23, 2020 @ 6:30pm. @ Muni. Bldg.**

*Respectfully Submitted by:*

*Pamela J. Hostetler, Fiscal Officer*