

# THE VILLAGE OF BRADNER BOARD OF PUBLIC AFFAIRS

Record of Proceedings

July 17, 2017

## **MEMBERS IN ATTENDANCE:**

Board President, James Smith

Board Member, Matthew Ruble

Board Member, Rhonda Conley

The regular meeting of the Village of Bradner Board of Public Affairs was called to order at 7:05 pm on Monday, July 17, 2017 by Board President James Smith and all present were asked to stand for the Pledge of Allegiance to the Flag. Also present were Fiscal Officer Kerstan Kaminski, Utility Superintendent John Linkey and Mayor Virgil Shull.

## **GUEST(S)**

USTI (webinar): This system is totally integrated. Any information can be looked up by just looking up a name including code violations, permits, utilities and property. It can be built for unlimited services and is setup like a Microsoft product as in Excel or Word. It has unlimited history. Service orders can be created. Vacant properties can be tracked. Utility bills can be emailed, viewed online and paid online. It is a true fund accounting system which has the ability to add attachments. The data can be stored locally or with them which there is a cost difference. Industrial customers can have separate classes, rates and can handle unlimited meters. Only one window can be open at a time, not multiple. They have the ability to print out and mail the bills, for a fee. It can do delinquent notices, disconnects, individual reports and write-offs. There is a process to write-off balances. It can give a balance for any time period. If a customer has bounced a check, the program will give a warning. Restricted credits can be done for just water, sewer or electric. Their graphs can be setup to have a rolling 13 months.

The company has been around for 40 years and they have 1,200 customers. 700 customers are using the utility billing. The licenses are \$395 which can be discounted to \$300 or \$200 depending on how many licenses there are.

The program can be used on a laptop in the field or from an app. They have the ability to do the kilowatt tax which would be setup in services. There are about 10 people for support and they are very knowledgeable.

As far as transferring the information over from CMI, CMI is a proprietary system and they will probably charge to convert the data, but will not convert all of the history.

The cost for the entire system is \$12,360.42 annually, not including taxes. This amount also includes the financial side as well.

Rhonda Conley made a motion to approve the July 10, 2017 minutes with corrections. Matt Ruble 2<sup>nd</sup>.

Roll Call:

Yes: Smith, Conley & Ruble  
Motion Carried

**UTILITY SUPERINTENDENT - John Linkey:**

B. Hillz started Phase 4 today.

The Brubaker contract is not done yet. Kerstan will call Corey to check the status. The Brubaker's do have the paperwork from MaryLou stating their portion of the cost and the Board's.

Rhonda Conley made a motion to approve Poggemeyer going ahead to start the engineering of the Brubaker property waterline extension. Matt Ruble 2<sup>nd</sup>.

Roll Call:

Yes: Smith, Conley & Ruble  
Motion Carried

Jim spoke with Dave Steiner. The extra \$12,750 was paid to Poggemeyer which makes up the extra equaling the \$50,000 total. John wants to make sure that the Board's amount is correct so they don't end up owing more after the project is done and over with. Kerstan has not received any invoices from Poggemeyer regarding Phase 4 yet. \$114,000 is for construction costs and around \$70,000 from Bradner. Jim is waiting to hear back from Denise with Poggemeyer to clarify.

John would like to reevaluate the project for 2018. Instead of doing S. East St., he'd like to look into doing the 1½" line on Caldwell. There was an issue on Thursday with an 8 ft. section that needed patches and has previously been patched. John would like to upgrade to at least 6" line.

Wednesday at 10am, Craig with AMP is coming to discuss the 2018 Power Supply Plan.

Chris McCarron worked 4 hours Saturday on the waterline. Jim is looking for a bill from the removal of the chlorine building from Toroc? It has not come through yet.

John has not worked on the report due in November for a while but will call the EPA office to speak with Krieger for help. Most of the information is there. It just needs to be formatted and organized. An exercise on the contingency plan should be done before the end of the year and documented. The EMA, Fire Dept., Police Dept., Board, Council, Street Dept. and Utilities should be involved.

John got the regulations for the Asset Management Plan but there are no final rules yet.

**FISCAL OFFICER - Kerstan Kaminski:**

Kerstan received unemployment paperwork for Justin Nice. She needs a few questions answered by Jim.

**RESOLUTIONS**

None

**Approval of Claim Ordinance 14-2017BPA**

Rhonda Conley made a motion to approve Claim Ord. 14-2017BPA. Matt Ruble 2<sup>nd</sup>.

Roll Call:

Yes: Smith, Conley & Ruble

Motion Carried

**OLD BUSINESS:**

The light for the front of the Fire Station is in but not the back of the building yet. John ordered another LED light for S. Main St. but it is not in yet.

John has not gotten a cost on the lights for the ballfield yet.

**NEW BUSINESS:**

Jim asked Virgil about the pool closing. Virgil's thinking around the end of August. It should be open at least through the 27<sup>th</sup>.

June Highlights

42 past due accounts

38 accounts as of 7/17

5 shutoffs

Current           \$4,907.68

31-60             \$ 289.25

61-90             \$ 539.42

91-120           \$ 390.85

Total             \$6,127.20

Agencies         \$ 795.56

**EXECUTIVE SESSION:**

Personnel: ORC 121.22 (G) (1)

Appointment, employment, dismissal, discipline, promotion, demotion, compensation of a public employee or official, or the Investigation of charges or complaints against a public employee, Licensee or regulated individual.

Property: ORC 121.22 (G) (2)  
Court Action: ORC 121.22 (G)

None

With no further business of the Board, Matt Ruble made a motion to adjourn the meeting at 8:32pm.  
Rhonda Conley 2<sup>nd</sup>.

Meeting adjourned at 8:32pm.

ATTEST: *Kerstan Kaminski*  
Kerstan Kaminski, Fiscal Officer

SIGNED: *James Smith*  
James Smith, President

APPROVED: 8/7/2017