



Utilities Commission
Commission Meeting

Minutes

July 6, 2023
12:00 AM

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Brian Ball	City Engineer	Excused	
Richard Dzik	Safety Service Director	Present	
Mike Miller		Present	
Aaron Reinhart		Present	
Quetin Platt		Present	

Others in attendance: John Ruckman, Council Member; Jessie Busenburg, Alternate Member; Keith Burly, Member of Heartland Park Board; Rob Broeren, Law Director; Maureen Hall, Recording Secretary.

MINUTES APPROVAL

Approve June 8, 2023 Minutes

- Motion to approve minutes of the June 1, 2023 Utilities Commission meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Aaron Reinhart
SECONDER:	Mike Miller
AYES:	Dzik, Miller, Reinhart, Platt
EXCUSED:	Ball

ADJUSTMENT JOURNAL

- Motion to approve June Adjustment Journal

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Aaron Reinhart
SECONDER: Mike Miller
AYES: Dzik, Miller, Reinhart, Platt
EXCUSED: Ball

NEW BUSINESS

OES Revoke Exemption

Mr. Platt reviewed the Ohio Eastern Star project and the specifications that were to be met in order to receive the exemption to use plastic pipe.

There was not anyone in attendance representing Ohio Eastern Star.

Mr. Dzik stated that he had been in attendance at a meeting with Ohio Eastern Star explaining the details in order to receive the exemption.

Mr. Broeren stated that he had been in attendance at the same meeting as Mr. Dzik and there seem to be some confusion between the contractor and Ohio Eastern Star. Mr. Broeren stated that it was made very clear what needed to be done in order to receive the exemption. When an inspection was done by the City it was determined that Ohio Eastern Star had done the required work of installing the proper backflow meters from the exempted plastic pipe to the City's water line.

Mr. Miller clarified the process Ohio Eastern Star did to receive the exemption.

Mr. Broeren explained the different processes available for the City to follow should Ohio Eastern Star fail to comply with the specifications set forth by the City.

- Motion to suspend Ohio Eastern Star's expemtion to allow the use of plastic pipe until the install the necessarybackflow prevention to the satisfaction of the City Engineer.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Aaron Reinhart
SECONDER: Mike Miller
AYES: Dzik, Miller, Reinhart, Platt
EXCUSED: Ball

WTP Update

Mr. Reinhart updated the Utilities Commission of the progress of the silos project at the Water Treatment Plant.

Initiate Study of Number of Accounts With Water Service Availability

Mr. Dzik explained the process currently in place by the City to charge a fee if water service is available. He also explained that a study would allow the City to determine what kind of financial loss would be generated if the current procedure of charging the fee would be stopped.

- Motion to initiate study of water service availability.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike Miller
SECONDER:	Aaron Reinhart
AYES:	Dzik, Miller, Reinhart, Platt
EXCUSED:	Ball

Billing System Issue - Meter Connection

Mr. Reinhart explained that when the new software was installed and the new meters a minimum bill was charged every month as opposed to actually calculating

Mr. Dzik stated that the water office would like to waive the fees that have been charged and begin billing correctly.

- Motion to waive fees and start billing correctly.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike Miller
SECONDER:	Aaron Reinhart
AYES:	Dzik, Miller, Reinhart, Platt
EXCUSED:	Ball

Cooper Park Leak Credit Request

Mr. Burley explained that after a building was demolished and a trench left a water line exposed during to an extreme cold temperature that was in December 2022, thawing occurred a few days later which resulted in a water leak. Heartland park is requesting a credit for water charges under the circumstance. There was a second location that had a meter not working properly and it has been discovered that the meter needs read manually.

- Motion to authorize the wastewater credits for Heartland Park.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Mike Miller
SECONDER: Aaron Reinhart
AYES: Dzik, Miller, Reinhart, Platt
EXCUSED: Ball

5 Parrott Street Juan Grimaldo Payment Request

Mr. Reinhart explained that while the family was away on vacation there was an increase use of water, they would like to set up a payment plan of \$100 each month in addition to the regular water bill.

- Motion to allow payment plan and waive late fee.

RESULT: **APPROVED [3 TO 0]**
MOVER: Mike Miller
SECONDER: Aaron Reinhart
AYES: Dzik, Miller, Reinhart
ABSTAIN: Platt
EXCUSED: Ball

OLD BUSINESS

81 Woodlake Trail

Mr. Reinhart reviewed that the homeowner had been away and an outside faucet was turned on.

- Motion to suspend current fee.

RESULT: **APPROVED [3 TO 1]**
MOVER: Aaron Reinhart
SECONDER: Quetin Platt
AYES: Dzik, Reinhart, Platt
NAYS: Miller
EXCUSED: Ball

1200 East Chestnut Street

Mr. Reinhart reviewed that the homeowner had passed away in the shower and the water was still running when a wellness check was done. Responsible party is asking for the charge to be waived due to the circumstances.

- Motion to waive fee.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Mike Miller
SECONDER: Aaron Reinhart
AYES: Dzik, Miller, Reinhart, Platt
EXCUSED: Ball

Village of Gambier Credit Request

Mr. Dzik explained that the City provides water to the Village of Gambier and that there was a malfunction on the City's end that overflowed the Village of Gambier's water tower.

Mr. Reinhart then explained the malfunction on the City's side and the amount of time and usage of water involved.

- Motion to waive the charges.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Quetin Platt
SECONDER: Aaron Reinhart
AYES: Dzik, Miller, Reinhart, Platt
EXCUSED: Ball

2 Marma Drive Donald Armstrong - Pending Attendance

Homeowner was not present.

OTHER

- Adjourn Motion

Mr. Reinhart made a motion to adjourn the meeting, Mr. Miller, second and the meeting was adjourned at 09:32 AM.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Aaron Reinhart
SECONDER: Mike Miller
AYES: Dzik, Miller, Reinhart, Platt
EXCUSED: Ball

Rick Dzik, Chairman

Kristen Goldner, Recording Secretary