

**Service Committee  
Minutes  
August 2, 2016**

The meeting was called to order at 6:00pm by Councilman John Clark.

**Members present:** Councilman John Clark, Councilman Paul Jansen, Councilman Marty Hura





**Others present:** Mayor Linda Clark, Chelsea Gregor, Bob Ress

**Pledge of Allegiance**

- ❖ Motion to accept the Minutes of the July Service Committee meeting made by Paul Jansen – Approved by John Clark, **Marty Hura and Paul Jansen abstained**
- ❖ Motion to accept the Minutes of the June Service Committee meeting made by Paul Jansen and 2<sup>nd</sup> by Marty Hura – **All Aye**

**Village Administrator's Report**

The Service Department is diligently working in the park. The siding on the Lodge is done, both pavilions have been painted and some wood has been replaced on the fascia. They will also be painting the refreshment stand the same color as the pavilions and Dave will be fixing the leaking roof with shingles. If there is enough paint left over, Dave will paint the soapbox derby building and the Mayor made a call to the people in charge of the soapbox derby about roof repairs that they are in charge of. The Service Dept. has been painting the fire hydrants, except for the tops, and the fire department will schedule a day to flush them and do a psi test which will determine what color the Village will paint the tops of the hydrants.

| Hydrant Class  | Color      | Flow   |
|--|------------|--|
|  Class AA | Light Blue | 1,500 gpm<br>(5 680 L/min)<br>or greater           |
|  Class A  | Green      | 1,000–1,499 gpm<br>(3 785 L/min to<br>5 675 L/min) |
|  Class B  | Orange     | 500–999 gpm<br>(1 900 L/min to<br>3 780 L/min)     |
|  Class C  | Red        | Less than 500 gpm<br>(1 900 L/min)                 |

Work has been done down at the Reservoir, butterfly valves were installed, and the reducing valve needs to be replaced which Workman will also install. A price was received but the cost should be covered under the Water and Waste Water Upgrades grant. Dave and the Mayor have been meeting about the paving projects and still want to get Oak St. done. CT is in town doing some surveying for the Mill St. connector and at Oak St. to figure out elevations for replacing storm sewers. The Mayor is going to the County meeting for the round 31 OPWC on Aug. 3<sup>rd</sup> for the paving and storm sewer replacement project on W. Prospect St. The Village finally found out what the problem was with the Scala system and people should be out by Friday Aug. 5<sup>th</sup>. There are funds available for the cost but there is a possibility that it could be covered under the grant. Toma was down at the water plant for around 11 hours. There were issues at the north river lift station. Dave was there until midnight the

week before and the county had to come in a vacuum it out. The Village ordered a 6" inch swing check valve for the lift station that came to about \$600 that requires no Council approval. Dave should be able to install it, if not Workman will be called in. Paul, Dan and Dave have been working at the water plant to figure out why the three pumps do not automatically flow over from one to the other if one shuts down. They think they know what is wrong and will be meeting with Toma, but if it is not a computer problem then either Workman or an electrician will be called. All the curbs have been painted and the improvements that the Service Dept. has been making can be seen throughout the Village.

John added that he has seen a lot of great work from the Service crew and they have stepped up to the plate this summer to do a super duper job. Congratulations and Thanks go out to them!

**Citizens:** Bob Ress of W. Franklin St. noticed CT Consultants surveying in the area and inquired as to what kind of work would be done on Franklin and the duration. He noted that due to the layering of pavement at the end of his drive, water could not flow properly into the catch basin, and the pavement had to be chipped away around it to avoid the water flowing down to his backyard. John said that the Village is working on adding new catch basins and storm sewers, going up High St. and specifically on Oak St. that will help reduce the water that is flowing down W. Franklin St. and affecting Bob Ress and his neighbors.

### **Review of Legislation**

The Trash/Recycle legislation is up for bid in the Village and John stated that Council should become familiar with the contract to discuss any changes that need to be made at the 2<sup>nd</sup> reading at the Council meeting.

### **New Business**

Road repairs to Oak and Second (between Franklin and E Prospect) still waiting for update estimates

Water sewer payment plan letter- Council received a letter that Michele had drafted up to send out to residents that are past due. The Service Dept. up to now has only been sending out past due notices every other month. The Mayor has informed them that residents will now have a 10 day grace period after the 24<sup>th</sup> due date to pay their bill or else they will receive the new past due letter stating the Village will shut off their water or they have to get on a payment plan. Residents have been avoiding being put on a payment plan or have been paying a minimum by putting their payment in the drop box. On the west side of town there are 54 households past due and on the east side there are 39 households. With a total amount outstanding with water and sewer combined of around \$10,000. The Service Dept. works with residents to provide a scheduled past due payment amount that they are comfortable with, while being able to pay their current monthly bill. It is the resident's responsibility to come in to the Village Hall to be put on a payment plan. If they call saying they are unable to come in and agree to the terms of the payment plan then the Service Dept. will fill out the form and send it out to them so that they can leave the signed copy in the drop box. Suggestions will be made to Michele to make changes to the drafted letter to ensure that the letter reads smoothly and is clear in its intentions.

Pool Credit Letter-Legislation 2014-53 was passed a year and a half ago regulating that residents could get a one-time pool credit from May 1<sup>st</sup> to August 1<sup>st</sup>. It stated that pool and water/sewer would be billed separate and that the residents had 10 days to pay the pool bill from the date the Village Administrator approved. The wrong letters was given out and there are pool bills that are still delinquent. All the incorrect pool papers have been pulled and the proper papers have been filed.

Thoma-OPWC upgrades on call out-When the Village changed from AT&T dial up to u-verse the computer touch screens were sending out every alarm to spam. The Village called in Thoma who were able to fix the problem. The cost was about \$4,000 and the Village will see if the grant will cover it.

The Mayor, Michele and Marty met with Senator Ekland to discuss grants and how the bi-annual grant that is available every two years works. They also discussed purchasing the old railroad depot and the Mats Rd. Bridge. The Village was denied a grant since the Mats Rd. Bridge is closed. The Senator suggested that even if it could be open to foot traffic that could change the bridges status and he will meet with Anthony Urankar from District 4 on what else can be done. If that grant is unavailable then the Village will go for the Capital Budget grant. A couple years ago there was talk of putting in a bi-level parking lot off 1<sup>st</sup> and recently the Mayor has spoken to Tammy Meyer who will talk with the business owners and of possibly apply for a grant on their own. The Mayor will work with Senator Eklands office on those 3 grants.

The Mayor and Michele will attend court on Friday August 9<sup>th</sup> in regards to a local business's sewer matter.

Special Recognition Signs-Paul is hoping to have the framework up by the end of the month, but legislation still needs to be done. Paul is leaning toward having 3 different size signs, which will look nice and will allow 3 different cost amounts for purchase.

There will be a free standing signs made for the Lodge and the American Legion with the address and an arrow pointing instead of bolting any signs back on to the building. It will be put near the road, along with stenciled signs on the 3 doors of the Lodge to acknowledge the different places.

Dave will be working on the split rail fence and Marty will spray the trail and trim some smaller trees. Paul mentioned there is a tree in need of trimming on Walnut St. near Circle K. There is also a house on E. High St. near Herald that has a tree that is obstructing views when driving.

### **Old Business**

Stamms- Rich contacted Ellie and they have been talking.

Mantaline-Has been removed from old business

### **Anything else that may properly come before this committee**

In July, Chelsea went out with Brian to do meter reads and noticed that some houses were difficult to read due to shrubs or trees that were in the pathway or blocking the meter. The Mayor suggested that the Village update the codified ordinances to include that residents provide a clear path to read the meters so that the ordinance number can be included when letters are sent out.

### **Adjournment**

❖ Motion to adjourn at 7:03 pm was made by Councilman John Clark and 2<sup>nd</sup> by – All Aye

---

Committee Chair John Clark

---

Chelsea Gregor