

# Village of Bellaire

## PUBLIC WORKS COMMITTEE

**Eldon McPherson, Chairman**

**Patricia Drollinger**

**Dave Ciganick**

### COMMITTEE MEETING MINUTES March 11, 2015

1. **Call to Order:** Chairman McPherson called the meeting to order at 3:30 p.m.

#### Attendance

**Present:** Chairman McPherson, Trustee Ciganick and Trustee Drollinger

**Absent:** None.

**Staff Present:** Lori Luckett, Clerk; Ken Stead, DPW Supervisor; Aaron Kirt, DPW

**Also Present:** N/A

2. **Approval of Agenda:** The agenda was initially unanimously approved as written on motion by Trustee Ciganick which was seconded by Trustee Drollinger. As the committee moved to “Old Business”, the committee decided that the agenda should have been amended to add Meadow Brook meter.

**Motion by Trustee Ciganick seconded by Trustee Drollinger, to approve the agenda with the addition of Meadow Brook meter under Old Business. Motion carried by voice vote.**

3. **Approval of the January 21, 2015 Meeting Minutes:** The minutes were approved.

**Motion by Trustee Ciganick, seconded by Trustee Drollinger, to approve the minutes of January 21, 2015 as presented. Motion carried by voice vote.**

4. **Public Comment on Agenda Items:** None presented.

5. **Old Business:**

A question was asked about leasing the hand held and whether it was an option. Clerk Luckett reported that she did not think it was an option.

Meadow Brook meter – Trustee Drollinger asked DPW Supervisor Stead if he was still in favor of installing a permanent meter at Meadow Brook. Supervisor Stead stated that he was in favor of waiting to see what happens this spring with the run off to make a determination. He informed the committee that this past month’s readings were quite different than the month before. Chairman McPherson thought that a permanent meter should be installed for labor savings. There was discussion about whether Meadow Brook should share in the cost of the new meter and the village president’s conflict of interest. Supervisor Stead noted that the estimated cost of the meter, \$15,000, is in the budget. Trustee Ciganick asked if there was a policy for tying into the village system. Supervisor Stead stated that the policy applies to residential customers tying into the system and requires them to buy their own meter.

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Trustee Ciganick asked whether the Bellaire Health Clinic was tying into the village system? Supervisor Stead indicated that it was not. Supervisor Stead explained that the water/sewer ordinance provides that no more than 66 feet of water line will be extended at village expense and the remaining cost will be the responsibility of the property owner or developer. The ordinance also addresses the cost of the meter. There was discussion about the monitoring and cleaning of the Meadow Brook temporary meter to make sure that it is reading accurately. Supervisor Stead reported that many times items are flushed that interfere with the meter functioning properly. These items have to be removed weekly by Chris Thompson. Supervisor Stead explained that on a monthly basis the temporary meter is removed, the information downloaded to the computer, the batteries are replaced and the meter reinstalled. Trustee Ciganick confirmed that these specific expenses were incurred only for this commercial property. Members discussed the benefit of installing a permanent meter to eliminate specific extra costs to village. With the amount of matter having to be removed, the grinder pump on site at Meadow Brook is likely not working properly. Chairman McPherson thought that Meadow Brook should receive written notification from the village that Meadow Brook's grinder pump is not functioning properly. Chairman McPherson made a motion to recommend to the village council that the village notify Meadow Brook that there seems to be a deficiency in the grinder pump that needs to be fixed because it is causing problems and adding to the costs of reading the temporary meter.

**Motion by Chairman McPherson, supported by Trustee Drollinger, to recommend to village council that a letter be sent to Meadow Brook indicating that there seems to be a deficiency in the grinder pump that needs to be fixed because it is causing problems and adding to the costs of reading the temporary meter. Motion passed by unanimous voice vote.**

### **6. New Business:**

#### **a) Frozen water lines within the Village of Bellaire.**

The committee reviewed information provided by Clerk Luckett that had been gathered last year when there were issues with frozen water lines. The committee then reviewed the copies of maps provided by Supervisor Stead of properties with frozen water lines this year. Each map of a property with frozen water lines was reviewed. The location of the meter pit and the water line was identified on each map. It was noted whether a house or building was constructed on a cement slab; whether the meter pit and/or water line were plowed over or cleared off; and whether the owner had been running water. Aaron Kirt noted that no one currently with frozen lines was on last year's frozen water line list. Trustee Drollinger noted that the only property owner who has brought the issue to the village council is Alan Shumaker. The

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committee reviewed the map of his property. According to DPW staff, the meter pit area for Mr. Shumaker's property has been cleared of snow. Supervisor Stead explained to the committee that there is no way by merely observing to determine which lines to the meter are frozen. If the meter pit is cleared it is the first place that it will freeze; the lines extending from the meter will then freeze. Aaron Kirt explained that the property owner had been advised not to plow over the meter pit. Trustee Drollinger noted that the question from Mr. Shumaker was whether the village would help with the expenses he incurred in trying to restore water service. Chairman McPherson asked about the area being cleared of snow and what was being used to clear the snow. Trustee Ciganick noted that the issue presents conflicting viewpoints. He noted that when you live in the village the question is what are you getting for your tax dollars. As a village resident, Trustee Ciganick noted that he figured to get heightened road patrol, better snow plowing, water and sewer service. However, he added, if you adopt a policy to pay to thaw frozen water lines, it would not take long for a municipality to "get real broke real quick" if everyone was careless with the run water and no plowing warnings. According to Trustee Ciganick it is clear that the education process from last year to this year is working. Chairman McPherson noted there have been fires reported in the news caused by the use of welders to thaw lines. Supervisor Stead stated that the only option for some may be to run a hose from a neighbor's house, however, this water could not be for drinking unless it was boiled. It was noted that last year the village purchased a hose for the owner whose lines froze first, before the run water notice was issued. There was discussion about the danger in setting the precedent of taking any action beyond issuing the run water notice. Trustee Ciganick noted that there is a cost and responsibility to home ownership. There was discussion about what action, if any, should be taken. Chairman McPherson thought that if the owner purchased a hose, the DPW staff could assist in its hook up. Trustee Ciganick suggested that it could be done only if the owner signed a release that they were notified not to consume the water. There was also discussion of village staff notifying owners not to plow over the meter pit.

**Motion by Trustee Ciganick, seconded by Trustee Drollinger, to recommend to village council that upon notification of freeze up of water lines, the Village of Bellaire DPW will assist the owner in hooking up their hose, after the owner has purchased the hose or equipment and executes a release of liability advising that the water may not be consumed. Motion carried by voice vote.**

There was discussion about sending notices to property owners about not plowing over meter pits. Trustee Drollinger recommended that a letter or notice be sent in December advising the owner not to remove snow from the meter pit and that if the owner does not know where the meter pit is located, to contact the village so that DPW staff may locate it.

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**Motion by Trustee Drollinger, seconded by Trustee Ciganick, to recommend to the village council that in addition to the notice sent in October, a second notice be sent in December advising the owner not to remove snow from the meter pit; and that if the owner does not know where the meter pit is located, to contact the village so that DPW staff may locate it. Motion carried by voice vote.**

- 7. Discussion Items:** None presented.
- 8. Communications/Informational:** None presented.
- 9. Member/Public Comment:** None presented.
- 10. Adjournment:** Meeting adjourned at 4:26 p.m.

Minutes compiled by Lori Lockett, Clerk  
Minutes are subject to approval.

Approved: \_\_\_\_\_  
Eldon McPherson, Chairman

Date: \_\_\_\_\_