

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Patricia Drollinger

Dave Ciganick

COMMITTEE MEETING MINUTES

April 25, 2016

8:00 a.m.

1. **Call to Order:** Chairman McPherson called the meeting to order at 8:02 a.m.

Attendance

Present: Chairman McPherson, Trustee Ciganick and Trustee Drollinger

Absent: None

Staff Present: Lori Luckett, Clerk and Ken Stead, DPW Supervisor

Also Present: None

2. **Approval of Agenda:** The agenda was approved as written.

Motion by Trustee Ciganick, seconded by Trustee Drollinger, to approve the agenda as presented. Motion carried by voice vote.

3. **Approval of the December 14, 2015 Meeting Minutes and December 17, 2015 synopsis:** The minutes and meeting synopsis were approved.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of the December 14, 2015 meeting and December 17, 2015 meeting synopsis as presented. Motion carried by voice vote.

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

5. **Old Business:** None presented.

6. **New Business**

a) **Meadowview Meter:** The committee reviewed the letters from Meadow Brook requesting that the Village read the meters as before. Trustee Ciganick requested an update on the water and sewer status at Meadow Brook. Trustee Ciganick then outlined his understanding of the issue. Meadow Brook and Meadowview use a private well. One well supplies both entities. The Village is metering the discharge, and the facility is requesting that the bill be split between the two separate entities. The meter was added to the sewer discharge because it was previously metered at the well and there was a calculation to deduct irrigation meters and Meadowview meter. Village DPW staff read the facilities' private meters. Chairman McPherson said the process was simplified with the installation of the sewer meter. There was discussion about whether Meadowview could be metered separately. Supervisor Stead noted that each entity has its own water meter. The problem was that there was so much extra sewage. He explained that the Meadow Brook meter tells how much water went into their system. From the inflow meter, irrigation meter readings were deducted and Meadowview meter reading was subtracted. Meadowview received a bill and so did Meadow Brook. When the Village went to the sewer meter, the influx was so great there was no way to separate. Trustee Drollinger disagreed and provided a method – the sewer meter provides a reading, the water meter from each entity provides a reading amount; if Meadow Brook has four times greater than Meadowview, divide the sewer reading by that percentage. Supervisor Stead thought that the meter reading history could be used. Chairman McPherson wondered why Meadowview was not billed just

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on its water meter. Trustee Ciganick asked why not just charge based on sewage? Why not install another meter where it feeds in? There was discussion about fire suppression and how and when fees are charged. Supervisor Stead pointed out that Meadow Brook's fire suppression is also their emergency water back up. They have had to use Village water in those instances and are charged ready to serve fees at that time. Trustee Ciganick suggested that splitting the reading between the two entities would be no different than splitting the bill between neighbors. Chairman McPherson said it is their own wells, how do we split? Trustee Ciganick noted that it has been done in the past and they are requesting that it be done again. Trustee Drollinger did not think that it would be hard to read the meters as requested. When asked if she was satisfied with that technique as requested by Meadow Brook, Trustee Drollinger said she was not. She likes the idea of a sewer meter to read Meadowview's system. Supervisor Stead stated that he did not know where lines comes in. Chairman McPherson suggested that Meadow Brook could read their own water meters and could charge the other entity. Supervisor Stead reported that their main water meter failed again last week and is currently being replaced. Trustee Ciganick asked Supervisor Stead what he recommended? Supervisor Stead suggested that reading Meadow Brook's meter deducting the two irrigation meters and Meadowview's meter in order to calculate a bill was time consuming. He thought that the Village could look at the previous billings from 2013 back, whatever the percentage of that read was could be applied to the sewer meter reading; that would be the easiest way. Trustee Drollinger stated that it might be the easiest but not the most accurate, it would not account for the times when Meadowview has five apartments empty and Meadow Brook if full. Trustee Ciganick asked how other county buildings were billed? Chairman McPherson suggested that perhaps the best solution would be to ask Meadowview to put in its own sewer discharge meter at its cost, or do what Supervisor Stead suggested. There was discussion about Meadow Brook allocating a percentage of the bill to Meadowview and seeking reimbursement. Trustee Drollinger thought that legally it could not be done that way. Chairman McPherson stated that once the temporary meter is replaced it will solve the problems we have been having; we will have accurate readings and we can do a simple percentage calculation and bill each entity. Trustee Drollinger asked Supervisor Stead why the Meadowview water meter could not be read for their bill and subtract that amount from the sewer meter for Meadow Brook's bill? Supervisor Stead said that would be fine in perfect world scenario if the water readings were the same as the sewer meter reading. There was discussion about whether the sewer meter could be moved. Trustee Drollinger thought that the Village needed to read the meters, subtract the irrigation meter readings and apply percentages to the sewer meter reading every month. If Meadow Brook uses 6000 water and Meadowview uses 4000 water, bill using the percentage. Supervisor Stead said that it was more work for staff and not done for anybody else. There was discussion about the best way to get an accurate read and whether irrigation meters should be deducted. According to Chairman McPherson the whole idea behind replacing the temporary meter was to get accurate readings. We should not be doing all the other calculations for a division of the same unit. Trustee Drollinger stated that it was all paid different. There was discussion about whether Meadow Brook could bill Meadowview. Trustee Drollinger suggested that the committee meet with Meadow Brook maintenance staff; maybe they could read their own meters. She would like to know how much work it would be for them to read their meters. Trustee Ciganick suggested that it would be the same for them as it was for the Village. According to Supervisor Stead, John reads the meter daily because he adds chlorine to their system. Trustee Ciganick asked whether the sewer lines came into the Village sewer meter reading separately or whether they merged together

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sometime prior? Supervisor Stead explained that they came together prior because they have a grinder system; we cannot put anything before the grinder system. After the grinder system there is no separation; that is why we cannot meter it separately. There was discussion about Meadow Brook's unwillingness to share in the expense of the permanent meter. It was noted that the water meters are Meadow Brook's private meters. The accurate fix is to fix the pipes so that the grinders move; they need two grinders and two separate sewer meters. Trustee Ciganick suggested that the Village could read and bill separately if they moved their grinder system at their expense. Chairman McPherson asked if there was a motion for the first option A, for them to install a separate grinder system and meter at Meadowview. Plan B is to calculate bills based on percentages from readings and apply to the sewer meter reading. Clerk Luckett informed the committee that a current bill for Meadowview had been calculated and sent because payments are due on the 10th. Trustee Ciganick asked how long it took to read the meters? There was discussion about the meter reading process. Supervisor Stead pointed out that Meadow Brook's and Meadowview's meters are inside in locked areas; personnel has to be tracked down for DPW to read. There was discussion that Meadow Brook maintenance staff could read their own meters and provide the information to the Village and the Village would then send two bills. Chairman McPherson made a motion to recommend to the village council, that because the maintenance supervisor of Meadow Brook currently reads the meter at Meadow Brook, they could provide the meter readings and the Village will apply that percentage to the sewer meter reading and send two bills. The Village needs the water meter readings on or around the 15th of each month. There was discussion that any discrepancies between the water meter readings and sewer meter reading will be charged based on the percentage of water meter readings as provided. The committee agreed that the ideal situation would be for Meadowview to install its own sewer meter.

**Motion by Chairman McPherson, seconded by Trustee Drollinger, to recommend to the village council that the Village will read the sewer meter and requests that Meadow Brook maintenance read the water meters for both Meadow Brook and Meadowview on or about the 15th of each month and provide those numbers to the Village; separate bills will be sent based on the percentage of water usage for each applied to the sewer meter reading.
Motion carried by unanimous voice vote.**

7. **Discussion Items:** None presented.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** None presented.
10. **Adjournment: Meeting adjourned at 8:45 a.m.**

Minutes compiled by Lori Luckett, Clerk
Minutes are subject to approval

Approved: _____
Eldon McPherson, Chairman

Date: _____