

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Patricia Drollinger

Dave Ciganick

COMMITTEE MEETING MINUTES

May 19, 2016

9:00 a.m.

1. **Call to Order:** Chairman McPherson called the meeting to order at 9:10 a.m.

Attendance

Present: Chairman McPherson, Trustee Ciganick and Trustee Drollinger

Absent: None.

Staff Present: Lori Luckett, Clerk; Cathy Odom, Treasurer and Ken Stead, DPW Supervisor

Also Present: None.

2. **Approval of Agenda:** The agenda was approved with the addition of Fire Department meter as b) under New Business. Motion to approve the agenda as amended.

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

3. **Approval of the April 25, 2016 Meeting Minutes:** The minutes were approved.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of April 25, 2016 meeting as presented. Motion carried by voice vote.

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

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

6. **New Business**

a) **DPW Policies:** The committee began its discussion of establishing written DPW policies. Treasurer Odom explained that there are certain procedures in place, but not in written policy format. For an example of a procedure without a written policy, Trustee Drollinger asked about the established procedure for a turn off of service requested by a customer leaving for the summer. Treasurer Odom explained that the account is identified in BS&A; a work order for the service is processed under the account; two copies of the work order are made, one for the DPW another for our clipboard and records so that we can follow up; once the DPW completes the task, the work order is signed and returned to the office, the clipboard copy is discarded and the work order is processed in the system and the account is made inactive. Trustee Ciganick stated that what Treasurer Odom recited could be the written policy. There was discussion that this process could be implemented for other requests and that a similar form developed. Supervisor Stead explained that he receives calls and notes; he thought requiring a form could create extra paperwork for the office staff. Treasurer Odom indicated that a computer Jobs/Issues/Complaint log had already

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been developed and was currently being used by office staff. The information in the log includes the date, the name and telephone number of the person calling; office staff who took the call and to whom the staff gave the information; the nature of the issue and the resolution. Trustee Ciganick asked about the number of entries created in the log book per week. Treasurer Odom informed him that there were about a dozen added over a two week period. The committee suggested that the DPW should also have a handwritten log that could be reconciled with the office computer log on a regular, possibly weekly, basis. Trustee Ciganick indicated that he wants to turn to those who perform the function rather than relying on three people on a committee who do not have to do the work every day. Trustee Drollinger suggested that the committee needed to work on the form and policy rather than just come to an agreement that what is being done is working. There was discussion and agreement that the policy should set forth what staff is currently doing as outlined by Treasurer Odom. The committee wants to review a draft of the written policy and forms prior to the next village council meeting before making a recommendation. The committee scheduled a meeting for Wednesday, May 25 a 8:30 a.m.

b) Fire Department Meter: Treasurer Odom reminded the committee that the matter of another meter in the fire department had been brought to the village council's attention. Water was being used by the fire department, for which there was no account in the system and no bill being generated. Treasurer Odom had been directed to keep track of water meter readings. She reported that since November 2015, the fire department has used 22,000 gallons of water. The water is being used to wash vehicles and not flowing into the sewer system. The question is whether an account should be set up and the fire department billed for the water being used. After discussion the committee agreed to recommend to village council that because the water is not going into the sewer system, the Bellaire Fire Department should be billed as an irrigation meter account for the water used. The department should be notified in writing and authorize a village employee to access the building for reading the meter.

Motion by Chairman McPherson, seconded by Trustee Drollinger, to recommend to village council that the Bellaire Fire Department be billed for the water usage on this meter as an irrigation meter account from the date of village council approval forward. Motion carried by voice vote.

There was brief discussion that the fire board should receive written notice prior to the June billing cycle.

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7. Discussion Items

- a) **Status update on Meadow Brook Permanent Meter:** Chairman McPherson asked Supervisor Stead if the village was on track for the installation of the permanent meter. Stead stated that there was still an issue with Meadowview. The committee members disagreed and stated that the issue had been decided at the last village council meeting. The DPW will be getting a key from Meadow Brook, staff will read the Meadowview meter and that amount will be subtracted from the sewer meter reading. Chairman McPherson thought that the new meter installation could move forward.

8. Communications/Informational: None presented.

9. Member/Public Comment: None presented.

10. Adjournment: Meeting adjourned at 9:43 a.m.

Minutes compiled by Lori Lockett, Clerk

Approved: _____
Eldon McPherson, Chairman

Date: _____