

MINUTES OF UTILITIES COMMITTEE MEETING
August 13, 2012

The August 13, 2012 Utilities Committee meeting was called to order by Chairperson Sharon Spencer at 5:46 P.M. Present were Frank Seman, Jack Ferguson, Fred Berry, Amy Michael, Bruce Ribelin and Fran Ricciardi. Also attending the meeting were Mayor Bica; Finance Director, Kim Cecora; Service Director, Kelly Engelhart; City Engineer, Bob Finney; Utility Billing Supervisor, Mike Reynolds; Water Treatment Plant Supervisor, Tim Stephens; Police Chief Tim Adkins; Police Captain Jeff Wallis. Also attending was Hanna Wallis and Donna Swigart of 528 East Riddle Avenue, Ravenna.

Ms. Spencer said the first item on the agenda is Spill Prevention Containment Countermeasure.

Mr. Shafer said the Spill Control Countermeasure Plan is needed at the City Garage. In 2009, they did one but there were small fuel tanks for dispensing fuel for the City Vehicles. Since those larger tanks have been installed and the used oil tank inside the facility, the plan has to be updated. The reason he is here is to ask Committee to sponsor an ordinance authorizing the mayor to enter into a contract with Stull Consulting. This is the company that did the plan previously. The appropriation required is \$2,000.00 from the Storm Capital (650) account. The plan is something that is required by the EPA. What the plan does is spells out what they would do in the event of a leak or spill to keep it from getting into navigational waters or any water source, the Wahoo Ditch, which is a concern because it does fill into Breakneck Creek which, at some point in time, gets back into the City's water supply at Lake Hodgson. The plan is something that is needed. It will cover everything; who the emergency contacts are; how they are going to contain it, etc.

Ms. Spencer asked if Mr. Shafer foresees any other expenses.

Mr. Shafer responded that he does not. He thinks that previously they paid \$2,500.00 and that this amount will be all that's needed. Mostly everything is already in place and they are just upgrading with the new tanks.

There being no questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

Ms. Spencer said the next item for discussion is funding for delinquency turnoffs.

Mr. Reynolds said Utility Billing does approximately 100 to 120 shutoffs a month. It takes the staff almost a full two weeks to prepare and actually complete these. What they are trying to do is a policy change and purchase new devices. These devices will proactively deter tampering. It's a growing problem. People know people with curb box keys and water magically gets turned back on. This would also solidify a procedure to treat all customers equally and fairly in regards to how turnoffs are done. They would also give all customers notice that they have been turned off due to delinquency and the notice will serve to let them know they are being charged a fee. They have decided to plug all of the accounts that are delinquent is the fairest option. These curb boxes are very well built. There are a lot of nice features that help deter tampering. The amount he will be asking for is split between Water and Sewer Funds for a total of \$6,000.00. That will cover the curb box

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locks and the door hangers. The locks are all metal construction. They are tempered metal so even drill bits can't get through it. The way it works is once it's dropped down on the curb box, if someone starts lifting up on the outer part, there are wings that will engage. The harder they pull, the harder it digs in. It makes it very difficult for a customer to get them out, if not nearly impossible. the only recourse is to turn off duplexes is to actually removing the meter with the assistance of the landlord, giving them access to the property. This is actually a locking claw that goes in. It's a barrel lock design. Everything spins independently so they can't put a wrench on it and take it off. It requires a special key to take it out. All of the keys are custom made so they cannot fit gas meters or anything else. Everything is specially made. He is asking for \$3,000.00 from Sewer and \$3,000.00 from Water for this purchase. This will buy 120 curb box locks and 15 of the meter coupling locks along with the keys to operate them. The representative came up last week. They tried it on the City's current curb boxes and it works just as advertised. It is reusable. He wasn't given a number of times but it's all metal. There really aren't many parts that can wear out. Everything is below ground. It is about six feet deep. It actually sits on the top of the curb stop valve. Right now they just have little plastic diaphragms that expand when they are twisted in. They found out that a couple of properties found it can be removed with solvents and other ways. This is a better way of securing the utility.

There being no questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

Ms. Spencer said the next item is the water tower painting project.

Mr. Stephens said an additional \$12,000.00 is need to complete the project. One of the things that came up is the anchor u bolts that hold the legs to the foundation. They are corroded. Normally, they would sandblast and paint them but the painter recommended covering them. It's a steel plate and there is a grease fitting so if anything gets in there, the anchor bolt is going to be protected by the grease. This is something they didn't foresee but the painter recommended be done. Engineering and Service agree.

Mr. Stephens said the second part that came up is that the tank is going to be covered completely with a tarp so that no emissions can escape into the park. The existing power lines will need to be removed and the wiring will be put in the ground.

Mr. Finney said the overall budget completion date is October 15. They have to be 100% off the site.

Mr. Stephens said he nor they foresee it going any further than that unless there is some kind of horrible weather. They will be working six days a week.

There being no questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

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Mr. Finney asked to add an item, appropriating \$6,500.00 from the storm fund to continue with the storm water coordinator and miscellaneous advertising as part of the storm water permit. One of the advertisements will be on the buses at Kent State. It is a collaborative effort with the city of Kent. There are certain advertisements that need to be done and these will be on the side of the buses. Then there are some other miscellaneous educational items being purchased.

Ms. Spencer asked how long with will take the stormwater coordinator.

Mr. Finney said that it will take them almost to the end of the year.

There being no questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

There being no further business before the Committee, the meeting adjourned at 6:00 P.M.

ATTEST:

Clerk of Council

Sharon Spencer, Chairperson
Utilities Committee