

ENTITY NAME: Williamsport Bureau of Public Affairs

MINUTES TITLE: BPA

BOARD NAME: BPA

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 8/10/2020

START TIME: 7:00pm

END TIME: 7:25 pm

MEETING LOCATION: 300 Ballard Ave, Williamsport OH 43164

RECORD OF PROCEEDINGS: written

CALLED TO ORDER BY: Melissa Gartin Chair

RECORD OF PROCEEDINGS

BOARD/COUNCILMEMBERS ROLL CALL

| NAME | PRESENT |
|-----------------|---------|
| Melissa Gartin | Present |
| Ben Bailey | Present |
| James Christman | Present |

IN ATTENDANCE

| NAME | VISITOR/EMPLOYEE | COMMENTS |
|---------------|------------------|----------|
| Marie Parrett | Asst Clerk | |
| John Elliott | Mayor | |

APPROVAL OF PREVIOUS MINUTES

| | |
|-------------------------------|----------------|
| MOTION TO APPROVE MINUTES OF | 7/13/2020 |
| TYPE OF MEETING | Regular |
| MOTION TO APPROVE BY | Melissa Gartin |
| MOTION TO APPROVE SECONDED BY | Ben Bailey |

| | |
|-----------------|------------|
| DISCUSSION | |
| Melissa Gartin | Yes |
| Ben Bailey | Yes |
| James Christman | Yes |
| VOTING RESULTS | YES: 3 NO: |

APPROVAL OF BILLS

| | |
|--------------------|----------------|
| MOTION BY | Melissa Gartin |
| MOTION SECONDED BY | Ben Bailey |
| VOTING ROLL CALL | VOTE |
| Melissa Gartin | Yes |
| Ben Bailey | Yes |
| James Christman | Yes |
| VOTING RESULTS | YES: 3 NO: |

OLD BUSINESS

| | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TOPIC | Lift Station |
| PRESENTED BY | Mayor Elliott |
| DISCUSSION | The fence discussion will be postponed until the joint meeting with Council on September 21, 2020. A cost for the fencing will need to be acquired. Chairperson Gartin is still working on getting property owners to sign easement papers. |

| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| TOPIC | Gas meter replacement |
| PRESENTED BY | Mayor Elliott |
| DISCUSSION | The plan to order 100 meters in 2020 and 100 meters in 2021 is being postponed. A motion was made to postpone gas meter replacement |
| MOTION BY | Melissa Gartin |
| MOTION SECONDED BY | James Christman |
| VOTING ROLL CALL | VOTE |
| Melissa Gartin | Yes |
| Ben Bailey | Yes |
| James Christman | Yes |
| VOTING RESULTS | YES: 3 NO: |

NEW BUSINESS:

| | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|
| TOPIC | Fire Hydrants |
| PRESENTED BY | Mayor Elliott |
| DISCUSSION | Mayor Elliott updated BPA on the need to repair the fire hydrant at 516 Riverview. It is leaking water. The cost is estimated at \$6200. |

| | |
|--------------|---------------|
| TOPIC | Water meters |
| PRESENTED BY | Mayor Elliott |

| | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DISCUSSION | Mayor Elliott advised BPA that seven houses need water meters replaced. The meters are in the basement or crawl space and need to be put on the outside of the houses. Galloway can replace the meters at \$500 each. |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|--------------|-----------------------------------------------------------------------------------------------------------------------|
| TOPIC | Zoning |
| PRESENTED BY | Mayor Elliott |
| DISCUSSION | Mayor Elliott advised BPA the Village is working with Attorney Tom Spring on updating the Village's zoning ordinance. |


NEXT SCHEDULED MEETING

| | |
|-----------------|-----------------------------------------|
| TYPE OF MEETING | <u>Special</u> |
| DATE | <u>9/21/2020</u> |
| TIME | 7:00pm |
| LOCATION | 107 Green Street, Williamsport OH 43164 |
| COMMENTS | |


MEETING ADJOURN

| | |
|--------------------|----------------|
| MOTION BY | Ben Bailey |
| MOTION SECONDED BY | Melissa Gartin |
| VOTING ROLL CALL | |
| Melissa Gartin | Yes |
| Ben Bailey | Yes |
| James Christman | Yes |
| VOTING RESULTS | YES: 3 NO: |

MINUTES PREPARED BY

| | | |
|-------------------------------------------------------------------------------------|----------------|-----------|
| SIGNATURE | TITLE | DATE |
|  | Fiscal Officer | 9/21/2020 |

ATTESTED BY

| | | |
|-------------------------------------------------------------------------------------|-----------|-----------|
| SIGNATURE | TITLE | DATE |
|  | BPA Chair | 6/15/2020 |

