

VILLAGE OF WILLIAMSPORT

November 9, 2020

BPA Meeting

BPA:

- 12/14/2020 Joint BPA & Council minutes – Lack of BPA quorum no minutes
- 11/09/2020 BPA Minutes
- Bills / Purchase Orders

Old Business/Ongoing:

- Lift station update- Fence
- 2020 Gas meter replacement schedule
- Gas meter replacement proposal

New Business:

- Buckeye Pipe letter & quote

- Adjourn

ENTITY NAME: Williamsport Bureau of Public Affairs

MINUTES TITLE: BPA

BOARD NAME: BPA

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/9/2020

START TIME: 7:00pm

END TIME: 7:28pm

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	Not Present
James Christman	Present

IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Gayle Spangler	Fiscal Officer	
John Elliott	Mayor	

APPROVAL OF PREVIOUS MINUTES

MOTION TO APPROVE MINUTES OF	10/12/2020
TYPE OF MEETING	Special
MOTION TO APPROVE BY	Melissa Gartin
MOTION TO APPROVE SECONDED BY	James Christman

DISCUSSION	
Melissa Gartin	Yes
Ben Bailey	Choose an item.
James Christman	Yes
VOTING RESULTS	YES: 2 NO:

APPROVAL OF BILLS

MOTION BY	Melissa Gartin
MOTION SECONDED BY	James Christman
VOTING ROLL CALL	VOTE
Melissa Gartin	Yes
Ben Bailey	Choose an item.
James Christman	Yes
VOTING RESULTS	YES: 2 NO:

OLD BUSINESS

TOPIC	Lift Station
PRESENTED BY	Mayor Elliott
DISCUSSION	Mayor Elliott advised the BPA that Gary Silcott is putting the drawings together for the fence and road.

TOPIC	Gas meter replacement
PRESENTED BY	Mayor Elliott
DISCUSSION	The meter replacement project is on schedule per the Mayor.

TOPIC	Gas meter proposal
PRESENTED BY	Mayor Elliott
DISCUSSION	No information has been received for the meter replacement proposal.

NEW BUSINESS:

TOPIC	Earnhart Hill Water & Sewer District report
PRESENTED BY	Mayor Elliott
DISCUSSION	The Earnhart Hill report for 2020 and 2021 was reviewed. Mayor Elliott advised all the fire hydrants have been tagged and mapped in the Village. The 2021 capital projects report submitted by Earnhart Hill was reviewed.

TOPIC	BPA Chair Report
PRESENTED BY	Chair Melissa Gartin
DISCUSSION	Chair Gartin advised that Greg Hatfield gave her a list of tools he needs. The laptop for meter reads needs to be upgraded to an I-Pad per the recommendation of the Buckeye Pipe representative. Mayor Elliott has concerns about Greg Hatfield keeping track of his tools. Mayor Elliott advised that Greg Hatfield has a \$250 spending limit.

TOPIC	Pay increases
PRESENTED BY	Chair Melissa Gartin
DISCUSSION	Chair Gartin inquired when pay increases would be given. Mayor Elliott advised raises would be considered in January after the evaluations are completed. The Mayor advised the Joe Fenneken would be maintained all of 2021 for a part-time status.

TOPIC	Handicap Sign
PRESENTED BY	Chair Melissa Gartin
DISCUSSION	Chair Gartin advised the Tim Bush does not want anyone in his building to read the meters. Mayor Elliott advised that if Tim Bush wants the meters moved he would have to pay the costs to move them outside the building. The Village can put the signs on the sidewalk since it is public right away. Greg Hatfield filed a report with the Pickaway County Sheriff's Office concerning Mr. Bush's actions. The Buckeye Pipe representative was witness to the inappropriate actions by Mr. Bush. Mayor Elliott advised that if Mr. Hatfield cannot gain access to read the meters the utilities would be shut off.

NEXT SCHEDULED MEETING

TYPE OF MEETING	<u>Special</u>
DATE	<u>12/14/2020</u>
TIME	7:00pm
LOCATION	107 Green Street, Williamsport OH 43164
COMMENTS	Joint meeting with Council

MEETING ADJOURN

MOTION BY	Melissa Gartin
MOTION SECONDED BY	James Christman
VOTING ROLL CALL	
Melissa Gartin	Yes
Ben Bailey	Choose an item.
James Christman	Yes
VOTING RESULTS	YES: 2 NO:

MINUTES PREPARED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	12/14/2020

ATTESTED BY

SIGNATURE	TITLE	DATE
	BPA Chair	12/14/2020

Payment Listing

11/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14239	11/19/2020	11/16/2020	PR	Willard Joesph Fenneken	\$556.22	O
14240	11/19/2020	11/16/2020	PR	GREGORY J HATFIELD	\$1,174.64	O
14241	11/19/2020	11/16/2020	PR	Marie A Parrett	\$435.76	O
Total Payments:					<u>\$2,166.62</u>	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					<u>\$2,166.62</u>	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Payment Listing
12/3/2020 to 12/31/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14259	12/03/2020	11/30/2020	PR	Willard Joesph Fenneken	\$523.50	V
14259	12/03/2020	11/30/2020	PR	Willard Joesph Fenneken	-\$523.50	V
14260	12/03/2020	11/30/2020	PR	GREGORY J HATFIELD	\$1,016.64	O
14261	12/03/2020	11/30/2020	PR	Marie A Parrett	\$391.41	O
14262	12/03/2020	11/30/2020	PR	Willard Joesph Fenneken	\$523.50	O
Total Payments:					\$1,931.55	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$1,931.55	

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Payment Listing

December 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14290	12/09/2020	12/09/2020	AW	TREASURER OF STATE OF OHIO	\$1,050.00	O
14291	12/09/2020	12/09/2020	AW	OHIO UTILITIES PROTECTION SERVICE	\$4.00	O
Total Payments:					\$1,054.00	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$1,054.00	

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Payment Listing

12/14/2020 to 12/31/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14297	12/14/2020	12/14/2020	AW	Mobile Analytical Serivces Inc	\$263.15	O
14299	12/14/2020	12/14/2020	AW	Columbia Gas Transmission Corp.	\$2,547.85	O
14300	12/27/2020	12/27/2020	AW	VERIZON WIRELESS	\$152.42	O
14301	12/27/2020	12/27/2020	AW	Mobile Analytical Serivces Inc	\$76.50	O
14303	12/27/2020	12/27/2020	AW	GALLOWAY CONSTRUCTION CO.	\$500.00	O
14304	12/27/2020	12/27/2020	AW	USA BLUE BOOK	\$257.91	O
14306	12/27/2020	12/27/2020	AW	NORTHEAST OHIO NATURAL GAS CORP.	\$4,150.00	O
Total Payments:					\$7,947.83	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$7,947.83	

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Payment Listing

11/16/2020 to 12/31/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
130-2020	12/06/2020	12/06/2020	CH	Stantec Consulting Services, Inc.	\$2,507.76	O
14237	11/16/2020	11/16/2020	AW	Columbia Gas Transmission Corp.	\$2,612.16	O
14242	11/18/2020	11/18/2020	AW	Mobile Analytical Serivces Inc	\$32.55	C
14243	11/18/2020	11/18/2020	AW	VERIZON WIRELESS	\$97.88	O
14245	11/18/2020	11/18/2020	AW	BONDED CHEMICALS, INC.	\$437.00	C
14246	11/18/2020	11/18/2020	AW	Holland Supply Company	\$500.00	C
14248	11/18/2020	11/18/2020	AW	VILLAGE OF WILLIAMSPORT	\$200.00	C
14252	11/18/2020	11/18/2020	AW	GALLOWAY CONSTRUCTION CO.	\$3,470.00	O
14254	11/25/2020	11/25/2020	AW	Mobile Analytical Serivces Inc	\$43.30	O
14256	11/25/2020	11/25/2020	AW	Republic Services #046	\$1,353.91	O
14264	12/02/2020	11/30/2020	AW	NORTHEAST OHIO NATURAL GAS CORP.	\$4,150.00	O
14265	12/02/2020	11/30/2020	AW	TREASURER OF STATE	\$706.56	O
14266	12/02/2020	11/30/2020	AW	EJ USA, INC	\$454.11	O
14278	12/07/2020	12/07/2020	AW	Mobile Analytical Serivces Inc	\$32.55	O
14279	12/07/2020	12/07/2020	AW	EARNHART HILL	\$7,387.61	O
14282	12/07/2020	12/07/2020	AW	BADGER METER	\$18.30	O
Total Payments:					\$24,003.69	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$24,003.69	

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Payment Listing

1/4/2021 to 1/31/2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14321	01/04/2021	01/04/2021	AW	Mobile Analytical Serivces Inc	\$29.40	O
14322	01/04/2021	01/04/2021	AW	EARNHART HILL	\$7,641.47	O
14325	01/04/2021	01/04/2021	AW	Fee Corp	\$1,964.70	O
14326	01/04/2021	01/04/2021	AW	BADGER METER	\$21.54	O
Total Payments:					\$9,657.11	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$9,657.11	

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To whom it may concern,

While having training with Greg and Marie on the new Badger Beacon Software, we had some issues with the Toughbook laptop currently being used for reading water meters. The touch screen on the computer is very hard to work with. We found we had to tap the screen multiple times and very aggressively for it to respond. The laptop as well does not have to full capability of showing some features such as the meter reader moving on the screen while reading meters. This shows that the GPS installed in the laptop is old software and holding the meter reader back from fully doing his job in a timely manner. I understand during our meeting when I presented all the software and reading device that the village decided to stay with the old laptop. I fully agree with that decision but upon training noticing the issues with the laptop it is in the best interest to purchase a new reading device. Now I am in no way trying to simply make an extra dollar. My main interest is the customer and how they can do the job in a timely manner. The new tablet would be a Trimble T10 Tablet. This is a very well built I-Pad so to speak. It will come with a 3 year warranty as well. Please consider this new device for the village as you move forward in the future while reading meters. Please contact me with any questions or concerns you may have.

Thank you,

Tony A. Ireland

Sales Representative

Buckeye State & Supply Co. Inc.