

**Village of Bailey Lakes  
Special Meeting Minutes  
January 15, 2024**

Mayor John Benshoff called the meeting to order at 6:02 PM and began roll call.

Roll call of those present:

Mayor: John Benshoff

Council members: Council President Randy Ramsthaler, Anne Ramsthaler, Dottie Scott, Krissy Kauf, Tina Killion.

Fiscal officer: Leighanna Cawrse

Operators: David Pitsenbarger and Tim Hickey

Public present: None

Meeting is also via Facebook live

**ORGANIZATIONAL MEETING**

- A. Open nominations for Council President. Krissy Kauf nominated Randy Ramsthaler for Council President. Seconded by Dottie Scott.  
Roll Call: Anne Ramsthaler yes, Krissy Kauf yes, Dottie Scott yes, Tina Killion yes; All ayes; No one opposed.
- B. Open nominations for Council Vice-President. Tina Killion nominated Dottie Scott for Council Vice-President. Seconded by Randy Ramsthaler.  
Roll Call: Anne Ramsthaler yes, Krissy Kauf yes, Randy Ramsthaler yes, Tina Killion yes; All ayes; No one opposed.
- C. Emergency Action Plan (EAP)- Dam Safety
  - a. Inspection done and a book to review yearly and updated as needed.
- D. Emergency Contingency Plan
  - a. Updated every 5 years and submitted to Ashland County. Last one was recently updated in 2022.
- E. Asset Management Program
  - a. Council is to have an open discussion on different items such as natural disasters and how the village would respond to it. RCAP recently held a tabletop discussion pertaining to this program. RCAP has 5 tabletop discussions per year.
- F. Public Records Policy
  - a. The village has a policy in place and no updates currently needed.
- G. Open Meetings
  - a. A policy will need to be created. Leighanna will work on a resolution and send to solicitor.

## **CHANGES TO THE AGENDA**

Oath of office for John Benshoff and Randy Ramsthaler.

Leighanna Cawrse read the oath of office to John Benshoff, Mayor.

Leighanna Cawrse read the oath of office to Randy Ramsthaler, Council member.

Dottie Scott nominated to appointed John Benshoff to the Clear Creek Fire District. Tina Killion seconded the motion. No one opposed.

Past committees will stay the same.

## **MINUTES APPROVAL**

Dottie Scott moved to approve the December 11, 2023 regular meeting minutes as written.

Tina Killion seconded the motion. Roll call: All ayes; No one opposed.

## **FISCAL – NEW BUSINESS**

Invoice Approvals (Expense/Check Detail Report) Anne Ramsthaler moved to approve the bills from December 1, 2023 to December 31, 2023 as presented. Krissy Kauf seconded.

Roll Call: Randy Ramsthaler yes, Anne Ramsthaler yes, Krissy Kauf yes, Dottie Scott yes, Tina Killion yes.

## **Fiscal Report M-T-D**

The fiscal report month to date for December 1<sup>st</sup> to December 31, 2023 read by Leighanna Cawrse.

## **FISCAL – RESOLUTION/ORDINANCE**

### **Ordinance to Increase Water and Sewer Rates- Third reading**

Third reading of Ordinance No. 2023-2 was read aloud by Leighanna Cawrse.

No one from the public or council opposed the third reading.

Ordinance No. 2023-2 3<sup>rd</sup> public reading

Roll Call Randy Ramsthaler yes, Anne Ramsthaler yes, Krissy Kauf no, Dottie Scott yes, Tina Killion yes.

### **Resolution Temporary Appropriations-2024**

Randy Ramsthaler moved to adopt Resolution NO. 2024-0115. Krissy Kauf seconded the motion.

Roll Call: Randy Ramsthaler yes, Anne Ramsthaler yes, Tina Killion yes, Dottie Scott yes, Krissy Kauf yes.

## **COUNCIL REPORTS/COMMENTS**

- Anne Ramsthaler- None
- Randy Ramsthaler- None

- Dottie Scott-
  - Would like to have another proposal in addition to Walter Dreibelbis for Lake Drive sewer project.
    - John Benshoff mention that they (the village operators and Walter Dreibelbis) are figuring out two different options to about this project. The first way is to install a manhole #3 on the north side and will be 3 feet down in order to connect the nearby residents. This option the operators are able to identify issues and which area. The second is to run the sewer line on back in the property aways and have the nearby residents to connect into it. Estimate in 2022 was \$17,000 to perform this project.
    - Note: there are no current specs or direction on how to proceed on the Lake drive towards McClain sewer line & manhole replacement project. Awaiting to obtain measurements and how wide the easement lot 216A is. No core samples will be done due to not having any issues previously in this area.
  - Spoke to a couple of residents and had one was not pleased about the changing of the ordinance about discharging with in the village.
  - Had one resident questioned about to why the water rates were going up. Tried to explain and the other question from the resident was how much the village pays for 2,000/gallons. The third question was the residents that use less than the 2,000 minimum per month would receive a break. Dottie didn't think so but would inquire about it.
    - Randy Ramsthaler said that there is a water **rate study done**.
    - Leighanna Cawrse mentioned that RCAP an outside company come out and performed
  - There is a problem with the catch basin on Wesley by Tuckers (on the curve of Wesley road) and is built up by debris and causes a problem and runs over the road. John Benshoff inquired if this is was the catch basin that was built up recently, however was this not done. Dottie suggested to camera to see what is causing the issues to cause water to overflow and run over the road. John Benshoff inquired to jet the line. Tim Hickey suggested that there is some old pipe that came across the road and compared it to the new that was used to connect onto it and a camera would identify where the problem is. There is a pool up the road and the water ran down the road and didn't realize that it ran down to the basin and over the road causing problems. Dave Pitsenbarger would like to perform camera work in warmer weather and Dottie would like to view the video/pictures.
  - Randy Ramsthaler mentioned that Anne did research water rates about 6 months ago with comparable rates to other neighboring villages to show the resident that was questioning the rate increase. Leighanna Cawrse also suggested to mention that RCAP (and outside entity) came in to evaluate our current rates and usage in order to advise our water rate increase.

- Krissy Kauf- Would like to know if anyone spoke to the residents about their chickens on Lake Drive. John Benshoff replied they have not, and Patrick Miller and John are getting a list together.
- Tina Killion- None

### **MAYOR REPORTS/COMMENTS**

- Sent the village solicitor to review the current ordinance of discharge of a weapon within the village limits, since currently the village ordinance does not specify bow and arrow. Dottie would like a copy of the email of information that Anne Ramsthaler found and sent to John.
- Received bid tab back from bid opening on December 22, 2023 for the Wastewater Treatment Plant Upgrade. There were only two bid submitted.
  - Kelstin, Inc \$377,300.00
  - Workman Industrial Services \$455,960.00
- Community block grant in 2025-need to start thinking about projects to be done around the village.

### **OPERATORS REPORTS/COMMENTS:**

December 2023 Report:

Wastewater

- Process .7545 million gallons wastewater
- Filed monthly EPA Report
- Performed all required and operational testing
- Routine equipment maintenance

Water

- Filed water monthly EPA reports
- Performed all required and operational testing
- Read water meters
- No water shut-off's

Projects:

- Picked up and plant pine tree at village hall
- Pick up aerator motor
- Cleaned village hall spouting reinstalled eve panels.

Other:

- Wastewater treatment plant pump station and trash trap cleaned.
- Jetted sewer line on McClain/Ridge Road (Shriver)
- Water meters ordered.
- EPA inspection report not in yet.
- Checked the manhole on McClain Road that was leaking and repaired however is still leaking.

I&I Report

- Highest daily flow reported was .0765MGD
- Monthly average flow was .0243MGD

- Total of 3 days above design flow rate of .040MGD
- Reported CBOD 3mg/l
- Reported suspended solids 1mg/l

### **TOWN HALL- NEW BUSINESS**

#### *Insurance-Presentation in March*

Leighanna Cawrse let council know that the insurance renewal will have a presentation at the March 11, 2024 meeting.

#### *Fill vacant seat on council-Mayor to appoint*

John Benshoff said no one has come forward and will have to go find someone.

### **Water/Sewer/Wastewater treatment plant**

#### **Old Business- No Change**

- *Past due accounts 90+days #01410-currently shut off*
- *The three accounts scheduled for shut off paid in full prior to shut-off.*

#### **New Business**

- *Bid update for sewer UV disinfection improvement projects-Previously discussed in Mayor report*

#### **Pending Business**

- *Easement- Restaurant & Ringler former property: Working on obtaining easement for 216A*
- *Wastewater treatment plant UV Disinfection Improvements-Bid are in waiting on Engineers to review*
- *Sewer infiltration project- Lake Drive towards McClain-Sewer line & manhole replacement*
  - *John Benshoff is obtaining proposals for two options on how to proceed with this project.*

### **ROADS/STORM SEWER-** None

### **PARKS/LAKE**

*Pending Business-no change*

### **ZONING-**None

**Correspondence Received:** None

**Public Interaction:** No one in attendance

**Facebook Live comments:** None

Since there was no further business Dotties Scott moved to adjourn regular meeting.

Krissy Kauf seconded. Roll call: All ayes; No one opposed. Meeting adjourned at 7:20 PM

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Council President- Randy Ramsthaler

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Fiscal Officer- Leighanna Cawrse