

## Manager's Report - 4/22/19

1. Attended the meeting with Beloit officials on April 9 at the Sebring Water Treatment to discuss their standpipe telemetry system failure problems. The meeting was productive; with both Villages agreeing to improve communications and troubleshoot the system to track down and correct the failure. Beloit was advised that OEPA required the problem to be rectified no later than December 31, 2019 or penalties may be imposed by the state. Also, I corresponded with Mayor Augustein to resolve the Beloit contract bond issue and they will secure and submit a bond soon. Attached are the meeting minutes on the Telemetry System. A couple of items have occurred since the meeting, which was included as "Additional Information" on the attachment:

A. George Moamis & Jon Vollnogle had a call with Rick Miller of DJE to ask for areas of system investigation.

- Mr. Miller said to investigate the transducer at the Standpipe.
- Mr. Miller said the switch at the Booster Station Panel must be in the "Level" position and not "Pressure" position to work correctly with tank levels.

B. Bill Sanor checked the Booster Station Site.

- Switch on panel was found to be in "Pressure" position.
- After discussion with Jon Vollnogle, Mr. Sanor switched the position to "Level"
- Subsequently readings at the WTP have been monitored, they are very erratic, but the chart recorder has been responding to the erratic readings.

C. Sebring has installed a pressure gauge at the Fire Hydrant near the Standpipe.

- Pressure readings have been observed to vary throughout the day between 46 & 49 psi, indicating a water level differential between high & low of 7 feet.

Dickey Electric has been informed and asked to check the transducer at the Standpipe first, as it may be sending faulty data since the pressure readings appear to be stable. It appears the system is operating on pressure control as a backup, this is as designed when telemetry signals fail.

2. Administrative Assistant Sally Gednetz in finance has tendered her resignation effective May 31<sup>st</sup>. With this position vacancy I would recommend to Council to create a Village Finance Director position. This is an opportune time to upgrade the position for the Village.

For an additional \$11,969.60 in compensation, we can hire the financial specialization expertise we need to optimize financial reporting and tracking. The State reporting and accounting requirements are becoming increasingly complicated via the new regulations requiring more specialized accounting skills, such as new internal control procedures, financial reporting of GAAP, GAFFR, and GASB as well as other new interagency financial information systems.

Currently, the Administrative Finance Assistant position pays \$15.88/hr. This is \$33,969.60 annually without overtime. My suggested salary for a finance director is \$45,000.00, in order to attract the expertise/experience we need, which is a little less than we are paying other department heads. The difference in cost to us therefore is \$11,969.60 per year. More likely only \$10,000.00 difference, if you factor out overtime paid to the current position. The job benefits cost would essentially be about the same and we would transition from an hourly position to a salaried position. This is a minimal investment for the critical nature of the job and needed specializations for processing finances under increasing complex State guidelines. I am not requesting additional personnel, but simply a needed upgrade to a position. As several State financial agencies have mentioned in the recent past, we are the only Village in Ohio without a separate financial officer position. They recommended it as necessary for appropriate checks and balances. I greatly appreciate your consideration of this request. Compared to what we spent on other initiatives, the additional funding for this essential position is negligible. In the interim, I am proceeding with advertising for a new Administrative Finance Assistant this week, however advertising for a Finance Director would be preferable.

3. As of today, the July 4<sup>th</sup> donations are \$2,945.10.

4. The Parks are considering having an epoxy floor done in the gym. I forwarded the specifics to Council the previous week. My only concern is the removal of the old asbestos tiles before the job can be done. If the Board/Council approves this project, I *highly* recommend that a contractor do it rather than Parks staff. In the meantime, I've asked Angel to solicit quotes for the tile removal.

5. Per Superintendent Hatton on the WWTP UV: The 2015 estimate for UV System replacement was forwarded to Council earlier. Lee has a call into Pelton to get a updated quote with today's pricing. There also will be some footprint work that will need to be done by contractor preferably NorthBay Construction to set new UV System in and mount it along with some minor electrical which we will use BES Electric for since they are our electrician for the plant.

At this time is prudent to look into with the aging system and the cost of maintenance we perform every year minus the electric cost. I know the new unit is more efficient and less parts. For example our current system uses one ballast per lamp to operate and the new system uses one ballast per two lamps. Also lamps are much cheaper for the new system.

We have also been advised that the State is looking very seriously at making wastewater plants disinfect year round instead of the 6 month period we currently disinfect. If this occurs it will be cost prohibitive with repair costs with our current system if and when that happens. So we believe is much better to be proactive on this if we can.

Lee and I have discussed this project several times in the last two years, but we opted to hold off since he advised me that the system was still working to requirements and wait until the State finalizes its new requirements so any new system can be designed accordingly.

Lee stated that as much as he feels we will need to upgrade our UV System in the near future for several reasons he cautions doing so too quickly being our NPDES permit expires October 31<sup>st</sup> 2020 and we really don't know what OEPA will have in store for us to do on the wastewater side over the next five years. Could be we don't have to do much, which is wishful thinking, but just

in case he thinks we should hold off on committing any major money to another project until we see how the permit renewal goes. He intends to submit the permit renewal application in April 2020 then OEPA we come to plant to inspect and discuss possible changes in next five years.

Lee further reported the cooling motor for the UV system failed last Thursday. Berger Electric said it is beyond repair so a new unit was ordered for \$425.00. Other items of note from his report are:

- Agri-Sludge came in on the 11<sup>th</sup> to press and haul sludge. They are still here pressing and I expect them to be here till at least the 24<sup>th</sup>.
- We had to replace #1 cooling motor and load capacitor on UV System. Pelton is coming on the 23<sup>rd</sup> to try to troubleshoot why UV System is showing 14 ballast out and we know there aren't 14 actually out.
- He reached out to Pelton about getting an updated quote for UV replacement. Last quote dated 2015 was \$160,000 which is for unit only and does not include construction cost to remove old one and modify channel to receive new one.
- He reached out to Joe Trocchio from OEPA to ask if we would need a PTI (Permit to Install) to replace existing UV System. If OEPA requires one then we would need to contact CTI Engineering to proceed with that process.
- We took #1 clarifier offline for annual maintenance and inspection on the 18<sup>th</sup>.
- Staff has been staying busy with normal daily operations/maintenance and lab along with mowing grass.

6. After five years of use, all the vinyl decorative downtown banners need replaced. We ordered the replacements will install them when they arrive in time for the warm weather and downtown events.

7. The draft composite score for our Small Government (SG) grant for West Virginia paving project is **55**. The SG Commission will be approving projects for funding at its meeting on May 9, 2019. The final results will be posted the day of the meeting following the Commission's vote. OPWC says only those offered funding will a notification the day of the meeting and that

funding results specific to a district will be distributed to the District Liaisons. Short version is that we will know about the grant award on May 9.

8. Fire Chief Anderson reports that Firefighters Candice McDonald and Travis McDonald have resigned from the Fire Department to pursue other endeavors.

9. Water Plant Superintendent Reed reports that the Sebring Water Plant has received its “green” operating license this week, which means we have officially resumed normal standard operations and have met and continue to meet all OEPA requirements.

10. John Schoeni at Mahoning County Health reports that at the monthly Board of Health meeting this morning, the Board took action and issued a Board Order on the one story south addition to 126 E. Oregon Avenue. The Board Order states that:

- Declares the property a Public Nuisance;
- Unsafe and vacated;
- Placarded;
- Remain vacant until abatement of the public nuisance is completed;
- An adequate security fence must be installed to restrict entry to the collapsed structure.

We will receive a copy of the Board Order and Mr. Schoeni will be posting a copy on the property with the Placard.

11. Per Council’s earlier request I asked Fire Chief Anderson to submit the most recent quarterly EMS operations and finance report under the new staffing system. Chief said he is working on it and will forward that to Council as soon as it is compiled. As I understand it from Chief’s email this morning, the report was just finished yesterday, so you should have it very soon.

12. Approve an ordinance that will be introduced on the floor tonight to enter into contract to lease our farm land adjacent to the water plant. I drafted the ordinance and the contract for this and left copies at your Council seat. I would respectfully ask Councilwoman Phillips to sponsor

the legislation as legislative committee chair. Apologies for the short notice, however the current lessee just opted out at the last moment before and provided little time to forward this for a more timely review. The new parties expressing their interest in a lease was also short notice. The reason for the expedited processing is that planting season is right now and the lessee wants to make the narrow time window to start planting his crops. I leave it to your discretion on how you would like to handle this tonight.

**BOARD OF PUBLIC AFFAIRS**  
**Workshop on Telemetry System**  
**Conducted at the Sebring Water Treatment Plant**  
**Knox School Road, Alliance, Ohio 44601**

**April 9, 2019**  
**9:00 A.M.**

A workshop to discuss the malfunctioning telemetry system was coordinated on behalf of the Villages of Beloit and Sebring by Jon Vollnogle of Howells and Baird, Salem, Ohio with representatives attending as follows:

<u>Name</u>	<u>Organization</u>	<u>Phone</u>
Jon Vollnogle	Howells & Baird, Inc	(330) 332-4834
George Moamis	Joe Dickey Electric	(330) 565-8604
Bill Sanor	Village of Sebring	(330) 938-6922
David Wright	Village of Sebring	(330) 938-9457
Rick Giroux	Village of Sebring	(330) 938-9340
Sherry Augustein	Village of Beloit	(330) 581-5327
Deb Hartzell	Village of Beloit	(330) 257-1174
Eric Augustein	Village of Beloit	(330) 581-3374
James Harp	Village of Sebring	(330) 938-9340
Matt Hutton	Village of Beloit	(330) 446-0001
Roger Greenwalt	Village of Beloit	(330) 446-0052
Jim Cannell	Village of Sebring	(330) 272-3969
Time Gabrelcik	Beloit Public Affairs	(330) 280-1206

Mr. Vollnogle stated that the topic of the workshop was to discuss and troubleshoot the issues with the telemetry system.

Mr. Vollnogle provided a brief history of the old telemetry system and indicated that in late 2016/2017, the Village of Beloit had a radio test performed by J&K Communications to confirm that no radio signal connections was being received at the treatment plant J & K made recommendations of new equipment to establish telemetry communications between beloit Standpipe and Beloit Booster Station and the Sebring WTP.

Howells and Baird were contacted to compile specifications on a new telemetry system and Dickey Electric was selected as the lead contractor in February 2017. Dickey Electric subcontracted with Dmytryka Jacobs and J&K to perform the installation of equipment.

On November 6, 2017, a system startup was held and the signals were connecting as of that date. Mr. Vollnogle stated that readings were taken; the only operational issue was reported, was the signal was lost at night. The Village of Beloit subsequently approved replacement of the solar batteries at the Standpipe and once again, the telemetry system was operational.

The Village of Sebring treatment operators requested a touch pad be added to the system to allow them to make changes as necessary. The Village of Beloit approved that a touch pad be installed by the contractor in the Booster Station Panel.

Mr. Vollnogle stated that since the initial start-up, a bad transducer was replaced. Also, it was determined that a radio analog input was bad and the contractor used the spare to make the needed repairs. The Village of Beloit needs to order an additional spare.

At this point, Sebring Village Manager, Richard Giroux presented a letter dated April 4, 2019 from the Ohio EPA stating that the Village of Sebring is in violation the non-functioning telemetry system and could face a fine of up to \$25,000 per day if not resolved by December 31, 2019. One of the issues in the violation letter is the non-functioning Beloit Telemetry System. Mr. Giroux stated that the Village of Sebring is prepared to charge Beloit if repairs are not made and issues resolved.

Jon Vollnogle assured Mr. Giroux that the Village of Beloit has been working on the issues and the system was operational as of the startup meeting. Manager Giroux wants something in writing from Howells and Baird. Mr. Vollnogle stated that the parties have been working on the issues and that is why everyone is here today.

Mr. Vollnogle asked the water treatment personnel if the telemetry system appears to be operational at all. Mr. Vollnogle was told that the chart does not record anything. It appears that some type of signal is getting through, but the numbers on the screen are not believed correct and only a flat line is ever recorded on the chart reader. Mr. Vollnogle stated that if correct readings are not being made, perhaps there might still be a transducer problem.

Mr. Vollnogle asked if there appears to be a radio connection and was told that they do appear to be receiving a signal. Mr. Hutton stated that the average water level in the tower should range between 75 and 80 feet with the pumps kicking on when the level reaches 65 feet.

Mr. Vollnogle stated that in the event of a telemetry failure, the booster pumps will convert to operate based upon pressure, which may be what has happened.

Mr. Vollnogle asked if the chart recorder had ever worked and was told that it never recorded properly, just indicates flat lines.

It is unclear if there is a signal getting to the booster station for pump control. There appears to be a signal from the standpipe to the treatment plant.

Mr. Vollnogle stated that Bill Sanor of Sebring has been kept in the loop in regard to the system troubleshooting efforts. Mr. Vollnogle can provide copies of emails that can be forwarded to the EPA. Mr. Vollnogle will forward those emails to the Village Manager and Mayor of Sebring.

Mr. Vollnogle asked if there were any correct readings from 2017 as the system seemed functional and the chart issue was never brought to anyone's attention. Copies of past charts and reads were made and given to Mr. Vollnogle. It appeared that charts were flat lines and described, correct operation should indicate a step pattern throughout the day.

Mr. Vollnogle suggested installing a pressure gauge at the standpipe fire hydrant and coordinate the pressure reads with the radio signals getting through as it may not be getting to the chart reader. Mr. Vollnogle stated that we also need to make sure that the radio signal is working with the Booster Station.

Mr. Vollnogle requested that Dickey Electric contact both Dmytryka Jacobs and J&K for their assistance on the telemetry issues.

To summarize, Mr. Vollnogle stated that the following actions would be taken:

- Check to see if the radio signal is reaching the charting equipment.
- Installation of a gauge on the fire hydrant at the water tank.
- Howells and Baird will send a survey crew to the water tower to determine elevation of the pressure gauge.
- Read the pressures at the two locations and check the readings against the pressures observed.
- Dickey Electric will contact Dmytryka Jacobs and J&K.

Bill Sanor indicated he is not aware of power surges or lighting strikes at the water plant in recent times.

Jon Vollnogle assured Sebring officials that we are trying to work through the issues and address the problems with the system.

Bill Sanor will install the gauge at the tower and will take reads at the booster station/tank/and plant. Mr. Vollnogle stated that it might be that the booster pumps are running too much.



The survey crew will be at the tower by late this week or early next week to determine elevation.

Mr. Greenawalt requested the specifications and pricing on a new radio spare so that the BOPA can approve at their next meeting.

Mr. Vollnogle will forward copies of the emails to Mr. Giroux.

Mr. Greenawalt stated that anytime Sebring receives a letter from the EPA concerning Beloit's system, he would like to have a copy. Mr. Giroux stated that these can be forwarded to Beloit.

Dickey Electric will run through the whole system and troubleshoot. George M. of Dickey Electric indicated that the last time Richard Miller of Dymtryka Jacobs was onsite to replace the transducer the system appeared to be working and normal at that time.

**Additional Information:**

- A. After meeting adjourned, George Moamis and Jon Vollnogle had a call with Richard Miller of Dymtryka Jacobs, Mr. Miller Stated:
  1. The output amperage of transducer at the Standpipe should be checked.
  2. The switch at the Booster Panel must be turned to "Level" for the system to operate on level control. If turned to "Pressure" the level control will not work.
- B. After the meeting, Bill Sanor checked Booster Station controls and found switch to be in "Pressure" position, Bill discussed with Jon Vollnogle and then changed switch position to "Level".
- C. April 18, 2019 Bill Sanor and Jon Vollnogle discussed system operation. Panel switch has been left in "Level" position, system readings have been very erratic at WTP but chart recorder has been following the readings. Sebring has installed pressure gauge on Fire Hydrant near Beloit Standpipe. Pressure readings have been varying between 46 and 49 psi (Approximately 7 feet). Bill suspects problem may be a bad transducer at the Standpipe since chart recorder has started operating but data is very erratic and does not match pressure observations on the Fire Hydrant at the Standpipe.

The above constitutes Howells and Baird, Inc.'s understanding of the items discussed and conclusions reached. Any party who requests corrections to these minutes shall submit their request to Howells and Baird, Inc. within 24 hours following their receipt.