

# Village Administrator's Report

as of 4/26/2023

## WATER SYSTEM

The Village's 2022 Consumer Confidence Report is being prepared.

**Water Rate Analysis:** The Rural Community Assistance Program (RCAP) is assisting the Village with updating its capital improvement plan (CIP) which will provide much-needed updated financial information to be incorporated into the rate analysis. Our meeting with RCAP is scheduled for the first week in May. It is my understanding that RCAP may have a basic water rate recommendation as part of this CIP.

Meanwhile, we have received three price proposals to perform a formal rate analysis:

Courtney & Associates	\$7,500.00
K.E. McCartney & Associates, Inc.	\$15,000.00
RCAP	\$15,351.29

**South Water Tank Project:** I have prepared and submitted the regulated materials review report to OEPA. In light of council's decision to not proceed with the tank project pending completion of the water rate study, I have not proceeded with authorizing a consultant to perform ecological and cultural resources documentation.

**Johnson's Island Waterline Project:** The project task group met on 4/19. The engineering process continues to advance, with plan drawings estimated will be 90% done in June. CT is trying to obtain input from contractors and suppliers to arrive at a more reliable construction cost estimate. The timeline for completion of the environmental review process and regulatory permits is not yet known. The process pursuant to ORC 727 Assessments is yet to be initiated. A May task group meeting is scheduled.

**Ohio EPA Notice of Violation (NOV) dated 5/2/22:** This NOV is superseded by OEPA's NOV letter of 4/14/23 (See below).

**Ohio EPA Notice of Violation (NOV) dated 4/14/23:** OEPA's annual inspection of the Village water system on 4/6/23, resulted in two letters dated 4/14. The first letter is a NOV with four items to address, and the second letter contains a list of sixteen (16) recommendations.

Summary of the four NOV items the Village is required to address:

- 1) Evaluate the distribution system assets. In other words, for things like water lines, valves, and hydrants, document their condition, maintenance/repair history, estimated useful life, and prioritization of the repair/replacement needs.
- 2) Develop a backflow prevention program to protect the public water supply from potential hazards from non-residential consumers. This will include an initial survey or investigation of non-residential customers to document existing conditions, and then establishing a policy/procedure/methodology for how changes in types of usage by customers will be monitored throughout the future.
- 3) Assess the condition of the clarifiers and report the finding to OEPA.
- 4) Assess the condition of the filter media and report the finding to OEPA.

**Cyanotoxin General Plan (aka HABs Plan):** Response sent to OEPA (4/12/23) concerning their review comments of 6/17/22.

**US EPA Lead and Copper Rule Revisions (LCRR) of 1/15/2021:** Nothing new to report since Administrator's report of 4/12/23.

**OEPA grant opportunity:** Pursuant to Resolution 2-2023, adopted 1/11/23, the Village's grant application to OEPA for purchasing water system equipment, has been submitted and we await OEPA's response. OEPA received approximately 450 applications and will be able to fund around 100 applicants during this round.

**Bay Point Water Meters:** The signed agreement between the Village and Bay Point Acquisitions LLC, dated 8/9/22, prescribes that Bay Point's 6-inch master water meter will be eliminated and individual services of Bay Point will be individually metered, and specifies Bay Point Acquisitions is to complete this work by 12/31/22. During a previous meeting, council decided it would be willing to discuss an extension of the deadline. To date, some aspects of the project have been completed while many more tasks have not yet started. Accordingly, Solicitor Jim Barney has been communicating with the project developer about the completion date.

**Water System Concerns:** Intermittent but recurring problems have been affecting the water plant over the past several months, which seem to be related to the plant's electrical system and/or components. For example, power surges have been observed, glitches have occurred in the chemical feed pump panel, and the high service pumps sometimes shut off inexplicably. Ohio Edison hasn't diagnosed any problem from their electricity supply side, and we've had various vendors look at specific components inside the plant. The plant's electrical system (such as control panels, switches, breakers, motor drives, etc.) is a mixture of original equipment from when the plant was built and components that have been replaced at different times throughout the years. We are researching options for having the plant's entire electrical system evaluated to determine needs and potential costs. Also, our operators have recently noticed that the water level in the tower is usually a few feet lower in the mornings than is normal for this time of year. Therefore, the water personnel have been looking for potential leaks in the distribution system, having found two within the past two days.

## **PARKS & TRAILS**

**James Park, New Playground Equipment:** Snider Recreation, Inc. completed installation of the playground equipment on 4/14. Forever Lawn, Inc. foresees their installation of the playground surface will occur during the last half of May. Therefore, we have erected temporary fencing and keep out signs for the time being.



Playground equipment installed, waiting for the safe playground surface, 4/21/23

**Outdoor musical instruments for James Park:** The Park District of Ottawa County awarded the Village a \$6,604.00 grant to assist with funding this project. The equipment has been ordered and is expected to arrive during May. Snider Recreation Inc. will install it.

**Marblehead Welcome Center Project:** Nothing new to report since the Administrator's report of 3/8/23. The Parks Committee needs to further discuss the project scope.

**OSS Solid Waste District grant opportunity:** The Ottawa, Sandusky, Seneca Solid Waste District (OSS) approved the Village's grant application for \$7,369.41. That, plus the Village's matching amount of \$2,456.47, will be used to replace the aging wooden picnic tables at James Park with durable tables made from recycled plastic. Today, we received OSS's authorization to proceed.

### **STREETS**

**Elliott Street Project:** The Village maintenance crew have made roadside grade adjustments to improve the drainage. The results will be observed during future rain events and further grading adjustments will be made as warranted. Installing the gravel parking area along the south side of Elliott, west of Stone St, will be performed by contractor Ed Burdue & Co. LLC, for \$7,500.

**Church Street Improvements Project:** This project, planned for 2023 construction, will replace the deteriorated pavement of Church St and make related improvements, from Stone St to James St plus replace the water main between Perry and James Streets. CT Consultants is preparing the plans and construction bidding is anticipated to start May 12.

### **OTHER**

The Village maintenance crew started the 2023 mowing season on 4/19.

Pothole patching is planned to occur within the next two weeks, weather permitting.

Bryan Lucas and I attended the Ottawa County Safety Council meeting on 4/19.

We have been informed that the street banners of Danbury high school students are expected to be delivered to the Village within the next two weeks, for our installation along W Main Street.

Pursuant to the decision made at the 4/12 council meeting regarding the Park District of Ottawa County's grant application for their Trail Feasibility Study to Shores & Islands Ohio, I sent a letter of support on behalf of the Village.

Last year, the village council expressed support for the Main Street USA initiative in Marblehead, through a \$2,500 contribution. Recently, the local group – Main Street Marblehead, LLC – was formally established and their board decided to apply for a grant from Shores & Islands Ohio to jumpstart the group's public awareness initiatives. For that grant application, due on 4/20, a letter of support from the Village was desired. After discussing the short deadline with the mayor and considering the stated purpose for the grant, I proceeded to send a letter of support on behalf of the Village (4/19).

**Cell tower lease area behind Radar Park:** Bob Hruska has contacted the telecommunication company that the Village would like to see an alternative to avoid the tree removals. We await their reply.

**Potential grant opportunity for police body armor:** Nothing new to report since the Administrator's report of 3/22/2023.

**Potential grant opportunity for police body cameras:** Nothing new to report since the Administrator's report of 1/11/2023.

**2024 Total Solar Eclipse:** Shores & Islands Ohio has launched a webpage devoted to this topic  
<https://www.shoresandislands.com/solar-eclipse/>

**Recommendation to change the Village's leaf collection procedures:** The Village has been providing year-round availability of yard waste bags to residents, and year-round, as-needed daily curbside collection by the maintenance crew. Note that this collection and disposal by the Village is limited to leaves only, not any other type of yard waste. Otherwise, residents always have the option to take yard waste to disposal sites in the area (with limitations on types of materials accepted at each facility).

The practice of providing yard waste bags started several years ago through a funding grant from the OSS Solid Waste District to encourage recycling. Ever since the OSS funding ended, the Village has been purchasing the bags and making them available to residents.

The unlimited collection and hauling service by the maintenance crew diverts their time and attention away from other projects, especially during the growing season (spring, summer, early fall). Therefore, I recommend limiting the service to specific time periods in the fall and early spring when most residents are doing their leaf raking, such as Oct 15 - Dec 15 every weekday as needed, and April 1-30 two days per week (Mondays and Fridays). Accordingly, the yard waste bags would be made available only for these periods.

