



## Village of Roaming Shores

2500 Hayford Road,  
Roaming Shores, Ohio 44084  
Phone: 440-563-3132  
RoamingShoresOH.gov

# ADMINISTRATOR'S REPORT

DATE: May 3, 2024

TO: Mayor & Council

FROM: Lukas Darling, Administrator

MEETING DATE: May 7, 2024

---

## Utilities/Public Works

### ***Lien Processing***

Muni-Link is setting up a new "service" for lien/certification balances to be transferred to and will be adding our Notice of Certification to the system. Mariah will reach back out when that is complete.

### ***Utility Billing Issues***

We are working with Muni-Link to address several issues with their billing platform:

- 1) **Due-Date Tables.** On our most recent billing, the due-date, balance due, and balance due after due date table was missing only on bills with negative balances (bills that do not owe money). We are considering this issue resolved.
- 2) **Master Accounts signed up for E-Bills.** Each month, when we issue bills, all our Master Accounts that are signed up for e-bills also receive a paper bill. The support team has not been able to provide a solution to this issue.
- 3) **Rebalancing within Master Accounts.** Our team currently does not have the option to rebalance between sub-accounts within a Master Account. We have several Master Accounts that show a negative balance on the Consolidated Bill but have several sub-accounts with positive balances (and accumulate late fees because of this).

These issues were shared with our Customer Support Specialist, and he reported that their team is looking into these issues.

### ***OEPA Public Water System Equipment Grant***

The Village was informed on 1/31/2024 that we were awarded a \$10,900 grant to purchase two valve exercisers and two adjustable gate valve keys. This is a reimbursement grant. We are working with the OEPA Division of Drinking and Ground Waters to obtain a grant agreement for this project.

*We have received no additional information at this time.*

### ***FY2025 Federal Appropriation Request***

The Village submitted a FY2025 Federal Appropriations request through Rep. Joyce's office on March 22nd. This request was for \$1,875,000 with a \$625,000 match (project total: \$2.5 million). We were invited to submit more information to Rep. Joyce's office. We are waiting to hear if we will receive the appropriation in the final Federal budget.

This appropriation request was submitted under USDA, Rural Development, Water and Wastewater Grants.

### ***Open Position: Billing Clerk (PT)***

We have hired two new PT Billing Clerks:

- Sarah Minadeo started on May 2 (schedule: Thursday and Friday, 16 hours per week)
- Jessica Hatfield will start on May 13 (schedule: Monday to Thursday, 28 hours per week)

Dawn Brance's last day will be May 20. Dawn has volunteered to stay on as substitute Billing Clerk as needed. Madison Roskos will be leaving the Village sometime between June and August, depending on where she goes to school.

## **Village Engineer**

### ***Village Engineer Meetings***

The Village Engineer meeting is on the third Tuesday of every month at 2:00pm via Microsoft Teams. If you would like to attend a Village Engineering Meeting online or in-person, please let me know.

### ***Water System Study (Task Order #2)***

- Schedule:
  - o Next Project Meeting Date: June 14<sup>th</sup> at 10am
    - Monthly meetings via Teams on the 2<sup>nd</sup> Friday of each month
  - o Calibration Testing – Fire flow Testing – May/June 2024
    - Hydrant Pressure Recorders will be installed on May 23 and remain on for one week.
  - o Physical Model Build – May 2024
  - o System Analysis – July 2024
  - o Recommendations + Memorandum – September 2024

### ***Copper and Cyanide Study (Task Order #3)***

- CT submitted the completed Copper and Cyanide Study to OEPA on February 22, 2024.
- OEPA reviewed the study as part of the Permit to Install (PTI) review for the Headworks project (the two are intertwined, since the study recommends the headworks auger unit/Muffin Monster®).

### ***WWTP Headworks Project (Task Order #4)***

- OEPA has issued the Permit to Install.
- Timeline:
  - o Bid Date: May 1, 2024 – **Bids are due May 15 at noon.**
  - o Construction Start Date: June 1, 2024
  - o Expected Completion Date: July 1, 2025
- The Village will need to utilize a construction loan from OEPA DEFA (Department of Environmental and Financial Assistance). This loan is expected to be awarded in late June.

### **Pavement Condition Rating (PCR) Study (Task Order #5)**

- We have received the final study.

## **Dam Engineer**

### **2022 HHPD Lake Roaming Rock Shore Dam Grant**

*No update at this time.*

- We received \$58,500 in grant funding, with a \$31,500 match.
- DLZ will be taking over administration and implementation of this grant once the contract has been signed by ODNR.
- ODNR has been working with FEMA to move their HHPD grants along. The bulk of the wait has been project review (for construction projects, which we are not a part of) specifically the Environmental and Historical Preservation investigation that the federal government conducts. ODNR reports that FEMA is finished with their requests for information, and we are beginning to see some light at the end of the tunnel.
- FEMA is finalizing the review with a 30-day comment period for local tribes and the State Historic Preservation Officer. Once the 30-day time period is up and there are no outstanding concerns from the mentioned parties, they will finalize their review and we are planning to move forward with the grant.
- While we are not a construction grant, we are lumped in with all of ODNR's HHPD grants.

## **Non-Disclosure Agreements**

*No update at this time.*

We have asked the Solicitor to draft a blanket nondisclosure agreement for all village employees who handle personal data. This would prohibit employees from disclosing personal data related to billing and other government services, clarifying the Village's existing position. This will also be reinforced in the Employee Handbook when amendments are proposed.

## **Insurance**

### **Group Term Life Insurance**

- Our current group-term policy with Principal renews in June 2024.
  - o We plan to have Love Insurance receive quotes from New York Life, Guardian, Lincoln, Anthem, Prudential, Unum, Pacific Life, and Voya, among others.
  - o We are working with Love Insurance to develop a timeline for quotes.
- All employees have been enrolled and have obtained at least the \$25,000 guaranteed benefit. We have not received confirmation if Statements of Health have been approved and if the full \$50,000 benefit has been extended to those previously not covered.

## **ORWA Utility Rate Study**

- The draft Utility Rate Study (2023-2024) was presented to the Public Works Committee on March 7, 2024. The Committee had several notes and requests that the study show additional information.
- The rate study was pulled from the April 2<sup>nd</sup> Council meeting due to discrepancies in the 2023 data. We are working on addressing those discrepancies.
- We have rescheduled Corey Timko to present the study at the May 21<sup>st</sup> Council meeting.

## Village Hall Repairs & Maintenance

### Fire Alarm System

- Vector Security will be installing a cellular communicator in both the Village Hall alarm system and the Village Hall fire alarm system. Installation is scheduled for May 15<sup>th</sup>.
- 

## Village Solicitor Position

*See ordinance 925-05-2024.*

## Equipment

### 1986 Ford F350

The vehicle approved for sale by Ordinance 851-11-2022 will be listed with GovDeals. The title has been located. The auction will last 16 days, and no reserve will be set. The truck is sold as is/where is without guarantee. We will send out an email when the auction goes live.

*Currently we are working with the Solicitor to comply with all provisions of Ordinance 851, including additional public notices.*

## House Fire (1902 Morning Star Drive)

On March 3, 2024, the Rome Township Fire Department responded to a house fire at 1902 Morning Star Drive. The Village has sent a notice to American Family Insurance and the property owner of our intent to enforce Village Code §1521 (ORC §3929.86), requiring ~13.33% of the insured's payout to be held by the Village until the house is repaired, restored, or demolished.

The Village received a payment of \$44,000 from American Family Insurance. These funds will be held in the Fire Insurance Fund until the house is repaired or demolished.