

Board of Public Affairs Meeting Minutes – December 4, 2025

There was a regular meeting of the Blanchester Board of Public Affairs held on Thursday December 4, 2025 in the BPA Conference Room at the Municipal Building.

The meeting was called to order at 6:35 PM by Chairman Bowling.

Attending was Chairman James Bowling, Trustee Bob Haines, Trustee Dennis Blocker, Director Ram Reddy, Mayor John Carman, Council Member Lynn Lewis, Council Member Marie Brooker, and Donna Johnson Business Mgr./Clerk.

There was a motion/second by Trustee Haines/Trustee Blocker to approve the minutes.
All in favor - All Yeas. Motion carried.

A motion/second by Trustee Blocker/Chairman Bowling to approve the bills listed in Appendix-A.
All in favor - All Yeas. Motion carried.

Clerk

Approved Resolution 2025.106 to go ahead with the purchase of Transformers and Breakers for the New Substation.

A motion/second by Trustee Haines/Trustee Blocker to approve Resolution 2025.106.
All in favor - All Yeas. Motion carried.

Board discussed the 2026 Temporary Budget in detail and the rate adjustments needed for each department. Approved and recommended the Temporary Budget to the Council to approve the same.

Board discussed on updating the Wage Scale.

Approved Resolution 2025.107 to terminate USIC contract for locating services effective immediately. Per the settlement agreement to terminate the contract, pay USIC \$24,000 for pending invoices for the services USIC provided to BPA.

A motion/second by Chairman Bowling/Trustee Blocker to pay \$24,000 to USIC and terminate the contract.
All in favor - All Yeas. Motion carried.

Staff to notify OUPS about the above change and switch the contact information from USIC to BPA so that the OUPS contact BPA staff directly for any locating service requests.

Staff to purchase underground utilities locating tools/instruments to provide the services that USIC was providing in the past. Though this change creates additional burden on the staff, it will be saving BPA a significant amount that we used to pay USIC.

A motion/second by Chairman Bowling/Trustee Blocker to approve a not to exceed amount of \$15,000 to purchase a Blower for the wastewater plant.
All in favor - All Yeas. Motion carried.

Building of a large bucket truck we have ordered about 4.5 years ago is complete and ready for delivery and waiting on driver.

Director

Staff continued to attend IMPA Board and Executive Committee and other meetings.

Staff updated the Board on funding and status of all the projects that are currently in process and future potential projects.

Electric Substation Construction Project:

- Procurement of land for substation construction is complete.
- Continued to work on construction plans, design, and funding for the project.
- We have applied for DOE grant funding for a projected cost of \$9,000,000 for this project and were not successful in getting the funding in first phase.

Planning to apply again in next phase of funding release, and also looking at other financing options.

Board/Staff looking into other Financing Options to fund the substation construction project. Working with AMP Financing Department to explore their (AMP's) Tax Exempt Member Financing Options to fund our project through them.

BPA officials met AMP finance department staff and they have gone through the information they need from us to get the process to start. They need BPA financial information, State Audit Reports, and latest Rate Study/Cost of Service Study. Staff continued to work with AMP on this. Waiting on Auditors to complete the audit for the years 2023 and 2024.

BPA Board has approved a Budgetary Construction Cost Estimate of \$10,373,244 provide by ISC for the Substation Construction Project, and IMPA/ISC staff started the engineering & design work on initial phase of the project.

The Board approved \$114,000 ISC proposal unanimously for the phase-1 engineering & design work.

The Board approved a change order for ISC not exceed \$17,000

The site had been cleared and a sign had been installed.

Site design is in process for construction of the Substation.

Continued discussions with Duke on an easement for storm water drainage from the substation site.

ISC completed the bid specifications for the Transformer and Breakers, and sent them to the Vendors.

Received and opened the bids on August 14, 2025 for the Transformer and Breakers.

ISC engineers have reviewed the bids from the vendors and made a Recommendation of Award of the Bid to Virginia Transformer Co. to supply two (2) Transformers at a Total Contract Price of \$2,791,692.91 (after the discount of 1.5% for 2 units and the staff is still working on further discount) with the following payment terms:

30% Advance with Purchase Order

30% upon drawing submittal, net 30 days

40% invoiced at the time of shipment or upon moving to storage, net 30 days

There was a motion/second by Chairman Bowling/Trustee Haines to approve the purchase of Transformers as recommended by ISC for a Total Contract Price of \$2,791,692.91 plus additional amount for a set of spare parts from Virginia Transformer Co., with the above payment terms
All in favor - All Yeas. Motion carried.

ISC engineers have reviewed bids from the vendors and made a Recommendation of Award of the Bid to Siemens (CSI Utilities) to supply three (3) 138KV Circuit Breakers for a Total Contract Price of \$443,604 with the following payment terms:
30% Advance with Purchase Order
70% After the shipment

There was a motion/second by Chairman Bowling/Trustee Haines to approve the purchase of 138KV Circuit Breakers as recommended by ISC for a Total Contract Price of \$443,604 from Siemens (CSI Utilities) plus additional amount for a set of spare parts with above payment terms
All in favor - All Yeas. Motion carried.

Staff negotiated a discount on transformers with Virginia Transformer Co. through ISC and accomplished a total discount of \$85,026.18, and is in process of ordering them by a P.O. along with a check for 30% advance payment.

Staff is negotiating the transformers delivery time to match the Siemens breakers delivery time so that all the equipment arrives about the same time to the substation site.

Also, staff is in process of ordering the 138 KV Circuit Breakers as approved above by a P.O. along with a check for 30% advance payment.

Electric Distribution System Upgrade and System Conversion (4.16 KV to 12.47 KV):

- We have applied for DOE grant funding for a projected cost of \$10,000,000 for this project
We were not successful in getting the funding in first phase.
Planning to apply again in next phase of funding release.

Staff continued to work on Distribution System Upgrades with local funds.

Staff continued to work with AMP to get grant funding to help on Cyber Security.

Orchard View /Orchard Circle water main replacement, storm sewer, sanitary sewer, and street resurfacing phase– 1 project - The construction on this project is complete except the pavement.

Orchard View/ Orchard Circle water main replacement, storm sewer, sanitary sewer, and street resurfacing improvements phase - 2 project: Procured required funding of \$795,400 in grants for this project. Council approved and awarded the contract to Panetta Excavating Inc. Contractor started work on it.

The projected potential local match for this project is to be \$0.00.
The contractor completed the separation of sewer laterals.

The contractor completed installation of water main and currently is working on transferring the water service taps.

Staff continued to meet and discuss with RCAP on GIS Mapping and working on Asset Management and Mapping.

Staff continued to meet every month to discuss with RCAP, Ohio EPA, USACE, ODNR, FEMA, and Jones & Henry Engineers on the **Reservoir #3 project** approvals and funding. Current cost estimation to complete this project has increased from about 3.6 million to about \$4.3 million dollars. So far, we have acquired about 2.2 million dollars through OPWC and USACE for this project.
Working through ODNR to procure rest of the funding from FEMA (HHPD Grants) – Waiting for response from FEMA/ODNR (Funding is on hold due to President Trump’s executive order).

Current Status on the Project (Reservoir #3 Improvements):

Specifications and construction plans have been approved by the ODNR for construction.

- Ohio EPA reviewed and approved construction plans
- Submitted plans to USACE review and approvals – in process
- Entered into PMP agreement with USACE
- Emergency Action Plan has been submitted and approved by the ODNR.
- FEMA has released the NOFA and the ODNR applied for funding on behalf of the Village/BPA for rest of the funding for construction.
- Staff submitted a 2025 project nomination for EPA funding for Reservoir #3.
- Trying to get some funding for the project through Senate Offices from Congressionally Directed Spending (CDS) funds – in contact with Senator’s staff, and
- Also trying for the same through Congressman’s office.
- Completed Survey work on Deeds for the land associated with the Reservoir #3 and submitted it to USACE as required.
- Bidding planned for June/September 2025.
- Working on some more information requests from USACE.
- FEMA Grant \$1,467,308 applied for has been put on hold pending the outcome of the President Trump’s executive order, holding all funding until a review has been completed
- Working with USACE to get reimbursement on expenses incurred for the project construction to-date.
- Stone Environmental Co. completed the Delineation study for Reservoir #3 as required by the USACE.
- **Completed and submitted Loan/Grant Renomination Application to Ohio EPA to get the gap funding for the project.**
- **FEMA is moving forward with the funding awards and currently reviewing the documentation.**
- **FEMA is waiting on the Environmental Report which is currently being worked on by the USACE.**
- **Staff discussed the project schedule (potential) update with Board**

Submitted a Draw request #1 for an amount of \$52,538.45 reimbursement, for the Period of Performance 05/12/23-07/12/23 - We have received the reimbursement check for the USACE’s portion.

Submitted a Draw request #2 for an amount of \$249,969.65 for reimbursement. We have received the reimbursement check for the USACE’s portion.

Staff continued to work on potential funding from local, State and Federal funding agencies for the electric, water, street, and sewer projects.

Staff planning to apply for CDBG/OPWC grant funding for S. Wright Street water main replacement and street improvements project. Also, planning to work on some inhouse small projects using our own staff.

Electric System:

Electric Distribution system operation – Continued to be normal.

Working on filling the lineman positions and hoping for no major outage issues in the near future which may take longer time to restore the power.

Hired 2 (two) linemen and one left in couple of weeks and the other one we had to let go.

Board discussed and gave approval for using an electrical contractor (LineCraft) to support the electric department in storm and emergency related work when needed.

Staff continued to work on commercial and residential customer service upgrades – Currently No man power and No activity.

Staff continued to work on non-pay disconnections every month. All or most of the non-paid accounts are disconnected remotely using the AMI system.

Staff continued to work on relocating the primary line on Main Street – Currently not enough man power and No activity.

Staff continued to work on upgrading the primary line on Center Street – Currently not enough man power and No activity.

Staff working on upgrading the primary line on West Fancy Street – Currently not enough man power and No activity.

Staff continued to work on systemwide improvements – Currently not enough man power and No activity.

Water System:

Water Treatment and Distribution systems operation – continued to be normal and meets the Ohio EPA Rules & Regulations.

Reservoir water storage levels: We have about 214 million gallons of storage available to treat and supply for about 17 months at the current flow rate to our residents and neighboring water haulers.

Staff continued to look for procuring grant moneys for an additional emergency generator for water plant.

Staff continued to help sewer department on the plant and other equipment repairs.

Annual servicing is done on the standby generators.

Staff continued to work on various field and treatment plant equipment, and pickup trucks maintenance.

Staff continued to help reading water and electric meters as required.

1750 ANI meters have been installed and are in service to-date. Staff continued to install new heads and radios on majority of the larger meters in town for remote reading purposes.

Staff continued to work on clearing the brush around the reservoirs as weather permits.

Staff continue to work on grounds maintenance and yard restorations as weather permits.

Sewer System:

Sewer Treatment Plant and Collection System operations are continued to be normal and in compliance with the Ohio EPA Rules & Regulations.

Staff continued to work on repair and maintenance of various equipment at the WWTP and on the collection system.

Staff continued to work on plant electric control systems wiring upgrades with the contractor.

Staff worked on several cleanouts for customers.

Both the digester blowers need to be worked on. Staff continued to work on it.

Ordered new blower to replace the Blower number3

Secondary Clarifier #1 needs rebuild of work gear. Estimated cost \$85,000. Waiting for the quote. Staff continued to work on it.

A new water pump has been ordered for the backup generator – waiting for the parts.

Fancy Street lift station pump rebuilding is complete and ready to be installed.

Staff continued to work on grounds maintenance.

Staff hauled about 80,000 gallons of sludge from the sludge lagoon making room for future. We are in good shape. Equipment been winterized and the semi been returned.

Old fence between BPA and Mr. Wilson property has been removed, and cleaned the brush to replace fence – in process and will be worked on as time and weather permits.

Other Business:

There was a motion/second by Chairman Bowling/Trustee Blocker at 8:51 PM to enter into executive session per ORC 121.22 G1 for the discussion of BPA employees.

All in favor - All Yeas. Motion Carried

There was a motion/second by Chairman Bowling/Trustee Haines to exit the executive session at 9:37 PM All in favor - All Yeas. Motion Carried

The following Employees were approved unanimously by the Board for the wage increase:

Cody Snyder from E-3-K to E-3-M

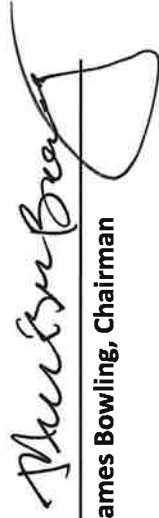
Donna Johnson from A-2-B to A-2-C

Also, the Board approved unanimously to hire Paul Daniels for Electric Department with a wage starting at E-5-L

The Board approved unanimously to hire a new lineman with a starting wage at E – 2 – L, and there is no step raise offered at the end of the probation period.

All in favor - All Yeas. Motion Carried

There was a motion/second by Chairman Bowling/Trustee Blocker to close the Meeting at 9:38 PM. All in favor - All Yeas. Motion carried.


James Bowling, Chairman


Donna Johnson, Clerk

Board of Public Affairs Meeting Minutes Appendix A

BILLS FOR DECEMBER 2025

VENDOR	TOTAL	VENDOR	TOTAL
IMPA	\$ 334,037.85	SUNRISE COOPERATIVE	\$ 1,968.99
VILLAGE OF BLANCHESTER	\$ 14,402.00	OTC INDUSTRIAL TECHNOLOGIES	\$ 11,358.44
TREASURER STATE OF OHIO	\$ 924.00	USIC	\$ 2,400.00
CINTAS	\$ 1,823.41	USIC	\$ 1,093.48
ADVANCED AUTO PARTS	\$ 471.31	UNITED SYSTEMS & SOFTWARE	\$ 410.86
DUKE ENERGY	\$ 829.95	LYKINS PROPANE	\$ 484.16
SPECTRUM ENTERPRISE	\$ 421.09	ELITE FIRE SERVICES	\$ 400.00
MILLER SECURITY SERVICES	\$ 75.00	QUAD COUNTY SERVICE & REPAIR	\$ 1,210.00
NUTRIEN AG SOLUTIONS	\$ 319.25	MR. RENTAL	\$ 27.70
BETHESDA HEALTHCARE INC	\$ 86.00	MOBILE ANALYTICAL SERVICES	\$ 975.30
COX PRINTING	\$ 906.37	SPECTRUM BUSINESS TIME WARNER CABLE	\$ 504.54
BRENCO	\$ 564.57	BDK	\$ 282.34
CODY	\$ 150.00	C&S SOLUTIONS INC.	\$ 7,429.29
BRAYDEN ALLEN	\$ 150.00	VISA BILL	\$ 4,833.32
ANIXTER	\$ 1,493.25	EMERALD TRANSFORMER	\$ 8,607.25
JONES & HENRY	\$ 305.86	LYKINS PROPANE	\$ 575.51
MAGULACS TIRE SERVICE	\$ 384.00	SPECTRUM ANALYTIC	\$ 187.00
GREAT LAKES COMMUNITY ACTION	\$ 937.50	FERGUSON WATERWORKS	\$ 255.00
STANLEY J. BOLKA	\$ 975.00	MOBILE ANALYTICAL SERVICES	\$ 414.80
INVOICE CLOUD	\$ 1,390.94	JUSTIN DICKMAN	\$ 1,633.33
FRONTIER	\$ 1,253.66	USIC	\$ 21,600.00
VERIZON BUSINESS	\$ 859.00	ALTEC INDUSTRIES	\$ 274,544.00
DUKE ENERGY	\$ 851.39	BODIE MECHANICAL SERVICES	\$ 7,786.40
HAWKINS	\$ 1,594.18	JAMES BOWLING	\$ 585.03
IONWARE	\$ 1,000.00	TOTAL	\$ 715,772.32