

## **BOARD OF PUBLIC AFFAIRS MINUTES**

### **Village of Burton**

**December 12, 2017**

Mr. Barber called the meeting to order at 7:01 pm.

**Roll Call:** Tim Barber – present, Jeremy Neill – present, Curt Johnson- present

**Council Representative:** Nick Tromba, present

**Visitors:** Mark Rhoades, Lisa Hernandez, Chris Paquette

#### **Pledge of Allegiance**

#### **Recognition of Visitors**

Danielle Queen of 14740 S. Cheshire St., requested forgiveness of part of her water/sewer bill. Ms. Queen said that a toilet had been running non-stop in the home for 3 months, resulting in a very large water/sewer bill. After discussion, Mr. Barber made a motion to discount the bill by \$100; seconded by Mr. Johnson. By voice vote, the motion passed. Mrs. Hernandez will credit Mrs. Queen's account by \$100, and Mrs. Queen will utilize a payment plan for the remaining balance.

Patti Yehl, manager of Berkshire Hills Apartments came before the Board with two issues regarding her tenants and the way bills are processed and final readings are done. Per the BPA Rules and Regulations section 120, water/sewer services are not shut off until a customer is two quarters past due (six months). Because of this, some residents of the apartments are accruing large utility bills and then moving out, which leaves the property owner, Berkshire Hills, responsible for these large bills. Ms. Yehl would like the Board to shut off services once the residents unpaid balance reaches \$240, which is the amount the bill would be for two quarters if the customer used 5,000 gallons of water or less. Mr. Barber explained that the BPA was advised through legal counsel that they cannot make special rules for specific individuals. Mr. Barber suggested that Berkshire Hills may wish to put their tenants on a monthly billing cycle, which would allow the Management at Berkshire Hills to know sooner if a payment problem was occurring. Berkshire Hills could then determine how they wished to deal with these situations. Mrs. Hernandez will notify the management at Berkshire Hills two weeks after Berkshire Hills residents are one quarter past due. After further discussion, it was decided that all new residents of Berkshire Hills would be monthly billing customers.

Ms. Yehl also explained to the Board that it would cause potential financial hardship to Berkshire Hills to have final readings done only once a week, due to a timing stipulation in their tenant contract that states that they must have the security deposit returned to residents within 30 days. Initially, Ms. Yehl asked if final readings could be done on the 1<sup>st</sup> of the month, not necessarily on Wednesdays, since that is when most of the tenants move in and out. It was suggested that Ms. Yehl would get the final meter readings herself, and email them to Mrs. Hernandez, and the Utility Department will no longer need to do final readings for Berkshire Hills. Mrs. Hernandez will speak to Ms. Yehl about this possibility.

#### **Cashier's Report**

Ms. Connie Matthews overpaid her last water bill, and no longer lives in the Village. She is requesting a refund of \$26.66. Mr. Johnson made a motion to approve the refund, seconded by Mr. Barber. By voice vote, the motion passed. The refund will be processed by the Office.

Ms. Hernandez reported that Quarterly bills were sent out on November 29, and monthly bills would be sent out on December 15. The Board was also provided with a current list of delinquent accounts that would be receiving shut off notices if payment was not received by December 21<sup>st</sup>.

The Board discussed situations that arise when residents are on a payment plan but do not make their payments on time, or do not make the pre-stated payment amount. It was determined that when a resident violates the payment plan, payment must be made in full, immediately, and their services can be shut off immediately. If services are shut off, payment in full must be made to re-instate services.

### **Solicitor's Report**

Mr. Ondrey was unable to attend the meeting.

### **Engineers Report:**

Bids are due on January 8, 2018 for the SR87 Water Line Replacement project.

Mr. Hess would like an addendum added to the Rapids Road contract, stating that the Village will pay First Energy directly for the holding of 5 light poles. Mr. Hess found that it will take 4-5 weeks for engineering, and then 9 more weeks to schedule the truck. Mr. Hess stated that because First Energy requires payment in advance, having the Village pay them up front would keep the project on track, time-wise. Mr. Barber made a motion to approve a payment to First Energy/CEI not to exceed \$10,000 to support the East Center Street Water Main replacement project. Seconded by Mr. Johnson. By voice vote, the motion passed.

Mr. Barber asked Mr. Hess to have his firm upload all of the mapping information they have for the Village into the GIS system. Mr. Rhoades will then call OTCO (Operator Training Committee of Ohio, Inc.), and OTCO will lend assistance in manipulating that uploaded information.

### **Fiscal Officers Report:**

Mr. Barber made a motion to pay approved bills; seconded by Mr. Neill. By voice vote, the motion passed.

Mr. Johnson made a motion to approve the minutes from the November 11, 2017 meeting; seconded by Mr. Barber. By voice vote, the motion passed.

Mr. Paquette met with Mr. Rhoades, and the proposed 2018 Budget for water/sewer was approved. The budget will probably be amended, due to uncertain future chemical charges.

Mr. Paquette discussed the CORRPRO maintenance contract for this year. Mr. Paquette is bringing this to the Board's attention early this year, so that the Village can be put on CORRPRO's schedule earlier this year. The estimated cost is \$810. Mr. Barber made a motion to approve entering into an annual maintenance agreement contract with CORPRO, for cathodic protection of the water tower, for no more than \$1,000; seconded by Mr. Neill. By voice vote, the motion passed.

### **Operators Report:**

Mr. Rhoades would like to purchase a leak detector from 64 Seconds. This company came out and provided Mr. Rhoades with a demonstration of this detector. Mr. Rhoades feels confident that this will allow him to identify leaks, and trace them more quickly. Mr. Neill was concerned that the equipment would not be used. Mr. Rhoades assured him that the equipment could also be used for preventative maintenance on a yearly basis, to check and track questionable lines. The detector would also let them identify the lines, and which valves go with which lines. Mr. Neill asked if there was a maintenance contract. Mr. Rhoades noted that there is a one year warranty, but any maintenance agreement would not be applicable to the needs of the Village. The cost of the detector is \$3314. Mr. Barber made a motion to approve the purchase of the acoustic leak detector from 64 Seconds, at a cost not to exceed \$3400; seconded by Mr. Johnson; by voice vote, the motion passed.

Mr. Rhoades would like to set up a 3-year schedule to inspect and clean all Village sewer lines. Mr. Neill suggested having this added to the Budget as a line item in the future. Mr. Rhoades has not contacted anyone or received any pricing yet. Mr. Barber suggested that Mr. Rhoades needs to find a contractor who can jet and camera at the same time. Mr. Neill agreed, that first the line needs to be as clean as possible, and then a camera should be used to inspect the interior. Mr. Hess and Mr. Neill suggested various companies that could be used, including Lake County Sewer, AAA Pipe Cleaning, or United Survey. Mr. Barber felt it was important to develop a scope of work, and determine how many linear feet would be covered each year. Mr. Barber asked Mr. Rhoades to work with Mr. Paquette and develop a skeleton plan and costs, and present that to the Board. Mr. Rhoades will secure the quotes, and get the information to the Board. Mr. Neill suggested going back to see what was done the last time these lines were cleaned, and identify the trouble areas, do those first, and go from there.

In other matters, Mr. Rhoades mentioned that a lot of the sewer lids used in the Village have holes in them, so the backyards can drain, that's where a lot of the inflow and infiltration comes from. No one seems to know how the lids got holes in them. Mr. Barber would like those to be identified and fixed.

It was determined that the no additional funds would be spent to fix the sewer jet that the Road Department currently uses to clean out the storm sewers. Mr. Rhoades informed everyone that the Village is required to have separate tools for the Water and Wastewater Department, and that they cannot be used interchangeably. Mr. Barber felt that a new sewer jet will cost too much, and that the Street Department can continue to use the old one.

Mr. Rhoades distributed an updated bid schedule for the Waste Water Treatment Plant project to each of the Board Members and Council Representative.

The Board discussed the staffing requirements of the WWTP, now that the plant will be changing from a Class II to a Class III. Mr. Barber felt that an entry level staff member would need to be added to the Utility Department. Mr. Rhoades would like to see someone with mechanical and electrical experience, possibly a graduate from one of the area trade/technical schools. Mr. Barber proposed that the new staff member be hired in May or June of 2018.

#### **Old Business:**

Discussion continued regarding contract services for the Waste Water Treatment Plant project. There are two firms to currently under consideration: Arcadis and CT Consultants, with the main difference between the two being a \$250,000 difference in prices. Both Mr. Paquette and Mr. Hess noted that this needs to be a qualifications and not a price-based process. Mr.

Paquette further advised the Board to consult with legal counsel for an opinion on how best to proceed. The Board decided to discuss this again at a future meeting. Mr. Barber will speak with Mr. Ondrey and send out an email summarizing his findings.

**New Business:**

Mr. Neill had questions regarding a recent bill for \$5300 for cleaning and jetting sewer lines near JC's Restaurant and the Burton Laundrymat for one day. Mr. Rhoades explained that that cost included getting everything cleared, and then the contractor (MPG) came back and jetted the entire line. Mr. Neill asked if overtime would be charged. Mr. Rhoades verified that no overtime would be charged.

Mr. Johnson wondered why there was so much more testing going on. Mr. Rhoades explained that the plant is currently dosing a lot of ferrate, which was not being done before. This is necessary for the Village to keep within the permit.

Mr. Neill was approached by a resident with questions regarding tap-in fees. This resident would like to turn an existing garage on their property into an apartment for their in-laws. The main question they had was: if the existing home's sewer line is used, will the homeowner be required to pay the current \$6,000+ tap in fee? Mr. Barber felt that that would be similar to adding another bathroom to your home. Mr. Paquette recalled that this is not how the Board has addressed this situation in the past. Due to the late hour, it was decided to discuss this in greater detail at a future BPA meeting.

**Adjournment:**

Mr. Barber made a motion to adjourn, seconded by Mr. Neill. By voice vote, the motion passed. The meeting was adjourned at 9:50 pm.

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BPA President

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Clerk