

BOARD OF PUBLIC AFFAIRS MINUTES

Village of Burton

January 16, 2018

Mr. Barber called the meeting to order at 7:02 pm.

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

Council Representative: Joe Hernandez, present

Visitors: Miriam Ricketts, Jim Willis, Paul Weeks, Lester Mullet, David Ondrey, Marty Motil, Lisa Hernandez, Mayor Jim Koster (arrived during Executive Session)

Pledge of Allegiance

Recognition of Visitors

Ms. Miriam Ricketts, who owns commercial property located at 14538 N. Cheshire St., addressed the Board concerning the recent excavation done at her property. Mr. Neill noted that the employee who was on scene was not present at the meeting; however, Mr. Neill was of the impression that there was a potential water leak in the basement of Coffee Corners. The pavement was dug up and it was found not to be a Village problem. It was then decided by the owners to continue digging, to fix the problem.

Ms. Ricketts then shared her understanding of what happened, which was that it's been dry since that issue, and that it was not an issue with the water mains, and it was not an issue with the water lines coming in the buildings. As the digging continued, it was discovered that there was a section of clay tiles which had broken. The water was tested, and some of the tests found chlorine, and others did not. It was suggested that this might be a matter of cross contamination of sample bottles. Ms. Ricketts further stated that they would like to find the source of the water, adding that the neighbors to the south have no gutters, and all of the neighbor's water drains to Ms. Ricketts' property next door, and this water is going underground. Ms. Ricketts expressed concern that all of the drainage from her neighbors building drains in between the buildings and out back. Ms. Ricketts contractor wanted to put a sump pump in but was informed by Mr. Rhoades that they could not. Ms. Ricketts would like to know how to fix this issue since these tiles will only break again. Also, Ms. Ricketts noted that because her neighbors do not have gutters, their run-off water is destroying the brick on her building, as well as her electrical boxes. Ms. Ricketts asked if there was a Village Ordinance that dealt with the need for gutters on commercial properties. Mr. Ondrey noted that the County building department sets forth the building code and standards, and the Village utilizes the County to manage these things. If there is a regulation at all, that's where it will come from. There is no village ordinance. Mr. Ondrey told Ms. Ricketts and Mr. Willis that they could contact the County to learn more about the building codes and standards.

Mr. Johnson asked Mr. Motil to add his interpretation of the excavation. Mr. Motil stated that he was instructed to aid in the water repair. During the dig, the determination was made that the water line wasn't broken. There were some tests taken in the building next to Ms. Ricketts' building, with the goal being to determine where that water was coming from, so Mr. Rhoades approved the excavation to continue. Once the broken pipe was found, it was repaired, and the water stopped. Everything was put back together, and that's the way it was left.

Mr. Neill asked Ms. Ricketts if she had any questions on how the job was handled. Ms. Ricketts expressed concern over who was responsible for the invoices from the contractor. Mr. Neill stated that no decision would be made that evening, but that the Board of Public Affairs is more than willing to help Ms. Ricketts find out where the pipe is.

In other matters, Mr. Paul Weeks of 14472 N. Cheshire St., had an extremely high water/sewer bill due to a faulty toilet in his home, and asked the Board to consider forgiving part of the bill. After discussion, Mr. Barber made a motion to forgive \$1000 of the bill, leaving a balance of \$601.21, seconded by Mr. Johnson. Mrs. Hernandez will make the necessary adjustment to Mr. Weeks' account.

Cashier's Report

Account #3030 currently has their meter manually read. They are one of 3 such accounts in the Village. The residents there would like to send in their meter reading on a meter reading card, thereby eliminating the need to pay the \$12.33 meter reading fee. The reason that this residence does not have a radio frequency meter is that their existing plumbing was outdated and would need to be replaced. Therefore, if they wish to have new plumbing installed (at their expense), the Village will provide a new RF meter, thereby eliminating the need for manual reads. Mrs. Hernandez will contact the residents with this decision.

Ms. Lillian Talley provided the Board with a suggested payment plan. Mr. Johnson made a motion to accept this payment plan; seconded by Mr. Neill. By voice vote, the motion passed.

Mrs. Hernandez informed the Board that there were 100 delinquent bills sent out recently; there were 3 shut offs scheduled; and new water/sewer rates, reflecting a 3% increase, were in effect, as of 1/1/18.

The management of Berkshire Hills Apartments intends to switch over all of their accounts from quarterly to monthly billing. The question was raised regarding whether or not Berkshire Hills should be charged an additional fee due to the increase in time, postage and labor that these additional readings would take. It was decided that because the Board makes it possible for anyone to switch to a monthly plan, charging Berkshire Hills an additional charge should not be pursued.

The new owners of 13595 Carlton St. would like to tap into the Village's water system. Currently they are tapped into the sewer only. Mrs. Hernandez will contact them and let them know what the tap in fees will be.

Solicitor's Report

Mr. Ondrey had nothing to report. Mr. Ondrey looked at the proposed amendment for Arcadis, and felt that it was sound. Mr. Barber made a motion to accept the Arcadis amendment dealing with design and bid support process, seconded by Mr. Johnson. Tim Barber, yes; Curt Johnson, yes; Jake Neill, yes.

Engineers Report:

Mr. Hess was unable to attend the meeting.

Fiscal Officers Report:

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

Mr. Johnson made a motion to approve the minutes as amended from the December 12, 2017 meeting; seconded by Mr. Neill. By voice vote, the motion passed.

Operators Report:

Mr. Rhoades was not present to report.

Old Business:

The Board discussed the question of a tap in fee for a resident wishing to convert an existing garage to an in law suite. Mr. Neill stated that if you are using the same sewer line, there should be no tap in fee. Mr. Paquette said that when this situation occurred in the past, a separate tap in fee was assessed, due to the fact that the unit could be rented out in the future. Mr. Johnson felt that as long as the unit was not separate, and used the same sewer lines, no tap in fees should be charged. After further examination of the BPA Rules and Regulations, it was determined that the fees would apply.

New Business:

Mr. Hess provided the Board with a letter, stating his recommendation for awarding the bid for the West Center Street project, which was Woodford Excavating, with a bid of \$75,066.00. Mr. Johnson made a motion to accept Mr. Hess' recommendation; seconded by Mr. Barber. Tim Barber, yes; Jake Neill, yes; Curt Johnson, yes. The motion passes.

Mr. Paquette asked if it was necessary to elect a new Board president at the first BPA meeting of the year. Mr. Neill asked if this could wait until next month. Mr. Barber stated that he would not agree to assume the role of president for the coming year. It was decided to wait until the next meeting to elect a president.

Executive Session:

Mr. Barber made a motion to enter Executive Session for personnel issues relating to the transferring of employees, and termination of employees, seconded by Mr. Neill. Tim Barber, yes; Jake Neill, yes; Curt Johnson, yes. The motion carried. The Board entered Executive Session at 8:30 pm.

Curt Johnson made a motion to leave executive session, seconded by Jake Neill; by voice vote, the motion passed. The Board came out of Executive Session at 10:00 pm.

The Board has determined that it will be necessary to hold a special meeting on Tuesday, January 23, 2018, at 7:00 pm to discuss personnel and plant operations.

The Board acknowledges the fact that Mark Rhoades has quit his position as Plant Operator for the Water/Sewer Plant, as of Tuesday, January 16, 2018. Mr. Paquette will seek out County Officials or perhaps former employees to temporarily fill in until a new Operator can be hired.

Adjournment:

Mr. Johnson made a motion to adjourn, seconded by Mr. Neill. By voice vote, the motion passed. The meeting was adjourned at 10:05 pm.

BPA President

Clerk