

BOARD OF PUBLIC AFFAIRS MINUTES

Village of Burton

May 8, 2018

Mr. Johnson called the meeting to order at 7:00 pm.

Roll Call: Curt Johnson- present; Adam Miller - present

Council Representative: Joe Hernandez, present

Visitors: Elise Duwe, Paul Weeks, Nick Rundo, Chip Hess, Lisa Hernandez

Pledge of Allegiance

Recognition of Visitors

Mr. Johnson recognized Mr. Nick Rundo and Mr. Paul Weeks, candidates for the open Board seat.

Mr. Johnson recognized Ms. Elise Duwe, of 14758 S. Cheshire Street. Ms. Duwe received a large water/sewer bill, and believes it was due to a defective part in a water softener which was installed in the home six months ago. Ms. Duwe attended the last BPA meeting, and was present tonight to give an update. Ms. Duwe explained that she had been in touch with the manufacturer of the water softener, and they would proceed with a potential refund once they received a May water/sewer bill. Ms. Hernandez will send the bill once it is processed, at the end of May. Ms. Duwe asked for, and was granted, a continued stay of her current water/sewer bill.

Mr. Kepple, property manager for a building owned by Ms. Debra Baxter at 14530 N. Cheshire Street, came before the Board to ask for forgiveness for part of his water/sewer bill. During a weekly check over the winter months, Mr. Kepple noted a broken water line in the basement of the building, that went to an ice maker in the former restaurant upstairs. As a result, water had to be pumped out of the building. This water was pumped in the alley next to the property, and did not go through the Village's water/sewer lines. Because the water did not go into the sewer, Mr. Johnson made a motion to credit the account for the sewer portion of the bill (\$517.16), as well as any late charges, seconded by Mr. Miller. By voice vote, the motion passed. Ms. Hernandez will credit the account those amounts.

Cashier's Report:

Ms. Hernandez noted that quarterly meter readings would be done the week of May 14th.

Of the two accounts facing shut off last month, one has paid in full, and the other has entered into a payment plan.

Ms. Hernandez provided the Board Members with a listing of water/sewer accounts with outstanding balances, and asked for permission to certify to taxes Account #4435 (sewer only account) for \$337.16, with no payments being made in over a year. Mr. Johnson made a motion to certify this amount to taxes; seconded by Mr. Miller. By voice vote, the motion passed. Ms. Hernandez will send out the necessary letters.

An update was given on Atwood Mauck American Legion Post. Property Manager, Mike Karlinsky is asking for some degree of forgiveness for their last water/sewer bill, since 5 water pipes have burst, and 3 valves have broken during the last billing quarter. All of the breaks have been repaired. Mr. Johnson asked that Ms. Hernandez research to find any other instances of Atwood

Mauck coming before the Board to ask for forgiveness for the American Legion building. Ms. Hernandez was able to find only one instance of Atwood Mauck asking for forgiveness of a water/sewer bill for the main building. The Board will hold off on any further action until the next water/sewer bill comes out later in May.

Solicitor's Report:

Mr. Ondrey was not present.

Engineers Report:

Mr. Hess reported that the State Route 87 water line project is progressing nicely; sidewalks will be poured and finished later this week. This project ended up being very close to budget. Woodford Excavating did a fine job. There were a few small leaks on the cast iron pipes, which were quickly taken care of.

Mr. Judd paid for the new line to his home; he will contact a plumber to re-pipe his house. The meter is there already.

Mr. Hess has been asked by Council to put together an estimate for an Issue 2 application for repairs on Goodwin Ave. Mr. Paquette asked if the Board would be willing to replace any pipes on Goodwin that are less than 8 inches. Mr. Johnson believes this would only involve one small section. My Johnson agreed, if the funds are available. Mr. Hess hopes to have his estimate done by the end of the week. The application deadline is June 1st.

Fiscal Officers Report:

Mr. Miller made a motion to approve the minutes of April 10th, seconded by Mr. Johnson. By voice vote, the motion was approved.

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

Mr. Paquette then discussed the unofficial results of the WWTP plant bids. Cold Harbor's bid was under 10%, and was \$11,668,000.00. The other bid, from Neroni, came in at \$15,212,000.00.

Mr. Neill advised that the engineer is checking the bids to ensure that all of the equipment that will be used matches the specifications. Once verified, reference checks could be conducted on the company who provided the lowest best bid. The engineer would like to know if Board would like to investigate this company further. According to Mr. Paquette, there is not much time left. It needs to go before the EPA next week, to be awarded in June. There is also the bat issue to consider. While Mr. Paquette explained that the trees in question may not house Indiana Brown Bats, there is another federally protected long eared bat that may inhabit those trees. A habitat study may become necessary.

Mr. Paquette asked the Board if they are comfortable with only two bids, with one of them being under, and one being over. This would require a special meeting to discuss. It was decided that the Board would meet again on Monday, May 14, at 6:00 pm before the regularly scheduled Council meeting.

Operators Report:

Mr. Neill and Mr. Motil replaced an old valve in the Cemetery, which supplies water to those visiting the Cemetery. The valve was not working properly and was blowing water out of the weep hole.

Mr. Neill reported that 90% of the valve boxes in the Village have been inspected. There are quite a few that will need to be repaired.

The high service pump will be repaired by Buckeye Pump once parts are received.

A letter was sent to the Red Maple Inn, regarding a potential leak on their property. This situation caused Mr. Neill to then raise the question of leaks which are not affecting the consumer, but are not the Village's responsibility (in terms of location) – is the consumer required to fix the issue, or does the Village fix the issue, and then bill the consumer? Mr. Neill has not had any conversations with the Red Maple about their potential leak, but is there regularly to do bacteria testing. Since they have already been informed of the situation through the letter sent to the manager of the Red Maple Inn, Mr. Neill will begin excavation to assess the situation. A wheelbarrow load of gravel was put in the Englert's driveway on S. Cheshire Street until the leak that is occurring near them can be repaired.

There is a similar situation in the apartments on Ford Lane. Mr. Johnson advised that if the leak is on a lateral, it is the customers responsibility. If the leak is on the main, it is the Village's responsibility. Mr. Neill suggested sending Berkshire Hills a letter, advising them of the situation and giving them 30 days to repair. Mr. Neill plans to investigate further, and then a letter will be sent, if necessary.

There were some false alarms down at the plant, so Mr. Neill had Vector Security come out and check everything out. They found it was due to an old battery that needed to be replaced.

Mr. Neill would like to purchase a video to show to both the Water and Street Departments that shows waterline repair, trenching safety, and other safety issues, from the American Waterworks Association. The Board agreed this was a good idea.

Mr. Neill would also like to purchase hand tools to do water repairs in the amount of \$924, for the water department to use. A list was also provided of items that the Streets and Water Department would like to split the cost of, to complete road repairs after water main breaks. The total cost of these items has not been determined, but would be split 50/50 between the Streets and Utilities departments. It is Mr. Neill's hope that with these tools, the Village would be able to do 90 percent of the repair work in house, instead of contracting it out.

Mr. Neill has been approached by various people – landscapers and Hastings Dairy, to see if the Village of Burton would sell them water. Mr. Neill supports selling water to outside people, because it brings in revenue for the Village, and circulates the water through the lines. Mr. Neill would prefer to sell water at the plant, so it can be monitored. If the water is run through a dead line, a meter would be required, as well as a backflow preventer. The cost of a meter would be \$1,080 and the cost of the backflow preventer to put on the meter would be an additional \$680. You can buy one already put together for \$3,800. Mr. Neill would be willing to put the backflow preventer on a meter, if that scenario was chosen.

The question was raised: How often would these companies (landscapers and Hastings Dairy) be utilizing this service? Once, once a season, monthly? Mr. Neill has read several articles in trade magazines regarding municipalities branding their water and selling it.

Mr. Paquette summed it up: do you want to sell water? Are there limits to who you want to sell it to? What would the fixed price be? Mr. Johnson's only concerns were any EPA or legal issues that might arise.

Mr. Neill will contact both the EPA to see if there would be any restrictions, and report back at a future Board meeting. Mr. Neill will also be working with Mr. Paquette to determine what a fair price would be. Mr. Johnson suggested that Mr. Ondrey could look everything over at the next BPA meeting.

Mr. Hess recalled that at one time the Village did sell water, using the hydrants down at the Fairgrounds.

In other business, the aerator at the WWTP has a broken propeller, and does not work. The final clarifier also is not working. The final clarifier was fixed, and is now working well. Mr. Neill is attempting to fix the aerator, since a new one is approximately \$9,000. To fix this issue, Mr. Neill is hoping to take the motor off of the current aerator and put it onto an older aerator that was found in the spare parts, but there may be a bearing that needs to be replaced in the shaft. Because the aerator cannot be used, the ammonia levels are in violation.

Old Business:

Discussion turned to the Resolution Mr. Ondrey drafted regarding 90 day readings. This resolution, in the BPA Rules and Regulations, Section 205 (d) (iv) concerns subsequent 90 day readings requested by customers for each calendar year. Mr. Johnson feels something needs to be added to the Zoning Inspector's book and the BPA Rules and Regulations regarding home additions or customers who wish to add another water/sewer service onto existing property that already has service. Currently, scenarios like this are not addressed in the Rules and Regulations, or in the Zoning Handbook. Mr. Johnson made a motion to accept the Resolution; Mr. Johnson, yes; Mr. Miller, yes.

Mr. Rundo asked for a final approval for his addition plans before the contractor starts work. Originally, the plan was for an inlaw suite attached to his home. Now, Mr. Rundo has decided to connect the structures by roof only – it would be a covered patio/porch. The roof will be built by two i-beams, and will have scissor trusses that will be left open, with skylights between every other truss. The roof will be shingled, and the gutter line will match the existing structure. Mr. Johnson assured Mr. Rundo that from a BPA standpoint, he had all the necessary approvals for his project. Mr. Neill advised him to go to the County Building Department with his signed zoning permit.

New Business:

Village water/sewer maps were discussed. Mr. Neill told the Board that one set of maps is kept in the truck at all times, so this map can be written on and updated as needed with valve locations, water lines and valve boxes. Mr. Neill would like a set of these maps (once all updated) from Mr. Hess, to be put into book-form, with the Village divided into quadrants. Mr. Hess confirmed that he could add layers to the maps, and enlarge them. Mr. Hess also said that there should be CDs of all of these maps. Neither Mr. Paquette nor Ms. Hernandez have seen any CDs of maps.

Mr. Neill asked for assistance in drafting the asset management program, which is due to be submitted sometime in October. Mr. Johnson offered to stop down at the plant to work with Mr. Neill on this.

Discussion turned to the Standard Operating Procedures that Ms. Hernandez had prepared. Mr. Johnson thanked Ms. Hernandez for her efforts, and encouraged her to add to them as necessary.

Mr. Johnson made a motion to approve Resolution 2018-11, a resolution to designate Lisa Hernandez as the representative for the BPA, to attend the Ohio Attorney General certified training program required by House Bill 9 for elected officials. Mr. Johnson made the motion; seconded by Mr. Miller; by voice vote the motion passed.

The group discussed the manhole cover and water valve located on Mr. Schwendeman's property located at 14050 E. Center St. Approximately five years ago, there was a water line failure that required excavation of the area. That excavation, as well as Mr. Schwendeman making his driveway wider, resulted in a manhole cover and water valve now occupying his driveway. Mr. Neill noted that the manhole cannot be moved, but it could possibly be adjusted, if needed. Mr. Paquette advised Mr. Neill that he would need to go to the property to look at it. Council advised that Mr. Neill take a look at it, and determine whether or not the Village should repair the area. Mr. Neill will be ready at the next Council meeting on May 14, to share his findings.

Executive Session:

Mr. Johnson made a motion to enter Executive Session at 8:46 pm to discuss the open Board seat. Mr. Johnson, yes; Mr. Miller, yes.

Board Members exited Executive Session at 8:55 pm. Mr. Johnson announced that the Board would recommend to Council the appointment of Mr. Nick Rundo to fill the Board Seat vacated by Mr. Neill.

Adjournment:

Mr. Miller made a motion to adjourn; seconded by Mr. Johnson. The meeting adjourned at 9:00 pm.

BPA Chairman

Clerk