

BOARD OF PUBLIC AFFAIRS MINUTES

Village of Burton

December 11, 2018

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

Roll Call: Curt Johnson- present; Adam Miller – present; Nick Rundo – absent.

Council Representative: Skip Boehnlein, not present; Mayor Joe Hernandez, present

Pledge of Allegiance

Visitors: Jeremy (Jake) Neill, Lisa Hernandez, Bridey Matheney, George “Chip” Hess, Ann Wishart, Jennell Dahlhausen

Cashier’s Report

Ms. Hernandez updated the Board on delinquent accounts that are now either 1 quarter (quarterly customer), or 1 month (monthly customer) late. Failure to pay the current bill due by December 21 would put these individuals at 2 payments past due, and on the shut off list.

Monthly readings will be done next week.

Ms. Hernandez has discussed with the manager at Berkshire Hills the process of switching the Berkshire Hills tenants from quarterly to monthly customers. Mr. Johnson recommended switching them over only when they are at a zero balance.

Mrs. Emerson of 13674 W. Spring Street feels that her meter is broken, and she would like a new one. Mrs. Emerson has an AprilAir dehumidifier in her home, and every time the furnace goes on, it uses a few ounces of water. Mrs. Emerson sees this usage several times a day, and is concerned that her water bill will be quite large. Mr. Johnson advised giving her a copy of the Rules and Regulations that outline the costs of replacing a meter when it is not faulty. Mr. Neill has attempted to contact Mrs. Emerson to discuss, but has not been able to reach her by phone.

In 2009, a situation occurred where water was being used illegally by Village residents. At that time, Todd Hicks advised that it might be a good idea to place a statement at the bottom of the utility bills and/or on the yearly Consumer Confidence Report that advises all that the fraudulent use of water or tampering with hydrants in the Village is a criminal offense and subject to prosecution. Mrs. Hernandez came across an old email detailing this, and asked the Board if they wished to have this statement placed at the bottom of the utility bills and/or Consumer Confidence Report. Mr. Johnson noted that Section 216 of the Rules and Regulations addresses this matter adequately, but agreed that it would not hurt to provide this information to the public in a variety of ways.

Solicitor’s Report

Ms. Matheney will discuss Resolution 2018-23 during New Business.

Engineer’s Report

Mr. Hess and Mr. Neill are going over the Chemical Feed Plan that the EPA requested. Mr. Hess noted that there is meeting tomorrow night with the school board to discuss the utility services the new school may need. Mr. Hess will attend.

Fiscal Officer's Report

Ms. Dahlhausen will send BPA members a copy of the Village budget every month.

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

Mr. Johnson made a motion to allow Ms. Dahlhausen to pay any additional routine bills that come up through the end of 2018. Seconded by Mr. Miller. By voice vote the motion passed.

Mr. Johnson made a motion to approve the minutes from joint November 13 meeting with Council. Seconded by Mr. Miller. By voice vote, the motion passed.

Operator's Report

Mr. Neill reported that things are moving along with the construction at the WWTP. The basement section of the filter building is framed and ready to have concrete poured; they are waiting for the ground to freeze to continue. Excavation for the west side of the basement has begun.

Mr. Neill and Ms. Dahlhausen have been working on the budget for next year. Additional work to be done next year include having the water/sewer lines examined by camera. The lines would then be cleaned and/or rehabilitated, depending on what the camera shows. Over the coming years, the entire Village will be done, with sections being completed each year.

Another item to be added to next year's budget includes an upgrade to the SCADA unit that will allow for a better alarm system to be implemented, as well as tying everything into one SCADA unit.

Mr. Johnson commended Mr. Neill on the water quality of the Village.

Mr. Neill reported that the copper and lead sampling results came back and were good.

Mr. Hess would like to visit the WWTP from time to time on his own time, to see how it is progressing.

New Business

Mr. Johnson presented Resolution 2018-23 – Amending Sections 121 and 205 of the Rules and Regulations of the Board of Public Affairs. Discussion followed. Mr. Miller made a motion to approve the resolution seconded by Mr. Johnson. Mr. Miller: yes; Mr. Johnson: yes.

Old Business

At the request of the deputy administrative assistant, there was further discussion related to how delinquent accounts will be handled. Those individuals making satisfactory payments can continue as they are. Currently, any residents who are late and have a balance greater than \$500 will need to pay their bill off in full by December 21st or have their services shut off on January 2, 2019. These customers will be sent registered letters informing them of this procedure.

Any customers who do not pay their bill off in full and do not enter into a signed payment plan are to be assessed a late fee. Any customer who utilizes a signed payment plan and remains current in their payments will not be charged a late fee.

Any customer who is late and has a balance greater than or equal to \$500 will be sent a registered letter, advising them that if full payment is not received by the due date, their services will be shut off.

Discussion continued regarding moving the utility billing program over from the current software (Asyst) to a new company, UBMax. Ms. Hernandez noted that the optimal time to migrate the data would be in mid-January 2019, before the next quarterly billing goes out. Mr. Miller made a motion to approve switching from the current utility billing software provider to UBMax for utility billing services for the Village of Burton, to take effect before the next quarterly billing cycle in February; seconded by Mr. Johnson. By voice vote, the motion passed.

New Business

Mr. Johnson presented Resolution 2018-23 – Amending Sections 121 and 205 of the Rules and Regulations of the Board of Public Affairs. Discussion followed. Mr. Miller made a motion to adopt the resolution seconded by Mr. Johnson. Mr. Miller: yes; Mr. Johnson: yes .

The Bukovics request or a tap in was discussed, as was Mr. Moses' previous request for a tap in.

Mr. Neill suggested an addition to the Rules and Regulations that lists guidelines for any property requiring a backflow preventer. Mr. Hess agreed that any change of use should be reviewed by the Utility Supervisor, and not just passed through the Zoning Inspector. Mr. Johnson suggested this might be an issue to be addressed by the Planning Commission, as well.

Adjournment:

Mr. Miller made a motion to adjourn; seconded by Mr. Johnson. By voice vote, the motion passed. The meeting adjourned at 8:05 pm.

BPA Chairman

Clerk