

BOARD OF PUBLIC AFFAIRS MINUTES

Village of Burton

February 12, 2019

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

Pledge of Allegiance

Roll Call: Curt Johnson- not present; Adam Miller – present; Nick Rundo – present.

Council Representative: Mayor Joe Hernandez, present

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

Cashier’s Report

Ms. Hernandez updated the Board that all accounts facing shut off for non-payment are now in good standing.

The handheld is loaded and ready for Quarterly and Monthly readings.

The owner of That Hawaiian Guy’s BBQ is requesting forgiveness for the sewer portion of their water/sewer bill due to the boiler leaking. Water was not send through the sanitary sewer, but was pumped out of the building. The owner was not able to be the meeting tonight, as planned. It was unclear what bill (past or future) that she is seeking forgiveness for. On April 11 of 2017, the former tenant was given partial forgiveness, and only charged 25% of the sewer charges. In May of 2018, a different property manager (for the same building) came before the Board to ask for forgiveness of part of the water/sewer bill, again, due to a broken water line that went to an ice maker in the restaurant. aT the time, Mr. Johnson moved to credit the sewer portion of the account in the amount of \$517.16. Ms. Hernandez will call the customer to gather further information to determine what charges the current renter is seeking forgiveness for.

Ms. Hernandez went over the Cashiers Report, and reported that there were two recent water breaks that required sending out a Burton Alert – one on January 31st on East Center Street, and again on February 7st on Evergreen Drive; delinquent accounts; and the progression of switching the Utility Billing program over to UBMax. A public hearing will need to be held before everyone can be switched over to monthly billing. Resolutions pertaining to changing the billing process were presented to those present.

Solicitor’s Report

Ms. Matheney went over the Resolutions presented for amending the billing process and timing for the Board of Public Affairs. Both Mr. Miller and Mr. Rundo support changing everyone over to monthly billing. Ms. Matheney went over the procedure the Board of Public Affairs would need to follow to implement these changes, per the Village’s Codified Ordinances. The Resolutions are officially introduced at this meeting; and a public hearing would need to be held within 14 days, and not more than 45 days. Ms. Matheney stated that only 24 hours would be necessary for notification to the media for this meeting. February 26th was agreed upon for the Public Hearing. A legal ad will be drafted and submitted to the Geauga Maple Leaf. Copies of the resolutions are to be made available for any member of the public who wishes to examine them. A second reading can take place at the Public Hearing, and the third reading could be waived. The procedure of switching everyone over to monthly would then be effective immediately.

A notice explaining the proposed change in billing frequency will be inserted into the bills that will be sent out at the end of February. Both Mr. Miller and Mr. Rundo felt that sending a notice along with the bills would be a good idea.

Mr. Rundo made a motion to introduce Resolution 2019-07 amending portions of section 119 of the Board of Public Affairs Rules and Regulations, seconded by Mr. Miller. Mr. Rundo – yes; Mr. Miller – yes. Motion passes.

Mr. Rundo made a motion to introduce Resolution 2019-08 amending portions of section 202 of the Board of Public Affairs Rules and Regulations, seconded by Mr. Miller. Mr. Rundo – yes; Mr. Miller – yes. Motion passes.

Mr. Rundo made a motion to introduce Resolution 2019-09 amending portions of section 303 of the Board of Public Affairs Rules and Regulations, seconded by Mr. Miller. Mr. Rundo – yes; Mr. Miller – yes. Motion passes.

Engineer's Report

Mr. Hess reported on the water lines for the new house recently built on Goodwin Ave. Years ago, Mr. Hess and Mr. Eaton approved using plastic water service line for this home, although the Board of Public Affairs Rules and Regulations state that copper is to be used. This was an oversight, at the time. Mr. Hess and Mr. Neill will do some further research and report back to the Board, if there is a need to amend the Rules and Regulations. Other communities are using plastic on residential lines, and finding it works well.

Mr. Hess reported that he now has enough information to begin the water sewer system study that was discussed at the last meeting. Mr. Hess has started on the creation of a computer-aided model to show what will be needed for the new school. At this time, Mr. Hess suggests employing a loop using a 12-inch line, although an 8-inch pipe may be used, once the study is finished.

Fiscal Officer's Report

Mr. Rundo made a motion to approve the minutes from the January 8, 2019 meeting. Seconded by Mr. Miller. By voice vote, the motion passed.

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

Ms. Dahlhausen reported that the financial report, budgets and year-end report from last year, will be sent out next week, after bills are paid.

Arcadis sent two bills because they did not send one the previous month. Soil testing is an ongoing process.

Ms. Dahlhausen spoke with a representative from AT&T about changes to the water tower lease. Legal is currently looking over this documentation. This will be discussed at a later meeting.

Mr. Rundo asked if the Village is committed to AT&T or is there another option out there. Ms. Dahlhausen believes that AT&T approached the Village for these licenses. Mayor Hernandez feels that the rates AT&T is paying needs to be re-examined to ensure it is a fair rate, given the future of 5G wireless, and what it would cost AT&T. Mr. Neill agreed that the contract needs to be looked at closely, and the amount of weight they might be putting on the tower also needs to be watched carefully. The tower is structurally checked every 5 years; currently, there are no issues.

In terms of the contract, Mr. Neill stated that it needs to be noted that any outside organization needs to be responsible for maintaining their own equipment, and removing it, and putting it back on, the tower, if the Village needs to service the water tower.

Operator's Report

Mr. Neill reports that construction on the WWTP expansion is moving along, in spite of the weather.

Mr. Neill worked out some issues that were occurring to ensure the job site stays neat and orderly.

There were two water line breaks since the last meeting. A contractor was used to fix the break on E. Center Street to do the repair, and the Utility Department assisted with traffic control and other activities; the break on Evergreen was fixed 'in house'. Mr. Neill will be purchasing hand tools for this -- a hinged wheel cutter. For tight and confined spaces. A pipe puller, will be purchased as well.

Mr. Neill reported that the main trunk line coming into the sewer plant became blocked on February 2nd. There are three easements that run off the grid through the woods. There is an easement trail that runs along these easements, but it is not accessible by vehicle. The Utility Department was able to get the blockage free by snaking it by hand. They could not get the sewer jetter back into the woods because it is too heavy. Mr. Neill would like the Board to consider purchasing a small sewer jet that can be easily transported to hard to reach places (fields, woods, etc.), and would be transported on a small trailer. The cost of the sewer jet that Mr. Neill has in mind starts at approximately \$4900.00, and the trailer would cost approximately \$1,500.00. Mr. Neill will conduct further research into this matter. The Board will consider this purchase further at the next meeting.

Old Business:

There is no additional old business to discuss.

New Business

Mr. Neill reported that Arcadis needs to have funds moved over between accounts so that they can pay SME for soil testing. At this point, Arcadis cannot pay SME without BPA and Council approval. These services were included in the contract, and they have gone over the budgeted amount for testing. Ms. Dahlhausen noted that there are three accounts that comprise the loan, and it is the contingency account that these funds would be drawn from.

Ms. Matheny asked if SME would be asking for additional funds at some point. Mr. Neill anticipates that they will, because it has been a wet year. Mr. Neill also noted that it is situations like this that the contingency funds exist.

Mr. Rundo made a motion to recommend approving a change order for SME soil testing, Amendment # 001, seconded by Mr. Miller. Nick Rundo – yes; Adam Miller – yes. By vote, the motion passes. The matter will come before Council at their next regularly scheduled meeting.

Ms. Hernandez alerted the Board to the fact that Dragon Sugar purchased the home located at 14086 E. Center St. This home currently has Village water, but no sewer. Mr. Sugar would like to possibly tie into the Village's sewer. Mr. Sugar has been given the paperwork, but has not filled it out as of yet. He has been encouraged to attend a BPA meeting to voice his request.

Mr. Dahlhausen has been contacted by a company that wishes to take over the Village's leases for cell towers on the water tower. The Board will discuss this at a later meeting.

Adjournment:

Mr. Miller made a motion to adjourn; seconded by Mr. Rundo. By voice vote, the motion passed. The meeting adjourned at 8:18 pm.

BPA Chairman

Clerk