

## **Board of Public Affairs Minutes**

**January 12<sup>th</sup>, 2021**

Mr. Johnson called the BPA Meeting to order at 7:00 PM.

**Roll Call:** Curt Johnson, Nick Rundo

**Visitors:** Jake Neill, Jennell Dahlhausen, Christina Piotrowski, Bridey Matheney, George Hess, Cory Brown

**Visitors Report:**

Nothing to report.

**Cashiers Report:**

Mr. Piotrowski informed BPA that account 2215-01 would like their surcharge removed from their water and sewer account. Mr. Johnson mentioned that it was duplex years ago, and now it is a single family home.

Mr. Johnson made a motion to remove surcharge from account 2215-1, seconded Mr. Rundo. Roll Call: Curt Johnson – yes, Nick Rundo – yes. Motion passed.

Mr. Rundo moved to abate the late charges of \$16.78 for account 1215, seconded by Mr. Johnson. Roll Call: Nick Rundo – yes, Curt Johnson – yes. Motion passed.

Ms. Piotrowski explained that there were many water and sewer accounts that would like their late charges abated due to United States Postal Service late delivery.

Mr. Johnson made a motion to abate late charges due to postal issues for the month of December and January, seconded by Mr. Rundo. Roll Call: Curt Johnson – yes, Nick Rundo – yes. Motion passed.

Ms. Piotrowski mentioned to Ms. Matheney that there is a landlord that has not paid off their inactive account. Ms. Piotrowski would like to pursue with certifying the amount of \$446.90 to property taxes.

Ms. Piotrowski mentioned to Ms. Matheney about a house that was sold in late October with a delinquent balance of \$724.98, that was supposed to be paid after closing on their house. Ms. Piotrowski asked if she can certify the water/sewer amount to the new property owner. Ms. Matheney mentioned that she needs to inform the new property owner before certifying that amount to taxes.

Mr. Johnson suggested to Ms. Matheney that the property owner must be up to date with water and sewer payment upon selling a property in the Village of Burton. Ms. Matheney mentioned that Mr. Johnson recommendations would be added to the Point of Sale Inspection application.

**Solicitor Report:**

Mr. Neill mentioned to Ms. Matheney that the Village of Burton has had four point of sales inspections for the month of December. Mr. Johnson recommended that Ms. Piotrowski add Point of Sale rules to the newsletter going forward.

Mr. Neill informed Ms. Matheney that he recommends that if a buyer is willing to sign off on a sewer line that needs to be repaired to having it repaired after the house transfers would be acceptable to not hold up the sale. This change will be included in Point of Sale rules. Mr. Neill recommends the property owners just have it done within 90 days after the sale.

Mr. Neill mentioned to Ms. Matheney that there should be a time frame for having sewer camering done prior to a sale. Mr. Neill informed Mr. Johnson that he has created files for point of sales inspection applications and attaching a USB of camera views of the sewer inside the folder for each inspection.

**Engineer Report:**

Mr. Hess mentioned that last month he looked at Preston plans for waterlines. Mr. Neill mentioned that he would like to incorporate in our Pipe and Sewer standards a sampling station at the end of water mains. Mr. Neill explained the sampling stations look like a green petal stool that opens up that can grab a sample right off the water line. Mr. Neill explained that it would be beneficial for Kent State property and the Preston extension.

**Clerk/Treasurer:**

Mr. Johnson mentioned about the 2021 sewer and water 3% increase will go forward.

Mr. Johnson made a motion to pay approved bills, seconded by Mr. Rundo. All in favor. Motion passed.

Mr. Johnson made a motion to approve the BPA minutes for December 8<sup>th</sup>, 2020 and December 21<sup>st</sup>,2020, seconded by Mr. Rundo. All in favor. Motion passed.

**Operators Report:**

Mr. Neill mentioned about the construction water meter (bulk water meter) that we need to get something in BPA Rules and Regulations for construction companies requiring that. Mr. Johnson mentioned that we will sell water to construction sites using a bulk water meter until they start using sewer.

Mr. Neill and Mr. Rundo explained the situation at 13814 Carlton Street to Mr. Johnson. Mr. Rundo explained that the resident had to adjust the meter placement vertical. The resident's concern was that if the meter is vertical, will there be a problem with the Point of Sales Inspection for the future. Mr. Neill informed Mr. Rundo that there needs to be a valve before the meter and after the meter for the Point of Sales Inspection. Mr. Neill prefers the meter to be horizontal not vertical. Mr. Neill stated that the owner's email stated that the Utility Department instructed the resident to put his meter vertically and that we were unable to turn their water off. Mr. Neill wanted to inform BPA that Mr. Neill and Mr. Poulson did not instruct the resident to change the position of the meter.

**Old Business:**

Nothing to report.

**New Business:**

Mr. Johnson mentioned that Mr. Kohn's turned in his letter of resignation and April 9<sup>th</sup>, 2021 will be Mr. Kohns last day. Mr. Johnson mentioned that the BPA will be looking for a Water 1 and Sewer 2 employee. Mr. Johnson told Ms. Dahlhausen to start advertising for the Water 1 and Sewer 2 licensed employee on March 1<sup>st</sup>, 2021.

**Adjournment:**

Mr. Rundo moved to adjourn, seconded by Mr. Johnson. Meeting adjourned at 7:58PM.

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BPA Chairman

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Clerk