

Board of Public Affairs Minutes
Septmeber 13, 2022

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

Roll Call: Curt Johnson-present, Adam Miller-absent, Nick Rundo-present

Visitors: Jennell Dahlhausen, Jake Neill, Chip Hess, Bridey Matheney, Bonnie Richards, Christina Piotrowski, Charles & Nancy Tiber.

Visitors Report:

Mr. Tiber is concerned about signing the easement that Board of Public Affairs is requesting certain residents to sign. Mr. Tiber suggested offering the residents that are affected by this easement a monetary benefit, so these residents feel that the Village of Burton is not taking advantage of them.

Cashiers Report:

Ms. Piotrowski explained to Board of Public Affairs that there has been some issues with the new meter reading belt clip since the utility department has upgraded to NECO 360. Ms. Piotrowski explained that when Mr. Poulson reads meters on the 15th of every month. The last three months have been taking Mr. Poulson almost two days to finish reading the meters. Mr. Rundo would like NECO 360 representative to have the utility department borrow the MRX belt clip for 3-6 months, so our utility department can test out the belt clip for future purchase.

Ms. Piotrowski requested an abatement for account 1190-1 for \$18.47 and account 30851-05 for \$4.63. Ms. Piotrowski gave the BPA a history on account 1190-1 and 30851-05 to view their status on water and sewer payments. Ms. Piotrowski informed Board of Public Affairs that this resident and tenant are aware this is a onetime abatement of late charges.

Mr. Rundo made a motion to abate late charge for \$18.47 to account 1190-1 and abate \$4.63 to account 30851-05, seconded by Mr. Johnson. By voice vote, motion passed.

Solicitors Report:

Resolution 2022-26 First Reading:

Mr. Johnson recommended a change in the Resolution 2022-26 with the wording regarding, "Certain service charges may be imposed for requests for services made within less than 48 hours and preformed or conducted." Ms. Matheney recommended taking out the word "certain" and replacing it with "additional".

First reading Resolution 2022-26 amending section 104 of the rules and regulations of the Village of Burton Board of Public Affairs and declaring an emergency. Mr. Johnson made a motion to waive further readings for Resolution 2022-26, seconded by Mr. Rundo. Roll Call: Curt Johnson – yes, Nick Rundo - yes. Motion passed.

Mr. Johnson made a motion to adopt Resolution 2022-26, seconded by Mr. Rundo. Roll Call Curt Johnson – yes, Nick Rundo - yes. Motion passed.

Ms. Matheney mentioned that there is a part in the BPA rules and regulations regarding sharing lines. Ms. Matheney informed Board of Public Affairs wanted to add if someone has a shared lateral or service line, then the utility department will require the seller to remove the shared line and have their own service lines. Mr. Johnson recommended to not have shared sewer for adjacent individual homes, and have it included with the point of sale. Mr. Neill recommended to Board of Public Affairs that there should be written language in the BPA rules and regulations regarding no shared lines before the November meeting.

Engineers Report:

No comment.

Clerk/Treasurer Report:

Mr. Johnson made a motion to approve August 11, 2022 minutes with corrections, seconded by Mr. Miller. By voice vote.

Mr. Rundo made the motion to pay approved bills in the amount of \$39,736.67, seconded by Mr. Johnson. By voice vote, motion passed.

Ms. Dahlhausen informed BPA that budget requests for the utility department needs to be turned in by the end of September.

Operators Report:

Mr. Neill mentioned that he has not heard from the representative for Aqua Filters. Ms. Piotrowski will reach out to Jason (Cold Harbor representative) and see when Aqua Filters will replace the filter.

Mr. Neill informed BPA that they have rented out the excavator for a month to do small projects around the Village. Mr. Neill mentioned that EPA would be coming to the WWTP on Thursday, September 15, 2022 for inspection for the permit renewal.

Mr. Neill informed BPA that meter pits have always been the owner's responsibility and Mr. Neill is questioning if the village should own the meter pits or have the homeowner own the meter pit. Mr. Neill suggested certified letters for backflow prevention and if the homeowner has been given a time period and did not complete the work before the period, the homeowner service line will be shut off until the work is completed. Mr. Rundo suggested for Matt

Wheelock's property (Fat Daddy's) that there will need to be a shut off valve outside the meter pit so the utility department has access to the valve. Mr. Hess mentioned that communities force the meter pit to be out of the right of way. They write up an easement so both parties have a mutual agreement to enter the meter pit in case of an emergency. Mr. Hess will be looking into Hunting Valleys meter pit requirement for their community.

Old Business:

Mr. Neill mentioned that there has been no work done at 13648 West Center Street regarding there sewer line repair that was supposed to be done by July 31, 2022. Mr. Rundo suggested to review what the letter was sent out to 13648 West Center St and/or send out a letter requesting a new date that the sewer line repair must be completed. Mr. Rundo would like written documentation going forward with the sewer line repair at 13648 West Center St.

Mr. Neill gave an update on the shared line on the old Berkshire Schools property between the two owners. Mr. Rundo requested to send out a certified letter to owners of the Berkshire Schools football field and give them 30 days to disconnect the service line upon receipt of the letter.

Mr. Hess found a document that shows easement on the lot splits that Ms. Lambert was requesting. Mr. Hess questioned the easement that he found was not recorded but was signed off by the village officials. Mr. Hess mentioned that Ms. Lambert would get the easement prepared but have the village officials have it recorded through the county. Mr. Tiber had a concern if the easement was done and not recorded the county may not record it since there are new homeowners.

Mr. Rundo gave an update on the Berkshire School easement. Mr. Rundo is waiting for Mr. Manfredi and Mr. Stoddard to be available to meet in person and discuss the easement. Mr. Neill questioned BPA regarding the easement if the utility department is allowed to do improvements or repairs to that service line. Mr. Rundo clarified to Mr. Neill that the utility department is allowed to repair or improve the service line according to the JEDD agreement.

Ms. Piotrowski informed BPA that in the future our billing system would need to be upgraded. Ms. Piotrowski gave BPA two companies Muni Link and Software Solutions. Ms. Piotrowski will look into more billing software's to update BPA in November.

Adjourn:

Mr. Rundo moved to adjourn and Mr. Johnson seconded. Meeting adjourned at 8:47PM.

BPA Chairman

Clerk