

**Board of Public Affairs Minutes**  
**December 13, 2022**

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

**Roll Call:** Curt Johnson-yes, Bill Pinkava - yes, Nick Rundo-absent

**Visitors:** Jennell Dahlhausen, Jake Neill, Chip Hess, Bridey Matheney, Bonnie Richards, Christina Piotrowski, Charles Tiber, and Ann Wishart, Brandon Fisher, Katherine Hess, Anne Hess.

**Visitors Report:**

Nothing to report.

**Cashiers Report:**

Ms. Piotrowski explained to BPA Geauga County Water Resources did not receive there invoices for 10/15-11/15 and is requesting to waive all late fees for nine accounts.

Mr. Johnson made a motion to waive Geauga County Water Resources late fees for \$55.98, seconded by Mr. Pinkava. By voice vote, motion passed.

Ms. Piotrowski explained that a resident's check came back from the bank due to wrong account written on the check. The resident would like to know if they would waive the NSF fee of \$45. Ms. Piotrowski suggested to BPA if Middlefield Bank refunds Village of Burton with their \$10, BPA would refund the \$45. Mr. Johnson mentioned if the bank does not waive the fee, the resident needs to pay \$45 due to NSF.

Mr. Pinkava made a motion for account 3420-01 in question will be abated the late fee if provided the village late fee be abated as well, seconded by Mr. Johnson.

Mr. Neill explained to the BPA that a resident is requesting a waive on the sewer bill regarding his leak from his house to the studio behind his house. Mr. Neill confirmed the leak was outside and that the water did not go down to the sewer.

Mr. Pinkava made a motion to abate the sewer charges in the amount of \$308.46, seconded by Mr. Johnson, By voice vote, motion passed.

**Solicitors Report:**

**Resolution 2022-31-Third Reading**

Mr. Johnson made a motion to adopt Resolution 2022-31 amending section 201 & 202 of the Rules and Regulations of the Village of Burton Board of Public Affairs, seconded by Mr. Pinkava. By voice vote, motion passed.

**Shared lines:**

Ms. Matheney explained Resolution 2022-34 and Resolution 2022-35 prohibiting shared lines in the Village of Burton. Ms. Matheney mentioned condominiums would not be a part of eliminating shared lines; they are the only exceptions for shared lines in the Village of Burton. Mr. Neill suggested two homeowners need to have an agreement or an easement making both parties aware of the two lines shared. Ms. Matheney will have to make some changes to the Resolution 2022-34 and Resolution 2022-35 regarding the homeowners need to be aware of the shared lines that needs to be included in the deed or have an agreement between both parties.

**Engineers Report:**

Mr. Hess gave an update regarding Dean Ct and hopes to get the design for Dean Ct in the first quarter and get it out to bid.

**Clerk/Treasurer Report:**

Ms. Dahlhausen would like Board of Public Affairs to make a motion to open blanket purchase orders for 2023 and to approve to pay routine bills for the remainder of 2022.

Mr. Pinkava made a motion to have open blanket purchase orders for 2023, seconded by Mr. Johnson. By voice vote, motion passed.

Mr. Johnson made a motion to pay routine bills for the remainder of 2022, seconded by Mr. Pinkava. By voice vote, motion passed.

Mr. Johnson made a motion to approve November 8, 2022 joint BPA/Council minutes, seconded by Mr. Pinkava. By voice vote, motion passed.

Mr. Pinkava made a motion to approve BPA/Council November 28, 2022, seconded by Mr. Johnson. By voice vote, motion passed.

Mr. Johnson made the motion to pay approved bills in the amount of \$262,529.78, seconded by Mr. Pinkava. By voice vote, motion passed.

**Operators Report:**

Mr. Neill mentioned that Complete Restoration was at the water tower. Mr. Neill mentioned Complete Restoration was at the wastewater treatment plant in the last week of November to inspect the tanks. Complete Restoration was stopped at the water tower because the antennas and had to get clearance from the cellphone companies to access the water tower.

Mr. Neill gave an update on the water treatment plant sand filters. They were inspected and samples of the sand media were sent off for analysis.

**Old Business:**

**1003/1003A-Berkshire Schools**

Ms. Piotrowski requested the BPA to give Berkshire Schools a credit or figure out how the credit the Berkshire Schools has and take that for the review fees and deposit that they have not paid the village regarding the water easement.

**Mary Lambert Easement:**

Mr. Hess mentioned that Ms. Lambert has sent over the drawing and legal description of the easement that runs through the Miller property. Mr. Hess mentioned that Ms. Lambert is requesting out solicitor to prepare the actual easement document and describing what you can and cannot do, and have it recorded. Ms. Matheny recommends to have an authorize signature for the recording of the easement. Mr. Johnson would like Ms. Dahlhausen to bill Ms. Lambert for recording the easement through the village.

Mr. Johnson made a motion to have our attorney draw up the easement and authorize a BPA member to execute it, seconded by Mr. Pinkava. By voice vote, motion passed.

**New Business:**

**13949 East Center Point of Sale:**

Mr. Hess gave a picture of the service line that Mr. Neill failed at 13949 East Center St and is requesting a pass on the point of sale since there is no infiltration in the service line. Mr. Neill mentioned that he did fail the POS since the pipe is separated and Mr. Neill cannot see what's under the service line. Mr. Hess suggested to go through the storm sewer and go up to see if there is any infiltration or cracks. Mr. Hess mentioned Lake County Sewer Co could come and seal the joints 4 to 6 ft. from the main. The Lake County Sewer Co is to be Mr. Hess 's expense.

**WWTP Aqua Filters:**

Mr. Neill mentioned that Aqua filters at the WWTP contacted him and would like to meet on December 19 or December 20 and would like a BPA member to join Mr. Neill at the meeting.

**Adjourn:**

Mr. Pinkava moved to adjourn and Mr. Johnson seconded. Meeting adjourned at 8:09PM.

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BPA Chairman

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Clerk