

**Board of Public Affairs**  
**Meeting Minutes / November 14, 2023**

**7:00 pm**

**Mr. Rundo called the meeting to order.**

**Roll Call:** Mr. Bill Pinkava, - present – Mr. Curt Johnson, - present, Mr. Nick Rundo – Present

**Recognition of visitors:** Ms. Ann Wishert, Mr. Tiber, Mr. Neill, Mrs. Richards, Mrs. Matheney, Mrs. Biegacki

Mr. Rundo has asked Mrs. Biegacki about her cashier's report. She stated a resident is requesting reimbursement of overpayment of his utility bill when he moved. Mr. Rundo has made a motion to approve the reimbursement of \$14.55 to the resident, (4185-03 \$5.53 / 4190-05 \$9.02) which was seconded by Mr. Pinkava. By voice vote, the motion was passed.

Mr. Rundo requested the approval of the minutes from two special meetings, which were conducted 10-24-23 & 11-08-23. Mr. Pinkava has requested a revision of verbiage to the paragraph in which Aqua Aerobics has been discussed. The verbiage which will be changed is "rigging" to "problems". Mr. Rundo has made a motion to accept the meeting minutes from October 24, 2023, once the revision has been made. Motion was seconded by Mr. Johnson. By voice vote, the motion was passed.

Mr. Pinkava has requested the change of the meeting minutes for November 08, 2023. The wording for The Village of Burton's new hire, Mr. Ehrhart, must show **Water 1 and Sewer 1** certification of passing the **test** in the **first year** of hire for the additional **\$1.00 each**. Mr. Ehrhart will have to have **2080 working hours for each (wastewater & sewer) to obtain his license from the State of Ohio**. Mr. Johnson has made a motion to accept the amended minutes for November 8, 2023, which has been seconded by Mr. Pinkava. By voice vote, the motion was passed.

Mr. Rundo has asked if there is anything the board would like to add to the Winter Newsletter. Mr. Johnson would like to add the subject of a "rate study" to explain to the residents why it is so imperative to do so.

Mr. Rundo asked Mrs. Matheney regarding her resolutions, 2023-01-section 122 / Maintenance & Repair and 2023-02-section 124 / Point of Sale Inspection. Mr. Rundo has stated these 2 resolutions will continue to be tabled until December's meeting.

Mr. Rundo then asked the Engineer, Mr. Hess, if he had anything to add for the meeting. Mr. Hess stated his daughter's house has a sump pump that has been installed. Mr. Hess stated he received information about another infrastructure grant that is coming out. There is no deadline for the application – which is a grant of ten million dollars. Mr. Hess will find out the deadlines and start filling out the applications.

Mr. Hess stated Dean Court will start bidding out at the beginning of the new year, 2024. Pavement coring will be done at the beginning of the week to find out what type of payment is on the road. This is to be continued for Mr. Hess to obtain more information for the BPA board.

Mr. Johnson made a motion to pay approved bills in the amount of \$6853.89. Motion was seconded by Mr. Rundo. By voice vote motion has passed.

Mr. Rundo confirmed with Mr. Neill that the resident at 14608 West Park Street has in fact paid for the meter pit installation. Mr. Neill has confirmed that this was paid for.

Mr. Rundo has brought forward the easements that he has requested to be resolved. There are a total of three easements: Berkshire School / Spring Street / West Main.

Mr. Johnson stated the issue with the Berkshire easement is the Village has no say no as of right now, and that it is in Kent States Legal Dept. hands at the present time. Mr. Rundo has asked to circle back to this easement discussion because of the intensity of the topic.

Mr. Rundo has brought up the Spring Street easement project. Mr. Rundo stated - Mr. Neill brought up a concern that this easement needs to be settled in the event something happens. Mr. Tiber has also asked about the easement on Spring Street, and if the original paperwork was ever found. Mrs. Matheny has stated that Mrs. Lambert is working with the title company to present an "Affidavit of Facts", which will try to correct the issue of the grantors missing signature, which was filed at the commissioner's office. The title company has assured Mrs. Lambert this is going to be resolved, which was also noted to Mrs. Matheny.

Mr. Rundo has now circled back to the school easement. Mr. Rundo stated Kent State University has agreed to sign off on "where the pipeline ends" but does not agree with having it loop through the fairgrounds. Mrs. Matheny has not been in contact with KSU's attorney since the beginning of 2023. No agreement between the Village, the School nor KSU has been reached. Mrs. Matheny stated that Kent State University did in fact sign the M.O.U. (memorandum of understanding), which now they are saying they never did. Mr. Rundo would like to approach KSU to have the University review documents that were signed and too also have the Berkshire School copied on this email. Mr. Rundo has requested help from Mrs. Matheny, the Village of Burtons Solicitor, for the purpose of having all parties involved in this easement present. This meeting will consist of KSU, members of BPA and the Villages Solicitor to discuss this easement, and to have a signed contract on file.

Mr. Rundo has brought up the rate study with RCAP. Mr. Pinkava & Mr. Johnson stated they sat in on a webinar regarding the rate study by RCAP. Mr. Johnson stated they were looking at different avenues for RCAP to proceed with the rate study. Mr. Pinkava has brought up that there are no grants available at this moment for a water study. The water rate study charge would be \$14,400, whereas the sewer study would be \$5000.00. Mr. Pinkava did state if the Village of Burton proceeded with the sewer and water study at the same time, the out-of-pocket expense would be \$19,440.00. Mr. Pinkava shared his idea of signing up for the sewer study this year and utilizing the grant. Mr. Pinkava has stated RCAP suggested for the Village of Burton do a 7% increase on both utilities annually, 13 years ago, back in 2010. Mr. Rundo stated a 9% increase went into effect January 1, 2023 for the Village of Burton utilities. Mr. Rundo and Mr. Pinkava reiterated that it is in the books to act on a 3% increase for the utility. Mr. Johnson has brought up if the sewer study was conducted, it would give the Village a projected guideline for the water rate increase. Mr. Pinkava has stated that the Village needs to voice to the public, it is imperative a rate increase moves forward. Mr. Johnson has suggested a flat rate of .04 cents per gallon and .06 cents per gallon to process the sewage. Mr. Rundo has suggested waiting on the study, and would also like a

copy of the 2010 study that RCAP generated for the Village of Burton before making a decision on the rate increase.

Mr. Johnson has asked Mrs. Biegacki about the current shut-off list, and if the residents are currently on a payment plan. Mrs. Biegacki has stated she has been on the phone with JFS (Job and Family Services) regarding one of our residents who currently has an outstanding water and sewer bill. Mrs. Biegacki has stated that JFS is going to send the Village of Burton a "letter of intent" to pay along with a check in the amount of \$1500.00 for the resident's account.

Mr. Neill stated the valve or rod in a fire hydrant on Colony Lane is broke. There are 3 non-working hydrants in the Village which are located at "Rapids Rd., South Cheshire, and the end of Garden Street by Colony Lane". The Fire Department has been notified, and Mr. Neill has also stated that there are working hydrants in all of the areas listed. Mr. Neill does call out a company to repair the hydrants, which will be completed in 2024.

Mr. Rundo has asked Mr. Neill about the security system, and if any quotes have come in. Mr. Neill has stated this will need to wait until next year. That the Village office has shut down all PO requests and purchases for the 2023 year. Mr. Neill will obtain quotes from the security companies in January of 2024. Mr. Rundo has requested this be tabled until next year, 2024.

Mr. Rundo has made a motion to adjourn the meeting. Mr. Pinkava has seconded the motion.

By voice vote motion has passed.

Meeting was adjourned at 8:42pm.