

BPA SPECIAL MEETING MINUTES

OCTOBER 24, 2023

Mr. Rundo called the meeting to order.

Roll Call: Mr. Curt Johnson – present / Mr. Bill Pinkava – present / Mr. Nick Rundo

Mr. Rundo thanked Mr. Johnson and Mr. Pinkava for taking the reins as Board Chairman while he has been absent.

Mr. Rundo recognized the visitor, which was Mr. Nick Gorris from Geauga County Water Resources.

Mr. Pinkava made a motion to approve the revised minutes from August 18, 2023. Mr. Johnson seconded the motion.

Mr. Rundo asked Mrs. Biegacki to explain the software she is requesting the Village of Burton to switch to. Mrs. Biegacki stated the software company is called Muni-Link. Mrs. Biegacki has copied the quote Muni-Link has sent her, which she has attached to the board members' packet. Mrs. Biegacki made copies of the quote, and has also shared that with the BPA board to view. Mrs. Biegacki stated that this new software will be efficient, user friendly, and most importantly efficient for the residents. The Village Utilities Department will also have the capability to access Muni-Link, as this is a cloud-based software. The residents can log into their account and in real time, pay their bill, look up all past usage themselves, look at their past billings, past payments and set up an auto pay directly with-in this software. Mrs. Biegacki stated on the very back page of the boards packets is a current list of cities, towns and villages who are using the Muni-Link software.

Mr. Rundo asked Mr. Neill what his opinion was regarding Muni-Link. Mr. Neill stated he is in favor of this change. He has viewed what Muni-Link has to offer and he is on board. Mr. Rundo commented on the pricing of the software, which is \$11,000 to purchase, plus \$475.00 per month to maintain. Mr. Rundo asked Mrs. Biegacki if this was included in the budget. Mrs. Biegacki has stated "no". Ms. Dahlhausen brought up the cost of the software, which she believes is too excessive. Ms. Dahlhausen would like to see other software companies and their quotes/pricing to compare. Mrs. Biegacki stated she still has a lot of research to do on this software company, Muni-Link, and is not looking for a decision today. Mrs. Dahlhausen reiterated it is very important that all information from the accounts be copied over. Ms. Dahlhausen stated that the Village of Burton tried to switch to a different software company a few years back, which did not work. The company could not transfer the account information successfully and the Village lost money. Mr. Rundo suggested Mrs. Biegacki further investigate other software companies before BPA's meeting in November, and report then what she has found, as far as pricing and stats go.

Mr. Rundo made mention to approve the bills for Ms. Dahlhausen but has chosen to circle back to that topic for now.

Mr. Rundo made mention of the Engineers report. Mr. Hess is not present for today's meeting. Nothing has been reported.

Mr. Rundo has asked the Solicitor, Mrs. Matheney, if she has anything to add. Mrs. Matheney has asked if the board would like to review the proposed amendments or continue to have them tabled. Mrs. Matheney has requested the two sections of the BPA RULES & REGULATIONS – be tabled at the next meeting in November. The two Sections which will be tabled are No. 122 – DECLARING AN EMERGENCY “MAINTENANCE AND REPAIR OF OWNER SERVICE LINE”, along with No. 125 – DECLARING AN EMERGENCY “POINT OF SALE INSPECTION FOR SHARED SEWER LATERAL LINES OR SHARED WATER SERVICE LINES ON A PROPERTY”.

Mrs. Matheney stated that Mr. Tiber viewed the easement document on line, and noticed the paperwork was not signed by the Grantors, Mrs. Lambert, AKA: JASR LLC. Mrs. Lambert is in the process of obtaining the original, obtaining signatures & to have paperwork filed with the Geauga County Recorder’s Office. Mrs. Matheney has also stated a new easement may have to be printed where the Gutmann’s are signers on the paperwork. This is currently being investigated, information to follow.

Mr. Rundo would also like under “old business” a re-cap on the Berkshire School easement, along with the Spring Street easement, which will be added to the November agenda. Mr. Tiber will also have his easement on the agenda as well, which will be titled “West Main”. Mr. Rundo has requested a regular print for reference for the November meeting to discuss all easements. A conclusion has been requested.

Mr. Rundo has moved to the Operators report. Mr. Neill brought up the 208 plan along with our visitor Mr. Gorris from the Geauga County Water Resources Department. Mr. Gorris stated that the 208 plan is a “facility planning document” which covers the Village of Burtons sewer treatment facility. The Geauga County Water Resource Dept. has accounts across the Village line. Any resident that is in Geauga County and not in Burton Village is Geauga County’s responsibility. N.O.A.C.A. has revamped the residential lines and Village maps to determine what resident(s) will be billed by Geauga County and who will stay with the Village of Burton utility billing. The Village of Burton is the “primary” holder of the accounts, where Geauga County Water Resources Dept., is considered “secondary”. Mrs. Biegacki has been working with Mr. Gorris to switch the accounts that were questioned and billed incorrectly by the Village of Burton over to Geauga County Water Resources. The 208 plans have been updated/revised from the existing plan that is already on file with the Geauga County Commissioners Office. The updated/revised plan will need to be approved and accepted by the Village of Burton, as well as the Commissioner(s). Once all parties have signed said document, the 208 plan will be sent directly to N.O.A.C.A. for filing. This is a planning tool for sewer lines and sewer hookups in the future for the Village of Burton. Mr. Pinkava made a motion to approve the “208” plan, which has been revised. Motion was seconded by Mr. Johnson, said motion has passed. Mr. Rundo has signed three copies of the “208” plan as Chairman of the BPA for Mr. Gorris from Geauga County Water Resources.

Mr. Rundo brought up the discussion on Aqua Aerobics. Mr. Neill stated the technicians from Aqua Aerobics came out, scrapped the tank, rewelded holes in the bottom. Painter came in last week to finish up recoating. Mr. Spragg phoned Mr. Neill and asked if he could fill the tank with water, which he did fill that Thursday. Mr. Neill noticed some water seeping in by the wall while he was filling the tank. Mr. Neill emailed Aqua Aerobics to let them know. Mr. Neill left the water in the tank overnight. Mr. Neill started his shift at the wastewater treatment plant Friday morning, and noticed there were no external leaks. Mr. Neill stated he spoke to Mr. Spragg and explained he was draining the tank. Mr. Spragg stated that once it is drained, Aqua Aerobics will come out to seal the bottom of the tank.

Mr. Johnson has asked if Aqua Aerobics would need to drill another hole into the tank. Mr. Neill stated there is already a drainpipe there, no need for another hole. Mr. Neill has a photo and map of the tanks and drainage pipe to visually show the board what Aqua Aerobics will do to correct the problem(s). Mr. Rundo has stated he is personally tired of dealing with the problems the Village is having with the tanks and the leaks. Mr. Rundo has stated he would like to find a different company to fix the issues. Mr. Rundo commented that the Village should proceed with legal action and sue Aqua Aerobics. Mr. Johnson has asked this kind of legal action "not" go forward, due to the costs that would affect the Village. Mr. Rundo has agreed with Mr. Johnson and also has agreed to move forward with Aqua Aerobics coming back out to the wastewater facility to repair the tanks. Mr. Neill stated he will email Mr. Spragg from Aqua Aerobics in reference to a technician coming back out to seal the tank. Mr. Rundo has asked if Mr. Neill would please "CC" the entire BPA board so everyone could view the email chain.

Mr. Neill stated RCAP would like to set up a webinar with the BPA board regarding the rate study. Mr. Rundo has asked why RCAP needs to set up a webinar with the BPA board, is RCAP not able to obtain a rate study without meeting? Mr. Neill received a quote from RCAP and has stated that the US EPA has a grant for the sewer system rate studies. The Village of Burton has qualified for 35%, which has dropped the price from \$11,000 to \$5000.00. Mr. Neill shared the RCAP quote for the water study is \$14,400.00. The Village of Burtons out of pocket expenses for the rate study will be \$19,440.00. Mr. Rundo has asked Mr. Neill to please have an email thread going with RCAP and the BPA board so all members can pick a webinar date according to their schedules.

Mr. Rundo has moved to backflow and grease trap reports. Mr. Neill has stated they are falling behind on all records.

Mr. Rundo has asked Mr. Neill if there was anything more, he wanted to add. Mr. Neill made mention that 3 applicants for the utility position came through. Mr. Neill has nothing more to add. Mr. Neill then stated he will do the first interview, then BPA could initiate the 2nd interview.

Mr. Rundo made mention of the Berkshire tap in fees. Ms. Dahlhausen made mention it has been 1 year since the Berkshire School tapped in. Ms. Dahlhausen stated a review needs to be addressed, to make certain that the usage, and data is correct. Mr. Hess will be the individual to coordinate this information and forward it to Ms. Dahlhausen. Ms. Dahlhausen stated that the agreement is in writing. Mr. Rundo stated that since the school has been active for 1 year, it will now have a tally of the actual usage in lieu of an estimate. There is, in fact, an agreement in writing from the school and Village of Burton regarding the easement. Mr. Johnson stated the school sports complex will not have a year in use until August 2024. Mr. Neill stated that neither the school nor the sports complex has an occupancy permit as of today, which is October 24, 2023, from the State of Ohio. This agreement between the school and the Village is in the Council and BPA's hands, per Mrs. Dahlhausen. Ms. Dahlhausen and Mr. Neill stated the Village has not received the tap in fee from the school. Mr. Rundo brought up the easement issue regarding the school. Mr. Rundo has stated that Berkshire School has agreed to grant the easement up to where the pipe ends. The complication is, everyone wants the easement to continue and "L" into the fairgrounds and loop the line. Ms. Dahlhausen stated the agreement included Kent State, the property owner. Mr. Rundo stated he would like to have a joint meeting with The BPA board, Kent State University, and the school to tackle the problem. Mr. Rundo has asked if this conversation can continue in our November meeting. Mr. Rundo stated we may have to have a special meeting to discuss this further, the reason being, regarding complications.

Mr. Johnson stated that the resolutions could be tabled another month in December. Mr. Rundo has agreed to Mr. Johnsons request and the focus of Novembers meeting will be on the easement issue with the school, the Spring Street easement along with the West Main easement. Mr. Rundo has a concern about the ill feeling and lack of cooperation from the Berkshire school officials and the Village Office officials. Mr. Rundo would like to get back on track to better terms and move forward with a positive attitude for all.

Mr. Pinkava made a motion to approve bills, \$16,405.16, which was seconded by Mr. Johnson.

Mr. Pinkava made a motion to adjourn the meeting which was seconded by Mr. Rundo.

Meeting adjourned at 3:55pm