

**BPA MEETING MINUTES**

**SEPTEMBER 9, 2024**

**7:00PM**

Bill Approved  
Curt Seconded.

Mr. Pinkava called the meeting to order at 7:00pm

**Roll Call:** Mr. William Pinkava-present / Mr. Curt Johnson-present/Mr. Nick Rundo-present

**Recognition of visitors:** Mr. David Somrack, Mr. Charles Tiber, Mr. Jake Neill, Mr. George Hess II, Mr. George Hess III, Mrs. Ann Wishart, Mrs. Matheny, Mrs. Arnold.

Mr. Somrack came forward regarding his rental property utility bill located at 14543 Hickox. Mr. Somrack received a utility bill in the amount of \$1401.16 which is split between both tenants 60/40, because they share one meter. The renter of the property did not notice there was a toilet that was leaking which raised the consumption of the water and sewer usage. Mr. Somrack repaired the leaking toilet and paid the bill in full. Mr. Somrack is requesting a one-time adjustment to the current utility bill, such as the surcharge of 25% for the multi-meter. Mr. Johnson made a motion to reduce Mr. Somrack's utility bill in the amount of \$227.77 for the surcharge, seconded by Mr. Pinkava. All those in favor? AYE! By voice vote motion passed.

Mr. Tiber came forward and would like to discuss the roads and future paving on the "west side" of the Village (Spring Street) for the upcoming year 2025. Mr. Pinkava stated that the Village did apply for the grant but did not receive it this time. Mr. Johnson reminded Mr. Tiber that council oversees the paving for the village. No other information is available at this point.

**Cashiers report:**

Mrs. Arnold mentioned she did receive a quote from Muni-Link regarding billing software. Mrs. Arnold stated the Village of Garrettsville currently has this program and they are very happy with it. Mrs. Arnold is going to reach out to more software companies, most importantly the software RCAP had recommended.

Mr. Pinkava moved to the email issue Mrs. Arnold and Mr. Neill are facing. Mrs. Arnold stated everyone in the village has different email "domains" which is a problem. Mr. Neill has Outlook through Microsoft; the Village offices have SBCglobal.net which does not exist. Mr. Neill's email is not compatible with the village office when sending point-of-sales or pertinent documents which need to be handled immediately. Mr. Rundo requested this issue be added to the joint meeting, October 15<sup>th</sup>, for Council and BPA.

Mr. Pinkava moved to the approval of minutes for July 9, 2024. Mr. Johnson made a motion to approve the "revised" minutes seconded by Mr. Pinkava. All in favor, AYE! By voice vote motion passed.

Mr. Pinkava moved to the minutes for the August 13, 2024, meeting. Mr. Pinkava requested bullet points be added to the minutes. Mr. Pinkava made a motion to approve the "revised" minutes for

August 13, 2024, which was seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

**Solicitors Report:**

Mrs. Matheny mentioned she reached out to Mrs. Kuehn from DAS. The State of Ohio is willing to consider the additional easement area for the water line looping. The State is requiring a legal description of the easement area, not a sketch. They also want to receive a "tap-in" fee, meaning any future user (not the school) anyone else that taps into the looped line, they would like to be paid a "fee" because the line will be located on their property. Mr. Hess stated the school paid for the line, not KSU (Kent State University). Mr. Johnson stated if the waterline leaves the KSU property and continues in the loop, anyone who taps in will not tap into KSU's line, they will tap into the "extension" of the Villages water line. Mr. Rundo questioned if we have clearance from the Fair Grounds for this looping which Mr. Hess stated "NO". Mr. Hess stated this will be an issue sooner than later and should be discussed now. KSU is stating this waterline will be a revenue source which they would want as well. Mrs. Matheny mentioned the State of Ohio can only give a 25-year easement, which means in 25 years they will have to renew. Mrs. Kuehn will need to address the sewer easement with Geauga County per Mrs. Matheny. Mr. Rundo is confirming that the Village of Burton is agreeing to the easement which the State of Ohio had already agreed to? Mrs. Matheny acknowledged this was correct but will still reach out to make certain the draft easement is "ok".

Mrs. Matheny moved to the amendments of Resolutions 104 and 105. Mr. Pinkava motioned to approve RESOLUTION AMENDING SECTION 105 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS TO PROVIDE FOR THE DISCONTINUANCE OF WATER SERVICE BY THE VILLAGE UTILITIES OPERATOR TO ANY PREMISE IN WHICH THE OWNER HAD FAILED TO COMPLY WITH THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS AND DECLARING AN EMERGENCY seconded by Mr. Johnson. All in favor? AYE! By voice vote motion carries.

Mr. Johnson moved to untable Resolution amending Section 104. Mr. Pinkava motioned to waive further readings seconded by Mr. Johnson. All in Favor? AYE! By voice vote motion carries. Mr. Pinkava made a motion to approve RESOLUTION AMENDING SECTION 104 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS TO PROVIDE FOR FEE INCURRED BY OWNER FOR SHUT OFF OF WATER SERVICE AT OWNER'S REQUEST AND DECLARING AN EMERGENCY SECONDED BY Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava moved to approve RESOLUTION AMENDING SECTION 125 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS REQUIRING A POINT OF SALE INSPECTION BY THE VILLAGE OF BURTON TO INCLUDE THAT ANY OWNER OF PROPERTY TO WHICH A VALID CERTIFICATE OF COMPLIANCE APPLIES IS NOT REQUIRED TO OBTAIN A POINT OF SALE INSPECTION FOR ANY TRANSFER OF THAT PROPERTY THAT OCCURS WITHIN ONE (1) YEAR OF THE DATE OF THE CERTIFICATE OF COMPLIANCE seconded by Mr. Johnson and to waive further readings. All in Favor? AYE! By voice vote motion passed. Mr. Johnson moved to approve seconded by Mr. Rundo. All in Favor? AYE by voice vote motion carried.

### **Engineers Report:**

Mr. Hess stated that the Dean Court Waterline project is near completion. Once the roads are paved the sidewalks will be poured and trees will be planted.

Mr. Hess mentioned that Mrs. Arnold sent over the flow totals for the last couple of years for the schools three (3) accounts (1003 – 1003A – 1020) to determine the tap in fee amount they will pay to the Village. Mr. Hess stated once all the numbers are computed, he will present his report to BPA and Council, and it will be up to the boards on how they want to approach Berkshire School regarding the tap-in fee.

Mr. Hess stated his engineering firms' invoice for the Village will be slightly higher this month. Jodi, Mr. Hess' secretary assisted Jake with a specific EPA report needing latitude and longitude for all meters in the village.

Mr. Pinkava made a motion to pay approved bills in the amount of \$43001.17 seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

### **Operators Report:**

Mr. Neill mentioned one out of the three blowers at the plant are not working properly. Mr. Neill contacted the Lone Star Blower Company in Houston Texas for a quote on repairing the blower. To troubleshoot the controls on the Turbo Max Blower, a specialized field service engineer will need to be flown in from Texas to our Burton Village facility. The quote entails flight, rental car, hotel, food and shipping costs of tools which amounts to \$8300.00. Mr. Johnson made a motion to approve expenditure – limited dollar amount of \$8300.00 seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava moved onto the budget for 2025. All board members for BPA would like to discuss the 2025 budget at the next joint meeting which will be held in November.

Mr. Neill stated he applied for the \$10,000 utilities tool grant which the village was awarded. This grant states the village of Burton utilities department can spend \$10,000 on tools and the EPA will reimburse the village. Mr. Johnson made a motion to spend \$10,000 seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava moved to Aqua Filters. Mr. Neill mentioned Aqua Filter came out and reassembled the filters. Nothing else to report.

Mr. Pinkava inquired about the maintenance building. Mr. Neill stated he met with Mr. Hess about a new maintenance building. Mr. Hess advised Mr. Neill he should meet with an architect to have sketches drawn up to determine the square footage and dollar amounts.

**New Business:**

Mrs. Arnold mentioned the utility shut offs for September. One of the renters from the village had been evicted and the landlord will be paying the utility bill which totals \$581.18.

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

All in Favor? AYE! By voice vote motion passed.

Meeting adjourned at 8:42PM