

BPA MEETING MINUTES

JANUARY 14, 2025

7:00PM

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

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

Pledge of Allegiance

Recognition of visitors: Mr. Blaze Tishko, Mr. Jeremy Neill, Mr. George Hess II, Mr. George Hess III, Mrs. Bridey Matheney.

Mr. Johnson came forward to vote on Mr. Pinkava for 2025 Board of Public Affairs Chairman, seconded by Mr. Rundo. All in favor, AYE! by voice vote, motion passed.

Cashiers Report:

Mrs. Arnold introduced Mr. Tishko who came to the BPA meeting to request relief on the water/sewer bill. Mr. Tishko introduced himself and stated he had purchased the old Huntington National Bank Building last year in Burton. During the cold period Ohio saw in 2024 he unfortunately had a pipe burst in his building. He does not believe any water went into the sanitary sewer system and is requesting relief from a \$1600.00 water/sewer bill. Mr. Pinkava inquired if the building has a floor drain, and where the water ran off to? Mr. Tishko does not have an idea and asked if Mr. Neill could meet him at the building to determine this together. Mr. Neill stated he will get with Mr. Tishko in the next week to look at the building and the pipe and will have answers for the next BPA meeting in February.

Mrs. Arnold brought forward account number 4245-01 and their request for relief from a \$660.00 bill she previously received. Mrs. Arnold explained account holder 4245-01 mentioned her sump pump stopped working and she had 3 inches of water in her basement. Mr. Johnson stated a sump pump would not have any effect on the sewer consumptions. Mr. Pinkava reiterated the resident had to have left something on somewhere. Mr. Pinkava inquired if Mrs. Arnold would please call the contactor to find out what happened in the basement, and the discussion would continue to the February meeting regarding her request. Mrs. Arnold stated she will reach out the next day to discuss the findings and will report back in February to the BPA board.

Mrs. Arnold believes a Landlord Registration Fee be imposed to all Landlords in the Village of Burton. Mr. Pinkava inquired the purpose of this fee and does not wish to impose any more fees to residents as their water & sewer rates just went up. Mrs. Arnold stated the Landlords should be accountable for their tenants as this information is for the CCA

(Central Collection Agency) who collects the Village taxes. Mrs. Arnold stated the Landlords do not inform the village all the time of who is moving in who is moving out, some residents have friends or different family members assume their lease - and from this comes much confusion. Mr. Neill stated this annual registration fee could be used for administrative costs as this creates time away from more important issues then having to re-read meters for the rentals. Mr. Neill and Mrs. Arnold agreed the village has many rental properties and it can become confusing and difficult to track. Mr. Johnson likes the idea of a landlord fee as other communities have this in place. Mrs. Arnold mentioned the list from all Landlords of their current tenants are then sent over to CCA who in turn notifies the resident of village tax. Mr. Pinkava would like to resume discussion of the Landlord fee in July once everything has settled down from the water and sewer rate hike.

Mrs. Arnold supplied the RCAP rate study which was very vague. Mr. Johnson and Mr. Pinkava inquired if Mrs. Arnold could reach out to Mr. Kline from RCAP and request a thorough report for the village comparable to the report the village received from the last rate study in 2010. Mrs. Arnold stated she will reach out to Mr. Kline via email and will hope to have a report by next meeting February 11, 2025.

Mr. Pinkava brought forward questions on the software Mrs. Arnold and Mr. Neill have been reviewing for billing and utility maintenance reporting. Mrs. Arnold explained Muni-Billing is not able to give a definitive answer as to whether they can copy the village data from our current software to their software system. They will not give us an answer on reimbursement if they are unable to copy the software and the village requests the money back. Mr. Rundo would like to continue working with Muni-Billing as the software the village currently uses is not user friendly, is not compatible with the changing times and its not always accurate. Mr. Pinkava inquired about the costs of the new software compared to what the village currently spends. Mrs. Arnold stated the current software is \$2679.62 and the new software has three pricing amounts.

- a.) Subscription for **one year quote** is \$4200.00 implementation one-time cost - \$1,140.00 instructor training / \$250.00 customer record setup / \$891.00 monthly for Munibilling software system / \$55.00 monthly for E-billing. TOTAL \$6,536.00
- b.) Subscription for **three-year quote** is \$4200.00 implementation one-time cost - \$1,140.00 instructor training / \$250.00 customer record setup / \$810.00 monthly for Munibilling software system / \$52.00 monthly for E-billing. TOTAL \$6,452.00
- c.) Subscription for **five-year quote** is \$4200.00 implementation one-time cost - \$1,140.00 instructor training / \$250.00 customer record setup / \$740.00 monthly for Munibilling software system / \$48.00 monthly for E-billing. TOTAL \$6,378.00.

Mr. Rundo would like to move forward with more information from Muni-billing and more information on what it offers. Mr. Rundo stated the current contract will expire and the village will need about two to three months of record processing to make a smooth transition. Mr. Pinkava mentioned a more in-depth discussion will continue in March and hopefully the village can come to a determination to sign.

Mr. Johnson inquired about the commercial rates and the residential rates from Mrs. Arnold. Mrs. Arnold stated she did some research and discovered many communities have a "commercial" rate for water and sewer as well as a "residential" rate for water and sewer. The pipe sizing determines the rate for the utility bill. Mr. Neill agreed with the findings and mentioned he emailed the board a Rate Guide / How to formulate rates, back in December. Mrs. Arnold will make copies of rate guide for next month's meeting in February.

Solicitors report:

Mrs. Matheney stated she spoke with Debra Kuehn from DAS and had signed the approval letter for the KSU easement. Once KSU returns the approval letter reviewing the verbiage, they will send back to Debra Kuehn, the State will sign, and all parties will receive copies of the easement letter. Mrs. Matheney is hoping to have more information at the next BPA meeting.

Engineers report:

Mr. Hess II stated the projects that will take place on Spring Street hopefully starting in July 2025. Mr. Hess II stated grant paperwork has been completed and sent to the State but has not received any information back.

Clerk/Treasurer:

Mr. Johnson made a motion to pay approved bills in the amount of \$17,369.35, seconded by Mr. Rundo. All in favor? AYE! by voice vote motion passed.

Operators Report:

Mr. Neill mentioned the service agreement for Cathodic Protection Corrosion Control Systems, which will need to be renewed. This maintenance system helps with corrosion control at the water tower. Mr. Pinkava made a motion for an annual service agreement for the Cathodic Protection Corrosion System which was seconded by Mr. Johnson. All in favor? AYE! by voice vote motion passed.

Mr. Neill explained all the water main breaks in the Village the past month. This is due to the extreme cold weather and old pipes. All the work has been completed and piping is fixed with no issues.

Mr. Neill brought up the backflow prevention reports along with a report he would like to see in the new billing software system which would give Mrs. Arnold a reminder of who has a backflow prevention device and who needs to have them inspected annually. Mrs. Arnold agreed any type of reminder on the new billing software would be beneficial.

Old Business:

Mr. Neill mentioned the EPA report everyone has copies of. This year's inspection passed by EPA standards with no violations.

Mr. Pinkava brought up the Spectrum issue with the cable that was damaged while digging. Mr. Pinkava inquired if anyone has heard anything from the village insurance company, reason being, no one seems to be receiving information. The insurance company has not contacted the village regarding the claim, and he will ask Mrs. Dahlhausen to follow up again.

New Business:

Mr. Neill mentioned Berkshire School District recently purchased the old ODOT (Ohio Department of Transportation) building at 13595 West Center for a mechanics school. The point of sale was completed and ODOT has signed a proposal to come back out to the property in March 26, 2025, with a sewer jetter to jet the outgoing lines. This letter was signed by Mr. Stoddard the Berkshire School District Superintendent along with members of ODOT.

Mr. Johnson made a motion to adjourn the meeting seconded by Mr. Pinkava. All in favor? AYE! by voice vote motion passed.

Meeting adjourned at 8:25pm.