

BOARD OF PUBLIC AFFAIRS

MEETING

DECEMBER 10, 2024

7:00 PM

Mr. Pinkava called the meeting to order.

Roll Call: Mr. William Pinkava-present, Mr. Curt Johnson-present, Mr. Nick Rundo-NOT present.

Pledge of Allegiance.

Recognition of Visitors: Mrs. Ann Wishert, Mr. Charles Tiber, Mr. George Hess II, Mr. George Hess III, Mr. Jake Neill

Mr. Pinkava made a motion to approve the minutes for the November 12, 2024, joint meeting with council. Mr. Johnson seconded the motion. All in Favor? AYE! By voice vote, motion passed.

The meeting minutes for November 25, 2024, will not be approved at this time. Mr. Pinkava state that this was also a “joint meeting with council” which was not noted. MR. Pinkava would also like the “motion to adjourn” for the BPA board listed on the minutes as well. Mr. Pinkava would like to review at the next meeting in January of 2025.

Mrs. Arnold brought forward a consumption report which was requested by Mr. Johnson. The report consists of every water account in the village as well as the consumption by gallons for the month of November 2024. This report is to inform the BPA board what percentage of account holders use the minimum amount per month. Mr. Johnson reported that there are about 25% of account holders that use the minimum amount per month. Mr. Johnson was trying to calculate if it was only 5% of the account holders using the minimum amount a different rate may be determined. Mr. Johnson would like to proceed with the new billing system for the village office. Mr. Johnson has questioned the reduced rate with account holders that have higher water usage. Mr. Johnson asked Mr. Neill if this should be investigated more or should the reduced rate be eliminated altogether. Mrs. Arnold stated there is a reduction in commercial rates when the account holder goes over the “minimum number of gallons”. (Mr. Neill requested a copy of the current water and sewer rates from Mrs. Arnold). Mr. Johnson mentioned until Mrs. Arnold return’s, lets proceed with the next item on the agenda. Mr. Johnson mentioned account number 4520 is requesting the late fee of \$5.10 to be removed from the water and sewer bill. The account holder provided paperwork showing the “date” her payment was mailed out to the village for payment. The

village office never received the payment on time and the account holder was charged a late fee. Mr. Johnson stated it was a Post Office error, and the account holder should not be held responsible. Mr. Pinkava made a motion to waive \$5.10 from account number 4520 for late charges that were assessed. Mr. Johnson seconded the motion. All in favor? AYE! by voice vote motion passed.

Mrs. Arnold handed out the 2025 water rate increase to the BPA Board. Question arose from Mr. Johnson regarding the sewer rates for commercial properties in the village, Mr. Neill asked if a certain rate structure should be completed. Mr. Johnson would like a rate structure should be completed. Mr. Johnson would like a rate structure for sewer and all the "heavy" users. Mr. Johnson questioned if the rate should change for the heavy water users in the village. Mr. Pinkava would like to analyze some information and continue discussion at the January meeting for BPA.

Mrs. Arnold watched three demo's with different billing software companies in the last 2 months to determine which company would have a more user-friendly experience for the residents as well as a better billing platform for the village. Mrs. Arnold stated SSI-Software Solutions Inc., did not stand out for what the village office and residents need. SSI did not have electronic billing capabilities which is very important to the village residents, and this billing company charged a fee for each call made into the office for assistance. Mrs. Arnold has suggested not using the company because of the loss of e-billing needed. The second company is Muni-Link software. Mrs. Arnold thought the utility program was very good, precise as "live" data is saved, would be user-friendly with a lot of information for the field technicians, office staff as well as the residents. Mrs. Arnold explained to the BPA board that the implementation fee exceeds \$16,000 and has a monthly service fee of \$900.00. Mrs. Arnold and Mr. Neill are very interested in this software. The third company is Muni-Billing. This company has many features for the residents and the changing times. To name a few: easy to read invoices, easier on-line bill pays, real time information- no more waiting until the next billing cycle comes out or having to place a phone call to the office in a panic wondering why their payments have not posted, color graphed usage charts on their account bills are more informative and less confusing, with much larger font. Muni-Billing does not charge for calls placed to their help desk for any problems which may arise. The implementation costs associated with this company are between \$4200.00 & \$5200.00, which is a one time fee with a monthly charge from \$740.00, \$810.00 to \$891.00. Mrs. Arnold has invited Mr. Neill, Mr. Pinkava and Mr. Johnson to another demonstration with Muni-Billing before a decision has been made, and to voice questions or concerns that they may have.

Solicitors Report:

Mrs. Matheny noted that Resolution 2024-24 is now on the third reading and wishes to adopt the Resolution if there are no questions. This amendment will allow for a 4% water rate increase taking effect January 1, 2025. Mr. Pinkava moved to adopt **RESOLUTION AMENDING SECTIONS 201 & 202 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS AND DECLARING AN EMERGENCY.**

ROLL CALL: Mr. William Pinkava-yes, Mr. Curt Johnson-yes

Mrs. Matheny brought forward the State of Ohio's letter from Deb Kuehn, (Office of Real Estate and Planning), and the approval for the proposed easement to permit the installation, construction, reconstruction, use, operation, maintenance, repair, replacement, removal, servicing, and improvement of certain water line for the State of Ohio Easements Village of Burton waterline – File No 8463. Mrs. Matheny is requesting BPA authorize her to sign the proposed easement for the Village of Burton. Mr. Pinkava made a motion authorizing Mrs. Matheny to sign the proposed easement paperwork from Deb Kiehn, State of Ohio, Department of Administrative Services. Seconded by Mr. Johnson. All in Favor? AYE! by voice vote motion passed.

Engineers Report:

Mr. Hess II stated Don Wartko Construction Company will be completing the work for Enbridge Gas Ohio on North Cheshire, on the west side of the street. Mr. Hess II and Mr. Hess III had the pre-con meeting Tuesday, December 10 at 1:00pm in the Village office regarding the construction and digging on North Cheshire, permits and bond amount which the village has received. The meeting included the Chief of Police – Rick Smigelski, Mr. George Hess II, Mr. George Hess III, Representative from Enbridge Gas Ohio and Mr. Nick Wartko of Wartko Construction Company.

Mr. Hess II reviewed the letter from Eocene Environmental Group and AT&T regarding the antenna located on top of the water tower. Mr. Hess II has responded with a short statement which the Solicitor for the Village of Burton is OK with. Mr. Johnson did state the village received a letter a ear or so ago regarding the repair of the rails on the water tower. Mr. Johnson inquired if the rails fail and fall and damages the AT&T Mobilities antenna, would the village be held responsible? Mr. Neill stated the last inspection which was done had to do with the height of the rails and that the rails were not up to code. Mr. Hess II stated per the contract that anything that is damaged, AT&T has to fix. Mr. Pinkava requested Mr. Hess II to also state in the letter to please not obscure the logo of the Village of Burton. Mr. Hess II reiterated he has stated that to AT&T and they agreed to our request.

Clerk/Treasurer Report:

Mrs. Arnold stated a motion needs to be made to open blanket P. O's for 2025. Mr. Pinkava made a motion to open blanket P.O's for the 2025 calendar year, seconded by Mr. Johnson. All in favor? AYE! by voice vote motion passed.

Mrs. Arnold state a motion needs to be made to pay the remaining bills for the 2024 calendar year. Mr. Johnson made a motion to pay the routine bills

for the remainder of the 2024 calendar year seconded by Mr. Pinkava. All in Favor? AYE! by voice vote motion passed.

Mr. Johnson made a motion to pay approved bills in the amount of \$53,057.14 seconded by Mr. Pinkava. All in favor? AYE! By voice vote motion passed.

Operators Report:

Mr. Neill mentioned the water lines he has been repairing around the village. Mr. Neill stated the water main break in he square has been fixed and there are no leaks present.

Mr. Neill has mentioned an addendum point-of-sale which was submitted to Mrs. Arnold for the property located at 14823 South Cheshire. This addendum point-of-sale stated "1 ½ times the estimate amount in escrow with Title Professionals totaling \$10,275.00 to satisfy the necessary repairs per the outcome of the city point of sale inspection". The buyer of such property will assume the city point-of-sale repairs after the title transfer and coordinate the work with the contractor and final inspection with the city. Any remaining funds after the repairs are complete and the city approves the work, and the contractor has been paid, will be returned to the seller. The addendum was dated December 3, 2024.

Old Business: - Nothing to add.

New Business:

Mr. Neill mentioned the letter from Eocene Environmental Group, associated with AT&T Mobility LLC. Who is proposing to modify the existing collocation on an existing 128' water tank wireless telecommunications facility at 14590 East Park Street, The letter is inciting the village to list any comments that many have an effect on the proposed project with Historic Properties. This letter will also be forwarded to council for the next meeting on December 1, 2024.

Mr. Neill stated that he was to have a virtual meeting the EPA today, December 10, 2024. But had to postpone because of the park's water main break. This meeting has been rescheduled for December 17, 2024. Mr. Neill stated the EPA is pushing a line looping

program. Mr. Neill has questions for them regarding the “line looping”, reason being, the village does not currently have a program for this.

Mr. Pinkava moved to Mrs. Arnold regarding the shut-off list for the month of December. Mrs. Arnold stated all the shut-off accounts have been paid in full.

Mr. Neill mention the water break in the park did leave some tracks from the machinery. Mr. Jhonson stated to have this fixed in the Spring of 2025.

Mr. Pinkava made a motion to adjourn the meeting, seconded by Mr. Johnson. All in favor? AYE! by voice vote motion passed. Meeting adjourned at 7:58pm.