

BPA MEETING MINUTES
AUGUST 12, 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 Rundo-NOT present

Pledge of Allegiance

Recognition of Visitors: Mrs. Ann Wishert, Mr. Jake Neill, Mr. George Hess III, Mrs. Lynn Arnold, Mrs. Bridey Matheney.

Cashiers Report: Mrs. Arnold is requesting clarification on the assessment of the water turn off and turn on fees. Mrs. Arnold stated when she notifies the Utility Dept for a water turn off, the fees associated are added to the account at that time. There have been questions about whether those (\$75.00 for each) fees should be added:

#1). When the utility dept has been “dispatched” to a home to have the water services turned off OR

#2). When the utility dept is “physically” turning the water off.

Mr. Neill mentioned it should be imposed when they are physically turning the water off, Mr. Pinkava believes the fee should be added when the crew are dispatched. Mr. Pinkava stated when the “initiation” of the work order has begun the fees should be added. Mr. Johnson would like to see that verbiage used in the Rules and Regulations. Mrs. Matheney will look at the Rules and Regulations and will check back in a bit.

Mrs. Arnold mentioned the “certification” fee to taxes for non-payment of water/sewer. The fee for the certification has been \$45.00 for twenty (20) years and believes it should be increased. Mr. Pinkava would like to know the process of adding delinquent funds to a residents’ property tax. Mrs. Arnold explained letters are sent to the residents, allowing them an opportunity to pay the outstanding utility bill, BEFORE a request is made to the Geauga County Auditor assessing the outstanding balance to their property tax along with a certification fee of \$45.00. Mr. Pinkava stated a new Resolution will need to follow and will discuss in September’s BPA meeting. Mr. Johnson agrees with this increase and has made a motion to raise the “certification” fee for taxes to \$100.00, seconded by Mr. Pinkava. All in favor? AYE! By voice vote motion passed.

Mrs. Matheny mentioned what she has read in the Rules and Regulations in Section 120 and shutting off services to a premise. Mrs. Matheny recommends amending the section to include the fee for shut-offs which will incur once you are notified of the shut-off.

Mr. Johnson inquired with Mr. Neill about a problem that arose at 14404 North Cheshire. Mr. Neill advised the BPA board that after the excavation of the property to access the water meter, they were able to turn off services for non-payment.

Later, it was discovered that the line underground that was uncovered and turned off was not the line that went to 14404 North Cheshire but 14412 North Cheshire. Mr. Neill stated he is going to need to investigate this further and, in the meantime, turned the water back on at 14412 North Cheshire.

Mrs. Arnold stated residents that are on a payment plan that defaults or the shut-off list more than three times, could the BPA suspend the residence from future payment plans and/or issue a penalty. Mr. Pinkava stated he wishes to discuss this more in depth at September's meeting.

Mr. Johnson mentioned account # 2060-03 to verify the overpayment on the account. Mrs. Arnold did verify that there was an overpay and is due back to the account holder. Mr. Pinkava made a motion to refund \$14.05 to account holder 2060-03 seconded by Mr. Johnson. All in Favor? AYE! By voice motion passed.

Mr. Johnson made a motion to accept the meeting minutes for June 24, July 8 and July 16, 2025, seconded by Mr. Pinkava. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava inquired about the AT&T bills paying on time. Mrs. Arnold stated it is the way the billing cycles run and when BPA has their meetings. Mrs. Arnold inquired about an open annual PO since this is a reoccurring monthly bill or other means of bills being paid without late charges. Mrs. Matheny stated an open PO is an option, or the village could ratify the payment the following month. The State of Ohio is cracking down on late fees stating the taxpayers should not be paying late fees for bills that are not paid on time. Mrs. Matheny stated most municipalities ratify all bills at a later time. Mrs. Matheny is going to reach out to Mrs. Dahlhausen to discuss options.

Fiscal Officer Report:

Mr. Johnson made a motion to pay approved bills in the amount of \$29,587.99 seconded by Mr. Pinkava. All in favor? AYE! By voice vote motion passed.

Engineers Report: Mr. Hess III stated projects are going well. The square is done except for one manhole on the Kirtland triangle. The Spring Street and Baird combination project should be completed in the next couple weeks. The contract for Garden Street was awarded to Woodford Excavating and should start that Tuesday after the Fair.

Mr. Pinkava inquired with Mr. Hess III regarding BPA's portion of that project along with costs associated. Mr. Hess III stated about 700' of waterline replacement and a couple of hydrants.

Mr. Pinkava stated there is no signage on Baird Street for One Way. Mr. Hess III stated the signs are not completed yet.

Mr. Johnson has a question about the driveway in front of LuLuTrue. The driveway seems to be paved to a point, then gravel then the driveway to LuLuTrue. Mr. Hess III stated it was changed by Mr. Martin and Mr. Smigelski during the project. The Village is going to have to pour that sidewalk.

Solicitors' Report:

Nothing to report

Operators Report: Water:

Mr. Neill stated the Water Tower has been cleaned. Mr. Neill indicated the tower was painted in 2006.

Mr. Neill has a new antenna to hang on the tower due to possible interference. Mr. Pinkava stated there was a disruption from the sun which could have been the problem.

Mr. Neill is preparing for The Great Geauga County Fair.

Mr. Neill stated he is obtaining quotes for cleaning Well #2 for next year,

Mr. Neill is going over the Source Water Protection Plan which must be signed and returned to EPA.

Operators Report: Sewer:

Mr. Neill inquired about the Point-of-Sale verbiage. There was a Quick Sale on a property, the Point-of-Sale was completed, passed and sent to the seller. A couple of months later, the same property was sold again and there was confusion on the date to be used for the Certificate of Compliance. In the Rules and Regulations, the verbiage states a Point-of-Sale Inspection is good for 1 calendar year. Should Mr. Neill use the "file" date OR the "Certificate of Compliance" date? Mrs. Matheney stated it is on the "date of issuance" report. There will be no new Certificate of Compliance with a new date.

Mr. Johnson stated he believes the village should have 6” sewer pipes throughout the village. Mr. Neill confirmed that is what is stated in the Rules and Regulations. Mr. Johnson would like to know why the new home that was purchased have a 4” pipe? Mr. Neill stated if they already had the 4” pipe told them to stay at the 4” pipe.

Mr. Pinkava inquired about the two quotes from Mr. Neill on the Wastewater Treatment Plant Sampler. Mr. Pinkava stated Pro-Tech is \$6000.00 more than Hach’s quote of \$9607.75. Mr. Johnson made a motion to purchase the Sampler and have it installed. Seconded by Mr. Johnson. All in Favor? AYE! By voice motion passed.

Mr. Neill stated the Point-of-Sale Inspection Form needs to have “improperly functioning” “free flowing” next to the “failing sewer lateral” verbiage. Mrs. Matheney is to change the verbiage and report back to the board in September.

Council Report:

Mr. Tromba stated that staining of the fence and gazebo in the square have been completed. The square is going to get new signage with maps and QR codes.

Mr. Tromba stated that Mrs. Wayman from Coffee Corners met with him to let him know customers have been tripping on the water shutoff in front of her store. Mr. Neill stated he has cut that down as far as he could and he cannot cut any further. Mr. Neill stated he will go over there tomorrow to look and plan on digging it up to correct.

Old Business:

Mr. Pinkava inquired how the utility department’s new employee, Mr. LeRoux is coming along. Mr. Neill stated Mr. LeRoux is learning a lot and really likes the position.

Mr. Pinkava stated he has researched hydrant locks for the village. Mr. Neill stated a hydrant opened in the village about 2:00AM. He does not know where it was, but it could have been a contractor.

Mr. Pinkava mentioned they need to start budgeting for a new vehicle for the utility department. Mr. Neill stated he would like something that could carry his tools back and forth. Mr. Tromba stated the police department is planning to add the retired cruiser, a Chevy Tahoe, to Gov- Deals and mentioned it may work for the utility department’s needs. Mr. Neill is going to phone Chief Smigelski and inquire on the vehicle.

Mr. Johnson mentioned the solar panels the village was inquiring about a while back. Mr. Johnson is not convinced that solar panels would be a good idea for the village to install. The weather around this vicinity is cloudy, snowy and there are too many trees at the plant(s) for optimal sun. Mr. Johnson does not know the replacement costs for something that may break or go wrong. Mr. Johnson reiterated he is negative on the solar panels. Mr. Neill stated this program will go until the calendar year 2027.

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 8:09PM.