

**BPA MEETING MINUTES**  
**SEPTEMBER 9, 2025**  
**7:00 PM**

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

**Roll Call:** Mr. William Pinkava-present / Mr. Curt Johnson-present / Mr. Nick Rundo – NOT present

**Pledge of Allegiance**

**Recognition of Visitors:** Mr. Jake Neill, Mrs. Bridey Matheney, Mr. Charles Tiber, Mr. Nick Gorris, Mrs. Michaela Shanower Mansfield-13736 W. Center, Mr. George Hess III

Mr. Pinkava welcomed the visitors. Mrs. Mansfield stated she had received a letter of violation from the Village of Burton regarding the repairs on her sewer. Mrs. Mansfield mentioned she has had some health concerns, as well as flooding at their other home in Reminderville OH. Mrs. Mansfield understands the violations need attention and requested an extension of time to have the repairs corrected. Mrs. Mansfield stated she does not know what her next step needs to be and is looking for guidance for a contractor. Mr. Neill stated he cannot recommend a contractor but is able to assist in the “type” of contractor needed for this job. Mr. George Hess III offered to assist Mrs. Mansfield in locating a contractor to complete the job. Mr. Pinkava made a motion to grant a 60-day extension to have the sewer lateral fixed from the Point-of-Sale Inspection which failed, seconded by Mr. Johnson. All in Favor? AYE! By voice vote motion passed.

Mr. Gorris from Geauga County Water Resources came forward and stated he is the landlord at 14581 Garden Street. Mr. Gorris has some questions regarding the shut-off procedures in the village, as well as when the shut-off fees are added as well as penalties. Mr. Pinkava stated when the physical shut off occurs, the fee of \$150.00 is then added. Mr. Pinkava is reading from the Rules and Regulations for “Delinquencies”.

Mrs. Matheney mentioned the section in the Rules and Regulations regarding shut offs will be discussed with a better explanation of when these fees shall occur.

Mr. Gorris inquired if certified letters were sent to the residents facing water shut offs. Mr. Johnson believes residents should receive a certified letter as well. Mrs. Matheney stated a certified letter does not sound reasonable, as the shut-off is scheduled for the very next business day and residents will not receive the notice in time. Mrs. Matheney verified with Mr. Neill that “door hangers” were also used in notifying residents of water shut offs. Mr.

Neill confirmed the door hangers were used, explained how they were filled out by Mrs. Arnold before hanging where residents would visually see them. Mrs. Matheney stated a discussion later this evening will follow regarding this exact topic.

### **Cashiers Report:**

Mr. Johnson made a motion to approve the meeting minutes for August 12, 2025, seconded by Mr. Pinkava. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava read a ***“motion to ratify the payment of any bill that needs to be paid to avoid a late fee due to the timing of meetings which did not allow council or the BPA to approve in a timely manner.”***

Mr. Pinkava was informed by Mr. Tromba this issue was addressed at last evening’s council meeting which was September 8, 2025.

Mrs. Matheney stated this would only be valid if the bills were not paid. Mr. Pinkava mentioned Mr. Tromba explained council is giving authorization to the Fiscal Officer to pay bills for BPA to avoid late charges due to the fact the board only meets once a month.

Mrs. Matheney will have more information on this topic next month to confirm payment options.

Mr. Pinkava made a motion to pay approved bills in the amount of \$24,422.33 seconded by Mr. Johnson. All in favor? AYE! By voice vote motion passed.

### **Engineer’s Report:**

Mr. Hess III stated they are still waiting on contractors to milling Spring and Baird Streets. Mr. Hess III mentioned they are going to have a Pre-Con meeting regarding the Garden Street project this week as well as the one-way street now on Baird. Empire Paving is the contractor for the paving job.

### **Solicitors’ Report:**

Mrs. Matheney stated there is nothing to report other than the two revisions for the BPA Rules and Regulations, which are Section 120 and Section 125, as well as the increase of the certification charge to the County Auditor. Mr. Johnson has requested some of the verbiage in the shut-off fee schedule to be changed. Mr. Pinkava would like to revisit this topic at the next meeting in October.

Mr. Johnson questioned if the shut-off fee is going to be changed to \$100.00? Mr. Pinkava inquired with Mrs. Matheney if a motion is needed to change the fee from \$75.00 to \$100.00. Mrs. Matheney stated she will have the necessary changes drawn up for that section for October’s meeting.

### **Operators Report – Water:**

Mr. Hess III stated Sunday at the Fair, there was record attendance of 75,000 people. Mr. Neill confirmed there were no issues with the water plant or sewer plant. Mr. Neill stated the plant was able to handle the entire weekend of Fair.

Mr. Neill mentioned last week on Carlton Street there was a water leak which was a service line. Mr. Neill stated Carlton Street should be the next water line repair in the village.

Mr. Neill inquired about the Geauga County Emergency Plan that was emailed by Mrs. Arnold. Mrs. Matheney reiterated council will approve this plan, not BPA. The county would like everyone to view it and make any recommendations or corrections they may see or have for the village.

### **Operators Report – Sewer:**

Mr. Neill noticed the change of verbiage on the Point-of-Sale form and acknowledged the discussion with Mrs. Matheney – to include the wording “free-flowing”.

Mrs. Matheney stated this was the only change on Section 125 Point-of-Sale and could be approved and adopted this evening. Mr. Pinkava wishes to wait until October for the second reading.

Mr. Pinkava introduced in the first reading the following resolution:

**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 REPAIRS NECESSARY TO ELIMINATE ANY IMPROPERLY FUNCTIONING (NON-FREE FLOWING) WATER OR SEWER LINE.**

Mrs. Matheney mentioned she did receive an email from the State of Ohio, Administrative Services, inquiring about a sewer easement of the school.

Mrs. Matheney stated the village does not need a sewer easement for the school. Mrs. Matheney called the State of Ohio and has not heard back but has explained the easements and water/sewer lines for the school and village.

Mr. Johnson brought forward Section 113 to Mrs. Matheney AMENDMENTS TO RULES-PROCEDURES. Mr. Johnson inquired if the verbiage in Section 113 should have the word “Resolutions” added. Mrs. Matheney will change this section and have this at the October meetings.

Mr. Johnson also brought forward Section 116 – REQUIREMENTS AS TO MANHOLES WHEN PAVING. Mr. Johnson stated the cement surrounding the manhole should be required. Mr. Johnson would like to have a better description as to the requirements of manholes when paving is completed.

Mr. Johnson mentioned individuals who break the rules as in “prohibited substances” – there is no information that would protect the village, as in penalty fees. Mrs. Matheney stated there is:

**Section 305-PROHIBITION OF VARIOUS SUBSTANCES –  
Section 306 – PROHIBITED INDUSTRIAL WASTES and  
Section 307 - CONTROL OF PROHIBITED & CONDITIONALLY PROHIBITED  
DISCHARGES.**

Mr. Johnson stated he recognizes the Sections but reiterated there are no penalty fees. “How would the village be protected if something happened”? Mr. Pinkava agrees the village should have a penalty fee.

Mrs. Matheney will revise the sections to include a penalty for the BPA board to review in October.

**Council Rep:**

Not present – nothing to report

**Old Business:**

Mr. Pinkava mentioned the school tap in fee. It was stated that Demko sold some of his property to Preston. Mr. Pinkava inquired if the village could collect tap in fee on this. Mrs. Matheney stated she thought that this property was excluded but will investigate it for next month’s meeting.

**New Business:**

Nothing to report

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 8:05pm