

BPA MEETING MINUTES
OCTOBER 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 Rundo-present

Pledge of Allegiance

Recognition of Visitors: Mr. & Mrs. Ash-14436 Hickox Str., Mr. Jake Neill, Mr. George Hess III, Mr. Nick Tromba, Mrs. Lynn Arnold, Mrs. Bridey Matheney

Cashiers Report:

Mrs. Ash came forward and stated she wrote a letter to the BPA board for this evening's meeting. Mrs. Ash is requesting some of the sewer charges on their account to be abated. Mrs. Ash stated they had just purchased the home at 14436 Hickox Street and did not realize her husband had left the sprinkler system on for an entire night.

Mr. Neill from the water and sewer department confirmed that a 96-day read was completed at 14436 Hickox Street and did confirm a spike in water consumption on a specific date which correlated to Mrs. Ash's explanation.

Mr. Pinkava made a motion to credit the excess sewer amount based on the calculation of the specific "date" and high use recording, seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mrs. Arnold brought forward the Point-of-Sale "violation" response from the resident at 14823 South Cheshire. Mrs. Arnold stated a certified letter was sent to this resident requesting an explanation to the BPA board why the sewer lateral had not been completed from the failed inspection report. Mrs. Robinson from 14823 South Cheshire phoned Mrs. Arnold and stated there was an issue with the contractor and prior scheduled work. Mrs. Arnold explained a "response" letter will need to be filed with the village office and also go before the BPA board. Mr. Neill confirmed that no work has been completed at this address for the failed sewer lateral. Mr. Pinkava confirmed a Mayors Permit had been pulled which Mrs. Arnold agreed on. Mr. Pinkava made a motion to grant a sixty (60) day extension for the Point-of-Sale violation to be completed which was seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava moved to the correspondence sent to the village from Telamon/T-Mobile regarding the property located at 14500 North Park Street (Water Tower). T-Mobile is in the process of updating certain equipment which supports the wireless telecommunications network and is requesting an “Acknowledgement and Consent Letter” be signed by an authorized representative from the Village of Burton.

Mr. Pinkava inquired with the village engineer if he had reviewed the letter from Telamon which Mr. Hess III confirmed they did. Mr. Hess III mentioned certain conditions should be made in the event if something is damaged in the process, the village could and would be compensated for the damage to the water tower.

Mrs. Matheny stated the mayor did respond with restrictions regarding the letter of consent as well as the engineer. Mrs. Matheny noted the conditions which the mayor and engineer had set include:

- Logo must remain unobstructed
- Clean up is T-Mobiles responsibility
- Placement of equipment shall not block access for tower maintenance
- Scheduling to be coordinated with Mr. Neill
- Work shall not damage paint coating on the water tower

Mr. Johnson inquired if Mrs. Matheny will reach out to Telamon and acknowledge the letter of consent which she has agreed to do.

Mr. Pinkava made a motion to approve the “Acknowledgment and Consent Letter” ***subject to the following conditions:***

1. Logo must remain unobstructed
2. Clean up is T-Mobiles responsibility
3. Before and after photos of the tower to be submitted
4. Placement of equipment shall not block access for tower maintenance
5. Scheduling to be coordinated with Mr. Neill
6. Work shall not damage paint coating on the water tower
7. Mayors Permit must be pulled

Seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava brought forward the meeting minutes from September 9, 2025. Mr. Pinkava requested a revision in the minutes to include a resident’s address and well as a change in verbiage from the “**Old Business**” section from “tax” to “tap”. Mr. Johnson made a motion to accept the minutes with revisions seconded by Mr. Pinkava. All in Favor? AYE! By voice vote motion passed.

Mrs. Arnold stated the implementation with Muni-Link is going very well and the data conversion has begun. Geauga County IT Department has been working with the current

billing company which is moving information over to Muni-Link's engineering department for conversion. Mrs. Arnold stated everything is on schedule and is moving along well.

Mrs. Arnold mentioned the Berkshire School payable department is looking for a reimbursement of \$39.93 from an ACH/EFT transfer which was generated in error. The transfer was unable to be stopped in time by Berkshire Schools and was deposited with the village in error. Mr. Pinkava made a motion to reimburse Berkshire Schools for the overpayment of the water/sewer account, seconded by Mr. Johnson. All in Favor? AYE! By voice vote motion passed.

Fiscal Officer Report:

Mr. Pinkava made the motion while Mr. Johnson voiced: to pay approved bills in the amount of \$55,221.32 seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Engineer's Report:

Mr. Hess III stated the square projects have been completed along with Spring and Baird. The striping has not been completed (crosswalks) due to the contractor's schedule. Mr. Johnson stated there is one manhole that is not completed. Mr. Rundo voiced his concern about the missing crosswalks in the square and by the cabin. Mr. Hess III will confirm that these crosswalks will be completed as soon as possible.

Mr. Rundo inquired how the Garden Str. Project was moving along. Mr. Hess III stated it went well and everything was completed.

Mr. Rundo stated he has received calls from some residents about the metal plates in the roadway, and if there is an anticipated time frame as to when these will be removed. Mr. Hess III stated he had requested the metal plates be placed on the roadway. On other jobs the gravel had washed away and made a mess. Mr. Hess III stated he could recommend a "cold patch" for the time being. Mr. Hess III understands the metal plates are not working well as vehicles speed overtop of the plates and it was observed cars being airborne. Mr. Rundo mentioned the residents stated it is very loud and inquired if there is a time frame for paving. Mr. Hess III stated it is on the contractors and their upcoming schedules but advised that the paving of the road will be completed by the end of the year.

Mr. Pinkava had inquired with Mr. Hess regarding an existing sewer easement which was located at the south end of the township garage, and the owners being the City of Akron and Burton Township. Mr. Pinkava mentioned a Trustee from Burton Township contacting him regarding an invoice for their tap-in. The Trustee mentioned the possibility of trading a sewer easement which is located at the south of the township garage for the tap-in fee payment. Mr. Pinkava reached out to the Village Engineer, George Hess II, and inquired

about this sewer easement which was determined to not exist. Mr. Hess III came forward with a map of the location to visually show the board the area in question. Mr. Pinkava would like to discuss this at November's meeting and in the meantime gather more information.

Mr. Hess III shared the "Project Cost Estimate" for the Carlton Street Waterline from Rapids to South Cheshire. This total project is estimated at \$760,450.00 which is based off previous projects, which includes paving the roadway. More discussions to follow.

Solicitors' Report:

Mrs. Bridey Matheney mentioned 3 Resolutions were discussed at the previous meeting. Resolution amending Section 125 is on first reading this evening. Mr. Johnson would like to know the definition of (free flowing) and is requesting a more definitive explanation.

Mr. Pinkava is requesting Resolution 125 move forward with a second reading as follows:

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.

Mr. Pinkava made a motion to approve Resolution 113 of the Rules and Regulations of the Village of Burton Board of Public Affairs seconded by Mr. Johnson, which states:

SECTION 113: AMENDMENT TO RULES – PROCEDURES.

Roll Call: Mr. Bill Pinkava-Yes, Mr. Curt Johnson-Yes, Mr. Nick Rundo-Yes

Mr. Pinkava moved to adopt, seconded by Mr. Johnson. All in favor? AYE! By voice vote motion passed.

Mrs. Matheney mentioned the third Resolution Section 120 deals with the fee for scheduling the shut-off. Section 120 was to include the notice and to increase the certification to the County Auditor.

Mr. Johnson mentioned the payment plan may need to be redone and added as well. In lieu of the \$100.00 bi-weekly payment schedule, residents should pay 50% of the total bill. This new fee schedule would allow the residents to catch up on their delinquent account faster than the current bi-weekly payment. Mr. Pinkava would like to revisit this topic at the next meeting in November.

Mr. Pinkava would like to introduce in First Reading:

RESOLUTION AMENDING SECTION 120 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS TO IMPOSE THE SHUT OFF/TURN ON FEES OF WATER/SEWER SERVICES FOR ANY SCHEDULED SHUT OFF OF A DELINQUENT ACCOUNT IF PAYMENT IS NOT RECEIVED IN FULL BY A DATE CERTAIN LISTED IN THE NOTICE OF SHUT OFF TO THE OWNER AND INCREASE THE CERTIFICATION CHARGE SHOULD THE VILLAGE CHOOSE TO CERTIFY ANY DELINQUENT ACCOUNT TO THE COUNTY AUDITOR.

Mrs. Matheney mentioned the boards past discussions of a “penalty” for tampering with the water/sewer system regarding Section 307 which states: **PROHIBITED AND CONDITIONALLY PROHIBITED DISCHARGES IN THE WATER SYSTEM.**

Mr. Johnson would like to have a “penalty fee” in place in the event of any contamination problems and/or theft of water. Mr. Rundo addressed the problem with the theft of water the village and other communities have had with the opening of hydrants. Mr. Pinkava mentioned hydrant locks which would help the issue of water theft. Mr. Pinkava would like to continue this discussion at next month’s meeting.

Mrs. Matheney brought forward the “Tour Waiver and Release of Liability Agreement”. Mrs. Arnold stated she had received a phone call from Agape Schools showing an interest in touring the Water/Sewer plant. Mrs. Matheney made changes to the initial agreement adding “signature of Participant OR Parent/Legal Custodian”. Mr. Pinkava would like to include a “sign in sheet” with an area for signature of “responsible party” at the plants to have names recorded that had visited. Mrs. Matheney will revise the form accordingly.

Operators Report-Water:

Mr. Pinkava mentioned the board is still waiting for a price to fix the knicks on the water tower as well as the declining cable. This quote shall come from the contractor who initially painted the water tower.

Operators Report Sewer:

Roofs are on schedule for November

Council Rep.

Council did not have a quorum, but approved the signing of the “Telamon Acknowledgement Letter and Consent”

Old Business:

Nothing to report

New Business:

Mr. Neill stated he was contacted by the company who purchased the bank building and inquired how to separate the water meters.

Shutoffs.

Mrs. Arnold stated most of the shutoffs had been paid for the month.

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 8:49PM