

BPA MEETING MINUTES  
DECEMBER 9, 2025  
7:00PM

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

**Roll Call:** Mr. Bill Pinkava-present / Mr. Curt Johnson-present / Mr. Nick Rundo-present

**Pledge of Allegiance**

**Recognition of Vistors:** Mr. Jake Neill, Mr. Chip Tiber, r. George Hess III, Mrs. Ann Wishert, Mrs. Lynn Arnold, Mrs. Bridey Matheny

**Cashiers Report:**

Mrs. Arnold stated account #3065-1 has not completed the backflow testing for calendar year 2025 or 2024. Mr. Neill will contact account holder to inquire as to the reason the backflow testing has not been done. Account holders need to have a backflow device due to the irrigation system they currently have. Mr. Neill will inform Mrs. Arnold as well as the BPA board at the next meeting in January 2026.

Mrs. Arnold moved to the water rates for 2026, which BPA must approve. Mr. Pinkava stated RCAP outlined a program to the village with a recommendation to follow their rate table. RCAP's recommendation for calendar year 2026 was to increase the water by 4% and increase the sewer by 12%. Mr. Pinkava completed a breakdown of the increase which put the water at an additional \$.80 cents and the sewer at an additional \$4.58 per month. Mr. Johnson made a motion to raise the water rates 4% for the upcoming 2026 calendar year, which was seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed. Mr. Pinkava then made a second motion to recommend to council to increase the sewer rates by 12% for the upcoming 2026 calendar year, which was seconded by Mr. Johnson. All in favor? AYE! By voice vote motion passed.

Mrs. Arnold mentioned the joint council and BPA meeting minutes need to be approved from November 10, 2025. Mr. Pinkava made a motion to approve the meeting minutes from November 10, 2025, which was seconded by Mr. Rundo. All in favor? AYE! By voice vote motion passed.

**Fiscal Officer Report:**

Mr. Johnson made a motion to pay the approved bills in the amount of \$21,702.06, seconded by Mr. Rundo. All in favor? AYE! By voice vote motion passed.

Mr. Pinkava made a motion for the 2026 Blanket Po for vendors which invoice the village monthly, quarterly and annually for emergencies and uniform allowances. Seconded by Mr. Johnson. All in Favor? AYE! By voice vote motion passed.

Mr. Pinkava made a motion to pay the remaining bills for the 2025 calendar year, seconded by Mr. Rundo. All in favor? AYE! By voice vote motion passed

Mr. Pinkava made a motion to ratify the payment of any bill in 2026 to avoid late fees seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

**Engineer's Report:**

Mr. Hess III mentioned the Garden Street Project has been completed except the manholes. Due to the weather, this may have to be completed in Spring of 2026.

Mr. Hess III stated he is still looking at crosswalks and the stripes which are painted on them. The striping companies are behind schedule and Mr. Hess III will reach out to inquire about their availability.

Mr. Hess III stated that Woodford Excavating has sent a second pay request for the Garden Street Project. As well as a "Change Order" to the Garden Street Improvement Project. Change Order #1 consisted of: Exploratory digging & unknown 12" Storm Sewer Repair completed within the intersection of Spring Street & Garden Street, Mis-Marked Water Service Repair, Remove & Replace Existing Catch Basin Near West Center Street and Assistance with repair of leaking water valve at Ford Lane & Garden Street, New Fire Hydrants move across Garden Street, Replaced Water Service Boxes and Installed a Meter Pit, which the materials were provided by the Village of Burton. Mr. Rundo made a motion to approve "Change Order #1", regarding BPA's portion only, is not to exceed \$17,000.00 \*\*ERROR\*\* , which was seconded by Mr. Johnson. All in Favor? AYE! By voice vote, motion passed.

Mr. Pinkava moving to Solicitors Report until correct dollar amount is known.

**Solicitors' Report:**

Mrs. Matheny mentioned the AT&T Contract for Cellular Site Retention. Mr. Pinkava stated Mrs. Dahlhausen did reply to AT&T's request which stated, "at this time BPA has no interest

in the changes to the contract”. Mrs. Dahlhausen has replied to their email and the Village of Burton is awaiting their response.

**Engineer’s Report:**

Mr. Hess III stated the total for this pay request is \$329,193.30, BPA’s portion of this bill is \$5600.00. Mr. Johnson made a motion to pay Woodford Excavating \$5600.00 seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

**Solicitors’ Report:**

Mrs. Matheny brought forward the three Resolutions which were tabled at BPA’s last meeting. Mrs. Matheny stated the Resolutions need to be un-tabled.

**“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 requests to table this for January 2026.

Mrs. Matheny brought forward the **RESOLUTION AMENDING SECTION 118 (a) and ( e) OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS TO CORRECT THE CROSS-REFERENCE AND TO UPDATE THE SHUT OFF/TURN ON FEE OF WATER /SEWER SERVICES.** Mr. Rundo inquired how many residents annually need the water turned off for repairs inside their home and believes a maintenance fee schedule should be drawn up. Mr. Pinkava would like this Resolution to be tabled until January 2026.

Mrs. Matheny brought forward **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 AND DELINQUENT ACCOUNT TO THE COUNTY AUDITOR.** Mr. Pinkava and Mr. Johnson would like to look at the terms and conditions of the village payment plan more closely next month. Mr. Pinkava would like to table this Resolution until January 2026.

**Operators Report – Water:**

Mr. Neill stated the Water Plant Roof has been installed. The Sewer Plant and Well House have not been completed yet. Mr. Neill stated the contractor stated the end of October

2025 and now due to the winter weather, he is sure it will be next Spring 2026. Mr. Rundo stated give the contractor until Spring 2026 then if nothing happens, we will reconvene and find a different roofer.

**Operators Report- Sewer:**

Mr. Neill stated they have been completing mandatory maintenance at the sewer plant due to the fact they did not have to mow the lawn at the plants. Mr. Neill extended his gratitude to the board for helping with having completed that.

**Old Business:**

Mr. Neill stated the West Center Street repair was completed.

Mr. Neill stated the Carlton Street Asphalt was done in-house and completed.

Mr. Neill mentioned the filters have been functioning properly and have had no issues with them.

**New Business:**

Mr. Neill stated Corpro sent their “Annual Service Agreement Water Storage Tank/Clarifier Cathodic Protection System” to the village for renewal. Mr. Pinkava made a motion to accept Corpro’s contract in the amount of \$1025.00 for the “Cathodic Protection Inspection” / Plan C” to be done once a year and to pay the contract in full up front with execution (signing) of contract, seconded by Mr. Johnson. All in favor? AYE! By voice vote motion passed.

Mr. Johnson would like to nominate Mr. Bill Pinkava as Chairman of the BPA Board for the 2026 calendar year, seconded by Mr. Rundo. All in Favor? AYE! By voice vote motion passed.

Mr. Rundo inquired on the status of the Village of Burtons new billing software and when the “go live” date may be. Mrs. Arnold explained the conversion of data has been started and most of the information has been added to Muni-Links software. Mrs. Arnold stated it took a little time, reason being, Muni-Links Engineering Team had a difficult time moving data at first, as Asyst did not help Muni-Link with the information needed nor did they have the correct file format. Mrs. Arnold explained Geauga County’s IT Department was involved with the data pull and sent the file over to Muni-Link to decode. Mr. Neill and Mrs. Arnold will have a two-hour Zoom Meeting on Wednesday December 10<sup>th</sup> to discuss meters, accounts and services for implementation. Mrs. Arnold mentioned that Muni-Link is looking to have the Village of Burton “go live” by February of 2026.

Mr. Pinkava has thanked Mr. Rundo for his services to the Village BPA Board.

Mr. Pinkava stated they will start advertising for the open seat for 2026.

Mr. Pinkava inquired about the invoice for a “Light Tower” which was in the payables folder.

Mr. Pinkava is not going to sign and requests more information.

Mr. Pinkava made a motion to adjourn, seconded by Mr. Rundo.

All in Favor? AYE! By voice vote motion passed.

Meeting adjourned at 8:37pm.