BPA
MEETING MINUTES
JUNE 2, 2026
7:00PM

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

Pledge of Allegiance

Roll Call:
Mr. William Pinkava-present/Mr. Curt Johnson-NOT present/Mr. Charles Tiber-present

Recognition of Visitors:
Mrs. Lynn Arnold, Mrs. Bridey Matheney. Mr. Kenneth Day, Mr. Jim Newell, Mr. Dwayne White

Solicitors' Report:
Mrs. Matheny brought forward the Resolution approving the temporary contract with Clearwater Operations. This will be a temporary contract for the operation and maintenance of the water and sewer plants.
Mr. Pinkava made a motion to approve RESOLUTION APPROVING THE TEMPORARY CONTRACT WITH CLEARWATER OPERATIONS AND MAINTENANCE II, LLC TO OPERATE THE VILLAGE OF BURTONS WATER TREATMENT FACILITY IN AN AMOUNT NOT TO EXCEED $20,000.00 BEGINNING JUNE 15, 2026 THROUGH JULY 5, 2026 AUTHORIZING THE CHAIR OF THE BOARD OF PUBLIC AFFAIRS TO EXECUTE THE CONTRACT ON BEHALF OF THE VILLAGE AND DECLARING AN EMERGENCY. Motion to waive further readings seconded by Mr. Tiber. Mr. Tiber made a motion to approve seconded by Mr. Pinkava.
All in favor? AYE! By voice vote motion passed.

Mrs. Matheney moved to the next contract with Clearwater Operations on the Wastewater Treatment Facility.

Mr. Tiber made a motion to approve the TEMPORARY CONTRACT WITH CLEARWATER OPERATIONS OF THE VILLAGE OF BURTONS WASTEWATER FACILITY, seconded by Mr. Pinkava. All in favor? AYE! By voice vote motion passed.

Mrs. Matheney mentioned the RESOLUTION AMENDING SECTION 125 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON, BOARD OF PUBLIC AFFAIRS TO INCLUDE THE VILLAGE ENGINEER TO CONDUCT INSPECTIONS AND ISSUE CERTIFICATES.

Mr. Tiber made a motion to approve RESOLUTION AMENDING SECTION 125 OF THE RULES AND REGULATIONS OF THE VILLAGE OF BURTON BOARD OF PUBLIC AFFAIRS TO INCLUDE THE VILLAGE ENGINEER AS AN ADDITIONAL PERSON TO CARRY OUT SOME OF THE DUTIES OF THE VILLAGE OF BURTON UTILITIES OPERATOR OF THE POINT-OF-SALE INSPECTION PROCEDURES, seconded by Mr. Pinkava. All in favor? AYE! By voice vote motion passed.

Mr. Pinkava welcomed Mr. Newell from Clearwater Operations. Mr. Newell stated he does have a Class I operator who will be at both plants for the required 1 ½ hour per day.
Mr. Newell recommended the "Operator Record Form" be completed and signed by Mr. Pinkava. This form is required by the EPA (Environmental Protection Agency), as they record the names of the operators who maintain the water and sewer plants.
Mr. Newell will contact Mr. Neill for a quick training lesson and to familiarize himself with the mechanics of the plants.

Mr. Pinkava welcomed Mr. White from American Utility Locating Services. Mr. White has a proposal for Mr. Pinkava to review for their services in locating utilities underground.
This is also known as O.U.P.S. Tickets (Ohio Utilities Protection Service). Mr. White stated the Team has over 60 years of combined experience in utility locating for Municipalities as well as private utilities. For a "regular" locate up to 500-foot increments will be $39.00, Emergency locates will be $175 (after hours - 8:00am to 4:00pm), and project locates will be $39.00 per 500-foot increments over 500 feet.
Mr. White mentioned if his company starts locating the lines for the village, all the OUPS tickets would be sent directly to American Utility Locating Service in lieu of the village office receiving them.
Mr. White researched the Village of Burtons locates for a year and it averages about 152.
Mr. Pinkava thanked Mr. White for attending the BPA meeting and stated the board will discuss the proposal and inform him of the decision.
Mr. Pinkava mentioned he did speak to a company that charges $630.00 per visit to locate and mark utility lines. Mr. Freeman inquired if there was someone in-house that could locate these lines for the village. Mr. Pinkava stated that there was no one presently capable of doing so, which is why Mr. White was present at tonight's meeting. Mr. Pinkava stated he will call Mr. White while the BPA meeting is still in session as more questions

have transpired. Mr. Tiber inquired if a six-month contract is available. Mr. White stated that a six-month contract is sufficient and will work with the village to make this feasible.
Mr. Pinkava made a motion (verbal acceptance via phone) to accept the project pricing with American Utility Services for a term of six-months at a rate of $39.00 per ticket, $175.00 for emergency projects and $39.00 for 500-foot increments over 500 feet, seconded by Mr. Tiber. All in favor? AYE! By voice vote motion passed.
Mr. White stated he will arrange for the tickets from OUPS to be directed to their company moving forward – (call ended).

Mr. Pinkava moved to the applications he has received for the Utility Assistant Position. One Applicant has a Class I (water only), the other two applicants have neither license nor experience.
Mr. Neill stated Mr. LeRoux has submitted paperwork to the EPA and is waiting for further instructions to obtain the required water-Class I license. Mr. Neill mentioned you could obtain one license at a time. Either Water which is Class I or Wastewater which is Class II. You need a certain amount of man hours to be certified to take the test for a license.

Mr. Pinkava would like to see advertisements in a couple of local newspapers, such as the Geauga Maple Leaf as well as the News Harold.
Mr. Neill stated both positions for the Water & Sewer Plant are listed online.

Mrs. Arnold stated she will contact both papers to obtain pricing and send that information over to Mr. Pinkava before publishing.

Mr. Pinkava made a motion to adjourn the meeting, seconded by Mr. Tiber.
All in Favor? AYE! By voice vote motion passed.
Meeting adjourned at 8:36pm.