

## **BOARD OF PUBLIC AFFAIRS MINUTES**

### **Village of Burton**

**June 19, 2018**

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

**Roll Call:** Curt Johnson- present; Adam Miller – present; Nick Rundo – present.

**Council Representative:** Joe Hernandez, present

**Visitors:** Jeremy (Jake) Neill, Jim Newell, Mike Karlinsky, David Ondrey, Bridey Matheney, Chip Hess, Lisa Hernandez, Chris Paquette

#### **Pledge of Allegiance**

#### **Recognition of Visitors**

Mr. Mike Karlinsky representing the Atwood Mauck American Legion Post was present to continue discussing the request for an abatement of the Post's water/sewer charges, due in part to burst pipes. Mr. Karlinsky advised that the following repairs were made to the property – valves were changed out, and insulation and vents were added to the ceiling. These changes should keep the pipes from freezing in the future. The Post's current water/sewer bill was also significantly lower, after these changes were made. Mr. Johnson made a motion to forgive the sewer portion of the bill, as well as the late charges, for a total credit of \$731.74. Seconded by Mr. Miller. By voice vote, the motion passed. Ms. Hernandez will credit the account and print out a new bill for Mr. Karlinsky.

Mr. Jim Newell of Clearwater Operations and Maintenance was present to discuss the contract with the Village of Burton, as well as the transition procedures that will occur between Clearwater Operations and the Village of Burton Utility Department staff. Currently, the contract between the Village and Clearwater is month to month, and is set to come to an end. Mr. Newell advised the Board of the importance of keeping up with the requirements set forth by the EPA while this transition takes place, in terms of reporting and having the necessary coverage of hours, etc. Mr. Neill stated that he would like to have Clearwater submit the June 2018 reports, which would be done in July. Mr. Newell stated that he was happy to work with the Village so that Clearwater could continue to provide part time services to the Utility Department, as well as act as a backup to Utility Department staff. Mr. Neill agreed, stating that the EPA requires the Water/Sewer plant to have on file a list of backup operators. Mr. Newell stated that the current fees he is charging would remain the same. However, if Clearwater was used solely in a standby mode, the charges would need to be re-examined. The possibility of a 30-day notice was also discussed (in terms of covering for vacations, etc.). Mr. Ondrey asked Mr. Newell if he was asking for the contract to be renegotiated. Mr. Newell stated it would be easier if there was a set amount of time that Clearwater's services would be required – 5 or 10 hours a month, or whatever it is determined would be needed.

#### **Cashier's Report:**

Ms. Hernandez updated the Board that the situation between Ms. Duwe and her water softener company has been resolved.

Ms. Hernandez noted that due to an error, account #4500-01 had not been receiving sewer charges on their bill for the past year and a half, in the amount of \$680. A few years ago, this customer petitioned the Board to have their sewer charges suspended, because the sanitary sewer was no longer connected to the home while renovations were taking place. Mr. Hess could not recall that anyone ever went to the property to confirm that the sanitary sewer had been reconnected. Mr. Johnson is certain that the tie-in is complete. It was decided that the customer would not be responsible for those charges which were never billed to them, but going forward, they would be billed for both water and sewer.

A letter was received in the Office from a customer at 14660 Evergreen Drive requesting that sewer charges be withheld on for the portion of water used to fill up a pool in the yard. Mr. Johnson asked Mr. Neill to go to the property to verify that the volume was over 5,000 gallons, which would make the homeowner eligible for the one-time waiver of sewer fees for that portion of water used. Mr. Rundo offered to go and measure the volume of the pool.

Letters were sent out to customers who might be facing possible leaks on Hickox Street –namely the McFadden and Shiewe residences. Letters updating residents for the break at Red Maple Inn were sent to the Red Maple Inn and nearby Englert residence.

The Consumer Confidence Report is complete, and has been sent to the printer. It has already been posted on the website, in the office, and on the Facebook page. It will be mailed out to customers as soon as it is received from the printers.

#### **Solicitor's Report:**

Mr. Ondrey introduced Ms. Bridey Matheney, who recently joined the law firm of Thrasher, Dinsmore and Dolan. Ms. Matheney will fill in as legal counsel for the Board as needed.

#### **Engineer's Report:**

Mr. Hess asked for authorization from the Board to pay the Woodford Excavating invoice. It was noted that the pipe/valve to Judd's house was damaged; it appears that it was damaged from being hit by a hammer. Mr. Judd has called Mr. Hess's office, and asked to have the contractor come back out to fix it. Mr. Neill said that Mr. Judd had called the Utility Department with the same request. Mr. Ondrey asked if anyone asked Mr. Judd if he damaged his pipe/valve, and suggested that someone should ask Mr. Judd if he damaged the pipe/valve. Mr. Hess agreed to work with the homeowner and contractor on this issue. Everyone was very pleased with the work done by Woodford Excavating on the State Route 87 project.

#### **Fiscal Officer's Report:**

Mr. Miller made a motion to approve the minutes of May 8, seconded by Mr. Johnson. By voice vote, the motion was approved.

Mr. Miller made a motion to pay approved Woodford Construction change orders. Seconded by Mr. Rundo. By voice vote, the motion passed.

#### **Operator's Report:**

Mr. Neill noted that he has been getting a lot of calls regarding the sale of bulk water, including water companies who call to ask if they can get water to fill up pools. Mr. Neill has contacted the County and area municipalities to ask if they sell bulk water, and what their procedures are.

Mr. Rundo asked what materials Mr. Neill would need to get started selling bulk water in the Village. Mr. Neill said that he already has meters, he would need a backflow preventer and a valve. Mr. Miller asked Mr. Neill if he still wanted to pursue this endeavor, since he is already so busy with other tasks. Mr. Neill is in favor of selling bulk water, providing fill-ups were done during specific hours of the day only. Mr. Rundo asked when Mr. Neill planned to start selling bulk water. Mr. Neill said that he could start selling it as soon as he got the necessary parts, although a price per gallon would need to be decided upon, and procedures for billing would need to be developed. Mr. Rundo asked what the estimated revenue would be from selling bulk water. Mr. Neill did not feel it would be a large amount. Mr. Rundo suggested negotiating with area companies who have been using hydrants to fill up their tanks with water, for a lump sum.

Mr. Neill also suggested putting locks on the hydrants, to prevent unauthorized persons from taking water. Mr. Neill feels that a lack of knowledge, rather than any criminal intent is behind the instances when this has happened in the past. Mr. Johnson suggested charging bulk customers a pre-payment. Mr. Hess said that at one time the Village did sell bulk water.

Discussion turned to what would be an appropriate amount to charge for bulk water. While \$.03 cents per gallon was suggested, it was decided that it would be wiser to wait to make this decision.

Mr. Rundo made a motion to authorize the purchase of a backflow preventer and necessary parts and supplies not to exceed \$2000. Seconded by Mr. Miller. By voice vote, the motion passed.

The group discussed hydrant flushing. Mr. Neill stated that according to the Ohio Revised Code, the fire department is not allowed to flush hydrants in the Village.

Mr. Neill updated the Board on the water leak near the Red Maple Inn – it involved the main 8” line going up to the tower. None of the fire hydrants are tied off of that line; only the Red Maple Inn is tied off of that line. The broken part of the line got cut out, and T’s to the 6” line got put in, and a new service saddle was put into the main service line. A curb stop shut off valve was also added.

Leaks on Hickox Street near Goodwin Avenue were discussed. One leak was repaired on Hickox, but then another leak occurred in a different location. The valve packing was replaced on the leak but Mr. Neill would like to get bids to have it replaced, due to gas lines running so close to the valve. Another leak nearby was found to be due to a leak on the homeowner’s service line between the curb box and the main, and required a new saddle and new valve.

The high service pump will be installed on Friday. The possibility of having a spare high service pump was mentioned by Mr. Johnson, but these pumps are no longer being made. Also, according to Mr. Hess, the piping would be a challenge. Mr. Neill suggested core-holeing a new pump into the clearwell holding tank.

The bat study was done at the WWTP, and once approval was given, the trees were cut down.

MultiVista, the company that uses pictures or videos to document the construction of buildings, and would like to do the same for the Wastewater Treatment Plant, met with Mr. Neill, and informed Mr. Neill that this service was already part of the contract – there is no extra cost -- and it was up to the Board to tell Cold Harbor – through Arcadis -- that they wish to enforce this area of the bid. Ms. Hernandez will ask Mr. Paquette to contact Arcadis with this information.

The aerator stopped working in the treatment plant. Parts have been received to repair, but other issues have come up that need to be addressed before the repair can take place.

Mr. Neill reported that the EPA inspection of the water system went well.

**Old Business:**

Progress continues on the updated maps for water boxes and shut offs.

**New Business:**

The group briefly discussed staffing needs and requirements in the Utility Department. Mr. Neill gave the new Board members a brief overview of what is required in terms of licensing, as well as an overview of how staffing has changed over the years. Mr. Ondrey suggested holding a special BPA session with Mr. Paquette and the new Board members, so that Mr. Paquette could go over the budget with them.

Discussion returned to what the requirements would be from Clearwater for the new contract. Mr. Ondrey suggested extending the current contract for an additional month, which would give time for a new contract to be drawn up. Mr. Neill suggested having the Clearwater employees come in three times a week, for four hours a day, for the time being to fulfill the time requirements at the sewer plant.

Mr. Ondrey made the suggestion that the Board members, Mr. Paquette and Mr. Neill meet with Mr. Newell in the coming weeks to discuss the contract; Mr. Ondrey or another member of the legal team could be there as well, if necessary. Mr. Neill will contact Mr. Newell to set this meeting up.

Mr. Neill has submitted the necessary paperwork to the EPA to name him as Operator of Record, effective July 1, 2018.

**Adjournment:**

Mr. Miller made a motion to adjourn; seconded by Mr. Rundo. By voice vote, all agreed. The meeting adjourned at 9:21 pm.

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BPA Chairman

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Clerk