

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

October 06, 2014

Mr. O'Rourke called the meeting to order at 6:45 PM.

The meeting opened with the pledge of allegiance.

Present: Kieran O'Rourke (President) Richard Barbera, Brian Greer, Cathy Kilgore (Office Manager), Kevin Bittaker (Superintendent)

Absent: None

Mr. Greer moved to approve the minutes from 09-15-2014. The motion was seconded by Mr. Barbera. The motion passed unanimously.

Mr. Greer moved to approve the payment of the bills. The motion was seconded by Mr. Barbera. The motion passed unanimously.

Privilege of the floor:

None

Utility Committee Report:

Councilwoman Leslie Miller introduced new Councilman Brad Demiter to the Board. Mr. Demiter will be serving on the Utility Committee, but Carol Carter will serve as the committee chair.

Superintendent's Report:

Mr. Bittaker continues to work with Utility Financial Solutions to complete the rate study. The report should be ready for the November 3<sup>rd</sup> Board meeting.

The bill for a new blower for the Waste Water Treatment Plant will be \$8,500.00. The old blower failed and has been scrapped. A second back-up blower was purchased for \$7,200.00 plus shipping.

Catch basin cleaning and repair continues throughout the Village.

Office Manager's Report:

Mrs. Kilgore gave the extended payment plans to the Board.

Seven final billings with the wrong POA totaling \$1.91 were discovered. Mrs. Kilgore asked that the Board forgive the amount. Mr. Greer moved to forgive the amount. The motion was seconded by Mr. Barbera. The motion passed unanimously.

Coding errors on five accounts causing billing errors totaling \$6,191.48 were discovered as part of the on-going rate study. The accounts were coded as commercial instead of industrial. Because the errors occurred as far back as 2005 and 2007, Mrs. Kilgore requested that the total amount be forgiven. Mr. Barbera moved to forgive the amount as noted. The motion was seconded by Mr. Greer. The motion passed unanimously. Mrs. Kilgore said that a new procedure requiring more documentation was in place to prevent the problems from occurring in the future.

Mr. O'Rourke read Board resolution 2014-01. The resolution formally recognizes the long standing practice of providing free utility service to the Seville Historical Society. Mr.

O'Rourke moved to adopt resolution 2014-01. The motion was seconded by Mr. Barbera. The motion passed unanimously.

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Mrs. Kilgore said that the BOPA policy manual was nearly complete and she would be consulting with the solicitor this week to make any final changes.

Unfinished Business:

Village Solicitor Ted Lesiak said that the arbitrator had denied all additional claims by Bogner Construction for the WWTP project. BOPA will be receiving a final request for payment from Bogner for the final amount owed. Mr. O'Rourke thanked Mr. Lesiak for his work during the arbitration process. Mr. Lesiak will not be able to attend the first BOPA meeting in November but will be at the mid-month meeting.

New business:

Mr. O'Rourke reminded everyone that the 100 year celebration and open house would be at 5:00 PM on October 20<sup>th</sup>.

Mr. Barbera noted that Office Manager in training Tiffany Shultz had recently completed the State sponsored Public Records training class. Because all elected officials or their representatives are required to attend the class once during their term, Mr. Barbera moved that Mrs. Shultz be designated as the representative for all of the Board members. The motion was seconded by Mr. Greer. The motion passed unanimously.

The idea of preparing a time capsule for the 100 year anniversary celebration was discussed. Several items to be put in the capsule that would be opened at the 200 year celebration were suggested. Details will be worked out by October 20<sup>th</sup>.

Mr. Barbera moved to adjourn. The motion was seconded by Mr. Greer. The motion passed unanimously.

The meeting was adjourned at 7:07 PM.

  
KIERAN O'ROURKE  
PRESIDENT

  
JAMES CARRICK  
FISCAL OFFICER