

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

August 17, 2015

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, Kevin Bittaker (Superintendent) Tiffany Shultz (Office Manager)

Absent: None

Mr. Greer moved to approve the minutes from 08-03-2015. 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 Carol Carter had nothing to report.

Superintendent's Report:

Mr. Bittaker has looked into a new rate study using Courtney and Associates to do the study. The rate study with USF had problems from the beginning. Mr. Bittaker is concerned that current rates will not be sufficient to keep up with the debt ratios required by AMP. Transmission rates have gone up approximately \$180,000 per month. The new study would cost approximately \$18,000.00 and be completed by the end of the year. Mr. Bittaker recommended that the Board approve the new rate study from Courtney and Associates. Mr. Barbera recommended that a specific due date be part of the agreement. The proposed study would have a time line for each step of the process. Mr. O'Rourke moved to hire Courtney and Associates to do the electric rate study at a cost of \$18,000.00. The motion was seconded by Mr. Greer. The motion passed unanimously. The Nexus natural gas pipeline will be coming through Medina County but will not be in Seville. The board will be supplying power to a compressor station used by the pipeline. The third phase of the Autumn Meadows sub-division is beginning. It is designed to have 24 homes.

Office Manager's Report:

Mrs. Shultz reported that Technology Consultant Brian Schwartz has completed the installation of the WIFI and has the server with the Crash Plan software up and running. The process for e-mail billings is tedious and has a high chance for error. The fee to upgrade the software is \$300.00 from Government Accounting Solutions. Mrs. Shultz recommended the upgrade as opposed to going backwards and removing the e-mail billing option for customers. Mr. O'Rourke moved to have Mrs. Shultz upgrade the software for the \$300.00 price. The motion was seconded by Mr. Barbera. The motion passed unanimously.

Unfinished Business:

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None

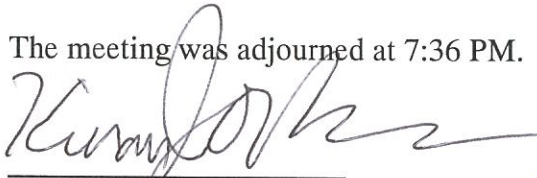
New business:

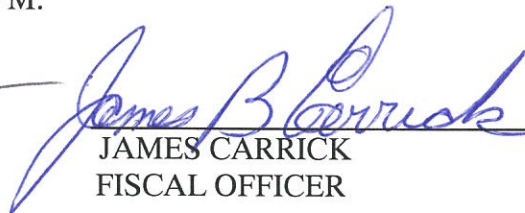
Mr. O'Rourke reminded everyone that the next meeting will be on Tuesday, September 8th because Monday the 7<sup>th</sup> is Labor Day.

Mr. O'Rourke noted that he had a conversation with a customer that was charged a late fee. He noted that the Board policy is that payments must be received in the office by the due date and that exceptions would not be made except in the rare situation where there was a bank problem. If an exception was made for one individual then exceptions would be have to be granted to everyone.

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

The meeting was adjourned at 7:36 PM.

  
KIERAN O'ROURKE  
PRESIDENT

  
JAMES CARRICK  
FISCAL OFFICER