

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

June 1, 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, Tiffany Shultz (Office Manager), Kevin Bittaker (Superintendent)

Absent: None

Mr. Greer moved to approve the minutes from 05-18-2015. 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:

Council representative Carol Carter had nothing for the committee.

Mayor Sulzener noted that the Street Department had cleared brush and trees along Ryan Road in anticipation of future drain work. Mr. Bittaker will meet with Street Superintendent Jon Sobczak to go over the plan.

Mr. O'Rourke inquired about the status of Council's decision to hire a human resource firm to go over the employee handbook. There was nothing to report at this time.

Mr. O'Rourke asked about Council's decision to pass ordinance 2013-47 which hired Civicplus to work on the Village web-site. The work would not affect BOPA's web-site and the link to BOPA's site would be maintained on the new Village web-site.

Superintendent's Report:

Mr. Bittaker informed the Board that BOPA Engineering firm GPD has entered into a contract with Pittsburg Tank to inspect the foundations, interiors, and exteriors of the two water tanks involved with the upcoming water project.

Office Manager's Report:

Mrs. Shultz gave the extended payment plans.

Nancy Greer will reach the end of her 6 month probationary period on 06-08-2015. Mrs. Shultz recommended that Mrs. Greer be removed from probationary status and receive a rate increase to \$13.50 per hour beginning on June 8, 2015. Based on the written review of Mrs. Greer's work provided by Mrs. Shultz, Mr. O'Rourke moved to remove Mrs. Greer from probationary status and receive the raise. The motion was seconded by Mr. Barbera. The motion passed unanimously with the exception of Mr. Greer who abstained.

Brian Schwartz will be submitting a proposal for server back-ups in the near future. Mr. Schwartz has recommended that the office be set up with wireless internet services (Wi-Fi). He will provide a plan for the Wi-Fi addition. Mr. O'Rourke also asked that Mr. Schwartz prepare a plan for the maintenance, updates, and backups of the new tablet computers.

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Unfinished Business:

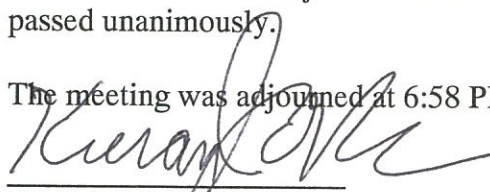
None


New business:

None

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

The meeting was adjourned at 6:58 PM.

  
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KIERAN O'BOURKE  
PRESIDENT

  
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JAMES CARRICK  
FISCAL OFFICER