

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

December 4, 2023

Mr. Greer called the meeting to order at 6:45 PM.

Present: Brian Greer (President), Richard Barbera, Carlene Klinec, Kevin Bittaker (Superintendent), Tiffany Shultz (Office Manager)

Mr. Barbera moved to approve the minutes of November 20, 2023. Motion seconded by Mrs. Klinec. The motion passed unanimously.

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

Privilege of the floor:

Mayor Carter let everyone know that the Mayor's Brunch will be held on Wednesday, December 13, 2023, from 10:30am-12:30pm.

Nancy Greer wanted to clarify a statement made by Council Member Vierheller from the BOPA meeting on November 20, 2023, regarding insurance benefits. Mrs. Greer holds the insurance in her name for herself and Mr. Greer. Mrs. Greer has checked with the village solicitor, and this is allowed.

Utility Committee Report:

Council Member Demiter stated that the year-close outs were beginning and had nothing else to report.

Superintendent's Report:

Mr. Bittaker stated that the 2024 budgets were emailed to the Board this afternoon and are almost a mirror of 2023's budget. There is extra money built into salaries in water and sanitary sewer in preparation of a new hire. The Wastewater Treatment Plant expansion will upgrade our plant from class 2 to class 3 and EPA guidelines require certain training and licensing timeframes which will require BOPA to look for another operator soon. There is also extra money in water capital for any additional expenses once the waterline project begins. The Route 3 waterline project is out for bid and sealed bids will be opened on January 19, 2024. Mr. Barbera asked if we had any lead pipes in the waterline system. Mr. Bittaker stated not to his knowledge.

Mr. Bittaker reported that there were 2 power outages last week. One resulted from a twig on the line at the Electric Street Substation and another from a squirrel. We are still waiting for a breaker repair to be completed at the Guilford Rd. Substation.

Office Manager's Report:

Mrs. Shultz reported that the updated job descriptions for the office staff were completed and sent to the Board and Council Members. Mrs. Shultz asked for approval to move forward to council with Ordinance 2023-74 amending the job descriptions for the BOPA Office Employees. Mr. Greer made the motion to approve the ordinance for council. Mr. Barbera seconded the motion. The motion was passed unanimously.

Mrs. Shultz stated that months ago, when looking into the credit/debit card processing system for the office, different companies were looked at and Huntington was decided on due to the lower convenience fee to customers and the next day crediting to our accounts for customer payments. It was thought that Huntington would be the better option,

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however it was not. Bridge Payments was also considered and that is the company the village will be using as well. Bridge Payments does have a 3.5% convenience fee compared to the 3% that Huntington was charging. Bridge Payments states that BOPA will not see any of the convenience fee deposited in our accounts and the hope is that this will be better for our accounting purposes. Mrs. Shultz asked for a motion to move forward with Bridge Payments. Mr. Barbera made a motion to move forward with Bridge Payments. The motion was seconded by Mrs. Klinect. The motion passed unanimously. When reading meters on November 30, 2023, it was found that a customer had a very large water leak. When the customer was called, it was a new toilet installed that did not have the float adjusted. The water and sewer monies will total \$852.49. The customer would like to know if the board could work out a payment plan. In the past, payment plans like this require that the regular monthly payment be made with an additional amount paid over 6 months towards the outstanding bill. The additional payment amount is \$125.00 per month. Mr. Greer made a motion to approve the payment plan for the customer's water leak. The motion was seconded by Mrs. Klinect. The motion passed unanimously.

Unfinished Business:

None

New Business:

Mr. Barbera sent an email out to BOPA members regarding an article from National Public Radio. A lot of water plants in the US are becoming victims of cyber-attacks due to software being purchased from overseas. Mr. Greer stated that we will make some contacts to AMP Ohio and some of our other suppliers to see if there was anything BOPA could do to help protect ourselves from such an instance.

Mrs. Klinect moved to adjourn the meeting. The motion was seconded by Mr. Barbera. The motion passed unanimously at 6:59 PM.



BRIAN GREER
PRESIDENT



JAMES CARRICK
FISCAL OFFICER