

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

August 7, 2023

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

Present: Richard Barbera, Carlene Klinect, Kevin Bittaker (Superintendent), Tiffany Shultz (Office Manager) Brian Greer - absent

Mrs. Klinect moved to approve the payment of the bills from July 17 and August 7, 2023. The motion was seconded by Mr. Barbera. The motion passed unanimously.

Privilege of the floor:

Lisa Nemastil, Village Administrative Assistant, received a call from the Medina County Auditor requesting information on the Bates Crossing Development. Mrs. Nemastil was unsure of where to go to seek the information requested. Mrs. Shultz will assist with this inquiry. Mr. Bittaker is also available for future questions.

Utility Committee Report:

None

Superintendent's Report:

Mr. Bittaker asked for approval to refurbish our existing circuit breaker for the Guilford Rd. Substation. The cost of this from Siemens is \$14,760.00. Mr. Barbera moved to approve the cost. The motion was seconded by Mrs. Klinect. The motion passed unanimously. Mr. Bittaker asked for approval of up to \$50,000 to install a new 8" water main on Water St., between Lafayette and Spring St., and a new 6" water main on Washington St. This work will be done in-house and will help with customer water pressure, as well as assist with the tie-ins on the Rt. 3 Waterline Project. Mr. Barbera moved to approve the purchase of materials needed up to \$50,000.00. The motion was seconded by Mrs. Klinect. The motion passed unanimously.

Office Manager's Report:

The 3<sup>rd</sup> reading on Resolution 2023-01, Cash Reserve Policy, was completed. Mr. Barbera moved to approve the resolution. The motion was seconded by Mrs. Klinect. The motion passed unanimously. Mrs. Shultz asked to have the Office Utility Policy updated to include the Clover Credit/debit card machine in the office. Mrs. Klinect moved to approve the updates attached to the minutes. Motion seconded by Mr. Barbera. The motion passed unanimously. Mrs. Shultz asked that Nancy Greer receive a pay increase from \$24.72 to \$25.50/hr. to be retroactive to July 10, 2023. Mrs. Klinect moved to approve the pay increase. Motion seconded by Mr. Barbera. The motion passed unanimously.

Unfinished Business:

None

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New Business:

The mayor reminded everyone of the staff meeting on Friday, August 11, 2023, at 11:00am to discuss medical insurance with SEBO. The mayor also passed on a big thank you to the crew from the Guilford Trustees for helping with the warning sirens last week.

Mr. Barbera moved to adjourn the meeting. The motion was seconded by Mrs. Klinect. The motion passed unanimously at 7:04 PM.



BRIAN GREER  
PRESIDENT



JAMES CARRICK  
FISCAL OFFICER