

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

January 16, 2024

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)

Mrs. Klinec moved to approve the minutes of the meeting on January 2, 2024. Mr. Barbera seconded the motion. The motion passed unanimously.

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

Privilege of the floor:

None

Utility Committee Report:

Council Member Miller gave an overview of the last council meeting. Items included the work on an updated zoning code, a meeting with PNC Bank for a possible higher interest rate for Village funds, and legislation for the Bridge Payment System for BOPA that passed.

Superintendent's Report:

Mr. Bittaker reminded everyone of the bid opening for the Route 3 waterline project, to be held this Friday, January 19, 2024. Mr. Greer asked if Mr. Bittaker knew how many bids we had. Mr. Bittaker was not sure since we are using an online bidding system, Bid Express, for the first time.

There were 2 water breaks last week, one on Center St. and one on Eby Rd. The factors in these water breaks were corrosion and the cold weather. BOPA's low pressure alarm system alerted him of the major break on Eby Rd. Mr. Bittaker reminded everyone of the importance of calling in any water seen bubbling or streaming down the street, as massive amounts of water can be lost in a very short period of time.

Mr. Bittaker will be attending the next finance meeting to provide a refresher and education to council members on the KWh tax and Bleach Tech.

Office Manager's Report:

The upgrade to the GASUtil Program is underway. Currently, the office is running the new version and the old version simultaneously to be sure all the bugs are worked out before moving completely to the new version.

The Bridge Payment for credit/debit card processing in the office was set up today. Mrs. Shultz asked the Board for a motion to update the Utility Policy to reflect Bridge Payments and the 3.5% convenience fee. Mr. Greer made the motion, with Mrs. Klinec seconding. The motion passed unanimously.

Old Business:

Mr. Greer stated that he would like to set up a work session to discuss the remaining job descriptions for BOPA. It was agreed that a work session will take place following the BOPA meeting on February 20, 2024.

Mr. Greer inquired about the job descriptions for the office. The mayor stated that they received quotes from Clemons, Nelson, and Associates over \$16,000.00 and Rea and

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

January 16, 2024

Associates at \$8,000.00 to review all job descriptions for the Village. The mayor thought that they would proceed with Clemons, Nelson, and Associates since they could provide a more in-depth review, but the village will need to wait until funds are available to proceed. The mayor will send the proposals to the board members. Mr. Greer asked that the board be kept up to date.

New Business:

None

Mr. Barbera moved to adjourn the meeting. The motion was seconded by Mrs. Klinect. The motion passed unanimously at 6:54 PM.



BRIAN GREER
PRESIDENT



LISA NEMASTIL
FISCAL OFFICER