

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

February 5, 2024

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

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

Mrs. Klinect moved to approve the minutes of the meeting on January 16, 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. Klinect. The motion passed unanimously.

Privilege of the floor:

None

Utility Committee Report:

Council Member Miller reported that Jim Carrick has retired from the fiscal officer position and that Council Member Vierheller has resigned from his position on council. The council will have 30 days to select a replacement, but they already have someone in mind. More quotes have been received by the council regarding an HR review.

Superintendent's Report:

Mr. Bittaker reported the low bid on the water project to be Fechko Excavating at \$2,269,641.00. Mr. Bittaker was pleased with that bid, as our engineer on the project thought it to be around \$3.3 million. We have secured \$2 million through grants and an OPWC 0% interest loan. The remaining amount needed will be a 10-year loan through OWDA. Mr. Bittaker asked for a motion to approve the low bid with Fechko Excavating. Mrs. Klinect moved to approve the bid from Fechko Excavating. Mr. Barbera seconded the motion. The motion passed unanimously. Letters to the residents affected by the project were mailed today, with the project set to begin April 1. Mr. Bittaker asked the board to approve spending \$15,000.00 on a waterline upgrade for Washington St. The line is old, and Mr. Bittaker would like to have it replaced prior to the main waterline project beginning. Mrs. Klinect moved to approve the upgrade. Mr. Barbera seconded the motion. The motion passed unanimously.

Office Manager's Report:

Mrs. Shultz would like permission to have an outstanding utility bill placed on the tax duplicate. The property at 132-134 West Main Street has been vacant for over a year and a balance of \$414.24 was left unpaid. Mr. Barbera made the motion to have the bill placed on the tax duplicate. Mrs. Klinect seconded the motion. Motion passed unanimously. Mrs. Shultz reported that the 4 office computers, 1 computer at the water plant, and Mr. Bittaker's laptop need to be replaced. They were purchased in 2016 and operate on Windows 10, which will be discontinued this fall. A quote from Astro Computers for \$8,610.00 was given for replacement, set up and installation. Mr. Barbera moved to approve the purchase, up to \$10,000.00. Mrs. Klinect seconded the motion. The motion passed unanimously.

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Old Business:

Mr. Barbera reminded everyone that a work session to review BOPA job descriptions will follow the next meeting on February 20, 2024.

New Business:

None

Mrs. Klinect moved to adjourn the meeting. The motion was seconded by Mr. Barbera. The motion passed unanimously at 7:01 PM.



BRIAN GREER  
PRESIDENT



LISA NEMASTIL  
FISCAL OFFICER