

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

July 15, 2024

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

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

Absent: Richard Barbera

Mrs. Klinect moved to approve the minutes of the meeting on July 1, 2024. Mr. Greer seconded the motion. The motion passed.

Mrs. Klinect moved to approve the payment of the bills. The motion was seconded by Mr. Greer. The motion passed.

Privilege of the floor:

none

Utility Committee Report:

Council Member Gordon shared that the finance committee will be reviewing the job descriptions and wage scales for all employees. There is no target date for completion. Mayor Carter would like to have the job descriptions accurate with any state requirements.

Superintendent's Report:

Mr. Bittaker stated that First Energy will be doing some work on their 69,000-volt line at the Electric Street substation. There are concerns about the load with our growing needs, and we have bought property to build another substation in the future. Mr. Bittaker is not ready to proceed with that yet, as the last cost quoted was 8 million dollars. We have a 69 kv switch at the Electric Street substation as well, but it is about 60 years old. Mr. Bittaker would like to replace that switch, but the ordering process is about 53 weeks out. Mr. Bittaker asked for approval to move forward with purchasing the switch, with GPD doing the engineering for the purchase. The cost to purchase through Tatman Associates is \$27,490.00 and \$1000.00 for the engineering services. Mr. Greer made the motion to move forward with the purchase. Mrs. Klinect seconded the motion. The motion passed. Last week a truck hit 2 poles at Atlantic Dr. and Route 3, causing a power outage for about 3 1/2 hours for most of the customers affected. Mr. Bittaker thanked Council Member Sturgeon for sending out an alert through Medina County Emergency Management. Mr. Bittaker asked if that was something we could utilize for future outages or boil alerts. Council Member Sturgeon can assign Mr. Bittaker a username and password for this service. The village pays for the service yearly and Council Member Sturgeon stated we should utilize this option as frequently as possible. Around 2000 customers in the village and township were able to receive the alert via text and customers that don't have the alert yet are still able to sign up. Mr. Bittaker also thanked Chief Burson and the police department for helping to flag traffic during that time.

Office Manager's Report:

The 3rd reading on Resolution 2024-02, for the Cash Reserve Policy. Mr. Greer made the motion to approve the resolution. Mrs. Klinect seconded the motion. The motion passed.

Old Business:

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Mr. Barbera asked at the last meeting about an update on the claims submitted from the power surge. Mrs. Shultz emailed Mr. Harris with Plumer Insurance for an update. Mr. Harris stated that all claims were submitted to Fechko's insurance carrier and are pretty much closed and completed. They are keeping the claim open for a few more months just in case, but our customers have been taken care of.

New Business:

The Government Committee asked for input on adding CDL requirements to the job applications. Mayor Carter would like to see it added to the job applications, thinking that it would help applicants take the job more seriously. The cost of the training is a big expense if the village is paying for employees to get a CDL after hiring. Mr. Bittaker stated that to get a license, it used to be about \$200.00. With the new laws, our latest employee had to go to a truck driving class prior to getting the CDL. Mr. Bittaker had our employee pay for the class upfront and then reimbursed the cost through the education/training section in the handbook. Mr. Bittaker thinks it's going to be harder to find applicants with a CDL already, especially if it's a young person. He feels it's just like hiring a water/sewer person and sending them to classes. Mayor Carter thinks that the application should say clearly that the position requires a CDL or receive the licenses within a certain timeframe, possibly 6 months–1 year.

The committee also asked that the Substance Abuse Policy be reviewed. Mayor Carter contacted an insurance company and was told that it could be a liability if an employee doesn't pass a random drug test and is brought back on. Mr. Greer thinks that needs to be further explored and that we need to tread carefully moving forward. Mayor Carter stated that the CDL has rules with Safe Harbor on attending classes, to be suspended without pay for 6 weeks until the next drug test is completed, or termination. If employees can't perform duties while on CDL suspension, Mayor Carter thinks they should be lowered to a starting wage. Mr. Bittaker stated the if an employee fails a drug test, the CDL law is that the CDL is not valid, and you can't drive until a substance abuse professional checks the results and determines what the employee needs to do. Once that is completed and the employee is retested, this process could be completed in a matter of 2-3 weeks. Mayor Carter stated that her feeling is that if an employee took that risk, they should be fired on the spot.

Mrs. Klinect moved to adjourn the meeting. The motion was seconded by Mr. Greer. The motion passed unanimously at 7:14 PM.



BRIAN GREER
PRESIDENT


LISA NEMASTRIL
FISCAL OFFICER