SEVILLE BOARD OF PUBLIC AFFAIRS
Minutes
August 18, 2025

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

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

Mr. Barbera moved to approve the minutes of the meeting on August 4, 2025. Mr. Greer seconded the motion, with Mrs. Klinect abstaining. The motion passed.

Mrs. Klinect moved to approve the payment of the bills for August 18, 2025. The motion was seconded by Mr. Barbera. The motion passed.

Privilege of the floor:
None

Utility Committee Report:
Council Member Gordon reported that the ordinance for employee insurance has been tabled while council waits for additional information. The ordinances for Employee Protocol and the revised Employee Handbook both had the 1st reading.

Superintendent's Report:
Mr. Bittaker reported that the power bill for this month was the highest we have ever had at over $764,000.00. The rate study is ongoing with Courtney and Associates. The debt coverage requirements have been a negative amount for several months and Courtney and Associates are aware of the need for fast completion.
High Street had a patch job completed at the time of the water break repair. This week, with the help from the Street Department, the road was repaired to a satisfactory condition. Mr. Bittaker wanted to thank the Street Superintendent, Jace, and his crew for the great join effort. Mr. Greer asked if there were any plans for a training course for hydrant flushing with the fire department. Mr. Bittaker wants to have a meeting with the Chief to discuss future hydrant flushing.
The 1995 F450 cab chassis is out for bids on Gov Deals until Monday at 2:00 pm. The current bid is $3,000.00.

Office Manager's Report:
The auditors were in the office for the last few weeks to audit 2024. In the process of pulling information, Mrs. Shultz just wanted to report on some of numbers the BOPA office had in 2024. For an office of only three (3), we processed 25,428 payments totaling over $8,317,000.00. Over 21,000 bills were mailed and over 300 new customer deposits were processed for the year. For a small office, this is an impressive amount of work.

Old Business:
Regarding Resolution 2025-05, Interdepartmental Protocol, Mr. Greer made a motion to table at this time until further discussion can be had with the Village Solicitor. Mr. Barbera seconded the motion. The motion carried and the resolution will be tabled until next meeting.

New Business:
None

Mrs. Klinect moved to adjourn the meeting. The motion was seconded by Mr. Barbera. The motion passed unanimously at 6:53 PM.

BRIAN GREER
PRESIDENT

JESSICA HARPER-BIGLEY
FISCAL OFFICER