

BRYAN BOARD OF PUBLIC AFFAIRS

May 16, 2023

Board of Public Affairs Chairman Richard Long opened the meeting of the Bryan Board of Public Affairs with the following members present: James Salsbury, Annette Schreiner, Karen Ford and Tom Sprow. Also present were: Mayor Carrie Schlade, Director of Utilities Derek Schultz, Electric Superintendent Al Sullivan, Power Plant Production Superintendent Jim Coressel, Human Resource Director Jacqueline Schlachter, City Council member John Betts, Clerk-Treasurer John Lehner and Deputy Clerk-Treasurer Patricia Buda.

Mr. Salsbury moved, Mr. Long seconded, to approve the minutes of the Regular Meeting held on April 26, 2023 with the following correction changing the effective date for the resignation of Megan Wiler from March 17, 2023 to April 14, 2023. Roll call vote: all ayes; nays, none. Motion carried.

Ms. Schreiner moved, Ms. Ford seconded, to accept the Clerk-Treasurer's report for the month ending April 30, 2023 as submitted by Deputy Clerk-Treasurer Buda. Roll call vote: all ayes; nays, none. Motion carried.

Williams County Port Authority member Sean Rupp approached the Board of Public Affairs requesting a waiver of hookup fees for a property that was purchased in Bryan. Mr. Rupp informed the Board that other villages in Williams County have waived these fees. Director of Utilities Schultz added the location is 903 South Main Street and that the electric and water fees total \$270.00. Mr. Rupp also reviewed the housing goals set by the port authority for 2023 which is to add ten (10) houses. Mayor Schlade noted that the Bryan City Council is looking into waiving fees and approved a tax exemption for that property. Further discussion was held.

Mr. Sprow moved, Mr. Long seconded, to accept waiving electric and water hookup fees for the 903 South Main Street property. Roll call vote: all ayes; nays, none. Motion carried.

Electric Superintendent Sullivan approached the Board to request an installation of a new street light in the 600 block of Circle Drive. He explained that he received a request for the street light from residents in that neighborhood as there is no lighting on that street. He stated that all the proper procedures had been completed. The cost would be under \$3,000.00. Further discussion was held.

Mr. Salsbury moved, Ms. Ford seconded, to approve installing a new street light in the 600 block of Circle Drive. Roll call vote: all ayes; nays, none. Motion Carried.

Resolution No. 8, 2023, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO EXECUTE AN AGREEMENT WITH PENNSYLVANIA TRANSFORMER TECHNOLOGY, INC. FOR THE POWER PLANT SUBSTATION PHASE 2 – POWER TRANSFORMER

was presented and read by title only. Power Plant Production Superintendent Coressel informed the Board that two (2) bids had been received for the Power Plant Substation Phase 2 - Power Transformer. The bids were reviewed by Spectrum Engineering and Bryan Municipal Utilities with the best bid being from Pennsylvania Transformer Technology for \$900,460. Per Spectrum Engineering's recommendation additional purchases of \$7,500 for a temperature rise test and \$45,023 for an extended five (5) year warranty were added for a total cost of \$952,983. Power Plant Production Superintendent Coressel also informed the Board that it would take 74-78 weeks for delivery. Further discussion was held.

Ms. Ford moved, Ms. Schreiner seconded, to pass Resolution No. 8, 2023. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Schlachter requested the Board approve reclassifying Utilities Engineering Assistant III Suzy Hensley to Probationary Utilities Engineering Assistant/GIS Coordinator effective May 17, 2023 at a rate of \$29.93 per hour. Human Resource Director Schlachter noted that she has 27.5 years of experience with the Bryan Municipal Utilities Engineering Department.

Mr. Salsbury moved, Mr. Long seconded, to reclassify Utilities Engineering Assistant III Suzy Hensley to Probationary Utilities Engineering Assistant/GIS Coordinator effective May 17, 2023 at a rate of \$29.93 per hour. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Schlachter requested the Board hire Ethan Dunson as a Probationary Utilities Engineering Assistant I at a rate of \$21.00 per hour effective May 22, 2023. Mr. Dunson has a Bachelor's degree in Construction Engineering Technology.

Ms. Schreiner moved, Mr. Sprow seconded, to hire Ethan Dunson as a Probationary Utilities Engineering Assistant I at rate of \$21.00 per hour effective May 22, 2023. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Salsbury moved, Mr. Sprow seconded, to pay the bills. Roll call vote: all ayes; nays, none. Motion carried.

Director of Utilities Schultz and Board members thanked the Williams County Port Authority for the project of adding and starting new housing, welcomed new employees Ethan Dunson and City Clerk-Treasurer Lehner and congratulated Probationary Utilities Engineering Assistant/GIS Coordinator Hensley on being reclassified.

Director of Utilities Schultz also updated the Board on the Hydro incentives that he and Power Plant Production Superintendent Coressel had been reviewing and found that they would not be eligible for the Section 242 and 243 grants, but may be eligible for a Section 247 grant.

Mayor Schlade thanked the Board for their annual tree donation that helps support the City of Bryan's tree replanting program.

Electric Superintendent Sullivan thanked the City Clerk-Treasurer's Office for moving forward with using the new automatic meter reads which has helped reduce the electric meters that need to be read on the old system. He acknowledged and appreciated all the work that has been done to date.

A brief recess was taken.

Mr. Sprow moved, Mr. Salsbury seconded, to go into Executive Session to discuss the employment and compensation of public employees and to discuss acquisition of property at 5:32 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Asked to attend the Executive Session were: Director of Utilities Schultz, Mayor Schlade, Clerk-Treasurer Lehner and Deputy Clerk-Treasurer Buda.

Ms. Ford exited the Executive Session at 6:12 p.m.

Mr. Salsbury moved, Mr. Long seconded, to adjourn the Executive Session at 6:23 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Sprow moved, Ms. Schreiner seconded, to adjourn the meeting. Roll call vote: all ayes; nays, none. Motion carried.

Chairman of the Board

Deputy Clerk-Treasurer