

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, DECEMBER 1, 2011**

A regular meeting of the Northwestern Water and Sewer District Board of Trustees was held in the Board Room of the Northwestern Water and Sewer District's Operations Facility, Bowling Green, Ohio on Thursday, December 1, 2011 at 7:30 a.m.

Mr. Lyle Schulte, President, brought the meeting to order and requested that the roll be called:

John Cheney	John Current	Bill Hirzel
Melinda Kale	Leonard Michaels	Alex Molner
Lyle Schulte	Adam Seibert	

Members absent: John Ault

Others:

Bill Barber	Jerry Greiner	Leanne O'Brien
Mike Stoll	Dave Cook	Valerie Megyesi
Beth Vannett	Dan Wickard	

Neal Materni, Poggemeyer Design group
Rex Huffman, Spitler, Huffman, LLC

Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

Approval of Minutes

The minutes of the regular meeting held on November 17, 2011, were reviewed John Current made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Correspondence

Jerry Greiner presented the correspondence file which was circulated and contained: Week in Review from the Governmental Policy Group, Inc; Wood County Fall Newsletter; Weekly WaterShed sales; Estimated sanitary sewer costs for West Millgrove; Agenda from the November 17th Bus Tour; and an article regarding CSX corridor.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Commissioner appointed board members will meet with the County Commissioners on December 15, 2011.
- Christmas Dinner will be December 6, 2011 at Dyer's Family Dining
- Morlock Asphalt is back on the job at Stony Ridge repairing driveways.
- Annual Customer Meeting will be held March 15, 2012

- Met with USDA November 30, 2011 to discuss Stony Ridge-Lemoyne, the building loan and the West Millgrove project.

Leonard Michaels joined the meeting at 7:35 a.m.

Reports of Committees:

None to Report

Unfinished Business:

None

New Business

Resolution 2011-163. Necessity Resolution West Millgrove sanitary sewer project, SS #1902. Bill Barber stated that the West Millgrove area is currently under orders by the EPA and this resolution is the approval to move forward with the project. This project will be a debt service project, he said. John Cheney made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-164. Appointment of Assessment and Equalization Board for the West Millgrove sanitary sewer project, SS #1902. Bill Barber stated this resolution is to approve Duane Abke, Mark Adams and Pat Bacon to the Assessment and Equalization Board. Bill Hirzel made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-165. Change order #2, Pashcal Bihn & Sons Excavating, Wales and Drouillard Road waterline relocation, WL #227A. Bill Barber stated this change order for a decrease of \$8,434.00 which included work not performed. This change order also included a substantial and final completion date extension of 30 days, he said. Alex Molner made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-166. Change order #3, Hank's Plumbing & Heating Inc., Northwood Master Meter, WL #4000A. Bill Barber stated this change order is for an increase of \$22,946.09 for making taps and abandoning taps that were outside the contract. Many taps were below pavement requiring additional time and material. Leonard Michaels made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-167. Change order #1, Kirk Bros. Weston Waste Water Treatment Plant Improvements, WWTP #23A. Bill Barber stated this change order is an increase of \$58,170.00 for a new motor control. Alex Molner made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-168. Review and approval of utility easements for Bobel Rd waterline, WL #399D. Bill Barber stated 2 easements were received each for a \$1.00 from Randall and Amy Varner and Scott and Sarah Greenwald for a waterline extension on Bobel Road. Alex Molner made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-169. Approval of a committee appointment for drinking water source protection plan for the Cygnet water treatment plant. Bill Barber stated the Ohio EPA is requiring the Village of Cygnet to have a water source protection plan submitted to them; this resolution is approving the plan and committee for the village. Leonard Michaels made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-170. Personnel Actions.

Jerry Greiner reviewed the actions as follows:

1. Approval of a 1% lump sum payment based on individual base wage.
2. Approval of license pay increase for Tom McGrain, Meter-Field Tech II, effective November 18, 2011.
3. Matt Dennis, Water and Sewer Maintenance Worker I, probation complete, effective December 8, 2011.
4. Brandon Johnson, Water and Sewer Maintenance Worker I, probation complete, effective December 8, 2011.
5. Approval to promote Pam Gaffin-Shank from Billing Technician I to Billing Technician II effective December 5, 2011.
6. Approval to promote Pat Gifford from Meter-Field Technician I to Meter-Field Technician II, effective December 5, 2011.
7. Approval to hire Raymond Donald, Project Manager, start date to be determined.
8. Approval of a 2% increase on base wage effective February 1, 2012 and a 2% increase on base wage with a 1% lump sum payment based on base wage effective February 1, 2013 and corresponding contract extension.

Leonard Michaels made a motion to approve the above items. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Receipt of Other Comments

None

Executive Session

None

Regular Meeting Dates

Regular Meeting: December 15, 2011 District Operations Facility
7:30 a.m. Regular Meeting

Regular Meeting: January 5, 2012 District Operations Facility
7:30 a.m. Regular Meeting

Adjournment

Alex Molner made a motion to adjourn. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current
Secretary-Treasurer