

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, DECEMBER 16, 2010**

A regular meeting of the Northwestern Water and Sewer District Board of Trustees was held in the Shop area of the Northwestern Water and Sewer District's Operations Facility, Bowling Green, Ohio on Thursday, December 16, 2010 at 7:30 a.m.

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

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

Members absent: John Ault

Others:

Jerry Greiner	Dave Cook	Mike Stoll
Leanne O'Brien	Bill Barber	Dan Wickard
Beth Vannett	Val Megyesi	Gavin Smith
Harold Bechstein	Bryan Martikan	Neal Materni

Rex Huffman, Spitler, Huffman LLC  
Clint Wells, Poggemeyer Design Group  
Leonard Michaels, Municipal Board Appointment

Robert Karr, 18778 N. Dixie Hwy, Bowling Green, OH  
Robert & Lori Hutton, 13901 Van Tassel Rd, Weston, OH  
Heather McCurdy & Jim Creel, CMH Homes  
Gary Cromley, 13480 Union Hill Rd, Bowling Green, OH  
Bob & Johnette Thurman, 20503 N. Dixie Hwy, Bowling Green, OH  
John Knueve, 13164 Devils Hole Rd, Bowling Green, OH  
Kellie Ault, 13870 Van Tassel Rd, Bowling Green, OH

### **Approval of Minutes**

The minutes of the regular meeting held on December 2, 2010, were reviewed. Lyle Schulte made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

John Current joined the meeting at 7:45 a.m.

At this time, President Cheney welcomed residents from the MidStar sanitary sewer line project.

Bill Barber reviewed the project and route. He said the sewerline was installed 10 years ago with a developer agreement that has since expired. At the time of the development the City

of Bowling Green had restrictions on the amount of flow keeping the line private, which has since been lifted making the line a public sewer, he said. The public sewer affects approximately 73 homes, he said.

Robert Karr said he has reviewed the project and with the cost of the project to the individual home owners requested the Board give a time extension to look at other financial options, grants, etc.

John Knueve asked:

1. Why were the residents not told of the possibility of having to tap the line when it was originally put in?
2. Why are existing homes not being grandfathered in if they have new septic systems?

Mr. Knueve stated he is unemployed and cannot afford a sewerline and will be lucky to cover his property taxes this year. He stated he moved to the country to have a septic and well and not have public utility bills.

John Cheney stated the Health Department requires anyone within 400' to connect to any public sewer and that public sewers are usually less costly than on-site systems ranging from \$15k-25k.

Bob Thurman stated there wasn't much notice given to the homeowners and given the cost to the homeowner; he feels more time is necessary. He stated he understands the law, but would like more time to seek financial alternatives.

John Cheney asked if any grants or funds were available to homeowners.

Bill Barber stated we do work with the 504 program with USDA, there is CDBG money and the Health Department usually has "last chance" money available. Mr. Barber said grant options were looked at, but income levels in the area are probably higher than in some areas and grant money may not be available.

Dave Cook stated if the project is complete by June, the costs will be certified in September and the assessment will be seen on the January 2012 taxes.

Robert Karr stated there will also be more expense for electric for the grinder pump. He stated some homes will need to be converted to 220, causing even more of an expense.

John Knueve stated at the public meeting it was mentioned the state law to connect to a public sewer is 200'.

Bill Barber stated that the local Health Department rule is currently 400'. They are looking at the state rule currently, but have not made any changes, he said.

Gary Cromley stated he was in attendance as a homeowner and a Plain Township Trustee. He asked:

1. Why the District is paying for ½ of the Country Manor sewer project, but is paying nothing towards the MidStar project?
2. If the trailer park gets ordered, will money come back to the residents?

Mr. Cromley also stated that one resident in Country Manor is paying \$5,000 for their assessment and the assessments for the MidStar line is \$14,500. Mr. Cromley stated he has been working with Randy Gardner and has only had 36 hours to digest the costs of this project, he requested to have a time extension.

Gary Cromley stated he doesn't understand how this will cost a homeowner \$14,500, he understands the pump is expensive, but he was told when the original line was constructed he would never be required to hook-in. Mr. Cromley asked how the Middleton Township EMS facility was granted a tap and how much they paid for it.

Bill Barber stated this project is different than the County Manor project because Country Manor had a package plant and it is being handled the same as others in the past (Arlington Woods). Residents in Country Manor have been paying for many years through a repair and replacement fee being collected from them (which is part of their sewer bill); that is where the District's ½ contribution is coming in. Mr. Barber stated it is hard to give credit to those homeowners who have never paid. The project cost is just an estimate and could be substantially lower, he said.

John Cheney stated that projects are usually estimated on the high end.

John Cheney stated the Middleton Township EMS dealt with the Mid Star Developer to get a tap, but we can provide the tap information if requested.

Mike Stoll stated that when new people connect they will have to pay cash and cannot assess to their taxes.

Gary Cromley stated that Mr. Barber spoke of a time-line at the public meeting, the project is complete and the Health Department does not come after the homeowner until the District advises them of the public sewer. He again asked the board for a time extension.

Adam Seibert asked Mike Stoll to explain the necessity resolution and likely schedule.

Mike Stoll explained that in an assessment project a resolution of necessity is passed and tentative assessments are mailed giving the homeowner 28 days to object. An AEB (Assessment Equalization Board) is set-up and hears objections. The AEB recommendations are given to the Board for action and then the Board will consider intent to proceed.

John Knueve asked what the District Board does as opposed to the Health Department? If this board says no to the project, does it end, he asked.

Bill Barber stated the District Board can vote to approve or to not proceed with the project. If the Board votes to not proceed the Health Department will be notified and each homeowner will be contacted by them and required to connect at their own expense.

At this time the Board considered **Resolution 2010-193**, Necessity Resolution, MidStar sanitary sewer tap installations, SS #S-609. Lyle Schulte made a motion to table the resolution for 30 days. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2010-193**, Necessity Resolution, MidStar sanitary sewer tap installations, SS #S-609. Jerry Greiner asked that this resolution be removed for 2010. It will be re-added as a 2011 resolution, he said. Bill Hirzel made a motion to remove. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2010-194.** Appointment of members to the Assessment and Equalization Board for the MidStar sanitary sewer tap installations, SS #S-609. Lyle Schulte made a motion to table this resolution for 30 days. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2010-194.** Appointment of members to the Assessment and Equalization Board for the MidStar sanitary sewer tap installations, SS #S-609. Jerry Greiner asked that this resolution be removed for 2010. It will be re-added as a 2011 resolution, he said. Bill Hirzel made a motion to remove. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

At this time, President Cheney welcomed residents from the Van Tassel Road sanitary sewer project.

Mike Stoll briefly reviewed the project with the Board.

Kellie Ault stated this project all started with new neighbors wanting a sewer; they moved next to a brand new home with a new septic system. How does this new sewer just stop before the new house just built and if residents have good-working septic systems why should we be forced to connect? Ms. Ault also stated that no one was aware of the meeting that the new owners attended to request sewer.

Mike Stoll stated that 2 owners were represented at the meeting and notification was mailed 10 days in advance per the 6119 code.

Kellie Ault asked if the cemetery was part of the project.

Mike Stoll stated that gravity or forcemain could be used, but gravity could only be extended 800' which is just short of the new home with the new septic system.

Lyle Schulte made a motion to withdraw the project and take no action today.

Jim Creel asked what the reason is to table.

Lyle Schulte stated he wanted the staff to look closer at the project to alleviate some of the costs to the homeowners.

Jim Creel asked what the AEB recommendations were.

Mike Stoll stated that the AEB recommended no changes to any of the proposed assessments.

Jim Creel asked what would be accomplished by tabling this.

John Cheney asked Lyle Schulte to clarify his motion, to table or to not proceed with the project.

Rex Huffman stated there are three options, to approve, table or remove

Lyle Schulte stated he would like to table the project for now.

Kellie Ault asked if the Board received the homeowner's petition.

Mike Stoll stated the general objection petition was received, however 3 of the signatures were from township trustees with no property involved in the project.

Kellie Ault asked why this project is going through if septic systems are working fine.

Lyle Schulte stated he wants to clarify his motion to remove this resolution which is written with the intent to proceed.

Bill Hirzel asked what's the ramification?

Jim Creel asked what are the options.

Mike Stoll stated a gravity sewer or low pressure forcemain to serve the one home.

Jim Creel asked what the cost will be.

Mike Stoll stated the cost will be similar to what is proposed in the tentative assessment.

Jim Creel asked if this is assessable.

Rex Huffman said yes.

Lori Hutton asked for clarification, if proposing to end the project is no service being provided?

John Cheney stated we will have to treat this as an accommodation tap and not a public sewer.

Lori Hutton asked if the Board is planning on doing this today.

John Cheney stated this cannot be done today, but can be done at the Extension Committee meeting on December 28<sup>th</sup>.

Jim Creel asked what changed between now and the first meeting when there was a majority to support the project.

Lyle Schulte stated there were not enough people to oppose the project at the first meeting.

Lyle Schulte asked that Mike Stoll work with the Hutton's to come to a solution.

At this time the Board considered **Resolution 2010-195**, Review and action on the Assessment and Equalization Board recommendations for the Van Tassel Road sanitary sewer extension, SS #2300F. Mike Stoll stated that the AEB heard objections from 2 people and recommended no changes be made to any of the objections. Adam Seibert made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-196**, Notice of Intent to Proceed, Van Tassel Road sanitary sewer extension, SS #2300F. Lyle Schulte made a motion to not proceed with the project. Alex Molner seconded the motion. A roll call vote was taken with all present voting **Not to Proceed.**

### **Correspondence**

Jerry Greiner presented the correspondence file which was circulated and contained: Copy of current Extension Policy; Objection letter from residents on Van Tassel Road; Invitation to the Wood County Recorder's Open House; Article on Toledo's Water Rate Increase; Copy of letter to the City of Toledo regarding master meter contract; 2011 Farm Bureau membership; Information on 2011 mileage rates; E-mail from McNerney Companies regarding fire line charges; Fall Farm Bureau Newsletter; and various newspaper articles.

### **Report by Executive Director and Other Officials**

Jerry Greiner reported:

- In the process of certifying the JRS project
- Proposed date for the Annual Customer meeting March 17, 2011.
- Will be reviewing current Extension Policy at the next Extension Committee meeting.
- Meeting with the Union in January.

- TMACOG regional water proposal, District cost is \$5,000
- Meeting with new Northwood administrator December 17, 2010
- District office will be closed ½ day December 23<sup>rd</sup> and all day December 24<sup>th</sup>.
- Employee Luncheon was held December 10, 2010.

### **Reports of Committees:**

Jerry Greiner reported the Committee of the Whole met on December 10, 2010. Minutes were included in the Board packets.

### **Unfinished Business:**

**Resolution 2010-184.** Accept the application from the City of Rossford to join the District. Jerry Greiner stated this resolution is to accept the application from the City of Rossford to join the District. Lyle Schulte made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-189.** Authorize an assignment and assumption agreement with the City of Rossford. Jerry Greiner reviewed the assignment and assumption agreement with the board. Rex Huffman pointed out that the agreement will “step” the residents in Rossford into the District water rates over a 5 year period and sewer over a 3 year period. He also stated that the agreement allows the discussion for the largest municipality to have representation on the board and also allows the Rossford Public Works Department to be notified and assist in emergencies. Adam Seibert asked what happens if the Rossford workers act in a negligent way? Rex Huffman stated there is language in the agreement for such acts. Lyle Schulte asked what the status is on their I/I. Jerry Greiner stated they have reviewed studies and will be moving forward with Poggemeyer Design Group with a contract to further study the area and consolidate pas studies. Bill Hirzel made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **New Business**

**Resolution 2010-197.** Authorize the advertisement for bids for the Van Tassel Road sanitary sewer extension, SS #2300F. Jerry Greiner asked that this resolution be removed. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2010-198.** Authorize a contract with Poggemeyer Design group for the Rossford sanitary sewer evaluation study, SS #5000. Bill Barber stated this resolution is to approve a contract with Poggemeyer Design Group to evaluate the sewers in Rossford. This is being done to amend the master plan to include Rossford, he said. Adam Seibert made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-199.** Authorize the advertisement for bids for the Curtice Road and Woodmore Street waterline projects, WL #218 and WL #4000. Bill Barber stated this resolution is to approve the advertisement for the Curtice Road and Woodmore Street

waterline project. This project is estimated at \$160,000 and is part of the 2011 repair program, he said. John Current made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-200.** Authorize a Project Participation Agreement with the Department of the Army Corps of Engineers for the Risingsun water line extension, WL #904B. Jerry Greiner stated this resolution is to authorize a project participation agreement with the Army Corps of Engineers. This project is not in the District's budget until 2012, but we need to approve the agreement to hold the grant funds, he said. Adam Seibert made a motion approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent. **Approved.**

**Resolution 2010-201.** Review and approval of an easement for the MidWood sanitary sewer extension, SS #1001B. Bill Barber stated an easement has been obtained for Robert and Janet Neville for \$1.00. Adam Seibert made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent. **Approved.**

**Resolution 2010-202.** Authorize a Fixed Asset Policy for the District. Dave Cook stated this resolution is to authorize a fixed asset policy for the District. The District has been following an un-written policy for fixed assets, but based on last year's audit a written policy was suggested, he said. Lyle Schulte made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Melinda Kale left the meeting at 10:00 a.m.**

**Resolution 2010-203.** Authorization to proceed with a master meter agreement for the WL #100 area with the City of Toledo. Jerry Greiner stated this resolution is authorization to proceed with a master meter agreement with the City of Toledo for the WL #100 area. Mr. Greiner reviewed the agreement with the Board and stated the conversion will be effective May 1, 2011. Lyle Schulte made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-204.** Authorize the request for proposals for the WL #100 area water meter change out program. Jerry Greiner stated this resolution is to authorize the request for proposals for the meter change out program in the WL #100 area. Adam Seibert asked if this was better than hiring part-time people to do this. Dave Cook stated yes, there are many companies that do this work and been through the process and can manage it better. 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 2010-205.** Authorize a contract with Meyer Hill Lynch Corporation for Information Technology services for 2011. Gavin Smith stated this resolution is to approve a contract with Meyer Hill Lynch for IT services for 2011. The total contract is for \$80,940.00, but will change with new hardware and software additions associated with the addition of Rossford and the master meter conversion, he said. Bill Hirzel made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-206.** Personnel Actions

Jerry Greiner reviewed the action as follows:

1. Approval to hire Anna Berakis, GIS Analyst, Effective January 1, 2011.
2. Approval to advertise for Sanitary Sewer Technician
3. Approval to advertise for Water and Sewer Maintenance Worker I, total of three positions.
4. Approval to advertise for Billing Technician I, total of three positions.
5. Approval to advertise for Meter Field Technician I

Adam Seibert made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2010-207.** Accept the appointment of Leonard Michaels to fulfill the unexpired term of Lyle Schulte. Jerry Greiner stated the municipalities have nominated Leonard Michaels to the Board. Bill Hirzel made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time, Rex Huffman gave the oath of office to Leonard Michaels.

**Receipt of Other Comments**

None

**Executive Session**

None

**Regular Meeting Dates**

Regular Meeting:	January 6, 2010 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	January 20, 2010 7:30 a.m.	District Operations Facility Regular Meeting

**Adjournment**

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

Respectfully Submitted,

John Current  
Secretary-Treasurer

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