

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, DECEMBER 17, 2009**

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 17, 2009 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	Phil Shaffer	

Members absent: John Ault

Others:

Bill Barber	Jerry Greiner	Leanne O'Brien
Mike Stoll	John Sopko	Beth Vannett
Dave Cook	Dan Wickard	Simon Gundy
Gavin Smith		

Tom Stalter & Clint Wells, Poggemeyer Design Group  
Rex Huffman, Spitler, Huffman LLP

**Approval of Minutes**

The minutes of the regular meeting held on December 3, 2009, were reviewed. Adam Seibert made a motion to approve. Lyle Schulte 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: Outline for the annual Board of Commissioners meeting; Various Christmas cards; Brochure for the Ohio Rural Water Association Winter Quarterly Meeting; Invitation to the Bowling Green Chamber of Commerce Annual Meeting; Wood County Housing Starts; Invitation to the Wood County Recorder's Holiday Open House; E-mail from Joe Meiser regarding his property in Milton Center; Letter from the Wood County Educational Service Center regarding Josh Bundy's work program ending December 31<sup>st</sup>; Advertisement for a used passenger bus; Press release for the Williamsburg-on-the-River wastewater treatment plant; Wood County Annual Financial Report; 2010 Bowling Green Chamber of Commerce membership dues; Letter from EPA indicating the Village of Weston's water quality; Memo to employees regarding computer training; and various newspaper articles.

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

Jerry Greiner reported:

- Henry County will be contracting with the Village of Florida for billing services for the Village of McClure and their County Auditor's office for other needs.
- Otterbein still considering waterline extension for their St. Rt. 582 facility.
- Management is updating job descriptions and the new employee manual.
- Annual Customer meeting will be March 18<sup>th</sup>.
- Wood County Township luncheon will be January 8<sup>th</sup>.
- Annual meeting with the Wood County Board of Commissioners will be January 7<sup>th</sup> at 10:00 a.m.
- Will be meeting with Fletcher Machine today to discuss water and sewer services as well as Principle Business Enterprises.
- Meeting with Mike Scott, new Rossford councilman December 18<sup>th</sup>.
- Commissioner Browns' Mayor's meeting was rescheduled for January 11<sup>th</sup>.
- Bill Barber met with health department and residents of Five Point Road to discuss sewer issues.
- Circulated an easement process outline and briefly reviewed.
- Next Extension Committee meeting to be held Tuesday, December 29<sup>th</sup>.

At this time, Beth Vannett circulated the water loss summary for 2009 and briefly reviewed the waterline #200 area and #300 area including the Village of Weston and the Village of Bairdstown.

### **Reports of Committees:**

None

### **Unfinished Business:**

**Resolution 2009-122.** Authorize an intergovernmental agreement with the Village of North Baltimore. Jerry Greiner asked that this resolution be removed. Alex Molner made a motion to remove. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2009-188.** Authorize a contract with Poggemeyer Design Group for the Ford Road pump replacement, SS #400 area. Jerry Greiner asked that this resolution be removed. Alex Molner made a motion to remove. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

### **New Business**

**Resolution 2009-195.** Review and approval of utility easements for the JRS waterline extension, WL #183L. John Sopko stated four (4) easements had been obtained for a total of \$3,342.00 for the JRS waterline extension. Bill Hirzel made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-196.** Review and approval of utility easements for the Stony Ridge and Lemoyne sanitary sewer project, SS #145. John Sopko stated one (1) easement has been obtained for a total of \$40.00 for the Stony Ridge and Lemoyne sewer project. Bill Hirzel made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-197.** Selection of pre-qualified professional design firms for the calendar year 2010 in accordance with the Design Professional Selection Law. Bill Barber stated that 17 firms submitted an SOQ this year. He asked that of the 17 firms that 3 be pre-qualified, those included Poggemeyer Design Group, Jones and Henry Engineers, and Proudfoot Associates. Lyle Schulte made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-198.** Approval of sewer rates for the Village of Hoytville. Dave Cook reviewed the proposed rates for the village of Hoytville and stated the minimum charge will be \$12.06 and the volume charge will be \$20.00 per 1,000 cubic feet. Phil Shaffer made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes, **Approved.**

**Resolution 2009-199.** Authorize an application with USDA Rural Development for the West Millgrove sanitary sewer collection system, SS #1902. Jerry Greiner stated that this resolution is for the authorization to sign an application with the USDA for funding for the proposed West Millgrove sanitary sewer collection system project. Phil Shaffer made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-200.** Authorize a developer's agreement with Green Dairy LLC for a waterline extension, WL #305C. Bill Barber stated this resolution is to approve a developer's agreement with Green Dairy, LLC to build a waterline for water service. Mr. Barber reviewed the agreement, map of the area and the project costs with the Board. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**



**Adjournment**

Lyle Schulte made a motion to adjourn. Bill Hirzel 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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