

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JANUARY 10, 2008**

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, January 10, 2008 at 7:30 a.m.

Mr. Alex Molner, Vice-President, brought the meeting to order and requested that the roll be called:

Paul Brim	John Cheney	John Current
Melinda Kale	Alex Molner	Lyle Schulte
Phil Shaffer		

Members absent: John Ault

Others:

Jerry Greiner	Dave Cook	Simon Gundy
Beth Vannett	Mike Stoll	John Sopko
Stephanie Challender	Leanne O'Brien	Valerie Megyesi
Jim Cheatwood	Bill Barber	Terry Shupe
Roger Sarver	Bill Wachter	Diana Shoemaker
Gavin Smith		

Clint Wells, Poggemeyer Design Group
Rex Huffman, Spitler, Huffman & Newlove
Bill Hirzel, Board of Trustee nominee

At this time, Vice President Molner suggested that the Board of Trustees consider Resolution 2008-01, accepting the appointment of Bill Hirzel from the Wood County Commissioners to fulfill the unexpired term of Terry Murray as Trustee. Lyle Schulte made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Rex Huffman gave the oath of office to Bill Hirzel, whose term is effective until December 2008.

Rex Huffman opened the nominations for Board officers for 2008.

Paul Brim nominated John Cheney for President of the Board. Lyle Schulte seconded the nomination. Paul Brim made a motion to close the nominations. Lyle Schulte seconded. A roll call vote was taken to close nominations and all present voted yes. A second roll call was taken for the nomination of John Cheney and all present voted yes with the exception of John Cheney who abstained. **John Cheney approved for President of the Board.**

Lyle Schulte nominated Alex Molner for Vice-President of the Board. John Cheney seconded the nomination. Paul Brim made a motion to close the nominations. Phil Shaffer seconded. A roll call vote was taken to close the nominations and all present voted yes. A second roll call vote was taken for the nomination of Alex Molner and all present voted yes.

with the exception of Alex Molner who abstained. **Alex Molner approved for Vice-President of the Board.**

Lyle Schulte nominated John Current for Secretary-Treasurer of the Board. Phil Shaffer seconded the nomination. Phil Shaffer made a motion to close the nominations. Alex Molner seconded. A roll call vote was taken to close the nominations and all present voted yes. A second roll call vote was taken for the nomination of John Current and all present voted yes with the exception of John Current who abstained. **John Current approved for Secretary-Treasurer of the Board.**

Rex Huffman gave the oath of office to the 2008 officers pursuant to the District's by-law requirement.

President Cheney recommended, after discussion with the other Board members, that future meeting dates continue to be the 2nd and 4th Thursdays at 7:30 a.m., except in November and December where they will be set as needed.

President Cheney recommended Jerry Greiner be appointed as the District's representative to the Wood County Economic Development Commission. Bill Hirzel made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

President Cheney recommended John Ault remain as the District's representative to TMACOG with Jerry Greiner being the alternate. Lyle Schulte made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regarding committee appointments, President Cheney asked all Board members for their input for committee assignments. He stated he would complete committee assignments after the Board meeting.

Employee Service Awards:

John Cheney recognized eight employees with service time with the District and Wood County. Bill Wachter and Jim Cheatwood were recognized for twenty years of service. Stace Dibling (even though he was absent) was recognized for ten years of service. Dave Cook, Michelle Gilford, Roger Sarver, Diana Shoemaker, and Terry Shupe were recognized for five years of service.

Approval of Minutes

The minutes of the regular meeting held on December 27, 2007, were reviewed. Phil Shaffer 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: TMACOG January newsletter, Invitation to the TMACOG Winter General Assembly, Agenda for the Wood County Economic Development agenda for January 9, 2008, Conveyance fee trends and percent comparisons, Breakdown of Wood County Economic Development Commission Private Funds, Breakdown of Wood County Economic Development Conveyance Fee Disbursements, Brochures on skilled trades and workplace and community services from Owens Community College, Wood County Board of Commissioners resolution naming Bill Hirzel to the District's Board, Agenda for the January 15, 2008 audit committee, Weekly WaterShed revenues, Ohio Rural Water Invitation to the winter quarterly meeting, Asset report from GovDeals, Emergency closing contact list, Contact list of the 2008 CSEAO members, Resume for William Davies, Year-to-date breakdown of system development fees collected, and an article in the Raleigh Chronicle regarding mayor wanting new 50% water tax.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Audit Committee will meet January 15, 2008
- Extension Committee will meet January 17, 2008
- TMACOG Annual Dinner will be held January 29, 2008
- Proposed Annual Customer Meeting be held March 13th or 27th
- Wood County Township Association Meeting was held January 4, 2008.
- Surveys were mailed for water interest in the Washington Township Area, several have been returned showing interest in that area.
- Meeting with residents outside the Village of Wayne for sanitary sewer interest January 10, 2008.
- Village of Woodville may be interested in contract sewer operations.
- Meeting with Henry Township held January 8, 2008 to discuss CSX facility
- Meeting was held with CSX and the Village of Hoytville to discuss water and sewer needs on January 4, 2008
- Jerry Greiner asked the Board and staff to leave parking spaces open in front of the building for customers.
- Bill Barber met with Tony Marks (purchaser of Con Agra buildings) and Poggemeyer Design Group to discuss water and sewer needs in the Ampoint area.
- Jerry Greiner discussed the "Code Red" system the Sheriff would like to implement this year. The District may participate financially. It is a 'Reverse 911" system.
- Northern Ohio Rural Water and Lorain Water asked to meet with Jerry Greiner in the next few weeks.

Reports of Committees:

Lyle Schulte stated the administrative committee met January 4, 2008 to discuss management salaries. Mr. Schulte stated the committee recommendations would be stated in Resolution 2008-31.

Unfinished Business:

None

New Business

Resolution 2008-02. Designation for signing banking documents. This resolution designates those who can sign checks and other banking documents on behalf of the District. Lyle Schulte made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-03. Acceptance and action on bids received for the Mandell pump station replacement, SS #400 area. Bill Barber stated that bids were received for the Mandell pump station replacement and Vernon Nagel, Inc. was the low bidder at \$282,110.00. Mr. Barber asked that Vernon Nagel, Inc. be awarded the bid. Alex Molner made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-04. Change order #1, Poggemeyer Design Group, Cross Creek and Liberty Hi Roads waterline extension, WL #301A. Bill Barber stated this change order is an increase of \$6,155.00 for an additional 4,000 lineal feet of waterline. The cost included extra survey and design work. After discussion, Alex Molner made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-05. Change order #1, Schalk Brothers, Inc. Cross Creek and Liberty Hi Roads waterline extension, WL #301A. Bill Barber stated this change order is an increase of \$8,250.00 for an additional 1,650 lineal feet of waterline to serve an additional property. Lyle Schulte made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-06. Notice of intent to proceed, Bradner Road waterline extension, WL #234D. Bill Barber stated this extension affected three properties and all requirements have been met for this project and can be advertised for bid. He said this project will be bid with the Chantilly Rue waterline replacement project. 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 2008-07. Authorize the advertisement for bids for the Bradner Road waterline extension, WL #234D. Bill Barber stated this resolution is needed to advertise for bids for the Bradner Road waterline extension WL #234D. The project will be advertised January 14th and 21st, with bids opened on February 12, 2008. The engineer's estimate for this project is

\$42,680.00. John Current made a motion to approve. Phil Shaffer seconded. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-08. Review and approval of utility easements for the Green Road waterline extension, WL #399A. John Sopko stated that two 15 ft. permanent easements were obtained from owners on Robinson Road each for \$1.00. Alex Molner made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-09. Review and approval of utility easements for the Robinson Road waterline extension, WL #399C. John Sopko stated an easement has been obtained from Elnora Vollmer on Robinson Road for \$1.00. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-10. Notice of intent to proceed, Robinson Road waterline extension, WL #399C. Bill Barber stated that all requirements have been met for this project and can be advertised for bid. Phil Shaffer made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-11. Authorize the advertisement of bids for the Robinson Road waterline extension, WL #399C. Bill Barber requested that this resolution be tabled. John Current made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2008-12. Review and action on the recommendations of the Assessment and Equalization Board for the Cross Creek Road waterline extension, WL #399B. John Sopko stated there was no action taken on an objection from Jerry and Ruth Miller due to the withdrawal of the objection by the owners prior to the AEB meeting. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-13. Notice of intent to proceed, Cross Creek Road waterline extension, WL #399B. Bill Barber stated that all requirements have been met for this project and can be advertised for bid. Melinda Kale made a motion to approve. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-14. Authorize the advertisement for bids for the Cross Creek Road waterline extension, WL #399B. Bill Barber requested that this resolution be tabled. Bill Hirzel made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2008-15. Change order #1, Poggemeyer Design Group, Five Point Road sanitary sewer extension, SS# 394. Bill Barber stated this change order was for the redesign of the Five Point Road sewer project. The change order is for an increase of \$20,743.00 to reflect changes in the design requested by the affected property owners who had been meeting with Bill Barber. Alex Molner asked where the project stands. Bill Barber stated the EPA Director was holding the permit to install until after further testing is complete in the

spring. Bill Hirzel made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes with the exception of Paul Brim who voted no. **Approved.**

Resolution 2008-16. Change order #1, Poggemeyer Design Group, Williamsburg-on-the-River wastewater treatment plant improvements, SS #4. Bill Barber stated this change is an increase of \$5,608.00 for boundary work and additional topographic survey required for the proposed split of the primary parcel of land.. Phil Shaffer 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 Paul Brim who voted no. **Approved.**

Resolution 2008-17. Review and approval of easements for the Village of Risingsun sanitary sewer project, SS #1901. John Sopko stated this resolution is for the approval of 8 easements received from property owners for the Village of Risingsun sanitary sewer system project #1901. Rex Huffman said, there are currently appropriation actions against four of these owners, but approval of this resolution will cancel these legal actions. 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 2008-18. Review and approval of a Computer and Internet Policy. Gavin Smith reviewed with the Board the revised Computer and Internet policy for the District. After some discussion, John Cheney asked that item #6 under employee privacy rights be amended to state "all data and communications on the District's computers and related systems, including text and images, can be disclosed to law enforcement only without prior consent." Lyle Schulte made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-19. Void resolution 2004-122, Approval of an interagency agreement with the Village of Hoytville. Jerry Greiner requested that this resolution be tabled. John Current made a motion to table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2008-20. Review and approval of a Water Management Agreement with the Village of Hoytville. Jerry Greiner requested that this resolution be tabled. John Current made a motion to table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2008-21, Personal Actions.

Jerry Greiner reviewed the actions as follows:

1. Approval to post position, Dispatcher I position, internally.
2. Authorize a merit pool of \$15,500 or 2% of management's salaries.
3. Review and approval of 2008 management salaries.

Lyle Schulte stated that the Administrative Committee met regarding these items. He stated the committee recommends approval. After some discussion Melinda Kale made a motion to approve all three items. Phil Shaffer seconded the motion. John Cheney stated he was not

comfortable with the merit pool and addition of the Dispatcher I position. Mr. Cheney felt since customer rates have been increasing that we should not be adding new positions. After much discussion, it was decided to amend the original vote and to vote on each item individually. Melinda Kale made a motion to amend the original vote. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes to vote on each of these personnel items. **Approved.**

Phil Shaffer made a motion to approve the 2008 management salaries. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Paul Brim who abstained. **Approved.**

Lyle Schulte made a motion to approve the merit pool for 2008. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes with the exception of John Cheney and Melinda Kale who voted no. **Approved.**

Alex Molner made a motion to approve posting the Dispatcher I position. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes with the exception of Paul Brim and John Cheney who voted no. **Approved.**

Executive Session

None

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	January 24, 2008 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	February 14, 2008 7:30 a.m.	District Operations Facility Regular Meeting
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Adjournment

Alex Molner made a motion to adjourn. Paul Brim seconded the motion. A voice call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current
Secretary/Treasurer