

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, OCTOBER 26, 2006**

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, October 26, 2006, 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
Joe Molnar	Alex Molner	Lyle Schulte
Phil Shaffer		

Members absent: John Ault and Terry Murray

Others:

Jerry Greiner	Beth Vannett	Bill Barber
Dave Cook	Mike Stoll	John Sopko
Stephanie Challender	Leanne O'Brien	Valerie Megyesi

Tom Stalter, Poggemeyer Design Group
Rex Huffman, Spitler, Huffman & Newlove
Gary & Chris Horton, 672 East Union St. Walbridge, Ohio

Approval of Minutes

The minutes of the regular and planning meeting held on October 12, 2006, were reviewed. Phil Shaffer made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time, Jerry Greiner introduced Chris and Gary Horton, 672 East Union St. Walbridge, OH. Mr. Horton presented his concern for the cost to tap into the public sewer and waterline. He stated his representative purchased his permit for an accommodation tap in the spring of 2006 costing \$8705.00; his builder stated to him the cost would be no more than \$3207.50. Ted Bennett calculated the original estimate and charged the client ½ of what normal frontage charge would be and ½ of assessment cost, Greiner explained. He further defined an "accommodation tap" under the District's general policy. Mr. Horton showed the Board a map of his property and a statement from Connie Workman (Builder's secretary) as to what she talked to Ted Bennett about. Mr. Horton advised the Board that he had a 140' easement for his driveway. John Cheney requested the staff review the frontage on the property and report to the Board at the next scheduled meeting.

Correspondence

Jerry Greiner presented the correspondence file which was circulated and contained: Bass Pro news-included tentative dollar amount to be received for water and sewer o/m revenue; List of CDBG applications; JRS Outline; Outline for CSX by Hoytville; Letters from Village of Weston and Village of Milton Center supporting re-appointment of Paul Brim to the Board; Information on Public Ethics Meeting held October 19, 2006; Two newspaper articles regarding paperless board meetings and a healthy boardroom; Note from Bob Latta regarding support for JRS.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Annual Christmas dinner will be held on November 30th at Maggie's in Perrysburg.
- Administrative Committee began the process of reviewing current District policies. Will report back to committee.
- Board of County Commissioners Meeting will be held December 14, 2006. The District currently has 3 commissioners' appointments, one of which is Alex Molner whose term expires 12/31/06.
- District office will be closed on November 10, 2006 in recognition of Veterans Day.
- Annual meeting of the Wood County Township Association will be held on January 5, 2007 at the Bowling Green Elks.
- Bill Barber and Tom Stalter attended meeting in Seneca County to hear the need for sanitary sewer on Rt. 23 (east side of Risingsun).
- Community Development Block Grant for Milton Center and Hoytville will be funded this year, possibly Risingsun also.
- Jerry Greiner showed various water and sewer districts' coverage for liability insurance. Dave Cook and Jerry Greiner suggested the Board increase the liability insurance from 2 million to 5 million costing an additional \$3500.00. John Cheney made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**
- Jerry Greiner attended meeting regarding Issue 1 funding and presented a chart showing that the District scored well. These Issue 1 funds would go to replace a generator at an existing District pump station in 2007.

Reports of Committees:

Paul Brim reported that the Resource Committee met on October 19, 2006. He said Rex Huffman discussed River Road sanitary sewer crossing on private property and the need for an easement and Mr. Huffman said he has had no response from the owner or attorney. Jerry Greiner outlined the District's contract(s) for buying water. Paul Brim

summarized the use of old quarries for storage or supply, but stated the cost to treat this water would be higher than buying from a regional plant. He stated the need for the committee to be more active and look for long-term options.

Mike Stoll reported that the Extension Committee met on October 25, 2006. He discussed the Liberty Hi and Poe Road waterline extension; the Huffman Road developer agreement; Unity Church proposed waterline on Martin-Moline Road; The nearing completion of the Tontogany waterline; Cuckle Creek/Gypsy Lane Road waterline update; the CSX site near Hoytville; Bill Barber updated the Board on the Williamsburg-on-the-River package plant and the purchase of potential property for a new plant.

John Cheney stated that the Safety Committee met on October 18, 2006. He stated: that new safety policy will eventually become a Board policy. He updated the Board on a minor accident that occurred last month; New first aid kits and new ID cards will be arriving shortly; Received bids on new automatic transfer switch for building; CPR training and forklift training have been completed.

Unfinished Business:

Resolution 2006-136, Authorize a professional design contract with Poggemeyer Design Group for the District operations facility building expansion project. Lyle Schulte made a motion to remove. Phil Shaffer seconded the motion. A roll call was taken with all present voting yes. **Removed.**

Resolution 2006-165, Approval of a cash rental agreement for the District's property in Washington Township. Jerry Greiner proposed that this continue to be tabled. **Tabled.**

New Business

Resolution 2006-167, Approval to advertise for statement of qualifications from professional design firms for the District operations facility's building expansion. Jerry Greiner presented a recommendation from the Board's committee to go ahead and seek statements for building expansion if there is Board support. Alex Molner stated the need was there for expansion. Joe Molnar stated Board needed to look at short and long term needs. John Cheney was in favor of getting tentative floor plans, but not a complete design. John Cheney questioned that if not done right away can preliminary plans be changed? Rex Huffman stated once an architect is chosen service and the scope of work can span several years. Paul Brim made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved**

Resolution 2006-168, Approval to advertise for Engineering Qualification Statements for the year 2007. Bill Barber requested approval to advertise for the annual Statement of qualifications for engineers. He stated that this was not for specific projects, but for the year. Lyle

Schulte made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-169, Review and approval of easements for the installation of the WL #300B master meters in Middleton Township. John Sopko said we had a resolution to appropriate property for St Rt. 25 from last meeting. Rex Huffman and John Sopko met with owners and reached an agreement where the District will purchase 50 x 50 easement from Norman and Loretta Hartman in an amount exceeding the appraised value. In addition, he stated that the District will also purchase an easement from Harold and Mary Weihl at an appraised value. The District is also working with Mr. Weihl on conserving his field driveway and field tile, John Sopko stated. John Cheney made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-170, Review and approval of easements for the Tontogany waterline extension WL #399. John Sopko stated there were two additional easements needed on this waterline project. He said the District will purchase an easement from George and Joan Bierley for \$1.00, making sure to run the line behind their pine trees then over to right-away in order to save pine trees. He also stated that the District will purchase an additional easement from Virgil and Melva Jean Behnfeldt for a \$1.00, to avoid a 30" field tile. Lyle Schulte made a motion to approve. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-171, Approval of a developer's agreement with Lyle L. Shaffer for the Huffman Road Waterline extension WL #318F. Jerry Greiner moved that this be tabled. **Tabled.**

Resolution 2006-172, Change order #2, Poggemeyer Design Group, East River Road sanitary sewer extension, SS #438A. Bill Barber requested a change order to delete Poggemeyer from the contract to fully close out the project. He stated that this change does not affect the final assessments. Joe Molnar made a motion to approve. John Current seconded the motion. **Approved.**

Resolution 2006-173, Continuation of the cleaning contract for the District Operations facility. Jerry Greiner stated there will be a slight increase (\$300.00) to existing cleaning contract. He stated the District is very happy with their services and the District would like to enter into a new two year contract. The Board discussed past rates. After discussion, Lyle Schulte made a motion to approve. John Current seconded the motion. A roll call was taken with all present voting yes with the exception of Paul Brim voting no. **Approved.**

Receipt of Other Comments

None

