

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, AUGUST 23, 2018**

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, Bowling Green, Ohio on Thursday, August 23, 2018 at 7:30 a.m.

Mr. Mark Sheffer, Chairman, brought the meeting to order and requested that the roll be called:

Rob Armstrong	Steve Arnold	John Cheney
Bill Hirzel	Melinda Kale	Leonard Michaels
Doug Miller	Mark Sheffer	Bill Verbosky

Members Absent: None

Others:

Theresa Pollick	Tom Stalter	Garret Chamberlain
Leanne O'Brien	Kay Ball	Beth Vannett
Dan Wickard	Gavin Smith	Jerry Greiner

Rex Huffman & Carl Ireland, Spitler, Huffman & Newlove

Denise Plummer, Poggemeyer Design Group

Tom Woodruff, Woodruff Properties
Roger Wittenmyer, 1928 Tracy Rd., Northwood, OH 43619

Approval of Minutes

The minutes of the regular meeting held on August 9, 2018 were reviewed; John Cheney made a motion to approve the minutes. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Correspondence

All correspondence has been loaded to the iPads. Unless there is interest, all further correspondence will be shared electronically only.

Tom Woodruff addressed the board with concerns over the monthly Stony Ridge sewer rates. He stated he has several rental properties there and that his bill currently runs \$103 per month and has increased by 30% since the sewer project was complete. He questioned whether the rates will start to level out or continue to increase every year? He also would like to be notified when his tenant's accounts are delinquent before they are certified to his taxes once a year. Jerry Greiner addressed the rates. He stated there is a minimum flat rate charge and also a debt charge for the project, he also stated that Toledo treats the sewer and they have increased rates substantially over the last few years as well as the District. He stated the District is currently looking at doing a third party rate study to look at rates. Beth Vannett stated she

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would look into the billing software capabilities to see if we could notify the owners of the property when bills become delinquent.

Roger Wittenmyer stated he recently just purchased a home in Northwood and feels his water and sewer bill at \$80 per month is too much and would like to know why it is so high. Mark Sheffer stated there is a minimum usage charge on top of an operation and maintenance fee, plus costs for treatment. He stated the District is currently looking at doing a third party rate study to look at rates.

Report by President and Other Officials

Jerry Greiner reported:

- Planning Meeting August 30, 2018
- Toledo has decided to put the Regional Water issue on the ballot in November
- Budget process is underway, a Public Relations committee will be held soon.
- Steve Arnold has been re-nominated to the board by Bloom Township. Ballots will go out to all member townships next week.

Reports of Committees:

Bill Verbosky stated the Administrative Committee met on August 9th and reviewed the following:

- Position description review
- Succession planning discussed

Unfinished Business:

Resolution 2018-54. Authorization to advertise for the Rossford Tree Streets Waterline Replacement, WL #5007. Garret Chamberlain stated this resolution was the authorization to bid the project. Jerry Greiner asked that this resolution be tabled. Bill Hirzel made a motion to table. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2018-79. Authorization to purchase real estate. Jerry Greiner asked that this resolution be tabled until we have updated information on the offer. Doug Miller made a motion to table. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

New Business

Resolution 2018-86. Approval of interim financing for the McComb Wastewater Treatment Plant Improvements, SS #28. Kay Ball stated this resolution is to approve interim financing with Huntington Public Capital Corporation for the McComb Wastewater Treatment Plant. Final project financing will be with USDA Leonard Michaels made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-87. Change order #2, VISU Sewer for the Millbury Sanitary Sewer Improvements, SS #200. Garret Chamberlain stated this change order is for a time extension only for project completion. He stated the project's original completion date was April 30th and will need to be extended to August 17th. Bill Hirzel made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-88. Amendment #4, Jones & Henry Engineers for the SS #100 Tracy Road Trunk Sewer Rehabilitation. Garret Chamberlain stated this amendment is for a deduction of \$11,757.24 for unused engineering services. 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 2018-89. Amendment #2, Jones & Henry Engineers for the Curtice Road Waterline Replacement, WL #212A. Garret Chamberlain stated this change order is for a deduction of \$1,130.65 for unused engineering services. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-90. Resolution of Necessity & Intent to Proceed with Improvement, Steen Road Waterline Extension, WL #306B1. Garret Chamberlain stated this waterline extension is to serve 4 properties on Steen Road. Mr. Chamberlain stated this project was discussed in the recent Extension Committee meeting. John Cheney made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-91. Amendment #1, Wessler Engineering, Inc. for the Biosolids Management Program. Tom Stalter stated this amendment is for a deduction of \$14,547.58 for a revision in the scope of service. Leonard Michaels made a motion to approve. Doug miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-92. Change order #4 and partial release of retainage, B. Hill's Excavating for the Hoytville Wastewater Treatment Plant Improvements, SS #1501. Tom Stalter stated this change order is for an increase of \$1,696.70 for final quantity adjustments. John Cheney made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-93. Authorization to participate in the Ohio Public Works Commission State Capital Improvement for various water and sewer projects. Tom Stalter stated this resolution is authorization to participate in OPWC for the Willowbend pump station upgrade. Bill Verbosky made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-94. Authorization to advertise for bids for the Tracy Road/Oregon (Homecraft Area) Interconnection Improvements, WL #122A. Garret Chamberlain stated this resolution is for authorization to advertise for the Tracy Road/Oregon (Homecraft Area) interconnection Improvements with advertisement dates to be determined. The engineer's estimate on the project is \$210,000.00, he said. Doug Miller made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2018-95. Amend Resolution 2018-82, Resolution of Assessments for miscellaneous water and sewer projects. Garret Chamberlain stated this resolution is to amend resolution 2018-82 to reflect additional properties to be added to the certification list. Steve Arnold made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Executive Session

Kay Ball requested the board go into Executive Session to discuss personnel regarding the employment and compensation of Jerry Greiner. Bill Verbosky made a motion to go into Executive Session. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

John Cheney made a motion to go back into Regular Session. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Resolution 2018-96. Personnel Actions. Kay Ball stated this resolution was discussed in Executive Session. The Board discussed the rehiring of Jerry Greiner upon retiring, following District practices related to salary and benefits. See attached letter. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting: September 13, 2018 District Operations Facility
7:30 a.m. Regular Meeting

Regular Meeting: September 27, 2018 District Operations Facility
7:30 a.m. Regular Meeting

Adjournment

Rob Armstrong 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 A. Cheney
Secretary