

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JANUARY 10, 2019**

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, January 10, 2019 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
Melinda Kale	Leonard Michaels	Doug Miller
Mark Sheffer	Bill Verbosky	

Members absent: Bill Hirzel

Others:

Jerry Greiner	Gavin Smith	Beth Vannett
Leanne O'Brien	Garrett Chamberlain	Kay Ball
Tom Stalter	Dan Wickard	Theresa Pollick
Rhea Crayton	Jamie Mossbarger	Emily Freeman
Mark Tillison	Jim Rossow	John Sopko

Rex Huffman & Carl Ireland, Spitler, Huffman & Newlove  
Neal Materni, Poggemeyer Design Group

**Employee Service Awards:**

Mark Sheffer recognized 14 employees with service time with the District and Wood County. Jerry Greiner was recognized for thirty years of service; Jim Rossow was recognized for 25 years of service; John Sopko was recognized for twenty years of service; Gavin Smith was recognized for fifteen years of service; Mark Sheffer, Garret Chamberlain, Rhea Crayton, David Cromley, Jamie Mossbarger, Emily Freeman, Mark Tillison and Tom Stalter were recognized for five years of service.

**Approval of Minutes**

The minutes of the regular meeting held on December 14, 2018, were reviewed; John Cheney made a motion to approve the minutes. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Rex Huffman gave the oath of office to the board reappointments: Doug Miller, Mark Sheffer and Steve Arnold.

**Correspondence**

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

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### **Report by President and Other Officials**

Jerry Greiner reported:

- Committees will need to be set-up for 2019
- Extension Committee will meet soon
- City of Perrysburg will be switching to monthly billing
- Working on completing the succession plan
- Still working through the process to purchase land on East Broadway. There is a problem with the chain of title.
- Wood County Economic Development Dinner to be held March 21<sup>st</sup>.
- Finance Department received GFOA Award for 2018

At this time, Tom Stalter gave a brief update on economic development projects.

### **Reports of Committees:**

John Cheney reported the Safety Committee met on January 9, 2019 and briefly reviewed the meeting with the board.

### **Unfinished Business:**

None

Rex Huffman opened the nominations for officers:

Melinda Kale nominated Doug Miller for Chairman of the Board. Doug Miller nominated Mark Sheffer for Chairman of the Board. John Cheney made a motion to close the nominations. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. Rex Huffman circulated paper ballots for voting. Rex Huffman counted the votes and declared Mark Sheffer the Chairman. Mark Sheffer approved for Chairman of the Board.

John Cheney nominated Steve Arnold for Vice-Chairman of the Board. Doug Miller made a motion to close the nominations. Leonard Michaels seconded motion. A roll call vote was taken to close the nominations and all present voted yes. Steve Arnold approved for Vice-Chairman of the Board.

Doug Miller nominated John Cheney for Secretary of the Board. Leonard Michaels nominated Melinda Kale for Secretary of the Board. Leonard Michaels made a motion to close the nominations. Bill Verbosky seconded the motion. A roll call vote was taken to close the nominations and all present voted yes. Rex Huffman circulated paper ballots for voting. Rex Huffman counted the votes and declared Melinda approved for Secretary of the Board. Melinda Kale approved for Secretary of the Board.

Doug Miller nominated Jerry Greiner as representative to TMACOG, Leonard Michaels seconded the nomination. A roll call vote was taken with all present voting yes.

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John Cheney recommended that Jerry Greiner stay as the District's representative to the Wood County Economic Development Commission. Leonard Michaels seconded the recommendation. A roll call vote was taken with all present voting yes.

Mark Sheffer stated meeting dates will remain the same; the 2nd and 4th Thursdays of the month at 7:30 a.m.

### **New Business**

**Resolution 2019-01**, Designation for signing banking documents. Kay Ball stated that this resolution designates those who can sign checks and other banking documents on behalf of the District. Bill Verbosky made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2019-02.** Authorize the advertisement for bid for the Millbury Sanitary Sewer Lateral Improvements, Phase II, SS #207D. Garret Chamberlain stated this resolution is the authorization to advertise for bid the Millbury Sanitary Sewer Lateral Improvements. The bid dates are to be determined and the engineer's estimate for the project is \$1,000,000.00, he said. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2019-03.** Approval of a contract for comprehensive rate study services. Kay Ball stated this resolution is to approve a contract for a comprehensive rate study. Ms. Ball stated 2 firms were selected to provide a fee proposal and after review, she recommends Raftelis be awarded the contract. Doug Miller made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2019-04.** Authorize a contract with Poggemeyer Design Group for the Troy Township Water and Sewer Improvements, WL #183O/SS #140K. Tom Stalter stated this resolution is to approve a contract with Poggemeyer Design Group for the Troy Township Water and Sewer Improvements. The contract is for a total of \$149,700.00, he said. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Receipt of Other Comments**

None

### **Executive Session**

None

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**Regular Meeting Dates**

Regular Meeting:	January 24, 2019 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	February 14, 2019 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

Bill Verbosky made a motion to adjourn. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Melinda Kale  
Secretary

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