

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, DECEMBER 19, 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, December 19, 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
Bill Hirzel	Melinda Kale	Doug Miller
Mark Sheffer	Bill Verbosky	

Members absent: Leonard Michaels

Others:

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

Rex Huffman, Spitler, Huffman LLC

Brooke Hahn, 24111 Pemberville Rd., Perrysburg, OH 43551
Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

Approval of Minutes

The minutes of the regular meeting held on December 5, 2019 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.

Executive Session

Jerry Greiner asked that the Board go into Executive Session to discuss pending litigation with the City of Napoleon regarding the Henry County merger. John Cheney made a motion to go into Executive Session. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes.

Bill Verbosky made a motion to return to regular session. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes.

Correspondence

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

Regular Board Meeting
December 19, 2019

Report by President and Other Officials

Jerry Greiner reported:

- TMACOG General Assembly meeting to be held in January
- BG Chamber dinner will be held January 25th.
- Henry County merger still ongoing. Met with accountant representing Henry County to close out financials for 2019.
- 2020 budget books were handed out to the board.
- Gavin Smith stated that changes to the computer use policy will go into effect January. All board members will have to transfer their cellular services for their iPads to their personal accounts or just use the iPads with WiFi capability.
- Bond closing will be held today for the McComb WWTP.

Reports of Committees:

Steve Arnold stated the Governance Committee met and the minutes are in the DropBox.

Unfinished Business:

None

New Business

Resolution 2019-151. Authorization for the Issuance of Sewer Resource Taxable Revenue Bonds for the Village of McComb Wastewater Treatment Plant, SS #28. Kay Ball stated this resolution is to approve the bond issuance for the McComb WWTP. She stated the interest rate is 2.375%. Bill Verbosky made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-152. Authorize a contract with Meyer Hill Lynch Corporation for Information Technology Services. Gavin Smith stated this is a renewal of the IT contract with Meyer Hill Lynch. Mr. Smith stated the renewal is for another 3 years with no increase in cost. Doug Miller made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-153. Acceptance and action on bids received for the SS #100 Flow Meter Replacement Project. Tom Stalter stated bids were received for the SS #100 Flow Meter Replacement Project and recommends the project be awarded to Westfield Electric in the amount of \$115,540.00. The engineer's estimate on the project is \$120,000.00. John Cheney made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-154. Acceptance and action on bids received for the Troy Township Sewerline Improvements, SS #140K. Tom Stalter stated bids were received for the Troy Township Sewerline Improvements and recommends the project be awarded to Underground Utilities for \$1,279,310.00. The engineer's estimate on the project is \$1,320,000.00, he said. Doug Miller made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2019-155. Change order #1-Final and Release of Retainage, Cash Services for the Water Meter Pit Installation/Replacement Project, WL #2300 Area. Tom Stalter stated this change order is for a deduction of \$121,460.04 for final quantity adjustment. Mr. Stalter also requested retainage in the amount of \$14,483.60 be released to the contractor. Doug Miller made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-156. Change order #2, Jim Palmer Excavating for the McComb Sanitary Sewer & Stormwater Separation Improvements. Tom Stalter stated this change order for an increase of \$8,348.00 is for additional excavating and stone needed due to poor soil conditions. Doug Miller made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Rob Armstrong who was out of the room. **Approved.**

Resolution 2019-157. Amend Resolution 2018-37, Authorize a loan agreement with the USDA Rural Development Services for the Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter stated this resolution is to authorize a loan agreement with USDA for the Village of McComb Wastewater Treatment Plant. Doug Miller made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-158. Amend Resolution 2018-38, Authorize a grant agreement with USDA for the Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter stated this resolution is to authorize a grant agreement with USDA for the Village of McComb Wastewater Treatment Plant. John Cheney made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-159. Approval of a lease agreement for a Bulk Water Station with the Filling Home of Mercy, Inc. Jerry Greiner stated this resolution is to approve a lease agreement with the Filling Home of Mercy for a bulk water station. Jerry Greiner stated the approval of this lease will be pending Rex Huffman's review. Doug Miller made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-160. Approval of a Developer Agreement with the Filling Home of Mercy, Inc. Jerry stated this resolution is to approve a developer agreement with the Filling Home. Mr. Greiner stated this resolution is pending Rex Huffman's review of the agreement. Doug Miller made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-161. Approval of a contract with the Village of Florida for Contract Operations for the Village of Florida Water Distribution System. Jerry Greiner stated this resolution is to approve a contract with the Village of Florida for operations of their water distribution system. John Cheney made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2019-162. Resolution 2019-162, Change order #2, Ed Kelly & Sons for the Eagle Point and Birch Drive Sanitary Sewer Replacement, SS #5012. Tom Stalter stated this change order is for an increase of \$11,575.00 for the relocation of the lateral sewer service at 111 Harbor Point Road. Bill Verbosky made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-163. Authorization to Release Retainage to LC Painting for the Village of McComb Above Ground Water Storage Tank Painting, WL #2314. Tom Stalter stated this resolution is authorization to release retainage in the amount of \$11,680.00 to the contractor to close out the project. Doug Miller made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-164. Personnel Actions.

Tom Stalter asked that the following personnel action be approved:

1. Approval of Engineering Aide IV (Infiltration and Inflow Program Coordinator) Job Description.

Doug Miller made a motion to approve. Bill Hirzel 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:	December 19, 2019 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	January 9, 2020 7:30 a.m.	District Operations Facility Regular Meeting

Adjournment

Rob Armstrong 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