

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JANUARY 14, 2021**

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 14, 2021 at 7:30 a.m.

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

Steve Arnold	John Cheney	Bill Barnhart
Brooke Hahn	Bill Hirzel	Melinda Kale
Chuck Latta	Doug Miller	Tim Phillips
Mark Sheffer		

Members absent: None

Others:

Jerry Greiner	Erik Blake	Kay Ball
Leanne O'Brien	Garrett Chamberlain	Tom Stalter
Theresa Pollick		

Rex Huffman, Spitler, Huffman & Newlove

**Resolution 2020-01**, Accept the appointment of Melinda Kale to the Board of Trustees. Tim Phillips made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-02**, Accept the appointment of Bill Barnhart to the Board of Trustees. Melinda Kale made a motion to approve. Tim Phillips 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 appointments: Melinda Kale, Bill Hirzel (re-appointed by commissioners earlier in 2020) and Bill Barnhart.

Rex Huffman opened the nominations for officers:

Melinda Kale nominated Mark Sheffer for Chairman of the Board. Bill Hirzel made a motion to close the nominations. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. Mark Sheffer approved for Chairman of the Board.

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

Regular Board Meeting  
January 14, 2021

Mark Sheffer nominated Melinda Kale for Secretary of the Board. Mark Sheffer made a motion to close the nominations. John Cheney seconded the motion. A roll call vote was taken to close the nominations and all present voted yes. Melinda Kale approved for Secretary of the Board.

John Cheney nominated Jerry Greiner as representative to TMACOG with Garret Chamberlain being an alternative. Mark Sheffer seconded the nomination. A roll call vote was taken with all present voting yes.

John Cheney recommended that Jerry Greiner stay as the District's representative to the Wood County Economic Development Commission. Mark Sheffer 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.

### **Approval of Minutes**

The minutes of the regular meeting held on December 17, 2020, were reviewed; Brooke Hahn made a motion to approve the minutes. Chuck Latta seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Correspondence**

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

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

Jerry Greiner reported:

- Jerry Greiner announced service awards for employees. He stated due to social distancing they would not be able to be in attendance. Theresa will get each employee their certificates and get their picture taken.
- Many economic development projects going on around the county.
- Sent Leonard Michaels service plaque to him and received a thank you from his wife.
- TMACOG General assembly virtual meeting will be January 22, 2021
- Online ethics training will take place in March or April
- District received over \$50k of CARES money for reimbursement for COVID related expenses.
- TMACOG State of the Union will be March 2, 2021
- Extension Committee will be held either January 21<sup>st</sup> or February 4<sup>th</sup>.
- Kay Ball updated the board on a potential bond refinancing. She stated a resolution will be coming before the board at the last meeting in January or first meeting in February.

Regular Board Meeting  
January 14, 2021

**Reports of Committees:**

None

**Unfinished Business:**

None

**New Business**

**Resolution 2021-03.** 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. Tim Phillips made a motion to approve. Brooke Hahn seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-04.** Amendment #3, Poggemeyer Design Group for the Henry County Waterline Project. Tom Stalter stated this amendment is for an increase of \$3500.00 to include OEPA corrosion control study to the project. Melinda Kale made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2021-05.** Amendment #1, Poggemeyer Design Group for the Village of McComb Regional Water Connection, WL #2816. Tom Stalter stated this change order is for an increase of \$3500.00 to include OEPA corrosion control study to the project. John Cheney made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-06.** Amendment #2, Poggemeyer Design Group for the Troy Township Water and Sewer Improvements, WL #1830/SS #140K. Tom Stalter stated this amendment is for a decrease of \$7,595.34 for services non-performed. Tim Phillips made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-07.** Amendment #3, Poggemeyer Design Group for the Lime City Road Waterline Replacement Project, WL #5020. Tom Stalter stated this amendment is for a decrease of \$2,039.70 for services non-performed. Chuck Latta made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-08.** Acceptance and action on bids received for the Village of McComb Sanitary Sewer Improvements, Phase 1. Garret Chamberlain stated bids were received for this project and recommends the project be awarded to Hillabrand & Sons Excavating for \$954,615.42. Mr. Chamberlain stated this engineer's estimate on the project is \$1,347,600.00. John Cheney made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting  
January 14, 2021

**Resolution 2021-09.** Change order #2-Final, Hillabrand & Sons for the Village of McComb Sanitary Sewer Interceptor Replacement, SS #2811. Garret Chamberlain stated this change order is for an increase of \$18,563.98 for an emergency water main repair and additional paving repairs. Steve Arnold made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-10.** Approval of a water accommodation tap agreement with Rachael London, WL #321 Area. Garret Chamberlain stated this resolution is to approve a water accommodation tap to provide water service to a home on Hull Prairie Road. Melinda Kale made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-11.** Change order #1, Vernon Nagel for the Village of McComb Water Line Replacement, Phase 2, WL #2815. Garret Chamberlain stated this change order is for an increase of \$7,418.00 which includes adjustments to the original construction contract. Doug Miller made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Executive Session**

None

### **Receipt of Other Comments**

The board briefly discussed board compensation going forward. Several options were presented. After some discussion the board voted to bring a resolution back before the full board at the next meeting and to propose a net salary amount of \$7250 annually with a possible 3% increase in following years to be reviewed annually. A roll call vote was taken to bring a resolution before the board at a future date with the proposed increase. The vote was 8 voting yes with 2 voting no.

Todd Saums and Mark Davis from the Engineering Department gave the board a brief presentation on the District's I & I efforts and also a review of what the District's camera truck has done over the last several years.

### **Regular Meeting Dates**

Regular Meeting:	January 28, 2021 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	February 11, 2021 7:30 a.m.	District Operations Facility Regular Meeting

Regular Board Meeting  
January 14, 2021

**Adjournment**

John Cheney made a motion to adjourn. Bill Barnhart seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Melinda Kale  
Secretary

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