

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, SEPTEMBER 23, 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, September 23, 2021 at 7:30 a.m.

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

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

Members absent: Bill Hirzel

Others:

Gavin Smith	Leanne O'Brien	Kay Ball
Jerry Greiner	Garret Chamberlain	Theresa Pollick
Dan Wickard	John Sopko	

Rex Huffman, Spitler & Huffman LLC

**Approval of Minutes**

The minutes of the regular meeting held on September 9, 2021, were reviewed; John Cheney made a motion to approve the minutes. Brooke Hahn 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.

**Report by President and Other Officials**

Jerry Greiner reported:

- No new economic development updates
- Ballots are out to the townships and municipalities for Mark Sheffer and Steve Arnold, Mark has 6 votes and Steve has 12 returned.
- Planning meeting will be held on September 30<sup>th</sup> from 8am to 11:30 am; the address and driving directions will be out shortly
- Looking ahead for possible dates for Christmas dinner
- Beth is finishing up annual certifications of past due accounts
- WCEDC Dinner has been postponed until April 21, 2022

Regular Board Meeting  
September 23, 2021

- There is interest for new sewers on Curtice Road from Northwood. This could impact 52 homes in that area.

**Reports of Committees:**

None to report

**Unfinished Business:**

None

**New Business**

**Resolution 2021-90.** Authorization to apply for, accept and enter into an Ohio Water Development Authority Loan Agreement for the Wales Road WL Replacement, WL #4016A. Garret Chamberlain stated this resolution is authorization to apply to OWDA for a loan for the Wales Road Waterline Replacement. The current interest rate is 1.67%, he said. Steve Arnold made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-91.** Authorization to advertise for the McComb Waterline Improvements Phase 3, WL #2818. Garret Chamberlain stated this resolution is authorization to advertise for bids for the McComb Waterline Improvements on September 30<sup>th</sup> and October 7<sup>th</sup> with bids opened on October 19<sup>th</sup>. The engineer's estimate on the project is \$807,000.00. Tim Phillips made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-92.** Approval of a revised Part-Time Policy for the District. Kay Ball stated this is approval of a revised Part Time Policy for the District. The only changes made are to the titles of President and CFO in the policy. Brooke Hahn made a motion to approve. Chuck Latta seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-93.** Approval of a revised Motor Vehicle Policy for the District. Kay Ball stated this resolution is to approve a revised Motor Vehicle Policy. The only changes to the policy are to the titles of President and CFO. 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 2021-94.** Approval of a revised Merit Pay Policy for the District. Kay Ball stated this resolution is to approve a revised Merit Pay Policy for the District. The board asked that language be added that this policy is for non-bargaining employees. 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 2021-95.** Approval of a Calamity Policy for the District. Kay Ball stated this resolution is to approve a Calamity Policy for the District. After some discussion with the Board, the Board requested that this resolution be tabled for further review from the District Labor Relations attorney. Doug Miller made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Tim Phillips who voted no. **Tabled.**

Regular Board Meeting  
September 23, 2021

**Resolution 2021-96.** Amend Resolution 2021-53, Authorization to advertise for the Henry County Waterline Project, WL #2902. Garret Chamberlain stated this resolution is to amend Resolution 2021-53 to revise the engineer's estimate for the project. The new engineer's estimate is \$6,350,000.00, he said. Tim Phillips made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes with the exception of Brooke Hahn who voted no. **Approved.**

**Resolution 2021-98.** Change order #1, Expercon, LLC for the District Operations Facility Pavement Improvements. Garret Chamberlain stated this change order is for an increase of \$13,187.29 for adjustment and additional work for employee parking area. Doug Miller made a motion to approve. Bill Barnhart seconded the motion. A roll call vote was taken with all present voting yes with the exception of Brooke Hahn who voted no. **Approved.**

### **Executive Session**

None

### **Receipt of Other Comments**

At this time, Jerry Greiner stated that Dan Wickard had been awarded the J.W. Ellms Award for Supervisory position through OWEA. He stated this award stresses participation in conference activities, civic affairs and leadership. Mr. Greiner stated Mr. Wickard was nominated by Elizabeth Wick from the Ohio EPA.

### **Regular Meeting Dates**

Regular Meeting:	October 14, 2021 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	October 28, 2021 7:30 a.m.	District Operations Facility Regular Meeting

### **Adjournment**

Tim Phillips 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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