

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JANUARY 14, 2016**

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, 2016 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	Melinda Kale
Leonard Michaels	Doug Miller	Lyle Schulte
Mark Sheffer	Bill Verbosky	

Members absent: Bill Hirzel

Others:

Jerry Greiner	Gavin Smith	Beth Vannett
Leanne O'Brien	Garrett Chamberlain	Kay Ball
Valerie Megyesi	Dan Wickard	Tom Stalter
Stephane Keefer	Tim Wilkins	Claud Barringer

Rex Huffman, Spitler, Huffman & Newlove  
Denise Plummer, Poggemeyer Design Group

Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

### **Approval of Minutes**

The minutes of the regular meeting held on December 17, 2015, were reviewed; John Cheney made a motion to approve the minutes. Lyle Schulte 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:

- Will meet with union January 14<sup>th</sup> at 9:30 a.m.
- Wood County Mayor's Association meeting will be held January 27, 2016.
- NOMMA evening reception to be held January 25, 2016
- Bowling Green Chamber Dinner will be held January 30, 2016.
- Auditors will be here the week of February 8, 2016.
- Meeting with North Baltimore on January 19<sup>th</sup> to discuss a sewer contract.
- Settlement for Five Point Road has been signed by the District.

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- Settlement with the Village of Pemberville is complete.
- Garrett Chamberlain recently received his P.E. license.
- District Open House will be held May 1, 2016.

### **Reports of Committees:**

John Cheney stated Safety Committee met on January 6, 2016 and reviewed the following:

- 2015 year to date
- New committee members
- Traffic control in the winter months
- New District wellness program

### **Unfinished Business:**

None

Rex Huffman opened the nominations for officers:

John Cheney nominated Mark Sheffer for Chairman of the Board. Doug Miller made a motion to close the nominations for Mark Sheffer as Chairman. Bill Verbosky 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. Lyle Schulte made a motion to close the nominations. Doug Miller 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.

Lyle Schulte nominated John Cheney for Secretary of the Board. Doug Miller 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. John Cheney approved for Secretary of the Board.

Lyle Schulte nominated Mark Sheffer as representative to TMACOG, Steve Arnold 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. Lyle Schulte seconded the recommendation. A roll call vote was taken with all present voting yes.

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

Rex Huffman gave the oath of office to the 2016 officers pursuant to the District's by-law requirement.

**Employee Service Awards:**

Mark Sheffer recognized 5 employees with service time with the District and Wood County. Beth Vannett was recognized for twenty-five years of service; Valerie Megyesi was recognized for fifteen years of service; Tim Wilkins, Claud Barringer and Stephanie Keefer were recognized for ten years of service.

**New Business**

**Resolution 2016-01**, 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. Melinda Kael seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-02**. Authorize the advertisement for bid for the Southern Service Area Water System, DBP Improvements, WL #306A2. Tom Stalter stated this resolution is to authorize the advertisement for bid for the Southern Service Area Water System, DBP Improvements. Dates are to be determined and the engineer's estimate on the project is \$340,890.00, 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 2016-03**. Review and approval of utility easement for the Flow Equalization Basin for the #200 area. Tom Stalter stated this resolution is to approve 2 easements received for the Flow Equalization Basin for the #200 area. The easements totaled \$400.00, he said. Lyle Schulte made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-04**. Authorize a contract with Poggemeyer Design Group for the Northwood Hanson, George and Bihl Streets waterline replacement, WL #210B. Tom Stalter stated this resolution is to approve a contract with Poggemeyer Design Group for the Northwood Hanson, George and Bihl Streets waterline project. Total contract price is \$58,500.00, 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.**

**Resolution 2016-05**. Amendment #1, Poggemeyer Design Group, JRS-Southwood Commerce Center, SS #2500B and PP #25A. Tom Stalter state this amendment is an increase of \$26,689.95 for revised project scope including installation of pump station. 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 2016-06**. Acceptance and action on bids received for the Northern Service Area System, DBP Improvements, WL #101D. Tom Stalter stated bids were received for the Northern Service Area System, DBP Improvements and recommends the project be awarded to Romanoff Electric for \$699,503.00. Engineer's estimate for the project is \$737,000.00, he said. Lyle Schulte 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 2016-07.** Acceptance and action on bids received for the Rossford Hillview Drive Sanitary Sewer Rehab, SS #5005. Tom Stalter stated bids were received for the Rossford Hillview Drive Sanitary Sewer Rehab and recommends the project be awarded to Lake County Sewer for \$86,716.00. The engineer's estimate for the project is \$80,000.00, 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.**

**Resolution 2016-08.** Authorize the release of retainage, B. Hill's Excavating for the Various Sanitary Sewer Improvements, Contract C. Tom Stalter stated this resolution is to authorize the release of \$6,996.00 of retainage to B. Hill's Excavating at the engineer's discretion. Leonard Michaels made a motion to approve. Leonard Doug Miller seconded the motion; a roll call vote was taken with all present voting. **Approved.**

**Resolution 2016-09.** Review and approval of utility easements for the Rudolph/Bays Road Sanitary Sewer Project, SS #1001B. Tom Stalter stated this resolution is to approve 2 easements received for the Rudolph/Bays Road Sanitary Sewer Project. The easements were obtained for \$1.00 each, he said. Steve Arnold made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-10.** Authorize the release of retainage, Advanced Rehabilitation Technology, Ltd., Various Sanitary Sewer Improvements, Contract A. Tom Stalter stated this resolution is to authorize the release of \$4,680.65 of retainage to Advanced Rehabilitation Technology at the engineer's discretion. 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 2016-11.** Change order #1, B. Hill's Excavating for the Bays Road Waterline Project, WL #316G1. Tom Stalter stated this change order is for an increase of \$19,982.00 for adjustment to contract quantities. Steve Arnold made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Receipt of Other Comments**

None

### **Executive Session**

None

### **Regular Meeting Dates**

Regular Meeting:	January 28, 2015 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	February 11, 2016 7:30 a.m.	District Operations Facility Regular Meeting

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**Adjournment**

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

Respectfully Submitted,

John A. Cheney  
Secretary

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