

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JUNE 9, 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, June 9, 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	Bill Hirzel
Melinda Kale	Leonard Michaels	Doug Miller
Lyle Schulte	Mark Sheffer	Bill Verbosky

Members absent: None

Others:

Garrett Chamberlain	Gavin Smith	Jerry Greiner
Leanne O'Brien	Tom Stalter	Kay Ball
Beth Vannett	Dan Wickard	Nolan Chamberlain
James Graham		

Rex Huffman & Carl Ireland, Spitler Huffman Law

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

### **Approval of Minutes**

The minutes of the regular meeting held on May 26, 2016, were reviewed; Doug Miller made a motion to approve the minutes. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Bill Verbosky joined the meeting at 7:35 a.m.**

### **Correspondence**

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

### **Public Comment**

None

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

Dan Wickard introduced 2 new employees of the District; Nolan Chamberlain and James Graham who are both Water and Sewer Maintenance Worker I.

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Jerry Greiner reported:

- District will participate in the Wood County Fair Livestock Auction again this year with a \$1000 donation.
- Kent Murphree will be in attendance at the next meeting to update the board on labor laws.
- John Heer will be attending a future board meeting to give the board an update on liability insurance.
- The state auditors will be here June 23<sup>rd</sup> for the exit audit.
- Planning meeting will be held June 30<sup>th</sup> at Stone Ridge.
- Employee luncheon to recognize safety award will be held June 22<sup>nd</sup>.
- Employee picnic at the MudHens will be held July 15<sup>th</sup>.
- McComb WaterShed is now open.
- Doug Miller stated development will be occurring in Rossford near casino and crossroads area.

### **Reports of Committees:**

John Cheney stated the Safety Committee met on June 1, 2016 and reviewed the following:

- 2 minor incidents occurred.
- Discussed equipment replacement
- Welding safety training will be held soon
- Reviewed the Dashboard
- New employee safety procedures.

John Cheney stated the Extension Committee met on June 2, 2016 and reviewed the following:

- Accommodation taps for several property owners.

### **Unfinished Business:**

**Resolution 2016-69.** Authorize and assignment and assumption agreement with the Village of McComb. Rex Huffman asked that this resolution be tabled until the final agreement is complete. Doug Miller made a motion to table. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

### **New Business**

**Resolution 2016-93.** Acceptance and action on bids received for the Tontogany/Carrington Woods pump station rehab project. Tom Stalter stated bids were received for this project and recommends the project be awarded to Degan Construction for both Contract A and Contract B in the amount of \$319,687.37. Engineer's estimate is \$405,000.00, 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 2016-94.** Authorization to apply to OWDA for the Tontogany/Carrington Woods pump station rehab project. Tom Stalter stated this resolution is the approval to apply to OWDA for this project. The interest rate on the loan would be 2.83% he said. Steve Arnold made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2016-95.** Approval of a Sanitary Sewer Pre-Treatment Policy for the District. Garrett Chamberlain stated this resolution is to approve a sanitary sewer pre-treatment policy for the District and will be a supplement to the Extension Policy. Melinda Kale suggested language be included to pass on any cost to owners associated with any spills or harm done to the system. Leonard Michaels made a motion to approve with revisions. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-96.** Review and action on various Accommodation Tap Agreement Requests. Garrett Chamberlain stated a property owner has requested approval of 2 accommodation taps one for water and one for sewer. Mr. Chamberlain stated this request was reviewed in the extension committee meeting and the recommendation was to approve the sewer tap request, but deny the water request. 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 2016-97.** Authorize the advertisement for bid for the Northwood Hanson, George, Bihl and Mason Streets waterline replacement, WL #210B. Tom Stalter stated this resolution is to approve the advertisement for bid for the Northwood Hasnon, George, Bihl and Mason Street Project. The advertisement dates are June 10<sup>th</sup> and 17<sup>th</sup> with bids to be opened on June 28<sup>th</sup>, he said. The engineer's estimate on the project is \$710,000.00. Leonard Michaels made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-98.** Approval of a large meter testing policy for the District. Dan Wickard stated this resolution is to approve a large meter testing policy for the District and will become a part of the Extension Policy. Leonard Michaels 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 Bill Hirzel of voted no. **Approved.**

### **Executive Session**

Steve Arnold requested executive session to discuss the President's annual review. Bill Verbosky made a motion to go into Executive Session to discuss the President's annual review. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes.

Leonard Michaels made a motion to return to regular session. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes.

### **Receipt of Other Comments**

None

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**Regular Meeting Dates**

Regular Meeting:	June 23, 2016 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	July 14, 2016 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

John Cheney made a motion to adjourn. Leonard Michaels 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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