

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, MAY 25, 2017**

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, May 25, 2017 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	Gavin Smith	Beth Vannett
Leanne O'Brien	Garrett Chamberlain	Tom Stalter
Theresa Pollick		

Rex Huffman, Carl Ireland & Chris Frasor of Spittler, Huffman & Newlove, LLP

Ted Bennett & Christina Onyskiw, Jones & Henry Engineers

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

Approval of Minutes

The minutes of the regular meeting held on May 11, 2017, were reviewed; Bill Verbosky made a motion to approve the minutes. Doug Miller 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:

- Auditors will be here June 22nd
- Emily Freeman and Garret Chamberlain recently completed the Bowling Green Chamber of Commerce Leadership Program
- Will be meeting with Leipsic soon
- Board member memorial benches will be completed this summer tentatively June 13th.
- CSEAO State meeting will be held June 5th and 6th

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- McComb WaterShed is back open
- Northwood WaterShed will be opening in the next couple of weeks
- Walbridge WaterShed will be opening soon
- New District sign has been installed

Reports of Committees:

None

Unfinished Business:

Resolution 2017-51. Acceptance and action on bids received for the Starbright Waterline Replacement, WL #116A. Bill Verbosky made a motion to bring the resolution to the table. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. Tom Stalter recommended that this project be awarded to Cash Services for \$982,423.16 for the base and alternate bid. The engineer's estimate on the project is \$1,240,000.00, he said. Bill Hirzel made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved**

Resolution 2017-55. Approval of a Business Continuity Plan for the District. Jerry Greiner asked that this resolution be tables for further review. 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 2017-59. Change order #3, Hank's Plumbing & Heating, Colony Road Pumpstation Replacement, SS #5003. Rex Huffman asked that this resolution be tabled. Rob Armstrong made a motion to table. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2017-60. Acceptance and action on bids received for the Lady Glen Pumpstation Improvements. Garret Chamberlain recommended this project be awarded to Zee Construction for \$153,150.00. The engineer's estimate on the project is \$165,800.00, 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.**

Resolution 2017-61. Approval of a Developer Agreement with NAI Harmon Group for the Harmon Business Park, WL/SS #5009. Garret Chamberlain stated this resolution is to approve a developer agreement with NAI Harmon Group for the Harmon Business Park located in the Cross Roads. Doug Miller made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-62. Authorize the partial release of retainage to E.S. Wagner for the Oregon Retention Basin, SS #200 Glow EQ Basin. Garret Chamberlain stated this resolution is approval to release partial retainage in the amount of \$10,596.90 to E.S. Wagner. 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 2017-63. Approval of a real estate purchase from Robert & Carolyn Alt, Trustees for the Hoytville Wastewater Treatment Plant Improvements, SS #1501. Garret Chamberlain stated this resolution is to approve a real estate purchase for land from Robert & Carolyn Alt for the Hoytville Wastewater Treatment Plant improvements. 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 2017-64. Approval of a real estate purchase from Matthew & Julie Cramer for the Hoytville Wastewater Treatment Plant Improvements, SS #1501. Garret Chamberlain stated this resolution is to approve a real estate purchase for land from Matthew & Julie Cramer for the Hoytville Wastewater Treatment Plant Improvements. Bill Hirzel made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-65. Amend Resolution 2016-36, Review and approval of utility easements for the Rossford Hillview Drive Sanitary Sewer Rehab, SS #5005. Tom Stalter stated this resolution is to amend the original easement resolution due to increasing the easement area for the project. The new total easement amount is \$16,400.00, he said. 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 2017-66. Amendment #3, Jones & Henry Engineers for the Tracy Road Trunk Sewer Rehabilitation. Tom Stalter stated this amendment is for an additional \$13,650.00 for engineering during construction. Steve Arnold made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-67. Authorize the advertisement for bid for the Perrysburg Service Area I & I Reduction Project, SS #400 Area. Tom Stalter stated this resolution is to authorize the advertisement for bid for the Perrysburg Service Area I & I Reduction. Advertisement will take place on June 5th and 12th with bids opened on June 20th, he said. Engineers estimate on the project is \$1,060,000.00. Doug Miller made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-68. Authorization to sell surplus items via internet auction. Tom Stalter stated this resolution is approval to sell surplus items via internet auction. These items include several vehicles and a generator, he said. John Cheney made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-69. Personnel Actions.

Steve Arnold asked that the following action be approved:

1. Approval of salary increase for Jerry Greiner, President, effective January 1, 2017.

Bill Hirzel made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Receipt of Other Comments

None

Executive Session

Rex Huffman asked that the board go into executive session to review pending litigation with Turn Key Inc, and threatened litigation with Sensus meters. Bill Verbosky made a motion to go into executive session. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes.

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

Regular Meeting Dates

Regular Meeting:	June 8, 2017 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	June 22, 2017 7:30 a.m.	District Operations Facility Regular Meeting
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Adjournment

Doug Miller made a motion to adjourn. Bill Hirzel 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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