

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, NOVEMBER 3, 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, November 3, 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
Mark Sheffer	Lyle Schulte	Bill Verbosky

Members absent: None

Others:

Kay Ball	Gavin Smith	John Sopko
Leanne O'Brien	Tom Stalter	Beth Vannett
Jerry Greiner	Garret Chamberlain	Dick Heyman

Rex Huffman & Carl Ireland, Spitler Huffman Law

Rob Armstrong, 29336 Belmont Farm Rd, Perrysburg, OH 43551

Approval of Minutes

The minutes of the regular meeting held on October 27, 2016, were reviewed; Bill Verbosky 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

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

Public Comment

None

Leonard Michaels joined the meeting at 7:45 a.m.

Report by President and Other Officials

Jerry Greiner reported:

- Will be hosting ORC 6119 meeting at the District on November 4th.
- Will be holding a District open house on December 29th
- Holiday dinner will be held December 6th.

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- Wood County Mayor's meeting will be held November 14th
- Annual Open house will be held May 7, 2017.
- Letters have been mailed out to member municipalities and townships regarding open board seats
- United Way Campaign for 2017 is underway
- Office will be closed November 11th for Veteran's Day
- Demo of the new camera truck will be held November 18th.

Reports of Committees:

John Cheney reported the Safety Committee met on November 2, 2016 and reviewed the following:

- No accident or incidents reported
- Discussed safety needs on new camera truck
- Training is taking place for new jet truck
- Reviewed emergency action plan
- Reviewed upcoming trainings

Unfinished Business:

Resolution 2016-144. Authorization to amend District Bylaws. Rex Huffman stated one change has been made to the bylaws to reflect how meeting notification is handled for the public. Lyle Schulte made motion to bring the resolution to the table. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. 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 2016-171. Approval of a Residential Inflow and Infiltration Policy and Grant Program. Garret Chamberlain stated this resolution is to approve a residential inflow and infiltration policy and grant program for the District. Doug Miller made a motion to bring the resolution to the table. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. John Cheney made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

New Business

Resolution 2016-172. Continue the appointment of the law firm of Spitler, Huffman, LLP for 2017 and 2018. Jerry Greiner stated this resolution is to continue the appointment of Rex Huffman as legal counsel for the District for 2017 and 2018. Lyle Schulte made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2016-173. Amendment #2, Jones & Henry Engineers for the Millbury I & I Investigation, SS #200. Tom Stalter stated this amendment is an increase of \$78,000.00 to include construction engineering and the addition of a resident project representative to the project. Leonard Michaels 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 Bill Hirzel who voted no. **Approved.**

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Resolution 2016-174. Approval of a COOP Agreement with the Wood County Commissioners for Disaster Recovery Planning. Jerry Greiner stated this resolution is to approve an agreement with the Wood County Board of Commissioners for office space available should there be a disaster situation. 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 2016-175. Approval of a COOP Agreement with the Wood County Emergency Management Agency for Disaster Recovery Planning. Jerry Greiner stated this resolution is to approve an agreement with the Wood County Emergency Management Agency for office space available should there be a disaster situation. Doug Miller made a motion to approve. John Cheney seconded the motion. **Approved.**

At this time, Tom Stalter reviewed with the board a plan for funding of the Village of McComb projects.

At this time, Jerry Greiner reviewed with the board 3 new/revised job descriptions including Public Information Director, CFO/COO and Data Coordinator. He stated the current HR duties will be moved to Kay Ball under this revised CFO/COO job description. Cory Weaver's job description as data coordinator will also change adding additional duties to his job description that have been handled by outside consultants. Mr. Greiner also requested a new job description for a public information director be approved, he stated there is a need for a full-time person in this position and would like to advertise for this as soon as possible. After much discussion the board voted on all three job descriptions. John Cheney made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes with the exception of Doug Miller and Melinda Kale who voted no. Approved.

Executive Session

None

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	November 17, 2016 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	December 8, 2016 7:30 a.m.	District Operations Facility Regular Meeting

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Adjournment

Leonard Michaels made a motion to adjourn. Lyle Schulte 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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