

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, NOVEMBER 5, 2015**

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 5, 2015 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	Bill Verbosky	Mark Sheffer

Members absent: Bill Hirzel

Others:

Jerry Greiner	Leanne O'Brien	Gavin Smith
Kay Ball	Dan Wickard	Beth Vannett
Tom Stalter	Pam Gaffin	

Rex Huffman, Spitler, Huffman, LLC

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

Approval of Minutes

The minutes of the regular meeting held on October 22, 2015, were reviewed; Lyle Schulte made a motion to approve the minutes. Bill Verbosky 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:

- The farm land to the east of the District building may be coming up for sale in the near future.
- Annual Board of County Commissioners meeting with commissioner appointed board members (Cheney, Hirzel, and Miller) will be held on December 17th at 10:00 a.m.
- We are working on updating the fees and charges schedule for 2016.
- Holiday dinner will be held on December 1st at Stone Ridge.

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- TIDD Board is working on an agreement, will be back to the board within the next couple of meetings.

Tom Stalter gave the board another update on the status of the Southwood JRS project and stated a decision would need to be made by the end of the month to secure the grant funding. After some discussion, Mark Sheffer asked Tom to provide different options to the board by next meeting for further discussion.

Beth Vannett gave a brief overview of the customer service department and his staff to the board.

Reports of Committees:

Lyle Schulte stated the Public Relations Committee met on October 29th and discussed the following:

- Reviewed public relations manual
- Reviewed 2016 budget
- Reviewed 2016 public relations events

John Cheney stated the Safety Committee met on November 3rd and discussed the following:

- No accidents/incidents for October
- Reviewed traffic control/safety
- Reviewed safety/wellness programs
- Reviewed 3 year training calendar

Unfinished Business:

Resolution 2015-99. Approval of a settlement agreement with the Ohio EPA, et al., regarding the Five Point Road Sanitary Sewer Extension, SS #394. Jerry Greiner asked that this resolution be tabled. John Cheney made a motion to table. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2015-114. Approval of a Pemberville Sewage Treatment Contract Addendum #1. Rex Huffman asked that this resolution be tabled for further review. Leonard Michaels made a motion to table. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2015-115. Approval of a service agreement with Prism Propane. Jerry Greiner asked that this resolution be tabled for further review. Lyle Schulte made a motion to table. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

New Business

Resolution 2015-119. Notice of intent to proceed, Rudolph/Bays Road Sanitary Sewer Project, SS #1001B. Tom Stalter stated this resolution is the approval to proceed with this project. No objections were received, he said. John Cheney 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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Resolution 2015-120. Authorization to advertise for bids for the Rudolph/Bays Road Sanitary Sewer Project, SS #1001B. Tom Stalter stated this resolution is to approve the advertisement for bids for the Rudolph/Bays Road Sanitary Sewer Project. Dates are to be determined, Mr. Stalter said. 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 2015-121. Authorize a farm lease for the District property. Jerry Greiner stated this resolution is to approve a farm lease with D & S Farms for the farm ground at the Tontogany Wastewater Treatment Plant. Steve Arnold made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2015-122. Authorization to apply to Ohio EPA/DEFA for a water supply revolving loan for the Northern Service Area Water System DBP Improvements (WL #100 Area). Tom Stalter stated this resolution is authorization to apply to Ohio EPA/DEFA for a loan for the Northern Service Area Water System DBP Improvements Project. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2015-123. Authorize the advertisement for bid for the SS #100 Tracy Road Trunk Sewer Rehabilitation. Tom Stalter stated this resolution is to approve the advertisement for bid for the SS #100 Tracy Road Trunk Sewer Rehabilitation. Dates are to be determined and the engineer's estimate on the project is \$2,500,000.00, he said. Leonard Michaels made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Executive Session

Lyle Schulte made a motion to go into Executive Session to discuss pending litigation with a homeowner in Rossford and real estate. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

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

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	November 19, 2015 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	December 3, 2015 7:30 a.m.	District Operations Facility Regular Meeting

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Adjournment

Lyle Schulte 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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