

Swan creek Water District

Record of Proceedings
Thursday, November 10, 2016

The meeting began with The Pledge of Allegiance at 6:30 p.m.

Roll call attendance showed the following Board members present: Shawn Albert, Dale Brunner, Mark Fowler, Walter Lange and Randy Walker. Also present were Tina Whalen, Office Manager, Cindy Fowler, Office Assistant and Tom Shelley, Inspector. Visitor list attached.

Minutes Approval from Regular Meeting on October 27th - Motion was made by Trustee Lange, seconded by Trustee Fowler, to approve the meeting minutes from October 27, 2016. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

Manager's Report

Resolution(s) 2016-42 thru 45 were reviewed and signed by the Board. Details of these resolutions are in the October 27, 2016 meeting minutes.

Cash Summary by Fund Report was given to the Board and reviewed.

Purchase Orders were reviewed and initialed by the Board.

October's Bank and Investment Statements were reviewed and initialed by the Board.

October's Fund Ledger was given to the Board's Treasurer, Mark Fowler for review.

Township Loan Payoff - Tina asked the Board to consider paying off the Township Loan since the balance is down to \$12,385.40 after making 129 payments in the amount of \$300 each. The original loans totaled \$51,085.40. This would be one less loan for the District to track and be audited for after 2016. The Board discussed this matter and decided it would be good to pay it off since the funds are available in General Operating. Trustee Fowler requested that a letter be included with the final payment requesting that all the Township Trustees sign off that they certify the original startup loan is now paid in full.

Resolution 2016-46 was motioned by Trustee Albert, Seconded by Trustee Walker to approve payment of \$12,385.40 to Swan creek Township to pay the balance due on the original loans given to the Swan creek Water District for startup funds. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried

ACH Agreement (Increase Limit) Tina reported that the Auto Pay Limit on the District's ACH agreement needed to be increased due to more customers using this service and higher usages during certain times of the year. No other changes are needed. Trustee Fowler and Tina Whalen signed the updated agreement.

Treasurer's Report

Bill Payments - After Trustee Fowler reported that he has gone over all the bills:

Resolution 2016-47 was motioned by Trustee Fowler, Seconded by Trustee Albert to approve payment of the bills in the amount of \$12,683.79. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

Revise Appropriations was discussed by the Board. It was decided that some revisions to the 2016 Appropriations would be needed to cover more legal fees and to accommodate paying the Township loan in full.

Resolution-48 was motioned by Trustee Fowler, Seconded by Trustee Albert to approve the increase the 2016 Appropriations as follows: \$11,785.40 for principal in the General Operating Fund and \$10,000.00 for Legal Fees in General Operating as well. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

Inspector's Report

Leak at New Tap on S. Fulton Lucas Road - Tom reported that Tina had contacted him to investigate water in a ditch on County Road 1 that was reported by Mark Chovanec of 4927 CR 1. Tom tested the water in the ditch and Chlorine was present. He contacted Dave's Services since it was right at the new tap that they recently made. Dave's Services dug up the area and found a leak at the saddle on the Main. It was fixed by tightening up the saddle. The hole was left open for some time to verify there was no more leaking. It stayed dry and the hole was closed. There will be no bill to the Water District from the Contractor for this repair.

Tina received a call from Don Anderson on County Road 1 reporting that he has had severe water pressure fluctuation. Tom spoke to Mr. Anderson who requested his regulator be checked out. Tom said he has a meter pit with a 1-1/2" meter and regulator and did not feel that it was the District's responsibility to dig all it up to investigate. Tom told him he would have to speak with the Board before he did anything. Tom did check the pressure at an outside source on the customer's property and there was approximately 60 lbs. of pressure, which is good. Tom suggested and Trustee Albert agreed that the customer should check with a plumber 1st to try and determine what the issue may be. Tina suggested looking at regulations to see if this was something the District is responsible for.

Tom reported that he turned on a new water service last week and there is another one scheduled for hook up next week.

Tom reported that the most recent customer on S. Fulton Lucas was not happy that he was only getting a 5/8 x 3/4" meter. He was under the impression he was getting a 1" meter since we had a 1" tap installed. Tom and Tina discussed this and decided that the wording on the "new customer information memo" should be changed so that it is spelled out as to what size meter is included with the standard connection/tap fees. This will be revised on the memo's that go out to the customers interested in hooking up.

Unfinished Business

Billing Procedures/Regulations- Tina gave the Board, for discussion, Section: 315 of the District's current regulations. It is titled "Bill and Payment for Services; Remedies for Non-Payment." Tina explained that these are very vague and that she is working on detailing these to expand on billing and collection procedures. She will email the Board the final draft when she has completed it.

Newsletter- Cindy asked the Board if they would review a new Newsletter in January, 2017 so it can go out with the Water Districts billing in February. The Board said they would like an emailed copy to review. Cindy will email the Board a Newsletter for review in January.

Caine & Weiner Collection Agency- (Gibbon's Collection) - Tina signed up with Caine & Weiner to start the collection process for the outstanding Gibbon's account. She was informed that they would not be able to take this account because it is under \$200 and they require a social security number as well as a birth date. A certified collection letter was sent by Tina to an address that is believed to be the Gibbon's new address, in hopes they might pay it.

Public Forum - Trustee Brunner opened the floor to the public after stating that: DUE TO PENDING LITIGATION, THERE WILL BE NO DISCUSSION ON THE ROAD 3, EF & PEACEFUL VALLEY PROPOSED PROJECT. There were no public questions or comments.

Township Trustee Kazmierczak informed the Board that Bullet Proof Glass has been installed in the Township Lobby window for security purposes. Trustee Kazmierczak explained that Chris will be keeping the door to the offices locked and wanted to know how the Water District office wanted to handle things when people came in. Tina and Cindy said they were fine with getting up to see who is out in the lobby. Trustee Kazmierczak gave the Board an overview of the recently completed Risk Management Assessment done by the Ohio Plan. He highlighted some of the details on the findings.

Executive Session to discuss Pending Litigation and Employee/Contractors' Contract Renewal and Compensation

At 7:37 p.m. **Motion** was made by Trustee Fowler, Seconded by Trustee Lange to go into Executive Session to discuss Pending Litigation and Employee/Contractors' Contract Renewal and Compensation. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

At 8:45p.m. **Motion** was made by Trustee Fowler, Seconded by Trustee Albert to return to the regular meeting from executive session. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

Resolution 2016-49 was motioned by Trustee Fowler, and seconded by Trustee Albert to approve a Contract Renewal with Tom Shelley for 2 years expiring on December 31, 2018. This will also include a \$0.50 per hour pay increase that will be effective on December 1, 2016 As well as a \$0.50 per hour pay increase on December 1, 2017. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

Resolution 2016-50 was motioned by Trustee Fowler, seconded by Trustee Albert to approve a The Office Manager's Contract renewal with Tina Whalen for 2 years expiring on December 31, 2018. This will also include a \$0.50 per hour pay increase starting December 1, 2016 and \$0.50 per hour pay increase on December 1, 2017. This includes revisions to the exhibit attached to her contract to clarify that Holiday and Vacation Pay is based on six (6) hours. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

Trustee Brunner reported that Cindy Fowler's duties have expanded and will continue to do so. She will be doing more than a Sub-Contractor would be considered and therefore she should be an employee on the payroll.

Resolution 2016-51 was motioned by Trustee Brunner, seconded by Trustee Albert to approve the Office Assistant's Contract renewal with Cindy Fowler for 1 year expiring on December 31, 2017 making her an employee on payroll starting with the first pay period in 2017. This will also include a \$0.50 per hour pay increase retroactive to November 1, 2016. A performance review will be conducted prior to contract expiration. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, abstain; Lange, yes and Walker, yes. Motion Carried.

Adjournment – At 8:47 p.m. Trustee Lange moved to adjourn seconded by Trustee Albert. Motion Carried.

Up Coming Meetings

Next two regular meetings are scheduled for Tuesday, November 22, 2016 and Thursday, December 8, 2016 @ 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Mark Fowler

Dale Brunner

Shawn Albert

Randy Walker

Walter Lange, Water Board Secretary