

Record of Proceedings  
Thursday, October 27, 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 13th - Motion** was made by Trustee Lange, seconded by Trustee Fowler, to approve the meeting minutes from October 13, 2016. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

**Manager's Report**

**Resolution(s) 2016-40 and 41** were reviewed and signed by the Board. Details of these resolutions are in the October 13, 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 Billing/Usage Summary-**was given to the Board for review.

**Cindy- Excel Training-** Cindy attended an "Excel 2007/2010 Basic's" Training (thru Fred Pryor Seminars) at the Park Inn in Downtown Toledo on October 20<sup>th</sup>. She said the class was very beneficial. There is another class called "Beyond the Basics" that both Tina and Cindy are interested in taking if a local class can be found.

**Treasurer's Report**

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

**Resolution 2016-42** was motioned by Trustee Fowler, Seconded by Trustee Lange to approve payment of the bills in the amount of \$604.15. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

**Amend Resolution 2013-43 (Water Rate Increases)-**

Trustee Fowler motioned to Amend Resolution 2013-43 (Exhibit A, "Swanecreek Water Rate Increase Notice"). Trustee Fowler stated that due to the new Water Rate Contract Fulton County has with the City of Toledo the Water Rate increases in January 2017 and January 2018 will not go into effect. Trustee Brunner Seconded the Motion. Trustee Lange had questions regarding the details on amending or passing a New Resolution as it pertains to Water Rate Increase Notice. Trustee Lange also had questions regarding some details on Exhibit A to Resolution 2013-43. After further discussion; **Trustee Fowler and Trustee Brunner agreed to withdraw their motion to Amend Resolution 2013-43.**

**Resolution 2016-43** was motioned by Trustee Fowler, Seconded by Trustee Brunner to not increase Water Rates in January 2017 and January 2018 as listed on the addendum with Resolution 2013-43. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

**New Business**

**Contracts -** Cindy's contract expired in September. Cindy is ok with waiting for an employee review from Tina and the Board discussing possible renewal of her contract in December. December 1<sup>st</sup> is when Tina and Tom's contract is also up for review. Discussion of the contracts will be had by the Board in an Executive Session during an upcoming meeting. This will be moved to Unfinished Business for the next meeting.

**Resolution 2016-44** was motioned by Trustee Walker, Seconded by Trustee Lange to extend Cindy's contract to December 1<sup>st</sup>, 2016, pending further review. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, abstain; Lange, yes and Walker, yes. Motion Carried.

## Inspector's Report

Tom reported that he has recently changed out 2 RTR's, due to not being able to get readings on the old ones. Trustee Albert asked if that makes 6 replaced this year. Tom said that sounds right.

## Unfinished Business

**Newsletter**-The Board discussed that they would like to see an updated Newsletter go out once a year to current customers (as a mailing or an email attachment) as well as be available in the Office, the Lobby of the Township Building and be posted on the Water District Facebook Page. If possible they would like to see it included in the Townships Newsletter when it is distributed.

**Caine & Weiner Collection Agency**- Trustee Fowler contacted Caine & Weiner after being referred to them from Barr Credit Services (from the Yellow Pages) who only handles Commercial Collections. Trustee Fowler was told that Caine & Weiner charge 35% if the outstanding account is less than a year old, 50% if the outstanding account is over a year old, and is contingent based. They stated the account in question from 2012 is too old for them to try to collect on. There is a form that they require be filled out for them to proceed with collections on Account # 101041-Gibbons for \$150.64) which they would categorize as a year old and could proceed with collections.

**Resolution 2016-45** was motioned by Trustee Fowler, Seconded by Trustee Albert to approve the write off of \$178.02 on Account # 100239 (Jack and Tina Langwell) since the money is not collectible due to Bankruptcy filing and the length of time the account has been outstanding.

**Annual CORD (ORC 6119) Meeting**-The Board discussed the benefits of attending this meeting. Tina is planning on attending.

**FAQ with FC Health Department**- This Document has been finalized. Trustee Lange pointed out that the page numbers on the document were in error. This will be corrected before being made available to the public on the Water district Facebook page, the link on the Township Website as well as copies in the Lobby.

**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.

## Executive Session to discuss Pending Litigation - (Not Needed)

**Adjournment** – At 7:40 p.m. Trustee Fowler moved to adjourn seconded by Trustee Albert. Motion Carried.

## Up Coming Meetings

Next two regular meetings are scheduled for Thursday, November 10, and Tuesday, November 22, 2016 @ 6:30 p.m.

## SWANCREEK WATER DISTRICT BOARD

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Mark Fowler

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Dale Brunner

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Shawn Albert

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Randy Walker

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Walter Lange, Water Board Secretary