

Swan Creek Water District Board

Regular Meeting Minutes

DATE	January 9, 2020
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All Board members were present. Also present were Tina Whalen and Cindy Fowler.</p> <p>MOTION was made by Trustee Fowler, seconded by Trustee Albert, to approve the regular meeting minutes from December 12, 2019. Motion carried unanimously.</p> <p>Audit Committee Minutes from December 5th, 2019 – Tina will have the minutes at the next meeting.</p>
Public Forum	No public in attendance
Administrative	<p>Resolution(s) 2019- 40 thru 45 were reviewed and signed by the Board. Details of these resolutions are in the December 12, 2019 meeting minutes.</p> <p>Cash Summary by Fund & Comparison of Budget & Appropriated for 2019 was given to the Board for review.</p> <p>Fund Summary Report January 2020 was given to the Board for review.</p> <p>December's Bank and Investment Statements were reviewed and initialed by the Board.</p> <p>Temporary Appropriations Budget & Revenue Budget after review: Resolution 2020-01 was motioned by Trustee Fowler, seconded by Trustee Brunner to adopt the 2020 Temporary Appropriations and Revenue Budgets. Roll Call was done and Motion carried unanimously.</p> <p>Purchase Orders were reviewed and initialed by the Board.</p> <p>December's Usage/Billing Summary was reviewed by the Board.</p> <p>Treasurer Bond for 2020 – Trustee Fowler signed the 2020 Treasurer's Bond and it was witnessed by the Office Manager.</p> <p>Cindy's Contract - Tina will have Cindy's contract ready for signatures at the next meeting.</p>
Treasurer	<p>Resolution for Payment of Bills - Trustee Fowler reported that he has reviewed the bills and saw no issues: Resolution 2020-02 was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$21,159.38. Roll Call was done and Motion carried unanimously.</p>

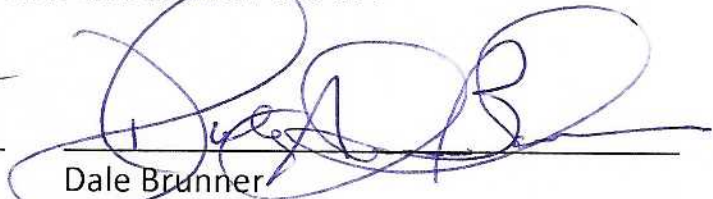
<p>Treasurer Cont'd</p>	<p>Trailer Park Status - The Forest Mobile Home Park is currently past due on their December bill. Past due statements were mailed out with a January 20th deadline. Their January bill is also due on January 20th and the total account balance is \$4,226.90. There was some confusion on when shut-off notices could be posted on the trailers. Tina reminded the Board of the OAC (Ohio Administrative Code) that pertains to shutting off services to multi-dwelling units with a master meter. The code states:</p> <p><i>The utility can disconnect for non-payment if the landlord has not paid. However, the utility companies are required to provide a 14-day notice to the landlord and at the end of the 14 days, the utility is then required to provide a separate 10-day notice to the individual tenants as well as the landlord.</i></p> <p>After further discussion the follow time-line was established if account is not paid: For December's bill, on January 21st, a 10-day shut off notice will be posted at the trailers as well as sent to the owners. This will have a shut-off date of January 31st. For January's bill, late fees will be posted on January 21st and the 1st past due notice will be mailed with a deadline of February 5th. If account is not paid by February 5th, a 10-day shut off notice will be posted at the trailers as well as sent to the owners. This one will have a shut-off date of February 17, 2020.</p>
<p>Water Board Trustees' Report(s)</p>	<p>Trustee Mitchell asked about a water line being ran down County Road 1-1. Trustee Albert stated the line in coming from the Village of Swanton and stops approx. 5 feet from where the Swancreek Water District hydrant on Lee High Drive. The Metroparks are installing bathrooms on County Road 1-1.</p> <p>Trustee Albert asked how the new computer and monitors are working. Everything is fine, Cindy has one large monitor right now and is assessing whether or not a 2nd monitor would be beneficial. Tina is getting a large monitor to go with her accounting laptop. ACT Systems will be back in to install the backup device and to bring in Tina's monitor. This was not done when they installed the new billing computer. There was a misunderstanding but it has been cleared up.</p>
<p>Inspector's Report</p>	<p>Tom is still out of town. Cindy and Tina will are doing the daily chlorine testing for both Districts.</p>
<p>Old Business</p>	<p>US 20 A – Extending Water Line Inquiries – No updates.</p> <p>County's Water Usage & Road 2 & 1-2 Master Meters – No updates</p> <p>Liberty Center – Trustee Albert asked if the map that was emailed by Frank Godwin could be enlarged to 24x36 for better viewing. He suggested emailing them to Office Depot to be printed. The Board discussed their pipe material, pipe age and pressure from Napoleon who is their current water supplier. Tina is waiting for some convenient meeting dates from Liberty Center.</p>
<p>New Business</p>	<p>Old Billing Software vs. New Web-Based Billing Software – Tina had emailed the Board a summary of an online demo that she and Cindy had with their billing software company, Ampstun. The billing software they are currently using was created 30 years ago and is getting close to not being able to be supported. Most of their customer have upgraded to their web-based billing software. There is currently a 3 month lead time and they require 25% down. After further discussion on all the benefits:</p> <p>Resolution 2020-03 was Motioned by Trustee Fowler, seconded by Trustee Walker to approve the expenditure from account #5104 (Capital Improvement) for the Ampstun Web-Based Billing License/Software upgrade in the amount \$15,325.00. Roll Call Vote was done and Motion carried unanimously.</p>

Motion for Adjournment	At 8:11 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Walker. Motion carried unanimously.
Upcoming Meetings	The next two regular meetings are scheduled for: Thursday, January 23, 2020 at 6:30 p.m. Thursday, February 13, 2020 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD



 Shawn Albert



 Dale Brunner



 Mark Fowler



 Lennox Mitchell



 Randy Walker, Board Secretary