

Swan creek Water District Board Regular Meeting Minutes

DATE	January 23, 2020
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance (Amen, Walt!)</p> <p>Roll Call Attendance: All Board members were present. Also present were Tina Whalen and Cindy Fowler. Township Trustee Wilson was also present.</p> <p>A moment of silence was taken for Walt Lange who recently passed away unexpectedly. Mr. Lange contributed a lot to the Swan creek Water District during his many years on the Water Board. We all appreciate his guidance throughout the years and he will be greatly missed.</p> <p>MOTION was made by Trustee Fowler, seconded by Trustee Brunner to approve the regular meeting minutes from January 9, 2019. Motion carried unanimously.</p> <p>Audit Committee Minutes from December 5th, 2019 will be ready at the next meeting.</p>
Public Forum	<p>Township Trustee Wilson was in attendance.</p> <p>Trustee Albert asked Trustee Wilson how the fire study was going.</p> <p>Trustee Wilson stated it is still under consideration, they are looking into some things.</p>
Administrative	<p>Resolution(s) 2020-01 thru 03 were reviewed and signed by the Board. Details of these resolutions are in the January 9, 2020 meeting minutes.</p> <p>Fund Summary Report January 2020 was given to the Board for review.</p> <p>Purchase Orders were reviewed and initialed by the Board.</p> <p>Cindy's Contract & Job Description were emailed to the Board for review. Trustee Albert, Board President and Tina Whalen, Office Manager signed Cindy's Contract Renewal.</p> <p>January's Usage/Billing Summary was reviewed by the Board.</p> <p>Tina's Request to change back to Hourly from Salary was discussed with the Board. It was decided to table Tina's request and evaluate the topic near the end of this year when her current contract expires.</p>
Treasurer	<p>Resolution for Payment of Bills - Trustee Fowler reported that he has reviewed the bills and saw no issues:</p> <p>Resolution 2020-04 was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of \$7,561.16.</p> <p>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 January bill of \$1,546.75. The due date was 1/20. Late fee of \$154.68 was processed on 1/21 and their current balance is now \$1,701.43. Past due statements were mailed out on January 21st. The dead line on the past due notice is Wednesday, February 5th. If the 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 notice will have a shut-off date of February 17, 2020.</p> <p>In accordance with 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>Water Board Trustees' Report(s)</p>	<p>Trustee Brunner stated he recently attended a FCED (Fulton County Economic Development) Membership Meeting. He stated that there were students from Swanton Junior High participating in a public relations competition and how impressed he was how they conducted themselves. He also toured the Fulton County Courthouse after the recent renovations. Trustee Brunner stated how beautiful it is. Trustee Walker stated he had also toured the Courthouse and stated how impressive all the new technology that they have added is.</p> <p>Trustee Albert asked if we figured out how many Meter Wrenches we have. Tina stated since Tom is out of town, we do not have his inventory list, but she is aware of one in the maintenance building, under the stairs and one in Tom's van.</p> <p>Trustee Albert also asked about the hydrant & valves GPS location work that was done a few years ago. He would like to see the curb stops done as well so that they could be easily found. Tina explained that no follow up had been done after the hydrants and valves were located. This project was started so that the fire departments could see the hydrants on a screen, but since that never happened this got pushed aside. The last time she was working with Scott Yoder from GIS, there appeared to be duplicate numbers on hydrants and it all needs to be reviewed. She would like to have all the hydrants re-identified with metal tags that won't fade or wear off and verify the number on the map at the same time.</p> <p>Trustee Albert mentioned that maybe it would be beneficial to have a GlwaS locator instead of using the county's. He feels it would be beneficial when trying to location shut-off valves under the snow.</p>
<p>Inspector's Report</p>	<p>Tom is still out of town. Cindy and Tina will continue doing the daily chlorine testing.</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 – Tina stated that Frank Godwin provided a few dates in the beginning of February (3rd, 4th or 5th) to set up a visit. Trustee Albert said he could not attend unless it was later in the day. He works till 3:30. Tina will keep everyone posted.</p>
<p>New Business</p>	<p>None</p>

Motion for Adjournment	At 7:18 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Mitchell. Motion carried unanimously.
Upcoming Meetings	The next two regular meetings are scheduled for: Thursday, February 13, 2020 at 6:30 p.m. Thursday, February 27, 2020 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Dale Brunner


Mark Fowler


Lennox Mitchell

Randy Walker, Board Secretary

ORIGINAL