

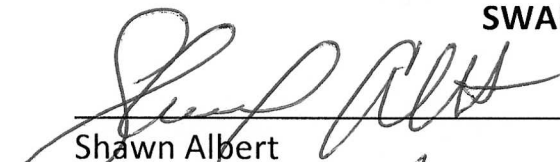
Swan Creek Water District Board

Teleconference Meeting Minutes

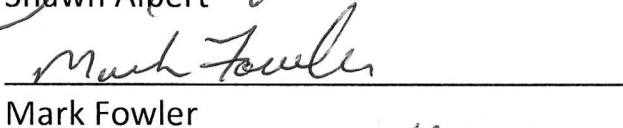
DATE	April 9, 2020
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Roll Call Attendance: All Board members were present on the Teleconference Meeting. Also present were Tina Whalen, Cindy Fowler and Tom Shelley, Inspector.</p> <p>Motion was made by Trustee Brunner, seconded by Trustee Mitchell to approve the regular meeting minutes from March 12, 2020. Motion carried unanimously. The Board will sign at the next meeting.</p> <p>The March 26th meeting was cancelled due to the Social Distancing Order from Ohio Governor, Mike DeWine regarding Covid – 19.</p>
Public Forum	No public called into the Teleconference Meeting
Administrative	<p>Resolution(s) 2020-10 will be reviewed and signed by the Board at a later date. Details of this Resolution can be found in the March 12, 2020 meeting minutes</p> <p>Fund Summary Report was e-mailed to the Board for review.</p> <p>March's Bank Reconciliation was e-mailed to the Board for review; They can initial the bank and investment statements later.</p> <p>April's Billing Usage/Summary Report was emailed to the Board for review.</p>
Treasurer	<p>Resolution for Payment of Bills – Trustee Fowler reported that he has reviewed the bills and saw no issues.</p> <p>Resolution 2020-11 was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$18,078.13.</p> <p>Roll Call was done and Motion carried unanimously.</p> <p>Trailer Park Status – Tina reported that their March bill was on March 20th. A late fee in the amount of \$141.01 was posted to their account on March 24th. Trustee Fowler reported that he spoke to Barb Files on March 24th and she had just received the bill a few days prior and told Mark that her mail was getting forwarded, her husband, Mike Files had a heart attack, and she would pay the bill as soon as possible. Tina said she received a payment for March's bill but not the late fee a few days after Trustee Fowler's conversation with her.</p> <p>Meter readings were done on April 1st, and their current balance due, which includes their late fee from March, is \$1,571.27 and is due on April 22nd.</p> <p>There was a discussion regarding late fees and the new orders by the state. Tina reviewed the order and it says nothing about late fees being waived, but only dis-connection fees. She will do some more research.</p>
Water Board Trustees' Report(s)	Trustee Mitchell asked Tina what the Risk Assessment questions were that she answered. Tina said she emailed her response to him earlier, but the questions were brief and were like "do you still have one part-time employee, do you still occupy an office in the Township building, etc."
Inspector's Report	<p>Tom said all has been quiet.</p> <p>Trustee Albert asked Tom if he needed any PPE (personal protective equipment), Tom said he was all set and did not need anything right now.</p>

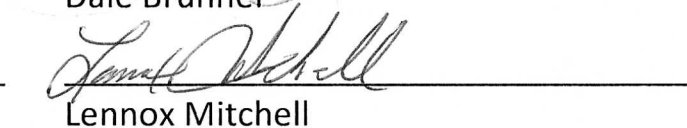
Old Business	None at this time
New Business	<p>Plastic Lids for Meter Pits – Tina informed the Board that she is having some difficulty getting readings on some meters that are in pits with metal lids. Tom had replaced 6 metal lids with plastic lids back November and Tina would like to purchase some more plastic lids since it seemed to help. The cost is \$37.13 each.</p> <p>Tom said a lot of them are under water which makes the signal weaker and with a metal lid, it makes it even harder. The ones he was not able to get a manual reading on, were estimated.</p> <p>The Board ok'd purchasing 20 plus plastic lids and Trustee Fowler asked Tina to pay for them out of the Capital Improvement fund.</p> <p>Trunk Capacity Fee- 5109 S. Fulton Lucas – Selling Home – Tina presented the Board with the current situation of a home owner (who has a Trunk Capacity Fee) selling his home and still has an outstanding balance due on the signed Promissory Note. The approx. total due on his Promissory Note is \$3740.12. Tina has reached out to the current homeowner (Jason Jordon) who has not yet returned her call.</p> <p>The people purchasing the home, has contacted the office to get the account information changed into their name.</p> <p>The Board does not want a new promissory with the new owners and would prefer the Promissory Note be paid off by Jason Jordon either in full or by continuing to make payments on the notes. Tina will try to call Mr. Jordon again.</p> <p>Questions from Residents about being Laid Off – Tina read an overview of Ohio Governor DeWine's guidelines regarding utilities and the Corona Virus Stay at Home Order. The Board would like to see where things are at during the next meeting before making any decisions.</p> <p>New Billing Virtual Training – Tina and Cindy will be receiving virtual training on April 28th, 29th and 30th from home. Additional training is scheduled for 2 days in June during June's billing process.</p> <p>Trustee Mitchell asked about how the public is notified of the Teleconference meeting. Tina read to the Board Bobbie's response to how notification of Teleconference meetings is handled.</p>
Motion for Adjournment	At 7:24 P.M., Motion was made by Trustee Albert to adjourn, seconded by Trustee Walker. Motion carried unanimously.
Upcoming Meetings	The next two regular meetings are scheduled for: Thursday, April 23, 2020 and Thursday, May 14, 2020 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Dale Brunner


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary