

PRESIDENT  
Greg Schafer

**AYERSVILLE WATER AND SEWER DISTRICT**  
**13961 FRUIT RIDGE ROAD**  
**DEFIANCE, OH 43512**  
**PHONE 419-395-1733**  
**FAX 419-395-2533**

BOARD MEMBERS  
John Miller  
John Ehlinger  
Michael Jacob

VICE PRESIDENT  
Joanne Tuttobene

TREASURER  
Robert Cooper

DISTRICT ANAGER  
Caleb Antoine

SECRETARY  
Ronda Phillips

**MINUTES FOR THE BOARD MEETING ON JULY 21, 2016**  
**MEETING STARTS AT 7:00 P.M.**

- a) Meeting was called to order, in accordance with ORC 121.22, at 7:00 by President Greg Schafer.
- b) Roll call was made by Pres. Schafer. Those members in attendance were Treasurer Cooper, Secretary Phillips, Members Jacob, Miller and Ehlinger, and V. Pres. Tuttobene. Others in attendance were Attorney Carl Ireland. Those absent were Dist. Mgr. Caleb Antoine; Mr. Antoine didn't send a replacement.
- c) Public comment – There was no public comment. Conrad Beck from V. S. Beck Insurance Agency reviewed insurance coverage for District, and provided copies of the policy to the Trustees. This policy includes specialty coverage for rural water and sewer districts. John Ehlinger made a motion to renew insurance coverage and premiums as is, with a second by VP Tuttobene. Voice vote as follows; Yea – VP Tuttobene, J. Ehlinger, J. Miller, M. Jacob, Sec. Phillips, Treas. Cooper, Pres. Schafer, with none opposed. Motion carried.
- d) Reading and approval of prior meeting(s) minutes – 06/16/2016; Minutes were reviewed. Treas. Cooper noted that the vote from New Business wasn't recorded, and minutes will need to be amended to reflect the vote. Motion was made by Treas. Cooper to approve minutes as amended, with a second by Sec. Phillips. Vote was all in favor, with none opposed. Motion carried.
- e) Correspondence – Sec. Phillips read two letters, one from Metalink and EK Computers joining their IT Consulting Services. The second letter was a notice from USDA Rural Development to develop a plan for our customers who have limited English-language abilities.
- f) Reports of Officers and Committees
  - i) President
    - a. Pump rebuilds – 2 pumps were sent to Wise Electric in Archbold; No news on

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progress

- b. Flushing of water lines – Water lines were not flushed until June 27-30. We need to make sure that we stay on schedule with the flushing (April and October)
- c. Office coverage – continue to use Becky Mossoney for p/t replacement
- d. Uniform usage – employees will use provided uniforms
- e. Camera installation – installation complete in office, garage and yard
- f. Cell phone – purchased and activated. It was noted that the phone was still at the office while the meeting was being conducted, and not being used by an on-call employee.
- g. Fleet Management/Vehicle GPS – Fleet Management system/Vehicle GPS was installed earlier that day. Individual key tags can be issued to each employee; more to come on features and applications.
- h. District Manager vacation requests – no progress reported. Employees are still calling off, or not showing up whenever they feel like it.
- i. Vacation calendar usage - the District purchased a Vacation Calendar, which was rolled up on the desk by the conference table.
- j. In/out board - DM Antoine has posted an in/out dry erase board with each employee listed on it.
- k. Grinder pump invoices – Invoices sent to Convoy for grinder pump repairs.
- l. Overtime calculations – no additional information presented.

ii) Treasurer –

- a. Treas. Cooper reviewed the Monthly Reports; had a question concerning the returned items/fees. Sec. Phillips noted that the fees for returned items could be for checks/payments on deposit returned for non-sufficient funds (NSF).
  - (1) Motion to accept the bank statements, bank reconciliation, customer adjustments, wage and leave report, wage and overtime, wage withholding, reports of hours worked – detail (time clock generated), and purchase orders for June 2016. Motion was made by Pres. Schafer, with a second by VP Tuttobene. Voice vote as follows; Yea – VP Tuttobene, J. Ehlinger, J. Miller, M. Jacob, Sec. Phillips, Treas. Cooper and Pres. Schafer

iii) Secretary – Sec. Phillips introduced several resolutions concerning changes to signatories, and Employee Handbook policies as follows;

- (a) Resolution 1607.01 –Listing Authorized Signatories to Official District Documents and Agreements – Motion to flush water lines and hydrants twice a year, that is, once in the spring during April and in the fall during September.
- (b) Resolution 1607.02 – EE Handbook, Use of District Property, Section B, Subsection 4 – “District will provide cell phone...”
- (c) Resolution 1607.03 – EE Handbook, Time Clock Policy, remove punch card, and replace with biometric clock language

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- (d) Resolution 1607.04 - EE Handbook, Add Section V "Entering Private Property"
- (e) Resolution 1607.05 – Add the Title "On-Call" Policy under the "Pay Practices"
- (f) Resolution 1607.06 – EE Handbook, Revise "Outside Employment" Policy.
- (g) Resolution 1607.07 – EE Handbook, Revise Employee Discipline Policy by adding "Ill Reduction in Discipline"
- (h) Resolution 1607.08 – EE Handbook, Revise "Absence from Work" Policy
- (i) Resolution 1607.09 – EE Handbook, Revise "Workplace Visitor Guidelines"
- (j) Resolution 1607.10 – EE Handbook, Revise "Outside Employment" Policy
- (k) Resolution 1607.11 – EE Handbook, Revise "Attendance Policy"
- (l) It was mutually agreed that Resolutions 1607.07 be tabled, and both 1607.07 and 1607.11 would be turned over to the Employee Relations committee for further review.
- (m) Resolution 1607.12 – presented by Atty. Ireland – Request for Qualifications, adopted at the previous regular meeting on June 16, 2016
- (n) Resolution 1607.13 - Attorney Ireland presented a press release regarding the Finding for Recovery against the Estate of Hope Okuley
- (o) Pres. Schafer read the full versions of the resolutions; motions and votes went as follows:
  - Resolution 1607.01 – Motion by R. Phillips, 2<sup>nd</sup> by J. Miller. All in favor, None opposed. Motion carried
  - Resolution 1607/02 – Motion by J. Miller, 2<sup>nd</sup> by R. Phillips. All in favor, none opposed. Motion carried.
  - Resolution 1607.03 – Motion by J. Ehlinger, 2<sup>nd</sup> by R. Cooper. All in favor, none opposed. Motion carried.
  - Resolution 1607.04 – Motion by J. Miller, 2<sup>nd</sup> by R. Cooper. All in favor, None opposed. Motion carried.
  - Resolution 1607.05 – Motion by R. Cooper, 2<sup>nd</sup> by J. Tuttobene. All in favor, none opposed, Motion carried.
  - Resolution 1607.06 – Motion by R. Phillips, 2<sup>nd</sup> by J. Tuttobene. All in favor, none opposed.
  - Resolution 1607.08 – Motion by R. Cooper, 2<sup>nd</sup> by J. Ehlinger. All in favor, none opposed. Motion carried.
  - Resolution 1607.09 – Motion by J. Miller, 2<sup>nd</sup> by R. Cooper. All in favor, none opposed. Motion carried.
  - Resolution 1607.10 – Motion by M. Jacob, 2<sup>nd</sup> by J. Ehlinger. All in favor, none opposed. Motion carried.
  - Resolution 1607.12 – Motion by J. Tuttobene, 2<sup>nd</sup> by R. Cooper. All in favor, none opposed. Motion carried.
  - Resolution 1607.13 – Motion to authorize permission to submit press release concerning the Finding for Recovery from the estate of Hope Okuley. Motion made by J. Ehlinger, 2<sup>nd</sup> by R. Cooper. All in favor, none opposed. Motion carried.

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- ii) District Manager – DM Antoine not present for meeting. No progress noted for the following items:
  - a. Website Progress
  - b. Report on Customer Yard Work Progress – as reported by J. Ehlinger - Dyle Roth, address 25576 Watson Road, had a new sidewalk poured on his property. While setting the forms, the company cut the power lines to the grinder pump. They spliced the grinder pump power line. John wanted to know what our responsibility for repairs due to the location of the power line.
  
- iv) Audit Committee
  - (1) Rea and Associates Biannual Audit Report – Audit committee met with the state appointed auditor to review their report. Printed reports were made available to the Board.
  
- g) Employee Relations committee requested to enter executive session in accordance with ORC 121.22, at 9:15pm., for the purpose of discussing employee discipline. Vote went as follows: Yea – J. Tuttobene, J. Ehlinger, J. Miller, M. Jacob, R. Phillips, R. Cooper, and G. Schafer, none opposed. Motion carried.
- h) Motion was made by R. Cooper, with a 2<sup>nd</sup> by J. Ehlinger, to return from executive session and reopen public meeting at 9:52pm.
- i) Additional business –
  - 1) Motion was made by J. Tuttobene, with a 2<sup>nd</sup> by J. Ehlinger, to approve the Employee Corrective Action Plan for DM Antoine. This plan will be implemented on July 25, 2016, at 6:30pm. Vote as follows; All in favor, none opposed. Motion carried.
  - 2) Motion was made by J. Tuttobene, with a 2<sup>nd</sup> by G. Schafer, to engage Kent Merphree as designated agent to schedule and conduct a pre-disciplinary hearing for employees Nick Antoine and Caleb Antoine. Vote as follows; all in favor, none opposed. Motion carried.
  - 3) Attorney Ireland outlined legal requirements of notifying OUPS prior to any line excavating done by District employees.
- j) Motion was made by J. Ehlinger, with a 2<sup>nd</sup> by J. Tuttobene, to adjourn the meeting at 9:57pm, with all in favor and none opposed. Motion carried,

/s/ Ronda Phillips, Secretary

  
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Greg Schafer, President

  
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Ronda Phillips, Secretary

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