

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 JUNE 16, 2016**  
**MEETING STARTS AT 7:00 P.M.**

- a) The meeting was called to order by President Schafer, in accordance with ORC 121.22, at 7:00pm.
- b) Roll call was taken. The following members were present –
- |                |                  |
|----------------|------------------|
| Greg Schafer   | Robert Cooper    |
| Ronda Phillips | Joanne Tuttobene |
| John Miller    | John Ehlinger    |
- Michael Jacob (newly appointed by Highland Twp. Board of Trustees)

Others present were Carl Ireland, Board Attorney. Attorney Ireland swore in new Board member Michael Jacob, who told the Board a little about himself and why he wanted to join the Board. The members welcomed Mike to the Board.

Those absent were DM Caleb Antoine, who was on vacation.

- c) Public comment – There was no public comment at this time.
- d) Reading and approval of prior meeting(s) minutes – 05/03/2016, 05/19/2016 – Minutes were read, and noted that the location of the ORWA Conference was in Mason, OH, and not Morral, OH, as noted in the minutes from May 3, 2016. Motion was made to accept the minutes as read for May 19, 2016, by John Miller with a second by Joanne Tuttobene. Vote was taken; all in favor with none opposed. Motion Carried. Motion was made to accept the minutes as amended for May 3, 2016, by John Ehlinger, with a second by Joanne Tuttobene. Vote was taken with all in favor, none opposed. Motion Carried
- e) Correspondence – Secretary Phillips shared the highlights of the 2015 Annual Drinking Water Quality Report with the Board. The letter will be mailed to all the customers of the District

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Secretary Phillips also read a letter from the Ohio Public Utilities Commission requesting payment for 2016 membership to a total of \$25.00. A motion was made to continue the membership by Treasurer Cooper, with a second by President Schafer. A voice vote was taken, with all in favor, and none opposed. Motion carried.

f) Reports of Officers and Committees

i) President

- (1) Website Progress and date to implement – no new progress
- (2) Board members as community ambassadors – give an example (John Miller)
- (3) Vacant Board Position – Michael Jacob was sworn in during roll call. President Schafer cautioned that there are now 6 former and current employees from GM, and warned that no meetings should happen at the plant, as four members constitutes a quorum.
- (4) Customer yardwork progress – Several customers have called to ask for updates on their yard repairs. DM Antoine was absent, and left no report on progress. The board requests that a list of repairs be set up with a timeline for completion, be presented at the next scheduled meeting.
- (5) Employee medical coverage – item to be discussed under Unfinished Business.
- (6) Findings for Recovery from the estate of Hope Okuley – not discussed.

ii) Treasurer –

- (1) Gayle was absent due to her daughter's issue with her pregnancy. Treasurer Cooper discussed the needs of the District to utilize the part-time employee, Becky Mossoney, to cover employees who are absent due to emergency. The need for office coverage out-weighs the need to do repairs in the shop. If a need arises in the field, the office will be temporarily closed to cover the emergency field call. Becky needs to spend more time in the office so that she can adequately cover for the office employee and comply with Auditor request for separation of duties.
- (2) Reviewed Purchase Orders
  - (a) Treasurer Cooper requested receipt from Village Hardware, to clarify the purchase of gloves (P. O. with description included)
  - (b) Treasurer Cooper noted that employees are not using the uniforms that the District is paying for. Uniforms are required for field employees.
  - (c) Review of the Monthly Reports; motion to approve the vendor list dated June 2016 and bank statements, customer adjustments, wage and leave reports, wage and overtime summary.
- (3) Reviewed Bank Reconciliations, Adjustment Report, Fund Status, Revenue Status, Appropriation Report. Treasurer Cooper discussed the purpose of each report for Member Jacob's benefit.

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- (4) Motion was made to approve the Purchase Orders for May 2016, and Vendor Payee Listing for June 15, 2016 by Robert Cooper, with a second by VP Tuttobene. Voice vote was taken with the following vote; Yea – Joanne Tuttobene, Robert Cooper, Ronda Phillips, Michael Jacob, John Miller, John Ehlinger, and Greg Schafer; Nay – none. Motion carried.
- (5) Motion was made to approve Bank Reconciliations, Adjustment Report, Fund Status, Revenue Status, Appropriations Status, Wage/Overtime Summary, and Wage Withholding Report.
- (6) Motion made to approve the Bank Reconciliation Report, Adjustment Report, Fund Status, Revenue Report, Appropriations Status, Wage Withholding Report, and to table the Wage/Overtime Report, by Treasurer Cooper, with a second by Joanne Tuttobene. Voice vote taken as follows: Yea – Joanne Tuttobene, Robert Cooper, Ronda Phillips, Michael Jacob, John Miller, John Ehlinger and Greg Schafer.
- (7) Additional business
  - (a) Motion to purchase Microsoft Office Pro Suite 2016, in the amount of \$250, by Treasurer Cooper, with a second by Secretary Phillips. This program is necessary for Joe Ewers to write his reports for the district. Voice vote as follows; Yea – Joanne Tuttobene, Robert Cooper, John Ehlinger, Michael Jacob, Robert Cooper, Greg Schafer and Ronda Phillips.
  - (b) Motion to purchase a pair of Motorola two-way radios and a rapid charging system in the amount up to \$200 was made by Treasurer Cooper with a second by John Miller. The radios are necessary for use in the field for communication between the field employees when voice communication isn't practical, such as in the backhoe or on the water tower. Voice vote as follows; Yea – Joanne Tuttobene, Robert Cooper, Ronda Phillips, Michael Jacob, John Miller, John Ehlinger and Greg Schafer. None opposed – Motion Carried.

iii) Secretary –

- (1) Report from the Rules and Regulations Committee, May 24, 2016
- (2) Report from the Audit Committee, June 15, 2016 – Reviewed the initial findings from the Auditor's report. Post Audit meeting is tentatively scheduled for July 19, 2016, at 3pm.
- (3) Request to flush water lines and hydrants twice a year, that is, once in the spring during April, and once in the fall in October. The lines have not been flushed since last fall, the water quality is suffering and customers are complaining. We owe it to the community to maintain the water quality to the extent that we can control. No vote was necessary, as this is currently required by law. Let it be noted that the Board President and other members said that the lines had been flushed and President Schafer had pictures of a hydrant that was taken during the flush.

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(4) Motion to enter into a contract to purchase a basic cellular phone and contract from Verizon Wireless and the installation of Fleet Management System on both of the District trucks, in the amount of up to \$150.00/month. The phone will be used by a District employee who is on call for after-hours emergencies from District customers. The fleet management system will provide engine diagnostics and GPS tracking. Motion was made by Secretary Phillips, with a second by Treasurer Cooper. Voice vote taken; all in favor – John Miller, Ronda Phillips, Robert Cooper, Joanne Tuttobene. Opposed – John Ehlinger, Greg Schafer; Motion carried.

iv) District Manager – DM Antoine was on vacation didn't send a designate to the meeting

(1) Update on the Metalink Security System Installation – no new update

(2) Customer Yard Work Progress – the board has asked DM Antoine provide a list of customers that need their yards fixed from work that was done in the spring. This list should include the customer's name, address, date of repair request and the status of said repair/s.

g) Unfinished business, per agenda

i) S. Brown request – shut off water to former business, switch to one meter (tabled from previous meeting)

ii) Jerry Stevens – Information on Phase A, B history and \$900K in legal fees and charges – NO ADDITIONAL INFORMATION

iii) D. Bakle request – rate history for his account. President Schafer and S=DM Antoine to give an update. – NO PROGRESS

iv) Caleb and Greg Schafer to meet with ASD Superintendent – discuss needs for new school – President Schafer is in email contact with the architectural engineer in charge of the school project, and will discuss needs as they arise.

h) New Business, per Agenda or Motion

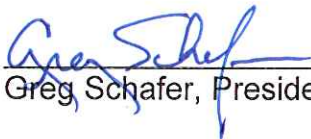
i) Motion was made by Treasurer Cooper, with a second by John Miller to allow Spitler Huffman to start a Request for Qualification for engineering study. Vote was taken with all in favor, and none opposed. Motion carried

ii) Motion was made by Joanne Tuttobene, with a second by Secretary Phillips, to limit visitors to only those people who have business with the District during regular business hours. Signs shall be posted in the office and the garage area until a new policy can be implemented. Vote was taken, with all in favor, none opposed. Motion carried.

i) A motion was made to enter into executive session, in accordance with ORC121.22, by Treasurer Cooper with a second by Vice President Tuttobene at 9:18pm, for the purpose of discussing employee benefits and investigating employee relations. All in favor, none opposed. Motion carried.

- j) Motion was made to return from executive session and reopen public meeting by John Miller, with a second by John Ehlinger at 10:17pm. All in favor; none opposed. Motion carried.
- k) Motion was made by VP Tuttobene to accept the recommendation of the Employee Relations committee to renew the employee health insurance through Aetna Insurance. In addition, the District would contribute \$50/month to an HAS account and match additional contributions up to \$50/month by each employee. Second by Treasurer Cooper. All in favor; J. Miller, J. Ehlinger, J. Tuttobene, R. Cooper, R. Phillips, G. Schafer, and M. Jacob. None opposed; Motion carried.
- l) Additional business.
  - i) Treasurer Cooper resigned from the Employee Relations committee, and nominated Mike Jacob to replace him. Second by John Ehlinger. Treasurer Cooper noted that Mike was in a position in his regular job at GM where he was in charge of employees and is well-versed in his handling of this type of area; Mike accepted the nomination. Voice vote was taken; all in favor, with none opposed. Motion carried.
- m) Motion to adjourn the meeting was made by Secretary Phillips, with a second by Treasurer Cooper. Voice vote was all in favor with none opposed, motion carried. Meeting Adjourned at 10:26 p.m.

/s/ Ronda Phillips, Secretary

  
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Greg Schafer, President

  
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Ronda Phillips, Secretary

  
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Gayle Decator, District Clerk

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