

PRESIDENT

Greg Schafer

VICE PRESIDENT

Joanne Tuttobene

TREASURER

Robert Cooper

SECRETARY

Ronda Phillips

AYERSVILLE WATER AND SEWER DISTRICT

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DEFIANCE, OH 43512

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BOARD MEMBERS

John Miller

John Ehlinger

Michael Jacob

DISTRICT MANAGER

David Wright

DISTRICT CLERK

Gayle Decator

**MINUTES FOR THE BOARD MEETING ON NOVEMBER 17, 2016
MEETING STARTS AT 7:00 P.M.**

- A. Call to order, in accordance with ORC 121.22 at 7:00 pm by President Greg Schafer.
- B. Roll was called with the following Board members in attendance; Mike Jacob, John Miller, John Ehlinger, and Greg Schafer. Also in attendance were DM David Wright, Clerk Gayle Decator and District attorney Carl Ireland.
- C. Public Comment – Jerry Stevens was present at the meeting today. He stated that wife kept good records of the Phase A breakdown of charges. He pointed out to the Board that Phase A customers paid \$1485.71 upfront and \$6584.00 paid through 20 years on taxes, totally \$8069.71 for Phase A customers.
- D. Reading and approval of the previous meeting's minutes –both September 15, 2016 and October 20, 2016. The meeting minutes were read and a motion was made by John Miller to accept the minutes. A second was made by John Ehlinger. Vote as follows; all in favor, with none opposed. Motion carried.
- E. Correspondence – Greg Schafer discussed letters that he mailed out to the following people; Joanne Tuttobene, thanking her for an outstanding job serving on the Board as Vice President, a letter to Brunersburg thanking Matt Flory for his assistance during a water main break, Highland Twp Trustees for allowing Bryan Berry to use the Nixle system to alert the District of water issues and lastly, Mayor Mike McCann for allowing Joe Ewers to be our Operator of Record.
- F. Reports of Officers and Committees
- i) President
 - a) Authorization for check signage- The Board of Trustees expressly vest Greg Schafer, Ronda Phillips, Robert Cooper and David Wright as authorized signatories. This authority allows for the signing of financial

instruments and records, including those related to checking and savings accounts. A motion to approve was made by John Miller. A second was made by Michael Jacob. Vote as follows; all in favor, with none opposed. Motion carried

b) Resignation of Joanne Tuttobene

1) Appreciation letter of Thanks was sent to Joanne

c) Fill committee vacancies held by Joanne Tuttobene

2) Was decided by the Board to wait for the official voting that takes place in January 2017 to vote on Committee members.

d) Greg Schafer started the discussion by pointing out that Joe Ewers referred AWSO to IFM out of McClure, Ohio. Because it was an emergency situation, Schafer allowed District Manager, David Wright, the ok to contact and contract. The cost for services from IFM are \$969/month. A motion to approve the contract with IFM was made by John Ehlinger. A Second was made by John Miller. Vote as follows: all in favor, with none opposed. Motion Carried.

e) Greg questioned whether or not the October 20, 2016 minutes should have stated that it was approved to hire a part time clerk or just place an ad for the part time clerk. No one was 100% clear on this. With that being said, a Motion to rescind the hiring of a part time clerk was made by Greg Schafer. A Second was made by Ehlinger and Miller. Vote as follows; all in favor, with none opposed. Motion carried.

ii) District Manager – Report of monthly business operations

a) David Wright stated that a quote was received from Metalink for phone services and for computer networking that will allow ease of flow & efficiency in the office

b) David discussed that hydrant flushing & hydrant repairs have been taking place over the last few weeks. He also stated that he will be learning “hands on” to work on grinder pumps

c) The issue at Sheila Fields has been addressed and clean out fixed.

d) David stated EJP has a 1 day course in Fairborne, Ohio and he was encouraged and approved to attend.

e) A ^{Est.} quote of \$5000 was received to fix the bulk water station.

f) A possibility of a water shed, such as something comparable to that at

Culligan's at the 15/18 split in Defiance was brought up.

- g) David Wright and Greg Schafer questioned about the Board possibly going back to a 5 member Board, also, whether we could enforce each Board member have AWSO services. Attorney Carl pointed out that in order to do that the Highland Twp would have to petition through the courts to do so due to how the original Charter was ordered in 1967.

iii) Treasurer

- a) Review of the Monthly Financial Reports – bank statements, bank reconciliations, customer adjustments, wage, overtime and leave reports, and purchase orders.

b) Motion to approve monthly reports was made by John Miller, with a second by John Ehlinger. Vote as follows; Yea – G.Schafer, M. Jacob, J Miller and J Ehlinger. None opposed, motion carried.

- c) Preliminary 2017 Budget – a Budget meeting took place on November 16, 2016. A Preliminary Budget was placed and a Budget meeting will be scheduled in the next few weeks to finalize the 2017 budget.

iiii) Secretary – not present

v) Employee Relations Committee

An Employee Relations committee meeting was scheduled for Monday November, 21 2016 at 5:30pm

vi) Planning Committee-Statement of Qualifications-rating the responding firms

- a) The Planning Committee has not yet met to go over scoring. They plan to meet and have recommendations for the December Board meeting.

G. Unfinished business, per agenda

- i) Public Records Requests – no new information

H. New Business, per agenda or motion

i) Resolution 1611.01-Amend Public Comment Policy

It was decided by the Board, as well as, Attorney Carl Ireland, that a Resolution for this is not necessary. If we would like to limit Public comment time it can be included on the agenda to state "limit input to a reasonable time(up to 5 minutes)

ii) Resolution 1611.02-Limited English Proficiency Language Action Plan- Required of USDA fund recipients to enact this plan. Is created to address The AWSD responsibilities to serve those with limited proficiency to Understand, read, speak, and write using the English language.

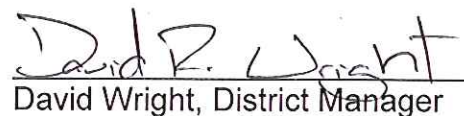
I. Michael Jacob made a motion to enter executive session at 9:20 pm, in accordance with ORC 121.22, for the purpose of discussing employee compensation and benefits. Second by John Miller; vote as follows; all in favor, with none opposed. Motion carried.

J. John Miller made a motion to return from executive session according with ORC 121.22. Second by J.Ehlinger, at 9:34 pm. Vote was all in favor, with none opposed; Motion carried.

L. Motion was made to adjourn the meeting by M Jacob, with a second by by J. Miller, at 9:35 pm. Vote as follows; all in favor, with none opposed. Motion Carried. Meeting adjourned at 9:35 pm.



Greg Schafer, President



David Wright, District Manager