

PRESIDENT

Greg Schafer

AYERSVILLE WATER AND SEWER DISTRICT

13961 FRUIT RIDGE ROAD

DEFIANCE, OH 43512

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BOARD MEMBERS

John Miller

John Ehlinger

Frank D'Ambrosia

VICE PRESIDENT

Joanne Tuttobene

TREASURER

Robert Cooper

DISTRICT ANAGER

Caleb Antoine

SECRETARY

Ronda Phillips

MINUTES FOR THE BOARD MEETING ON MAY 19, 2016
MEETING STARTS AT 7:00 P.M.

- a) President Schafer called the Meeting to order, in accordance with ORC 121.22, at 7:00pm
- b) Roll call was taken. The following Trustees were in attendance – Greg Schafer, Joanne Tuttobene, Robert Cooper, Ronda Phillips, John Miller and John Ehlinger. Other persons in attendance included DM Caleb Antoine and Attorney Rex Huffman.
- c) There was no public comment at this time.
- d) Reading and approval of prior meeting(s) minutes for 05/03/2016 was conducted. A couple errors were found and will be approved by the Board at the next meeting as amended.
- e) There was no new correspondence.
- f) Reports of Officers and Committees
 - i) President
 - (1) Website Progress – There has been no progress in regards to the website and getting reports and documentation sent to the website company to be loaded. The Board and the President has been asking for this task to be completed since January 2016. President Schafer asked that more data be loaded, then have Robintek come up and show us how to utilize the site. At that time, we would notify our customers how to access the site through the billing system or newsletter.
 - (2) Board members as community ambassadors – give an example (John Miller)
 - (3) F. D'Ambrosia resignation, per Resolution 1605.2 (May 3, 2016) – President Schafer received and accepted a Resignation letter from Frank D'Ambrosia. Copies of the letter were handed out to the Trustees. President Schafer will notify the Highland Township Trustees of the vacancy at the next Township meeting.
 - (4) Utilization of Becky Mossoney (new part-time clerk hired by motion at last Board Meeting on May 3, 2016)
 - ii) Treasurer –
 - (1) Review of the March Monthly Reports –
 - (a) Board reviewed the Adjustment Report – Treasurer Cooper noted that HSA withholdings are not shown for each employee on wages/overtime summary, and needs to be included on the next report.
 - (b) Leave Detail Report – Treasurer Cooper recommends using a spreadsheet to give

better detail and make it easier to read.

- (2) Appropriation report – The Budget committee will need to sit down to discuss the status mid-year after the June report.
- (3) Motion was made by Ronda Phillips to approve the following March reports – P. O.'s, Wages/Overtime, Wage withholding, Leave Detail, Appropriation Status and Revenue Status. Second by Joanne Tuttobene. Roll Call vote was taken: Yes – Joanne Tuttobene, Robert Cooper, Ronda Phillips, John Miller, John Ehlinger, and Greg Schafer. None opposed – motion carried.
- (4) Review of the April Monthly Reports – The following reports were reviewed; Bank Reconciliation, Bank Statements, P. O.'s, Wage/Leave, Wage Withholding, and Wage/Overtime reports. There was no Adjustment report for April. DM Antoine will supply the report for the next meeting.
- (5) Treasurer Cooper appreciates the extra effort to attach copies of receipts to the P. O. report.
- (6) Motion to accept April reports was made by Joanne Tuttobene, with the Second by John Ehlinger. Roll call vote was taken; Yes – Robert Cooper, Joanne Tuttobene, Ronda Phillips, John Miller, John Ehlinger and Greg Schafer. None opposed – motion carried.
- (7) Additional business –
 - (a) District received a \$62.04 Patronage Credit from Arthur Mutual Telephone to be applied to the monthly bill.
 - (b) Motion was made by Joanne Tuttobene to cover the travel expenses for E-One and ORWA conference for DM Antoine. DM Antoine drove his own car to the Certification training and the ORWA conference. Total expenses were \$311.08 for mileage. Second by John Ehlinger. Roll call vote was taken; Yes – Joanne Tuttobene, Robert Cooper, Ronda Phillips, John Miller, John Ehlinger, and Greg Schafer.

iii) Secretary – No new reports from the Secretary at this time.

iv) District Manager –

- (1) DM Antoine thanked the Board for sending him to the ORWA Conference. He learned a lot.
- (2) Upcoming training, vendors
 - (a) June 7 – Free class at NW Water and Sewer District – all three employees to go and complete certification to rebuild grinder pumps
 - (b) June 16 – MuniLink
 - (c) June 22 – Noble EMA Building; Confined Space and Fall Protection classes
- (3) Update on the Metalink Security System installation. DM Antoine informed the Board of the details of the system, and noted that the alarm in the garage was very loud.
- (4) Update on Resolution 1605.1 (May 3, 2016) – Scrap out old diesel tanks. EJ Prescott removed the tanks as contracted.
- (5) Contacted Goliath Tree Service to remove the trees on the Dohoney Road property. The property owner doesn't have a way to remove the trees once they are dropped. Goliath can drag the trees out for an additional \$200.

Unfinished business, per Agenda.

- i) S. Brown request – shut off water to former business, switch to one met (tabled from previous meeting) – Will be discussed at the Rules/Regulations Meeting on May 24, 2016
- ii) Jerry Stevens – Information on Phase A, B history and \$900K in legal fees and charges
- iii) D. Bakle request – Mr. Bakle will be invited to the District office to discuss rate history for his account. President Schafer and DM Antoine will meet to discuss the facts.
- iv) Caleb and Greg Schafer to meet with ASD Superintendent to talk about needs for new school. The initial meeting still needs to be set to discuss the preliminary needs of the new school project, new code regulations, etc.

g) New business, per Agenda or Motion.

- i) The Board talked about the need to be ready for the upcoming negotiations with the City of Defiance by authorizing an engineering study. This responsibility for go before the Planning committee. Having an engineering study would show what the District would need to do to be proactive in the next several years.
- h) Motion was made by John Miller to enter executive session at 8:29pm in accordance with ORC 121.22, for the purpose of discussing employee health care and threatened litigation over public records. Second by John Ehlinger; vote taken, none opposed. Motion carried.
- i) Motion was made to return from executive session and reopen public meeting by Ronda Phillips at 8:50pm; Second by John Miller.
- j) Motion was made to adjourn the meeting at 9:15pm by John Miller; Second by John Ehlinger. Vote taken will all in favor and none opposed. Motion carried. Meeting adjourned.


/s/ Ronda Phillips, Secretary



Greg Schafer, President



Ronda Phillips, Secretary



Gayle Decator, Clerk