

PRESIDENT  
Greg Schafer

**AYERSVILLE WATER AND SEWER DISTRICT**  
**13961 FRUIT RIDGE ROAD**  
**DEFIANCE, OH 43512**  
**PHONE 419-395-1733**  
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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 3, 2016**  
**MEETING STARTS AT 7:00 P.M.**

- a) President Greg Schafer called the meeting to order, in accordance with ORC 121.22, at 7:00pm.
- b) Roll call was taken. Members in attendance are as follows:  
Greg Schafer                      Joanne Tuttobene                      Robert Cooper  
Ronda Phillips                      John Miller                      John Ehlinger  
Other attendees were; District Manager Caleb Antoine and Attorney Carl Ireland.  
Members not in attendance are: Frank D'Ambrosia.
- c) Public comment – Steve Brown came in to discuss the shut-off of the water to his former fish business at the pole barn on his property, and switch to one meter. The board had asked him to wait until the Rules Committee had a chance to meet. Attorney Carl Ireland stated that his concern was that the debt calculation was based on the fee collected from his second meter.

Mr. Brown rebutted the claim, stating that he wasn't the original owner of the property and shared his story about how his family had acquired the home. He said that the original owners had added water before he purchased the house. Carl Ireland asked for proof of when the tap was added.

Mr. Brown further stated that he didn't want his line cut, the meter removed and the water line dug up. He mentioned that if the District was worried about theft of service, then leave the meter. His main concern is the monthly surcharge for the second meter, and the low volume of use (147 gals.)

John Miller noted that the trailer court on Fulmer Road has four empty lots that get charged the monthly surcharge, because it serves as an incentive for the owner to rent the lots.

Mr. Brown asked for a copy of the minutes that discussed the Board's decision, which were provided to him.

John Miller made a motion to shut off water for the barn on Mr. Brown's property at the curb stop and leave the meter in place. The motion included adding the

147 gals of water usage from April to his May bill. The motion was seconded by Treasurer Cooper. Voice vote was taken with all in favor and none opposed. Motion Carried.

Other comments included what happens in the future when the District addresses other water shut-offs, and how to show value to the customers that continue to pay the monthly surcharge.

The Board thanks Steve Brown for taking the time to come in and express his concerns.

- d) Reading and approval of prior meeting(s) minutes – 04/05/2016. Motion was made by John Miller with a second by Joanne Tuttobene. Treasurer Cooper noted a change to the statement that showed a motion was made to approve the Accounting Procedures Manual. We passed a resolution to accept the manual. It was shown later in the minutes. President Schafer also noticed that the header read Agenda, instead of Minutes. Those changes will be corrected, and the minutes will be signed at the next meeting. All in favor, with none opposed. Motion carried.
- e) Correspondence -  
Secretary Phillips received an email from Accountant Paul Rennick recapping the early audit results. At the time, he couldn't give much detail since the audit isn't complete.
- f) Reports of Officers and Committees
  - i) President
    - (1) Safety Training update – District Manager Antoine asked the Board to consider sending him to Ohio Rural Water Association conference in Morral, OH. The conference is being held at the Great Wolf Lodge at a cost of \$350 for 3 days. The District is a member of the ORWA and pays a membership fee of \$1500/year. We should get some value for the money by sending Caleb to the conference. The dates of the conference are June 16, 17 and 18.  
  
DM Antoine also noted that we have now completed E-One training for rebuilding grinder pumps and will be certified by the end of the month.
    - (2) Website Progress – no new progress at this time
    - (3) Thoughts on the preliminary audit data – addressed in Correspondence
    - (4) Board members as community ambassadors – give an example.  
Vice President Tuttobene shared that she is an ambassador through her various memberships in local societies and associations. She can raise the image of the District while working in the clubs and doing good for the community.
    - (5) The Rules committee needs to set a time to meet and discuss rules and regulations. We need to be up to speed when we meet with the City of Defiance. They will most likely be ready to talk in the fall.
    - (6) President Schafer needs the water charges from the City of Defiance

before his meeting with Dan Bakle.

7) Metalink Technologies will be in to start the installation of the security system on May 6, 2016. The system will alarm the entrances, and add a panic button under the front counter that will notify the police if the employees feel they are in danger.

8) City of Defiance will be holding a confined space class that our employees would like to participate in.

ii) Treasurer –

(1) Due to Clerk Decator's absence, there were no reports to approve. Any reports needing review will be carried to the next meeting on May 18, 2016

(2) We carry insurance to cover the \$250,000 we have on deposit with Farmers & Merchants Bank, that is over the insurance guarantee by the FDIC. It comes due soon, and we need to discuss whether we need it, and what it covers, The Board has asked Attorney Ireland to review the policy and make a recommendation.

(3) The District should consider partnering with other Water and Sewer Districts to share usage of large capital expense items, i. e., heavy equipment such as bulldozers.

(4) Future Planning

iii) Secretary –

(1) Ohiocheckbook.com State Representative to come to Board Meeting – Secretary Phillips would like to have a representative come to a future Board meeting to discuss how the website works and how we can get involved.

(2) Motion to purchase a biometric/fingerprint time clock to replace punch card time clock system – After much discussion, most of it negative from the employees' perspective, the motion was tabled.

iv) Audit Committee –

(1) discussion with Paul Rennick

(2) Future planning -- After discussing future of the District with Accountant Rennick, Treasurer Cooper suggested meeting with an engineering firm to come up with a long-term plan. We should decide on the scope of work we wish for them to complete, ask for Request for Qualification and then bid the plan out. We would use this plan to do a rate study based on the firm's findings, so we would have a solid basis for any rate increases being brought to the community.

(3) Rates increases

(4) Planning for negotiating 2017 water/sewer contract with City of Defiance

g) Unfinished business, per Agenda.

I. S. Brown request – shut off water to former business, switch to one meter (tabled from previous meeting) – see notes in Public Comment section

II. Phase A, B history and charges – see President's report

III. D. Bakle request – rate history for his account – see President's report

- h) New business, per Agenda or Motion.
- i) Caleb and Greg Schafer to meet with ASD Superintendent – discuss needs for new school. The meeting will be happening in the near future and will center around the needs of the new school and the impact of the District.
  - ii) New part-time office clerk – Becky Mossoney. Treasurer Cooper made a motion to hire Becky Mossoney on a part-time basis at a rate of \$14.00/hour. Becky stepped in to replace Gayle Decator when she had to have an emergency appendectomy. She comes with experience as a former payroll administrator for Chief Supermarkets. She would like to stay on a part-time basis, up to 20 hours per week. This would also work with our plan to hire a college student to serve as a back-up employee to cover vacations or other relief situations. Second by John Miller. Voice vote was taken, with all in favor, none opposed. Motion carried.
- i) Enter executive session in accordance with ORC 121.22, if necessary, and specify topic(s). A Motion was made at 9:10pm by John Miller to enter into Executive Session for the purpose of discussing Board member attendance, with a second by Robert Cooper. Roll Call was taken – in favor, John Miller, John Ehlinger, Joanne Tuttobene, Greg Schafer, Robert Cooper and Ronda Phillips. None opposed. Motion carried.
- j) Return from executive session and reopen public meeting. A motion was made by Greg Schafer at 9:32pm to come out of Executive Session, with a second by Robert Cooper. All in favor, with none opposed
- k) Additional business – Resolution 1605.2 to send a letter asking for the resignation of Frank D'Ambrosia for lack of attendance. If no response, or a refusal to resign is received, the Board will ask the Highland Township trustees to proceed with removal. Members to be named in the letter – John Miller, John Ehlinger, Joanne Tuttobene, Robert Cooper and Ronda Phillips, and to be signed by President Greg Schafer.
- l) Adjournment – A motion was made by Robert Cooper to adjourn the meeting, with a second by Joanne Tuttobene at 9:35pm. All in favor with none opposed. Motion carried.

/s/ Ronda Phillips, Secretary

  
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Greg Schafer, President

  
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Ronda Phillips, Secretary