Meeting Minutes

Tuscarawas Water & Sewer District - Regular Meeting of the Board of Trustees

Date: January 8, 2025
Time: 9:00 AM
Location: 9944 Wilkshire Boulevard NE, Bolivar, OH 44612

1) Call to Order
   a) Tom Gerber called the meeting to order.
2) Roll Call Attendance
   a) Gerber – Present; Kelly – Present; Hahn - Present
3) Approve Minutes of Prior Meeting
   a) Minutes were not made available at this meeting, and it was agreed to table the approval of the prior meeting minutes until the April meeting.
4) Comments from General Public
   a) No members of the general public were in attendance
5) Director's Report
   a) Ohio EPA Violations
      i) Mike Jones explained that his office is coordinating resolution of several Village Ohio EPA violations.
         (1) One of these violations is related to non-performance of a backflow prevention program. The County now has all known/required backflow devices entered into their management system and all devices will be managed as needed to ensure compliance.
         (2) The village also has an outstanding violation relating to non-performance of required tank inspections for its 150,000 gallon standpipe and the clearwell at the water treatment plant. The County has Dixon Engineering under contract to perform the standpipe inspection, and additional work will be authorized for the clearwell once the standpipe inspection is complete.
6) Capital Projects

a) Water Meter Replacement – Phase I

i) Mike Jones discussed the upcoming meter replacement project and advised the board that the Tuscarawas County Commissioners have awarded the contract to Kinsey Excavating & Trucking. LLC. The County has allocated approximately $273,000 in local ARPA funds to the project. Mike discussed that he would like the Board's authorization to allocate an additional $53,000 to the project using District water & sewer funds.

b) Fire Protection Concerns

i) Mike Jones discussed the fire protection concerns relating to industrial customers in the village. Travis added to the discussion indicating this is a big concern for Gerber & Sons and would like to see something move forward with this.

7) Capital Needs

a) Baltic WWTP Tertiary Filter Renovation

i) Mike Jones discussed that he would like to get quotes from contractors for replacing the control valves so the filter can be returned to service. He indicated that this would be done using District funds.

b) Baltic WTP Renovations

i) Mike Jones discussed that there a number of improvements needed at the water treatment plant and that these will need to be addressed as a major capital improvement.

8) Attorney's Report

a) OWDA Loan Transfer

i) The Assumption Agreement will be sent to OWDA after the Village executes it.

b) Bill of Sale

i) The Bill of Sale we have does not have Exhibit A attached, which is a description of the personal property being transferred from the Village to the District. Attached is the Bill of Sale with Exhibit A. I will also send this to Doug Frautschy, the Village's attorney, and copy you on the email. FYI the date of the Transfer Agreement (to be filled in on the first page) is July 8, 2024. The President of the Board for the District should sign the Bill of Sale as the District's authorized representative and is authorized to do so by Resolution 2024-01.

9) Old Business

   i) Board Member Compensation

      (1) Mike Jones explained that Board Members will most likely receive their initial compensation in April 2025. This compensation will reflect all meetings in 2024 along with this, the first meeting of 2025.

   ii) OPWC Funding

      (1) Mike Jones explained that several Baltic water/sewer improvements projects were submitted for consideration for funding from the Ohio Public Works Commission (OPWC); however, none were selected this year. We will submit again next year.

10) New Business

   a) Fraud & Waste Webinar

      i) Mike Jones explained that the Trustees would need to complete the Ohio Auditor of State's Fraud and Waste Webinar. The Trustees completed the training following the meeting, and each signed the required Sign-In Sheet.

   b) Insurance Policy Amendments

      i) Mike Jones explained the recommendations for making additions to the existing Liability Insurance policy. The proposed policy additions were attached to the informational packet provided to the Board prior to the meeting.

   c) Water Tank Lease

      i) Mike Jones explained that there was an informal agreement between the Village of Baltic and the owner of the property that the village standpipe is situated on for annual payment for maintenance of the access drive. He explained that by the terms and conditions of the original easement agreement, the District is under no obligation to enter into any additional agreements relating to the use of the property for operation & maintenance of the tank. Mike suggested that it would be a gesture of good faith to work with the property owner and develop a mutually agreeable agreement. The Trustees were in general agreement.

11) Resolutions

   a) Resolution 2025-01: Approving Rates

i) It was moved by Travis Hahn and seconded by John Kelly to approve Resolution 2025-01 – A Resolution of the Board of Trustees of the Tuscarawas Water & Sewer District Adopting Rules and Regulations and a Schedule of Charges. The resolution was approved by a unanimous roll call vote.

b) Resolution 2025-02: Budget and Appropriations Request

i) It was moved by Travis Hahn and seconded by Tom Gerber to approve Resolution 2025-02 – A Resolution of the Board of Trustees of the Tuscarawas Water & Sewer District Establishing and Authorizing Appropriations and Expenditures for the Period Commencing January 1, 2025 and Ending December 31, 2025, and Authorizing the Tuscarawas County Sanitary Engineer and County Auditor, as Agent for the District, to Administer Payments in Accordance Therewith. The resolution was approved by a unanimous roll call vote.

c) Resolution 2025-03: Board Member Compensation

i) It was moved by Tom Gerber and seconded by Travis Hahn to approve Resolution 2025-03 – A Resolution of the Board of Trustees of the Tuscarawas Water & Sewer District Adopting Board Member Compensation for the amount of $250.00 per meeting for each board member for their service on the Tuscarawas Water & Sewer District Board. Payments will be made to Board Members for the next Board meeting following the meeting the Board Member attended. The resolution was approved by a unanimous roll call vote.

d) Resolution 2025-04: Meter Replacement Agreement

i) It was moved by Travis Hahn and seconded by John Kelly to approve Resolution 2025-04 – A Resolution of the Board of Trustees of the Tuscarawas Water & Sewer District approving a water meter replacement agreement and authorizes Tom Gerber as President of the District and Mike Jones, Sanitary Engineer for Tuscarawas County on behalf of Tuscarawas County to take any and all actions to execute the Water Meter Replacement Agreement. The resolution was approved by a unanimous roll call vote.

ii) This agreement authorizes the use of $53,000 of Tuscarawas Water & Sewer District funds to be used in contribution towards the Baltic Meter Replacement Project, Phase I.

e) Resolution 2025-05: Approving Liability Insurance Additions

i) It was moved by John Kelly and seconded by Tom Gerber to approve Resolution 2025-05 – A Resolution of the Board of Trustees of the Tuscarawas Water & Sewer District approving liability insurance. The board approves the liability insurance for the District as presented which insurance shall include coverage for Employee Benefits Liability, Employers Liability Stop Gap, ad Employment Practices Liability. The resolution was approved by a unanimous roll call vote.

f) Resolution: Approving Prior Minutes

i) No resolution number has been assigned to this, and no action was taken on this since the prior meeting minutes were not available at this meeting.

12) Officer Terms

a) Mike Jones indicated that he would address the issue of officer terms at the next meeting.

13) Financial Report

a) Mike Jones presented the year-end financial reports for both the water and sewer systems. He also gave a status update relating to the Engineer's Estimate of Asset Value relating to the water and sewer facilities that were donated to the District by the Village as part of the transfer.

14) Comments and Questions by Board Members

15) Upcoming Meetings

a) April 8, 2025 at 9:00 AM

b) July 9, 2025 at 9:00 AM

16) Executive Session

a) N/A

17) Motion to Adjourn

1.1. With no further official business to discuss, Travis Hahn moved to adjourn the meeting. Seconded by John Kelly. The motion was approved by a unanimous vote and the meeting was adjourned.

4/16/25

Secretary Pro Tem Date