



# ALLEN WATER DISTRICT

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## October 8, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **October 8, 2025** at **2:00 p.m.** at the Training Center of the Allen County Sanitary Engineering Department office located at 3230 North Cole Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Pledge of Allegiance
3. Additions, Changes, or Corrections to Agenda
4. Approval of AWD Meeting Minutes –September 10, 2025
5. Clerk of Board Report
6. Attorney’s Report
7. Treasurer’s Report
8. CPA Report
9. Sanitary Engineer’s Report
10. Old Business
11. New Business
12. Board Comment
13. Public Forum
14. Executive Session
15. Adjournment

A quorum being present, Mr. Kessen brought the meeting to order at 2:02 p.m. and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Neeper

Mr. Leis – Absent

Mr. Core

Ms. Joyce

Mr. Ewing

American Township Representative

Perry Township Representative

Shawnee Township Representative

Bath Township Representative

Allen County Representative

Allen County Representative

Allen County Representative

Allen County Representative

Member-at-Large

**STAFF**

Kim Stiles – Clerk of the Board

Shannon Finn – Office Assistant

Rex Huffman – District Legal – Absent

**PUBLIC** – None

2. **PLEDGE OF ALLEGIANCE**

3. **ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – None

4. **APPROVAL OF MEETING MINUTES** – Motion made by Mr. Ewing to approve the September 10, 2025 minutes. Seconded by Mr. Neeper. Motion carried 8-0.

5. **CLERK OF BOARD REPORT**

Ms. Finn stated since last month’s meeting there had been 3 connection inquiries and 5 permits issued.

**Improvements/Changes/Upcoming Events:**

- December Board Meeting

**MOTION MADE BY MR. NEEPER TO APPROVE THE DECEMBER BOARD MEETING TO BE HELD AT MILANO’S.** Seconded by Ms. Joyce. Motion carried 8-0.

- County Appointments – Update with Commissioners on Tuesday, October 14<sup>th</sup> at 1 p.m.
- CORD – Ms. Stiles will be attending the CORD Board Meeting Friday, October 10<sup>th</sup>.
- Office will be closed October 13<sup>th</sup> for Columbus Day and November 11<sup>th</sup> for Veteran’s Day.
- GLR Annual Meeting – November 13<sup>th</sup> Ms. Stiles and Mr. Kessen plan to attend.

**By-laws, Policies and Procedures:**

Committee met on September 30<sup>th</sup> to review several policies.

**RESOLUTION 25-025: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES AND ADOPTS THE REVISED ALLEN WATER DISTRICT POLICY AND PROCEDURE FOR SELECTION OF PROFESSIONAL DESIGN SERVICE CONTRACTS.** Motion made by Mr. Gosnell. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

Mr. Core brought to the board’s attention a discussion that took place during the By-laws meeting regarding board member compensation. He asked the board to give some thought to this subject to be discussed during a future board meeting. Mr. Kessen stated this would be added to Old Business for our November meeting.

## **Contracts and Agreements:**

BOSC Agreement Update – Ms. Stiles stated the City of Lima will take the lead on this project and AWD will be there to assist in any way needed. Intergovernmental Agreement may be needed to outline responsibilities of City and District.

**RESOLUTION 25-026: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN AND EXECUTE A DEVELOPMENT AGREEMENT WITH DAVID GOOD FOR THE COUNTRY AIRE PHASE 5D DEVELOPMENT.** Motion made by Mr. Core. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

**RESOLUTION 25-027: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN AND EXECUTE A DEVELOPMENT AGREEMENT WITH VTRE DEVELOPMENT, LLC. FOR PROJECT SLOAN/LAST MILE.** Motion made by Mr. Neeper. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

## **Projects:**

**AWD Specifications** – Meeting to be scheduled with County Engineer to discuss their comments.

**RESOLUTION 25-028: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. STILES TO SUBMIT LEGAL ADVERTISMENT FOR 2025 STATEMENT OF QUALIFICATIONS FROM FIRMS INTERESTED IN BEING PREQUALIFIED FOR CONTRACTS TO PROVIDE DESIGN SERVICES FOR WATER DISTRIBUTION.** Motion made by Mr. Ingle. Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0. Mr. Core added it is not necessary to advertise with Lima News. Posting on Facebook page and website should be sufficient per ORC.

## **East Regional Loop – High Priority Project**

- SR 81 determined optimal route for this project.
- WSRLA – Project re-nominated/submitted in March. Working on application again.

## **Sugar Street**

Tentative Schedule remains:

- Phase 1 – Robb Avenue to Williams Street
  - Bid – End of 2025
  - Construction – 2026

### **Westminster**

- Garmann Miller (Previously Access) is working on an updated Exhibit and detailed estimate. Ms. Stiles suggested the board discuss with engineer adding a section of McPherson Rd to this project.

### **East Regional**

- Village Enforcement of Connection Ordinances – Approximately 20 property owners in Harrod and Lafayette who have made no attempt to connect/no tap fee paid.
- Mr. Emerick is working with the City prosecutor to pursue. Cases will begin to be filed soon.

### **Developments**

- PROJECT BOSC – District will attend biweekly meetings.
- EASTOWN RD – LIMA VASCULAR – Bore complete. Waiting on rest of waterline installation.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – Asbuilts received.
- WAWA – BREESE AND SOUTH DIXIE – Construction in progress.
- HAWTHORN HILLS (FETTER RD)
- PROJECT LAST MILE/SLOAN – Development Agreement in progress.
- COUNTRY AIRE 5D – Development Agreement in progress.
- STEVICK AND LONG – Built Rite Builders looking at parceling off lots along Stevick across from 7 Oaks. Inquired about water. Waterlines already installed here with Allentown Project. Map available. The parcel in question has an Ag Deferred Assessment of \$13,100.59 that will need to be paid for the portion that comes out of Ag District.

6. **ATTORNEY'S REPORT:** Nothing.

7. **TREASURER'S REPORT:**

Revenue and Expense Reports for September 2025 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8754 and 8756 are available in Reference Packet.

**RESOLUTION 25-029: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CERTIFICATION OF AN ADDITIONAL DILLER LOOP WATERLINE IMPROVEMENT PROJECT VOLUNTARY ASSESSMENT TO THE ALLEN COUNTY AUDITOR FOR TAX YEAR 2025, COLLECT 2026.**

Motion made by Mr. Neeper. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

**RESOLUTION 25-030: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, CERTIFIES DELINQUENT DEBT SERVICE CHARGES FOR THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT TO THE ALLEN COUNTY AUDITOR'S OFFICE FOR COLLECTION.**

Motion made by Mr. Core. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

Audit & Finance Meeting held immediately prior to Board Meeting. Agenda as follows:

- Approve July 9, 2025 Audit and Finance Meeting Minutes.
- YTD Budget Comparison
- 2026 Budget - Resolution will be presented at next meeting.
- County as Fiscal Agent – Resolution will be presented at next meeting for one year renewal.
- Policies
- Fraud Reporting Concerns?
- Federal Grant/Loans – Concerns/Policies?
- Date for Next Meeting

**MOTION MADE BY MR. NEEPER TO APPROVE THE OCTOBER 2025 TREASURER’S REPORT.** Seconded by Ms. Ewing Motion carried 8-0.

8. **CPA REPORT:** None
9. **SANITARY ENGINEER:** None
10. **OLD BUSINESS:** Logo Discussion – Board agreed upon using the new logo moving forward.
11. **NEW BUSINESS:** None
12. **BOARD MEMBER COMMENTS:** None
13. **PUBLIC FORUM:** None
14. **EXECUTIVE SESSION:** None
15. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 2:58 p.m. Seconded by Mr. Core. Motion carried 8-0.

ATTESTED:

  
 Chairman Date

  
 Secretary Date