



# ALLEN WATER DISTRICT

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679

Fax 419-229-3297

[allenwaterdistrict@allencountyohio.com](mailto:allenwaterdistrict@allencountyohio.com)

---

## November 12, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **November 12, 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 –October 8, 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 2:04 p.m. and proceeded with the agenda.

### 1. ROLL CALL

Mr. Miller  
Mr. Kessen  
Mr. Gosnell  
Mr. Ingle  
Mr. Neeper  
Mr. Leis  
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

**PUBLIC** – Paulette Mills with Kleinfelder

**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 October 8, 2025 minutes. Seconded by Ms. Joyce. Motion carried 9-0.

**5. CLERK OF BOARD REPORT**

Ms. Finn stated since last month’s meeting there had been 3 connection inquiries, 10 permits issued and 1 extension inquiry. Ms. Stiles explained a gentleman would like to extend the the line on Harding Highway to two parcels to build student housing. He is willing to pay to have the line extended.

**Improvements/Changes/Upcoming Events:**

- County Appointments had semi-annual update with Commissioners on October 14<sup>th</sup> at 1 p.m. Update available. Ms. Stiles added the update went well.
- Logo Update
- GLR Annual Meeting – November 13<sup>th</sup> Ms. Stiles and Mr. Kessen plan to attend. Ms. Stiles added our renewal for Ottawa River Coalition is due. She asked if the Board would like to renew our bronze sponsorship or upgrade to silver. With silver, our logo would be advertised during different local events.

**MOTION MADE BY MR. LEIS TO PAY \$100 FOR 2026 ORC MEMBERSHIP RENEWAL ALONG WITH UPGRADING SPONSORSHIP TO SILVER AT \$1,000.** Seconded by Mr. Core.

Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Nepper – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – no, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-1.

**By-laws, Policies and Procedures:** Nothing to report.

**Contracts and Agreements:**

BOSC – Mr. Huffman will share draft MOU with City legal. There was some discussion about permit fees and factoring in the “impact” to the system.

**Projects:**

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

**Statement of Qualifications** - SOQ's advertised on AWD website, Facebook and LinkedIn pages. Emails sent to firms who have previously submitted. SOQ deadline is December 12<sup>th</sup>.

### **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.
- Continue to explore potential funding sources.

### **Sugar Street**

Tentative Schedule remains:

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

Ms. Stiles added the plan is to meet with the City and County to discuss final design and tie in the backfill discussion.

### **Westminster**

- Garmann Miller (Previously Access) is working on an updated Exhibit and detailed estimate. Ms. Stiles hopes to have this by January.

### **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.
- Water tower at Allen East has paint concern. Contractor will address in spring once temperatures are in the range acceptable for paint application/curing.

### **Developments**

- PROJECT BOSC – City of Lima accepting bids for project. District will attend biweekly meetings. Permit fee discussion.
- EASTOWN RD – LIMA VASCULAR – Bore complete. Waiting on rest of waterline installation.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – Asbuilts received. Several permits issued.
- WAWA – BREESE AND SOUTH DIXIE – Construction in progress.
- HAWTHORN HILLS (FETTER RD)
- PROJECT LAST MILE/SLOAN – Development Agreement in executed. Pre-construction meeting held Monday, November 10th. Ms. Stiles stated they are planning to start ASAP.
- COUNTRY AIRE 5D – Development Agreement is executed. Pre-construction held Monday, November 10th.
- HICKORY CREEK PHASE 2 – Asbuilts. Mr. Core will send asbuilts to Ms. Stiles within the next month.

**RESOLUTION 25-031: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO EXECUTE A BILL OF SALE WITH LBC INVESTMENTS, LLC FOR WATERLINES LOCATED WITHIN THE**

**HICKORY CREEK COMMUNITY, PHASE #2.** 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 – yes, Mr. Ingle – yes, Mr. Core – abstain, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

6. **ATTORNEY’S REPORT:** Nothing.

7. **TREASURER’S REPORT:**

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

**RESOLUTION 25-032: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, MR. GREG KESSEN, TO SIGN ADDENDUM #3 TO EXTEND THE FISCAL AGENT AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY TO REAPPOINT ALLEN COUNTY AS THE FISCAL AGENT FOR THE ALLEN WATER DISTRICT FOR AN ADDITIONAL ONE YEAR PERIOD FROM JANUARY 1, 2026 THROUGH DECEMBER 31, 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 – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 9-0.

**RESOLUTION 25-033: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND AND TWENTY SIX ANNUAL APPROPRIATIONS AS PRESENTED BY THE TREASURER, KURT NEEPER.** Motion made by Mr. Neeper. Seconded by Ms. Joyce. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 9-0.

**RESOLUTION 25-034: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL APPROPRIATION REQUEST TO INCREASE THE APPROPRIATION “PLANNING” IN THE OPERATING FUND, 8751, FOR THE 2025 BUDGET BY FIVE THOUSAND DOLLARS (\$5,000).** Motion made by Mr. Neeper. Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 9-0.

**RESOLUTION 25-035: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL APPROPRIATION REQUEST TO INCREASE THE APPROPRIATION “CONTRACT SERVICES” IN THE OPERATING FUND, 8751, FOR THE 2025 BUDGET BY TWO HUNDRED DOLLARS (\$200).** Motion made by Mr. Neeper. Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 9-0.

**MOTION MADE BY MR. NEEPER TO APPROVE THE NOVEMBER 2025 TREASURER’S REPORT.** Seconded by Ms. Ewing Motion carried 9-0.

8. **CPA REPORT:** None

9. **SANITARY ENGINEER:** None

10. **OLD BUSINESS:** Board Member Compensation – No discussion.

11. **NEW BUSINESS:** None

12. **BOARD MEMBER COMMENTS:** None

13. **PUBLIC FORUM:** Ms. Paulette Mills with Kleinfelder stated she was in the area for another meeting and decided to attend our Board meeting. She added Kleinfelder will be submitting an SOQ soon.

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:** Motion for adjournment made by Mr. Gosnell at 3:07 p.m. Seconded by Mr. Ewing. Motion carried 9-0.

ATTESTED:

  
Chairman \_\_\_\_\_ Date 12-10-25

  
Secretary \_\_\_\_\_ Date 12-10-25