

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com



"Addressing the water needs of the Community"

March 12, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, March 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 – February 12, 2024
5. Clerk of Board Report
6. Attorney's Report
7. Treasurer's Report
8. Sanitary Engineer's Report
9. CPA Report
10. Old Business
11. New Business
12. Board Comments
13. Public Forum
14. Executive Session
15. Adjournment

A quorum being present, Mr. Kessen brought the meeting to order at 2:12 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller

Mr. Kessen

Mr. Gosnell – Absent

Mr. Ingle

Mr. Neeper

Mr. Leis

Mr. Core

Ms. Joyce

Mr. Ewing

American Twp Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp 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 – Mr. Jerry Nickles

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Kessen added Mr. Jerry Nickles to the Agenda. He also added an Election discussion to “New Business”.

4. APPROVAL OF MEETING MINUTES – Motion made by Mr. Neeper to approve the February 12, 2025 minutes. Seconded by Mr. Ewing. Motion carried 8-0.

Mr. Nickles is working on the Autumn Lake Condominium Development and asked the Board to consider an alternative to the security options outlined in Section 1.5.2 of the Development Agreement.

MOTION MADE BY MR. INGLE TO ACCEPT FROM COL/TERRA DEVELOPMENT A \$5,000 DEPOSIT AS SECURITY IN LIEU OF THE SECURITIES OUTLINED IN 1.5.2 OF DEVELOPERS AGREEMENT, TO REQUIRE AN AIR GAP BE LEFT AT THE END OF THE LINE AND DEVELOPER CANNOT TIE INTO THE MAINLINE UNTIL THE LINE HAS BEEN COMPLETED AND TESTED AND THE DEPOSIT MINUS ANY EXPENSES INCURRED BY THE DISTRICT (ENGINEERING, LEGAL, ETC. FEES) WILL BE RETURNED AFTER BILL OF SALE HAS BEEN EXECUTED. Seconded by Mr. Ewing. Motion carried 8-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated since last month’s meeting there had been the following:

- 1 connection inquiries
- 3 permits issued
- 0 extension inquiries
- 2 Special Connection Requests

1. The Village of Harrod would like water at the park to the east of the Village. The park is located on two parcels currently owned by Auglaize Twp Park District. One parcel is inside the Village and one is outside. They would like to add restrooms to an existing building on one of the parcels which is located where they would like water. The Village is in the process of purchasing the parcels from the Auglaize Twp Park District and then plans to annex the parcel that is currently outside the park.

MOTION MADE BY MR. INGLE TO ALLOW VILLAGE OF HARROD TO TIE IN AT WATERLINE ON 2ND STREET AND RUN A SERVICE LINE TO SERVE THE PARK WITH AN AGREEMENT THAT INCLUDES IF A WATERLINE RUNS PAST THAT PARCEL IN THE FUTURE, THE VILLAGE WOULD PARTICIPATE IN THE PROJECT COST. Seconded by Mr. Neeper. Motion carried 8-0.

2. Paul Dawson owns Village Café on S. Dixie located in Auglaize County. He would like to connect to the existing waterline on the corner of Rose and Dixie and run a service line to serve his bar/restaurant. Mr. Dawson owns parcels from Rose to the bar. The first three parcels are in Allen County. The next 3 parcels are in Auglaize County with the bar located on the second one south of the County line. Mr. Dawson is currently connected to the Village of Cridersville water through a connection to the mobile home park located behind him. This connection was never approved and Cridersville has confirmed they have no issue with him connecting to our line. They are unable to serve him from a mainline at this time.

MOTION MADE BY MR. INGLE TO ALLOW MR. DAWSON TO CONNECT TO WATERLINE ON ROSE WITH THE AGREEMENT THAT IF AN AWD WATERLINE SHOULD RUN IN FRONT OF HIS PROPERTY IN THE FUTURE, HE WILL PARTICIPATE IN THE COST OF THAT FUTURE PROJECT MINUS WHAT HE IS PAYING TO CONNECT TO THE WATERLINE ON ROSE. Seconded by Mr. Neeper.

Motion carried 8-0.

Improvements/Changes/Upcoming Events

- ORC Updates
 - 🌸 Annual Fish Fry is back! April 18th 11 a.m. - 6:30 p.m.
 - 🌸 Ottawa River Clean Up – April 26th 9 a.m. - Noon.
- Shawnee Township, BOCC and AWD have Board Appointments with terms expiring 4/30/2025:
- County Appointments Semi-annual Update with Commissioners will be held on April 22nd at 1 p.m.
- CORD Board Meeting – Ms. Stiles will attend on March 21st in Columbus.

By-laws, Policies and Procedures: Meeting Discussion

Contracts and Agreements:

RESOLUTION 25-011: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN A DEVELOPMENT AGREEMENT WITH LBC INVESTMENTS, LLC FOR THE HICKORY CREEK COMMUNITY, PHASE 2 DEVELOPMENT. Motion made by Mr. Neeper. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – abstain, Mr. Ewing – yes, Ms. Joyce – yes. Mr. Core abstained due to the developer being his client.

Projects: AWD Specifications – Project Committee would like to update the District's specifications.

Sugar Street

- Phase 1 – Robb Avenue to Williams Street. Easement preparation has begun.
 - Bid – End of 2025
 - Construction – 2026
- Phase 2 – Findlay Road to Christopher. Working on easement prep for this phase as well.
 - Bid – End of 2026
 - Construction – 2027

East Regional Loop – High Priority Project

- Project Committee determined SR 81 to be the optimal route for this project.
- Continue to explore potential funding sources
- WSRLA – Update application and re-nominate in March. The City will have to be the applicant.

East Regional

- Village Enforcement of Connection Ordinances – Approximately 21 property owners in Harrod and Lafayette who have made no attempt to connect/no tap fee paid.
- Fee agreement for Mr. Huffman sent to Lafayette with Mr. Emerick's fees as Mr. Huffman will contract with Mr. Emerick since he is local.
- Mr. Huffman to review next steps with Mr. Emerick.
- Delinquent debt service amounts collected with 1st Half Assessments.

Developments

- PROJECT BOSC – Working on terms of waterline extension agreement.
- EASTOWN RD – LIMA VASCULAR – Working on Developer Agreement with Mr. Huffman
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – Provided engineer comments.
- WAWA – BREESE AND SOUTH DIXIE – Relocation of lines in ROW. Permit Issued.
- HAWTHORN HILLS (FETTER RD)
- OAKLAND PARKWAY
- GATEWAY V

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

7. **TREASURER'S REPORT:**

Revenue and Expense Reports for February 2025 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8754, 8755 and 8756 are available.

RESOLUTION 25-012: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING FOR THE 2025 BUDGET TO REPAY THE PREVIOUS ADVANCE FOR THE EAST REGIONAL WATERLINE PROJECT (DECEMBER 2022):

1. SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "ADVANCE OUT" FOR THE USDA DEBT SERVICE FUND, 8754, BY THIRTY FIVE THOUSAND FOUR HUNDRED (\$35,400)

2. SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "ADVANCE IN" FOR THE DEBT SERVICE FUND, 8750, BY THIRTY FIVE THOUSAND FOUR HUNDRED DOLLARS (\$35,400)

3. WARRANT OF ADVANCE REPAYMENT BETWEEN THE USDA DEBT SERVICE FUND, 8754, AND THE DEBT SERVICE FUND, 8750 FOR THE SAME AMOUNT (\$35,400).

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

RESOLUTION 25-013: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING FOR THE 2025 BUDGET TO REPAY THE PREVIOUS TRANSFER IN FOR THE EAST REGINAL WATERLINE PROJECT (DECEMBER 2021):

1. SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "TRANSFER OUT" FOR THE USDA DEBT SRVICE FUND, 8754, BY THREE THOUSAND DOLLARS (\$3,000)

2. SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "TRANSFER IN" FOR THE DEBT SERVICE FUND, 8750, BY THREE THOUSAND DOLLARS (\$3,000)

3. WARRANT OF TRANSFER BETWEEN THE USDA DEBT SERVICE FUND, 8754, AND THE DEBT SERVICE FUND, 8750 FOR THE SAME AMOUNT (\$3,000).

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

Mr. Neeper added there will be an Audit and Finance Committee Meeting prior to the April Board Meeting at 12:30 pm.

8. CPA REPORT: None

9. SANITARY ENGINEER: Nothing to Report.

10. OLD BUSINESS: None

11. NEW BUSINESS: Attendance discussion under the By-Laws was discussed in Executive Session. Discussion of the upcoming election of officers. Mr. Core recommended a By-Laws Committee Meeting be scheduled prior to the April Board Meeting. The meeting was scheduled for Tuesday, March 18th at 2:00 p.m.

12. BOARD MEMBER COMMENTS: None

13. PUBLIC FORUM: None

14. EXECUTIVE SESSION:

MOTION MADE BY MR. NEEPER TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES (ORC 121.22 (G) (1) AT 3:24 P.M. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle –yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

MOTION MADE BY MR. MILLER TO COME OUT OF EXECUTIVE SESSION. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle –yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

Mr. Kessen stated the result of the Executive Session was the Bylaws Committee will further review Article 2, Section 1 A and Section 1 A (i) of the AWD Bylaws.

- 15. ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:58 p.m. Seconded by Mr. Neeper. Motion carried 8-0.

ATTESTED:

 4-9-25
Chairman Date

 4-9-25
Secretary Date