

THE MONROE TOWNSHIP
WATER AND SEWER DISTRICT

Regular Meeting of the Board of Trustees of the
Monroe Township Water and Sewer District
May 11, 2015

Meeting Minutes

A regular meeting of the District was held pursuant to call, upon proper notice to the public, at the Monroe Township Offices. Trustees present were William Rodenberg, James Flesher, Dale Voisard, Rick Mains and David Dexter. Also present was Ron Thuma representing the Monroe Township Trustees, and Mark Cameron with Sands Decker and John Albers representing Albers & Albers.

- 1. Call to Order:** The meeting was called to order at 6:01 pm by Bill Rodenberg followed by the pledge of allegiance.
- 2. Approval of Minutes:** James Flesher moved to approve the April 13th minutes with a second by Dale Voisard, motion carried.
- 3. Comments from Members of the General Public (All guest are requested to sign the Register):** None offered
- 4. Report of Officers and/or Committees (if any).** N/A
- 5. Treasurer's Report:** Rick Mains provided an updated balance sheet along with a Profit & Lose statement.
 - 5.1 Resolution 2015-007: Rick Mains presented the following invoices for payment: Albers & Albers \$4,039.68 and Sands Decker \$3770.00 in the amounts listed – David Dexter moved to approve the treasurer's report and authorize payment of the presented invoices with a second by Dale Voisard, resolution approved.
- 6. Unfinished Business:**
 - 6.1. Mark Cameron, discussed easements and reported contact has been made with 7+ residents of the District; one is a firm no, others are agreeable to granting easements asking for clarifications and stating their concerns and some were confused that the existing easements showed along with those the District is requesting. The new easement requests should be better annotated to show the difference. John Albers discussed why the approach was used. John and Mark continue to work on presentation improvements. It was noted the District Resident Myra Morton is

deceased. The District will need to contact her estate to seek an easement. Linda Bower, a resident of the District, has some questions. Mark will contact her to respond to her questions in an effort to advance the process.

Open discussion on how to proceed; call a special public meeting, direct contact with the District's consultant and a member of the Board or have the Easement Committee make contact with the residents. Rack Mains suggested that Mark Cameron (District consultant) and Dale Voisard, a member of the Board; make direct, personal contact with each property involved with the easement process.

Based on how the current process is progressing; it will most likely be August before completion of the easements process. Depending on the granting of easements, revisions, if any, will be made to the design to conform to those easements. The OEPA review cannot be completed until the District has a final design.

Open discussion on the assessment process, should the District establish assessments on the basis of the Engineer's estimates or way until the completion of the bidding process. No decision was made, but waiting provides the most reliable cost of the project. The more reliable the understanding of project costs the more accurate property assessments can be determined.

Bill Rodenberg spoke about posting the open letter on assessments to the website. This as well as sending a copy of the letter to each property owner would be the best means to distribute the information within. It was decided that John Albers' office would develop the mailing list and produce envelopes, Bill Rodenberg would see that the letters get sent out to the property owners.

Mark Cameron has been in contact with Tipp City's John Donnelly to discuss the plan review process. Mr. Donnelly and Mark discussed Tipp City utility specifications and standards. The District wishes to utilize proven materials that can potentially reduce costs. This was previously discussed with the former Director of Utilities, Christy Butera. The use of PVC verses DIP was previously understood to be acceptable within the District. Mark Cameron will discuss with City Manager, Tim Eggleston as well as John Donnelly and Mo Eichmann.

Bill Rodenberg discussed draft copy of the agreement between Miami County and the District on the existing sewer system within the project area. The draft was agreeable to the Board with only a minor issue.

Resolution 2015-008: David Dexter moved that the District accept and

sign the draft transfer agreement with Miami County with the following insertion; "The Miami County Board of Commissioners agrees to convey to the Monroe Township Water & Sewer District all system inventor, *including all easements and right-of-ways related thereto, if any*, including but not limited to:", second by James Flesher; motion carried. All members of the Board signed the agreement and initialed the change.

Bill Rodenberg opened the discussion on the need for the District to obtain an outside accounting service to handle the District's accounting and bookkeeping needs. It is the Board's belief that it is unreasonable to expect the Board Treasurer to be responsible for meeting government requirements associated with the District's operations. While it is the responsibility of the Board Treasurer to oversee the District's finances, it is a part time position without compensation. Additionally, Mr. Mains should not be expected to donate many hours to meet those government requirements. And, as Mr. Mains, is the owner of R. J. Mains & Associates, Inc. providing of such services could potentially be viewed as a conflict of interest. Therefore, the Board will seek outside accounting services. Lightner & Stickel CPA's of Troy, Ohio are being considered to serve the District's needs. These services could cost the District \$175 to \$275 per month. The Board decided to take this under consideration with no commitment at this meeting.

7. **New Business:** The District's CORD (Coalition Ohio Regional Districts) membership is up for renewal. After a brief discussion, Rick Mains moved for renewal with David Dexter seconding, the motion carried to pay the \$150.00 annual dues.
Bill Rodenberg discussed the potential for a special or emergency meeting. John Albers explained the notification requirements to hold such meetings. There was also a discussion on what constitutes an executive session and what such sessions may discuss.
8. **Comments from Board Members:** James Flesher complimented D. Dexter on the letter to be posted on the website and mailed to the residents, discussing the need for easements and how it works for the betterment of everyone within the District. The other Board members concurred with Jim's comments.
9. **Adjournment:** David Dexter moved for adjournment with a second by Jim Flesher, motion carried at 7:17 PM.

Attested:

David Dexter,
Secretary