

THE MONROE TOWNSHIP
WATER AND SEWER DISTRICT

Regular Meeting of the Board of Trustees of the
Monroe Township Water and Sewer District
June 9, 2014

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 Bill Rodenberg, Rick Mains (excused), James Flesher, Dale Voisard and David Dexter. Also present were Ron Thuma, representing the Monroe Township Trustee's along with Mark Cameron representing Sands Decker and John Albers representing Albers & Albers.

1. **Call to Order:** The meeting was called to order at 6:04 pm by Bill Rodenberg.
2. **Approval of Minutes:** James Flesher moved to approve the May 9th 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):** 595 E. Shoop Rd. requested inclusion in the Country Estates East District project, the Board indicated that it would take the request under advisement.
4. **Report of Officers and/or Committees (if any).** N/A
5. **Treasurer's Report:** Current balance sheet was reviewed for the Board by William Rodenberg.
 - 5.1 Resolution 2014-011: Authorize payment to Albers and Albers in the amount of \$573.50; David Dexter moved to approve with a second by Dale Voisard, motion carried.
 - 5.2 Resolution 2014-012: Authorize payment to Sands Decker in the amount of \$11,159.00; David Dexter moved to approve with second by James Flesher, motion carried.

6. Unfinished Business:

- 6.1 Mark Cameron reviewed the results of the aerial mapping – proceeding with reconciling mapping/property lines/right of ways/utilities, the grades seems good on a preliminary review. Mark did have discussions with the Miami County Sanitary Engineer about the existing county sewer system in the area. The District is willing to take over that system and incorporate it into the Country Estates East project. This would eliminate a county lift station and associated county maintenance. It is hoped that the county would cover the costs associated with abandonment and removal of the old lift station along with providing video record on the existing sewer's condition. John Albers asked if any County Customers would be transferred to the District as part of such facilities. Mark stated that there would be some customers transferred. Albers recommended that the District correspond with any such customers anticipated to be transferred prior to such transfer and provide all necessary information regarding the same. Albers indicated that, in his experience, such transfers can be problematic. Albers also indicated that the County would need to transfer any easements associated with such facilities being transferred.

Sand Decker plans on having a preliminary layout by the July meeting. The unknown factors are city/county/OEPA reviews and approvals along with determination of potential easement requirements for utility access.

The District will begin contacting property owner's that might be involved with utility easements needed to maintain a gravity sewer system.

John Albers, Albers & Albers, advised that the District should establish an Easement Acquisition Committee; comprised of two Board Members, the engineer and the attorney, to begin the process of acquiring easements required for the Country Estates East Subdivision Water & Sewer projects. As the engineer continues to design the projects and becomes aware of easements that will be required, the committee can commence acquiring the same. Albers stated that a major impediment to projects can be acquisition of necessary easements. The acquisition of the same is required before any construction can commence on privately owned properties.

Mark Cameron remains in contact with Christy Butera, City Engineer, to keep the City informed about the District's progress.

- 6.2 Resolution 2014-013: David Dexter moved to approve with a second by James Flesher to authorize William Rodenberg, as President of the Board of Trustees, to execute in behalf of the District a sanitary sewer contract between the District and Tipp City (Tri-Cities), motion carried.

- 6.3 John Albers explained to the Board the necessity for keeping separate the Country Estates East Projects, one project being the Water Project and the other project being the Sewer Project. Albers explained that there are many reasons to keep the two projects separate including objections to assessments, financing of each project, etc. Albers explained that when the projects are put out to bid, they can be bid separately, and jointly, and the District can at that time determine whether to award the bid for both projects to one contractor or two separate contractors. Mark Cameron indicated that this would not be an issue, as Sands Decker will remain responsible for site observation and administration of the work within the District (Country Estates East).
- 6.4 Resolution 2014-014: David Dexter moved with a second by Bill Rodenberg that, with relation to the Country Estates East Subdivision Water Project (the "Water Project") the Board hereby authorizes Sands Decker CPS to prepare the design plans, specifications, profiles showing the anticipated grade of the Water Project after completion with reference to any property abutting thereon, and estimates of cost for the Water Project, motion carried.
- 6.5 Resolution 2014-015: David Dexter moved with a second by James Flesher that, with relation to the Country Estates East Subdivision Sewer Project (the "Sewer Project") the Board hereby authorizes Sands Decker CPS to prepare the design plans, specifications, profiles showing the anticipated grade of the Sewer Project after completion with reference to any property abutting thereon, and estimates of cost for the Sewer Project, motion carried.
- 6.6 Resolution 2014-016: David Dexter moved to approve insurance coverage for the District through the Royal Crest Agency (Philadelphia Insurance Company) at an annual premium of \$1,235 with a second by William Rodenberg, motion carried.
- 6.7 Resolution 2014-017: David Dexter moved to authorize the District's Board to sign the approved sewer contract with a second by James Flesher, motion carried.

7. New Business:

David Dexter provided a brief report on District's audit by the State of Ohio's Auditors' office.

John Albers discussed the necessity for official adoption of the District's public records policy. Albers provided a proposed draft of the same for the District's consideration. It will be reviewed for approval at the July meeting.

8. Comments from Board Members.

- 9. Adjournment:** David Dexter moved for adjournment with a second by Jim Flesher, motion carried at 7:18 PM.

Attested:

David Dexter
Secretary