

THE MONROE TOWNSHIP WATER AND SEWER DISTRICT

Regular Meeting of the Board of Trustees of the
Monroe Township Water and Sewer District
July 8, 2020

Chairman Scott Vagedes called the meeting to order at 6:00pm and lead the members in the Pledge of Allegiance. Members in attendance included Dave Eilerman, Rob Voisard, and Jared Eales. Administrator Marilyn Fennell was present. Paul Rennick, CPA from BHM was present.

Minutes from June 10, 2020 were reviewed and Mr. Vagedes **moved to approve the minutes from June 10, 2020 as presented.** Mr. Voisard seconded the motion. Motion passed 4-0.

Comments from Public: There were no comments from the Public.

Treasurer's Report: Mr. Voisard had prepared Resolution 2020-08 to pay monthly expenses for June, \$10,349. Mr. Eilerman **moved to approve Resolution 2020-08.** Mr. Eales seconded the motion. Mr. Vagedes called for the vote, motion passed 4-0. Mr. Voisard then introduced Resolution 2020-09 to retain BHM as our accounting firm. Mr. Vagedes **moved to approve Resolution 2020-09.** Mr. Eales seconded the motion. Motion passed 4-0. Mr. Voisard introduced Resolution 2020-10 to renew the OTARMA Liability Insurance policy. The fee is \$3,229. It is due August 13. Mr. Vagedes **moved to approve Resolution 2020-10 to continue the Liability Insurance with OTARMA.** Mr. Eilerman seconded the motion. Motion passed 4-0.

Mr. Vagedes thanked Mr. Rennick for attending the meeting. The Budget was to be reviewed . Mr. Vagedes brought up a concern regarding paying back on a \$40,000 loan made by Monroe Twp. to the District. Mr. Rennick said his experience has been the Township may forgive a portion of the loan. But if not a \$2,000 payment might be in order.

Mr. Voisard and Mr. Rennick agreed he needs to reload the January thru July statements as there was possibly an extra \$4,000 payment made to Miami County. Mr. Rennick also suggested that the Board might consider a 12% increase if the water rates go up 10% to Tipp City. Some of the delinquencies are more up to date. There was a discussion on delinquencies and how to collect in a timely manner from the County Auditor. Mr. Vagedes said there was just one case and it was paid shortly after a sale. There is one property not hooked up to sewer service.

Mr. Rennick thought things looked pretty good, but he wants to recheck the December/January postings. They were probably entered in December but the bill-pay did not occur until January. He will recheck QuikBooks. He felt the District was at a break-even point or a bit above. Mr. Vagedes felt maybe rates could be raised at the time the City raises the water rate. The District still has a few properties that are not on Water; they are still using their wells. Mr. Rennick added that after the second half of year, the District should see where they are at. A preliminary budget for 2021 should be approved at the August meeting based on current information.

Mr. Vagedes brought up the subject of Purchase Orders so that there are monies encumbered to pay bills so that they are paid in a timely manner. Mr. Rennick suggested Purchase Orders for designated vendors be used. Mr. Rennick said he would forward a sample to Mr. Voisard. This would eliminate the need for a monthly meeting if not needed to approve bills.

Mr. Eilerman asked how often the State does an audit. Mr. Rennick said every 2 years. The Board thanked Mr. Rennick for his attendance at this meeting. He said he is available by phone or a possible Zoom meeting but he was glad to attend this evening.

Old Business: Mr. Vagedes said the letters were sent to Mr. Myers and Mr. Borchers regarding the requested water/sewer service to a proposed development. They were sent June 18, 2020 and stated that service could not be extended as it is not in the District. It is a new development and it is contiguous to Tipp City. Copies of the letters were supplied to the Board members. There has been no response from the City to Mr. Borchers at this point.

The vacation water shut-off policy was tabled at the last meeting. It is the policy in the County and the City that water can be shut off once a year and turned back on after a period of time and there is no charge. Therefore the District receives no funds for those months. Mr. Vagedes said he is not happy with the policy but there is not much can be done.

New Business: Mr. Vagedes said Miami County submitted a 2020 PWS Inventory Report, the Drinking Water Supply Contingency Plan, and the Asset Management Plan.

The Public Records Request Policy is posted in the office. The policy states that public records are available upon request. The Retention Policy is being looked for. Mr. Voisard said the Auditor is looking for a record of any records request. Mr. Voisard will establish an Excel sheet and scan what was requested and what was provided and have it for any audits.

Board Comments: Mr. Vagedes said Mr. English contacted him regarding a property on Shoop Road that might request water service. It would have to come down Shoop Road or possible access from Kitrina. There are 3-doubles and 1 single-family dwelling; all on one piece of property. Mr. English's comment said these are existing properties not new construction. Mr. Vagedes said they could apply to join the District but they would need to pay 100% of the mainline extension and services to the buildings. No reimbursement to the property owners for what has been installed. All expenses would be at the applicant's cost. Mr. Vagedes said there would need to be an intervening users agreement. Mr. Vagedes said he would advise if there is any further action on this.

A request was sent for Lead/Copper testing that Mr. Vagedes will forward to the County.

Mr. Eilerman asked about the 2020-2021 Budget. Mr. Voisard said he will have one for August.

Mr. Voisard will make a report to OWEA that was received via e-mail.

Mrs. Fennell said she may be on vacation for the August meeting.

The next meeting will be **Wednesday, August 12, 2020 at 6:00 PM**. There were no further comments from the Board. Mr. Eilerman moved to adjourn the meeting and Mr. Voisard seconded the motion. Motion passed 4-0. Meeting adjourned at 7:50 pm.

President

Secretary