

# Swan creek Water District

Record of Proceedings

April 11, 2007

Trustee Kazmierczak called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll call attendance showed the following Board members present: Bob Westmark, Rick Kazmierczak, Mark Fowler, Kim Baker and Walt Lange. Also present was, Tina Whalen, Manager, and Tom Shelley, Inspector. Visitors included Ken Knuth, Delta Village Administrator, Township Trustee, Ron Holdeman, Jim Leu, Alan Raven, Harold Elliott, Karen Louy, Emil Gunther, Lorrain Wise, and Michael Wise. Visitor List Attached

Minutes Approval – **Motion** was made by Trustee Westmark, seconded by Trustee Fowler, to approve the minutes from March 28, 2007. Roll Call Vote: Kazmierczak, yes; Fowler, yes; Baker, abstained; Lange, yes; and Westmark, yes. Motion Carried

## Manager's Report

**Cash Summary by Fund Report** was given to the Board for review.

**Purchase Orders** – None

**Resolutions 2007-10 thru 2007-12** were presented and signed by the Board. The details of these resolutions are noted in the March 14<sup>th</sup> and March 28<sup>th</sup> minutes.

**Bank Statement and Reconciliation** – March's bank statements and reconciliation report were reviewed and initialed by the Board.

**Star Ohio Investment Statement** – Mach's investment statement was reviewed and initialed by the Board

**Local Government Training Review** – Mrs. Whalen reviewed some topics that were discussed at the training conference in Columbus as follows:

- Previous meeting minutes are suppose to be read aloud at the meetings prior to approval unless a motion is made dispensing this process. The Board reviews the minutes prior to the meeting and does not feel that reading them aloud at every meeting is necessary.

**Resolution 2007-13** was motioned by Trustee Lange, seconded by Trustee Fowler to dispense with reading of the minutes at the meetings. Roll Call Vote: Kazmierczak, yes; Baker, yes; Westmark, yes; Lange, yes; and Fowler, yes. Motion Carried

- Check signing is purely an administrative function and does not need to be done in a public meeting.
- HB 9 reflects some changes to the **Public Records Law**. All public offices will have to have a public records policy and the Attorney General is to provide a model of such policy. Elected officials will be required to attend a 3 hour training session that will be provided by the Attorney General. Mrs. Whalen does not know at this time if the Board will be affected by this because they are appointed and not elected. Trustee Kazmierczak asked Mrs. Whalen to forward him a copy of HB 9. Mrs. Whalen will e-mail all Board Members a copy of this House Bill along with the sample policy.
- Another policy that is needed for the District is a "**Records Retention and Disposition Policy**." This will take some time because all records will need to be organized, indexed, charted, etc. Mrs. Whalen will be working on this.

## Treasurer's Report

**Bill Payments** – After review of the bills,

**Resolution 2007-14** was motioned by Trustee Westmark, seconded by Trustee Lange to approve payment of the bills in the amount of \$3,470.25. Roll Call Vote: Fowler, yes; Kazmierczak, yes; Baker, yes; Westmark, yes; and Lange, yes. Motion Carried

## Inspector's Report/Concerns

Tom Shelley reported that he is still having problems with the pump in the Road 2 Master Meter Pit and would like to replace it. Mrs. Whalen said that there are funds appropriated and an approved purchase order to cover the expense.

Mr. Shelley said that the cost should only be around \$100-\$150.00. Also, Mr. Shelley is having an electrician look at the wiring. The Board agreed that the pump should be replaced and the wiring should be changed.

## **Old Business**

**Survey Status** - A status of the most recent surveys sent out was given to the Board for review. There are still a lot of surveys that have not been returned.

This led into a public forum session:

Lorrain Wise of County Road C said that she did not receive a survey and wanted to know what was going on. Mrs. Whalen stated that they had not yet sent any surveys out to County Road C. Ms. Wise and Michael Wise expressed their concern about having a water line forced upon the residents.

Michael Wise was under the impression that the assessment that all Township residents were assessed covered the engineering of the whole Township.

Trustee Fowler explained that this one time assessment (2116) was to cover the planning of the District and not specific engineering of a particular area.

Jim Leu stated that surveys needed to be sent out to a larger area to make a project more feasible.

Karen Louy thought it would be a good idea to send out surveys to the whole Township.

Ms. Wise said that everyone should know what is going on and suggested putting information in The Key. She said that most people don't know that the Water District exists and is not aware of the meetings they have. Mrs. Whalen reported that the meetings are advertised in the Enterprise and that The Key and Delta Atlas advertised the meeting schedule for the year back in January.

Trustee Kazmierczak explained that we can put the surveys out there, but cannot force people to respond.

Trustee Fowler went over the process the District went through during the Road 3 project and how the residents were in favor of the engineering but there was not enough interest to construct the project.

Michael Wise asked what is considered enough interest and the Board responded with more than 50%.

Mr. Elliott said that there was a misconception at the last meeting when a resident said that sand points were not aloud in the Peaceful Valley area. Mr. Elliott said that there is nothing that he knows that states that you cannot have a sand point in the rear of your property.

Trustee Kazmierczak stated that the meeting needed to get back on track and suggested that everyone put their thoughts down regarding the surveys and they can be discussed at the next meeting.

**Mr. Ken Knuth, Delta Village Administrator** was present to discuss getting water to Don Keil's greenhouse on CR E from Route 109 to CR 6-1.

Mr. Knuth reported the following:

- He has received the cost estimate to construct a 6" line on CR E from Route 109 to CR 6-1. The numbers are significantly higher than previously quoted to Mr. Keil.
- They do not intend to extend a line into Swancreek Township without getting permission from the Swancreek Water District.
- Mr. Keil has proposed that he run a 4" private line himself on Keil property and not in the right of way. Delta would put in a meter pit at Route 109 and let Mr. Keil tie in from their.

Trustee Lange stated that we need to find a way to get water to Mr. Keil for his greenhouse operation.

Trustee Baker stated that she did not see a problem with allowing the private line and Delta selling Mr. Keil water.

Trustee Kazmierczak stated that would like to involve the Township Trustees and that he would like to have some sort of agreement that would protect the area from annexation.

**Other discussion with Mr. Knuth:**

Mr. Knuth stated that the residents of Swancreek Township should be thankful of the Water Board that is in place. Not all Boards are willing to listen to the residents.

Mr. Knuth stated that he is willing to work with the Swancreek Water District and is interested in looking at the possibility of selling water to the District in the future.

Trustee Lange and Trustee Baker will keep in touch with Mr. Knuth.

**New Business**

**Public Forum** - Discussed during Old Business

**Adjournment** - At 7:23 p.m. Trustee Westmark moved to adjourn seconded by Trustee Baker.  
Roll call vote: Fowler, yes; Kazmierczak, yes; Lange; Westmark, yes; and Baker, yes. Motion Carried.

**Meetings**

- Next two regular meeting will be held on Wednesday, April 25<sup>th</sup> and May 9<sup>th</sup> at 6:00 p.m.
- Regular meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 6:00 p.m.

SWANCREEK WATER DISTRICT BOARD

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Secretary, District Board