

**TUSCARAWAS WATER AND SEWER DISTRICT
BOARD MEETING MINUTES
July 8, 2024**

A special meeting of the Tuscarawas Water and Sewer District Board of Trustees was held pursuant to notice on July 8, 2024, at 9:00 a.m., at the Baltic Village Hall, 102 W. Main Street, Baltic, Ohio 43804.

1. Call to Order, Welcome

At 9:00 a.m., John Albers called the meeting to order, introduced himself and explained that he would, in behalf of the Board, conduct the first Board meeting. Thereafter, Mike Jones provided introductory remarks. John Albers and Mike Jones explained the reason for the formation of the District and briefly described that the District would be receiving by Transfer Agreement all of the facilities, assets and debts of the Village of Baltic and how the District would thereafter work cooperatively with Tuscarawas County Metropolitan Sewer District, which would thereafter operate the facilities of the District.

2. Roll Call Attendance

- 2.1. Roll call attendance was taken and present were all three Board members including Travis Hahn, Tom Gerber, and John Kelly. As such, a quorum of Board members was present to conduct the meeting.

Guests Present: See sign-in sheet attached hereto.

3. Approve Minutes of Prior Meeting

None.

4. Comments from General Public

None.

5. Directors Report

None.

6. Attorneys Report

None.

7. Old Business

None.

8. New Business

- 8.1. John Albers provided a brief explanation of the Transfer Agreement and its purpose. John asked for questions and there were none. Thereupon, Tom Gerber moved to approve the Transfer Agreement, as presented. Seconded by John Kelly. Roll Call Vote: All Aye. **Resolution No. 2024-01.**
- 8.2. John Albers provided a brief explanation of the Operations Agreement. John also asked Mike Jones to provide a brief summary of the monetary assets being transferred from the Village to the District. Douglas Plyler, Mayor of the Village of Baltic, volunteered to obtain that information and thereupon reported that as of June 11, 2024 the balance being transferred in the water account was \$249,150.35 and in the sewer account was \$460,587.60. Thereupon, John Kelly moved to approve the Operations Agreement, as presented. Seconded by Tom Gerber. Roll Call Vote: All Aye. **Resolution No. 2024-02.**
- 8.3. John Albers provided a brief explanation of the Bylaws and asked if there were any questions. There were no questions. Thereupon, Tom Gerber moved to approve the Bylaws, as presented. Seconded by John Kelly. Roll Call Vote: All Aye. **Resolution No. 2024-03.**
- 8.4. John Albers explained the Officer positions and duties for each. Thereupon, John asked for nominations of a Board member to serve as President. Travis Hahn nominated Tom Gerber. There were no other nominations. Roll Call Vote: All Aye. **Resolution No. 2024-04.**
- John Albers asked for nominations of a Board member to serve as Vice-President. Travis Hahn nominated John Kelly. There were no other nominations. Roll Call Vote: All Aye. **Resolution No. 2024-05.**
- John Albers asked for nominations of a Board member to serve as Secretary/ Treasurer. Tom Gerber nominated Travis Hahn. There were no other nominations. Roll Call Vote: All Aye. **Resolution No. 2024-06.**
- 8.5. John Albers offered a brief explanation of the Public Records Policy and Records Retention Schedule which had previously been forwarded to Board members for review. John mentioned that these documents need to be approved at the first meeting to avoid possible censure by the State Auditor upon audit. Thereupon, motion was made by John Kelly to approve the Public Records Policy and Records Retention Schedule, as presented. Tom Gerber seconded. Vote: All Aye. **Resolution No. 2024-07.**
- 8.6. John Albers discussed that a certain Board member or all Board members need to be designated to sign documents in behalf of the District. Thereupon, motion was made by Tom Gerber to approve all three Board members as authorized signators on District documents. Seconded by John Kelly. Vote: All Aye. **Resolution No. 2024-08.**

- 8.7. Mike Jones discussed his efforts to obtain insurance for the District. Mike is seeking a quote for such insurance from Kennedy Insurance. John Albers explained that the District needs to have in effect errors and omissions insurance protecting the Board members, general liability insurance, and property casualty insurance insuring District property and facilities.
- 8.8. Budgetary, Tax and Financial Matters:
- 8.8.1. Mike Jones and Tuscarawas County Auditor, Larry Lindberg, were present and discussed the need for the County Auditor to serve as the Fiscal Agent for the District. John Albers explained that the District is an independent political subdivision of the State of Ohio. Mr. Lindberg explained that he performs services for other entities similar to the District. Thereupon, motion was made by Travis Hahn to appoint the Tuscarawas County Auditor's Office as Fiscal Agent for the District. Seconded by Tom Gerber. Vote: All Aye. **Resolution No. 2024-09.**
- 8.8.2. Mike Jones addressed the proposed budget and appropriations resolution, which he had prepared for the Board's consideration. Mike explained that the resolution would extend from July 1, 2024 to December 31, 2024 only. Thereupon, motion was made by John Kelly to approve the budget and appropriations resolution, as presented. Seconded by Travis Hahn. Vote: All Aye. **Resolution No. 2024-10.**
- 8.8.3. Mike Jones explained that customers of the former Baltic systems, now transferred to the District, would be subject to the same standard Rules and Regulations as are in effect for other customers of the County. Mike also explained that their rates and fees would be the same, except that, because of problems with certain meters, a flat fee for services would be implemented for the duration until there is resolution of those metering issues. Thereupon, motion was made by Travis Hahn to approve the County's Rules and Regulations and Charge Schedule, as presented, and make them applicable to District customers and authorize the County to implement and enforce such rules and charges. Seconded by Tom Gerber. Vote: All Aye. **Resolution No. 2024-11.**
- 8.8.4. John Albers discussed that the District Board is permitted to set, by Resolution, compensation for services as District Board members. Mike Jones stated that he suggested that the compensation be \$250.00 per Board member for attendance at each Board meeting. The County Auditor indicated that he would check into PERS and withholding issues. John Albers discussed the range of compensation for Board membership around the State of Ohio. Thereupon, motion was made by John Kelly to approve the Board member compensation at a rate of \$250.00 per meeting. Seconded by Travis Hahn. Vote: All Aye. **Resolution No. 2024-12.**
- 8.8.5. John Albers explained that the District, as a political subdivision, will be subject to an audit every two years by the Auditor's office. County Auditor Lindberg discussed the audit process.

- 8.9. John Albers stated that his firm would take care of notifying the State Auditor of the District's formation.
- 8.10. John Albers explained the benefit of setting a regular meeting schedule rather than calling special meetings on an as-needed basis. The Board discussed a meeting schedule for the next year. Thereupon, motion was made by Tom Gerber to schedule Board meetings for the next year for September 11, 2024 at 9:00 a.m.; January 8, 2025 at 9:00 a.m.; April 9, 2025 at 9:00 a.m.; and July 9, 2025 at 9:00 a.m. Seconded by Travis Hahn. Vote: All Aye. **Resolution No. 2024-13.**
- 8.11. John Albers explained that the District would need to obtain an Employer Identification Number. Mike Jones stated that he would obtain the same.
- 8.12. The Board discussed whether it needs to establish a bank account and it was decided that, at this time, the County Auditor would perform fiscal services on behalf of the Board and that no bank account is needed.

9. Financial Report and Accounts Payable

None.

10. Comments and Questions by Board Members

Mike Jones reported on items which need to be addressed.

1. Mike will work with the Village to resolve account and meter issues.
2. Mike is working with OEPA to get permits transferred from the Village to the District.
3. Mike is working with OEPA to resolve Village backflow prevention program issues and bring into compliance by the end of 2024.
4. Mike is working with a consulting engineer on tank inspection and renovation items.
5. Mike is working with the Ohio Public Works Commission on certain grant funding.
6. Mike is working on the Brickyard water and sewer project re-financing.
7. Mike is preparing a letter to Baltic customers regarding the flat rate system and will be asking the Board for feedback.

11. Executive Session

None.

12. Motion to Adjourn

With no further official business to discuss, Tom Gerber moved to adjourn the meeting. Seconded by Travis Hahn. Vote: All Aye. Meeting adjourned at 10:35 a.m.


Travis Hahn, Secretary

9/11/2024

**Tuscarawas Water and Sewer District
Board of Trustees Meeting**

Date: July 8, 2024

Time: 9:00 AM

Location: Baltic Village Hall
102 W Main St.
Baltic, OH 43804

Name	Representing	Phone Number
Alan King	Baltic Fire	330 897 5515
Traavis Helm	Gerber and Sons	740.502.0896
Kris Londerwilk	TUSCARAWAS Co. Admnl.	330-365-3204
Tom Gerber	Baltic State Bank	330-401-8780
JOHN ALBERS	ALBERS + ALBERS	614 582-1614
Douglas Pylet	Village of Baltic	330-600-5081
MIKE JONES	TCMSD	330-874-3262
Lisa Tanner	TCMSD	330-874-3262
John Kelly	TCEDC	330-432-3855
Jim Gladman	TC Auditor	330-365-3321
LARRY LUDWIG	TUSC. Co. Admnl.	330-365-3312