

**CHIPPEWA TOWNSHIP SANITARY AUTHORITY
BOARD MEETING MINUTES
October 21, 2013**

The Board of the Chippewa Township Sanitary Authority held its regular monthly meeting on Monday, October 21, 2013 beginning at 7:30 p.m. Present were: Authority Board members: Robe Liljestrand, Chairman; Dave Smilek; Dave Turner; Frank Richter; Joe Zagorski; Ken Meverden, Manager; George Verlihay, Solicitor and Jim Culler, Engineer, Michael Baker, Jr., Inc. Absent was: Jennifer Dinterman, Recorder.

INPUT FROM THE PUBLIC

None

BOARD ACTIONS

Minutes of Previous Meeting:

Mr. Turner made a motion to approve the Sept. 16, 2013 minutes, seconded by Mr. Richter. It was noted that the roll call was incorrect. The minutes were approved as corrected.

Pension Plan Funding

Mr. Zagorski made a motion to increase the pension plan multiplier to 1.8%, seconded by Mr. Turner. The motion passed.

MONITORING

The board affirmed reviewing the Financial Planning and Budgeting by manager and there were no concerns or questions.

The board affirmed reviewing the Financial Condition and Activities by manager and there were no concerns or questions.

The board affirmed reviewing Communication and Support by board and there were no concerns or questions.

INFORMATION GATHERING

Financial Report

Mr. Meverden presented the Financial Report, indicating that as of September 30, 2013, revenues exceeded expenses by \$8,286.00

Wastewater Treatment Plant and Sewer System Report

Mr. Meverden presented the Wastewater Treatment Plant and Sewer System Report. The board expressed no questions or concerns.

Manager Notes

Mr. Meverden presented the board with an invitation to the PMAA Fall Dinner Meeting; drafts of the proposed 2014 budgets for the Operating Fund and the Capital Improvement Fund; and a Development Update as of September 30, 2013.

New Authority Offices and New Name

Mr. Meverden gave the board an update of the progress of the new building.

The board discussed options on how to publicize the new office location and name. The board agreed that a newsletter would be sent to the customers and an article would be put in the newspaper.

The board discussed open house possibilities and a dedication of the building. The board agreed that the final decision would be left up to the manager.

Mr. Meverden gave the board an update on the timeline art work that will be in the conference room.

The board discussed who would be included on the ESB Bank signature cards once the name change went into effect. The board agreed that Ken Meverden, Robe Liljestrand, Dave Smilek, and Joe Zagorski would all be on the new signature cards.

Board Member Terms

The board discussed the proposal to stagger terms of the board members. The board agreed to make the official changes after the first of the year 2014.

Bill Payments Online

The board affirmed receiving and reviewing the electronic bill payments and expressed no questions or concerns.

POLICY DEVELOPMENT

The board affirmed its regular review of Governance Process Policies. There was no action by the board to make any changes.

Mr. Liljestrand reported back to the board on the policy governance training/refreshing for the whole board that was held on Oct. 10, 2013.

BOARD EDUCATION

None

ADJOURNMENT TO EXECUTIVE SESSION

Mr. Turner made a motion to adjourn to an Executive Session to discuss the manager's pay, seconded by Mr. Richter. The meeting was adjourned to executive session at 9:14 PM.

Mr. Richter made a motion to adjourn from Executive Session, seconded by Mr. Smilek. The Executive Session was adjourned at 9:32 PM.

RETURN TO REGULAR SESSION

The regular meeting immediately reconvened at 9:32 PM. Mr. Smilek made a motion to increase Mr. Meverden's salary by approximately 3%, seconded by Mr. Richter. The motion passed.

Mr. Liljestrand will communicate this decision in writing to Mr. Meverden.

ADJOURNMENT

Mr. Turner moved to adjourn the meeting, seconded by Mr. Zagorski. The meeting was adjourned at 9:32 PM.

Secretary

Chairman