

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT  
P.O. BOX 215, ETNA, OH 43018**

**BOARD MEETING MINUTES  
FEBRUARY 27, 2020**

**1. OPENING**

The February 27, 2020 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00p.m. Mr. Kretzmann, Mr. Platte and Mr. Hagy were present at roll call. Also present were Kathy Killen, Josephine Carrelli, CJ Gilcher, and those members of the public who signed the February 27, 2020 sign-in sheet.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Platte, to approve the agenda as presented. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Kretzmann made a motion, second by Mr. Platte to approve the minutes of the Regular Board Meeting of February 13, 2020 as presented. Upon roll call vote, all voted aye. Motion carried.

Mr. Kretzmann made a motion, second by Mr. Platte to approve the minutes of the Special Board Meeting of February 19, 2020 as presented. Upon roll call vote, all voted aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Platte seconded. Upon roll call vote, all aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Gilcher presented a request from a resident on Citation Dr to allow the City of Pataskala to provide them water service to 8 lots in the Beechwood Trails subdivision as the District is unable to serve them.

Mr. Platte made a motion, second by Mr. Kretzmann, to approve the request and direct Mr. Gilcher to send a letter to the City of Pataskala detailing the denial of service.

Upon roll call vote, all aye. Motion carried.

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**6. PUBLIC COMMENTS**

Mr. Jim Duffy asked what the status was on the replacement of the concrete on manholes. Mr. Gilcher stated there were 3 major projects to accomplish this last year and more to be completed this year. He explained the process of the work and stated it is actually an epoxy that is sprayed on with a layer of foam and more epoxy to build the cover back up. He stated there was a functional life of that system of about 50 years for this type of work and there was also a 10 year warranty.

**7. GENERAL MANAGER'S REPORT**

**WTC CONCENTRATE FORCE MAIN PROJECT:**

Mr. Gilcher stated they were through the wastewater plant and cutting across the field towards the plant on District owned property. They have done several directional bores along Refugee Rd. He stated they are moving along with not many issues. The estimated completion for this project is 3-4 months.

**POSITION POSTING/ADDITIONAL VEHICLE-CONSTRUCTION DEPARTMENT:**

Mr. Gilcher provided the job posting for a full time construction inspector.

Mr. Platte made a motion, second by Mr. Kretzmann to amend the posting to state job will be posted until position is filled rather than using an end date.

Upon roll call vote, all aye. Motion carried.

Mr. Gilcher also stated they would need an additional truck for the employee.

Mr. Gilcher presented a resolution for the Board's consideration and approval:

**RESOLUTION:**

Mr. Platte made a motion, second by Mr. Kretzmann.

**R 2020-019**

RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2020 FORD F-150 EXT. CAB TRUCK FOR THE CONSTRUCTION DEPARTMENT IN THE AMOUNT OF \$30,341.00 FROM COUGHLIN FORD, PATASKALA, OHIO.

**THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN**

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**COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-019 WAS APPROVED.**

**RESOLUTION TO HIRE SETH FOX FOR FULL TIME WASTEWATER/COLLECTIONS SYSTEM OPERATOR POSITION:**

Mr. Gilcher presented a resolution for the Board's consideration and approval:

**RESOLUTION:**

Mr. Kretzmann made a motion, second by Mr. Kretzmann.

**R 2020-020**

**RESOLUTION TO HIRE SETH FOX FOR THE FULL TIME WASTEWATER/COLLECTIONS SYSTEM OPERATOR POSITION AT \$20.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

That is found and determined that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board of Trustees, and that all deliberations of this Board of Trustees and of any of its committees resulting in such formal action, were in meetings open to the public, in compliance with the law, including Section 121.22 of the Revised Code of Ohio.

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-020 WAS APPROVED.**

Mr. Gilcher provided a map showing the area Mr. Jones was referencing at the last board meeting. Mr. Jones had concerns regarding the ability to access a piece of property he owns right next to the property the District purchased. Mr. Gilcher will speak to Mr. Jones to find out exactly what he is requesting and will provide that information to the Board.

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli asked if there were any comments or questions regarding the changes C-Max is recommending for the employee handbook. Mr. Platte will be meeting with

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Mrs. Carrelli and Mr. Gilcher to go over the changes. Mr. Kretzmann instructed Mr. Gilcher to send the proposed handbook to Mr. Albers for review after the meeting with Mr. Platte.

Mrs. Carrelli presented a resolution for the Board's consideration and approval:

**RESOLUTION:**

Mr. Kretzmann made a motion, second by Mr. Hagy.

**R 2020-021**

**RESOLUTION TO CERTIFY DELINQUENT CHARGES TO THE LICKING COUNTY AUDITOR.**

**THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-021 WAS APPROVED.**

**9. ATTORNEY'S REPORT**

There was no attorney present at this meeting.

**10. EXECUTIVE SESSION**

There was no need for executive session.

**11. TRUSTEES' COMMENTS**

Mr. Hagy stated he received some emails regarding receiving a copy of a legal invoice from Taft regarding the investigation into Mr. Carlisle. He stated as a Board member he has a right to the bill. He stated the opinion regarding their invoice and what would need to be redacted should come from Taft and not Mr. Albers. He wanted to know when the investigation would be over.

Mr. Platte stated in the email Mr. Hagy is referring to he also stated a Board member does have a right to view an invoice submitted for payment. He is only stating the invoice should have been reviewed by legal counsel for possible redactions before it was removed from the District office. Mr. Platte stated Mr. Albers recommends legal

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invoices should be reviewed for possible redactions before being provided as it could negate the attorney client privileged information.

Mr. Platte also stated Ms. Pierce told him today that she had one interview left to take place. There was a scheduling conflict and that interview was rescheduled. Mr. Platte stated she hopes to have it wrapped up by mid-March and will then have her report to present to the Board.

Mr. Hagy stated again that the opinion on the invoice should come from Taft and not Mr. Albers.

Mr. Platte stated the Taft Law Firm is handling the investigation and Mr. Albers takes care of the records request information, which is what the invoice would be once it leaves the building.

Mr. Kretzmann stated if the information is made public, it is public for everyone. If he removes an unredacted document, he becomes the custodian of that record and is therefore responsible for the information contained in that record.

Mr. Platte stated that a while back Mr. Gilcher sent a letter to the County Commissioners asking them to make their appointee to the 161 service area committee. He stated this is a 4 person committee that also includes the two townships involved. Mr. Platte stated he has asked Mr. Gilcher to send that letter to the townships so the committee can be convened.


Mr. Platte gave an update on the Pataskala agreement. He stated Mr. Sharrock stated the agreement has not been reviewed by their legal counsel yet.

Mr. Platte also mentioned the email from Ms. Lutz regarding a sewer back up at her property. She is again asking for the District to pay for the valve to be installed at her property to possibly prevent backups in the future. The recommendation of the General Manager was to stick with the general practice of the District and pay the deductible but nothing more. The Board has not changed their mind on the issue either. Mr. Kretzmann asked if there has been any other contact from the customer he responded to regarding the minimum bill. Mrs. Carrelli stated she has not had any contact with her since the email was sent.

**12. ADJOURNMENT**

Mr. Platte made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:38p.m.

ATTEST:

  
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CHARLES HAGY, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

February 27, 2020 4:00pm

SIGN BELOW:

NAME

ADDRESS

PHONE

Jim Duffy  
Kent Mallett

27 Daisy Dr  
The Advocate  
22 N. First St.  
Newark, OH.

740-328-8545  
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