

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

**BOARD MEETING MINUTES
APRIL 30, 2020**

1. OPENING

The April 30, 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 Josephine Carrelli, CJ Gilcher. The meeting was live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a motion, second by Mr. Hagy, 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. Hagy to approve the minutes of the Regular Board Meeting of April 9, 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. Hagy seconded. Upon roll call vote, all aye. Motion carried.

5. COMMUNICATIONS

There were no communications.

6. GENERAL MANAGER'S REPORT

WTC CONCENTRATE FORCE MAIN PROJECT:

Mr. Gilcher stated they were around 60%-65% complete. They are moving East to West down Refugee Rd. and hope to wrap it up in the next month or so.

COVID 19 UPDATE:

Mr. Gilcher stated the District staff is continuing to follow the reduced staffing and keep the office closed to the public at this time. This is in accordance with the

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recommendations by the Governor. Mr. Gilcher also stated when the office does open he is going to putting a temporary Plexiglas barrier in the lobby to limit direct contact with the public. Mr. Gilcher stated he is having 50 cloth masks made for the employees. This will allow each employee to have 2 masks and they are washable. He has also been in contact with Cintas and they do have N95 masks available for those fields that it is necessary to have them which would include water and wastewater. The minimum quantity for purchase is 1,000 so Mr. Gilcher is reaching out to other entities and see if any would be interested in splitting up a case of them.

Mr. Kretzmann asked about testing. Mr. Gilcher stated at this time you have to meet the criteria to be tested and luckily we have not had any employees who meet that criteria. Mr. Kretzmann stated once the tests become more widely available we may want to look into how to obtain them to test employees.

RESOLUTION TO HIRE TEMPORARY SEASONAL HELP:

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

RESOLUTION:

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

R 2020-041

1. RESOLUTION TO HIRE CHRISTOPHER PARIS FOR THE TEMPORARY SEASONAL HELP POSITION AT \$12.00 PER HOUR.

2. 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. 2020-041 WAS APPROVED.

RESOLUTION TO ACCEPT THE 2019 FINANCIAL STATEMENT AS PRESENTED:

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

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RESOLUTION:

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

R 2020-042

- 1. RESOLUTION TO ACCEPT THE 2019 FINANCIAL STATEMENT AS PRESENTED.**
2. 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. 2020-042 WAS APPROVED.

SOUTHWEST LICKING LOCAL SCHOOL RENOVATION PROJECT:

Mr. Gilcher stated SWL Schools is looking to do some renovation work at the current High School and Etna Elementary School. They need fire protection service for these buildings. The new SWL Schools and Licking Heights Schools were given a variance in the rules to allow those schools to utilize the fire protection meter for the domestic service as well. The rules state the service line for domestic should be separate from the fire protection line. Mr. Gilcher stated he would recommend the Board allow the variance as it has been allowed in the past. The District still receives the tap fees it just saves the school some money as they would not have to run two water lines.

Mr. Platte made a motion, second by Mr. Kretzmann, to approve the variance in the rules and allow Southwest Licking Schools to use the fire protection for both services.

Upon roll call vote all voted aye. Motion Carried.

Mr. Platte asked Mr. Gilcher to elaborate a little more on the temporary changes he was talking about making in the lobby.

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Mr. Gilcher stated it would be just be a temporary partition allowing interaction but no contact.

Mr. Platte asked about the need or desire to have a permanent solution to the front desks to allow for more safety now and in the future as the front office is very open and there is not much protection for the front office staff.

Mr. Gilcher stated this has been discussed and the thought is to do something when the entire office gets remodeled.

7. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

R 2020-043

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY
AUDITOR**

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. 2020-043 WAS APPROVED.

Mrs. Carrelli stated there was a resolution passed at the last meeting regarding accepting partial payments on an ag deferred parcel and there was some incorrect information on the resolution. That resolution # 2020-039 needs to be rescinded and a new resolution with the correct information has been prepared to be passed.

Mr. Platte made a motion, second by Mr. Hagy to rescind Resolution# 2020-039. Upon roll call vote all voted aye. Motion Carried.

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

RESOLUTION:

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

R 2020-044

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

WHEREAS: THE DISTRICT, PERSUANT TO OHIO REVISED CODE SECTION 6119.52 AND RESOLUTIONS 98-052 AND 98-052, LEVIED SPECIAL ASSESSMENTS FOR THE CONSTRUCTION OF POTABLE WATER FACILITIES AND SANITARY SEWER FACILITIES ON MAY 5, 1998 (HEREIN, THE "PROJECT"); AND

WHEREAS: SUCH PROJECT PROVIDED POTABLE WATER AND SANITARY SEWER SERVICES TO CERTAIN AREAS OF THE DISTRICT; AND

WHEREAS: ONE PROPERTY ASSESSED WAS LICKING COUNTY AUDITOR'S PARCEL NUMBER 010-017418-00.000, AND THE ASSESSMENT WAS DEFERRED PERSUANT TO THE PROPERTY BEING LOCATED IN AN AGRICULTURAL DISTRICT PERSUANT TO R.C. 929.03; AND

WHEREAS: THE PROPERTY HAS BEEN SUBDIVIDED SINCE THE TIME OF THE ASSESSMENTS, AND NOW INCLUDES PARCEL NUMBERS 010-017418-00.004, 010-017418-00.002, AND 010-017418-00.003 (COLLECTIVELY REFERRED TO AS THE "SUBDIVIDED PARCELS"); AND

WHEREAS: THE SUBDIVIDED PARCELS HAVE BEEN WITHDRAWN FROM DEFERRED ASSESSMENT STATUS.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That, for the Subdivided Parcels referenced above, which parcels were subject to a deferred assessment which was thereafter withdrawn, and which Parcels were thereafter adjoined to Parcels located outside of the District on which homes were located, and which Parcels have no access to a public roadway, and which Parcels do not require the services for which the assessments were originally levied, the District hereby accepts payment from the Subdivided Parcels in the amount of the proportionate share of the assessment, with interest, and, following receipt of the payment and execution of the Agreement referenced below, is hereby released from further liability for the assessment.

2. That the District hereby accepts payment from the following owners in the following amounts which are attributable to their proportionate share of the deferred assessment:

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Parcel 010-017418-00.004, the Kay A. Roeder Trust, \$240.20

Parcel 010-017418-00.002, David M. Arthur, \$373.94

Parcel 010-017418-00.003, Lauren and Timothy Marcum, \$803.30

3. That acceptance of the payment and release from further liability is contingent upon the owner(s) of the subdivided parcel entering into an Agreement with the District regarding the payoff of the assessment and agreeing that in the event that improvements are constructed on such Subdivided Parcels in the future requiring central water and/or sewer services, the owners of the same shall be required to obtain such services from the District unless the District, in its sole discretion, agrees that it is unable to provide such services.

4. That the acceptance of this payment and release from liability is hereby provided due to special facts and circumstances of these particular subdivided parcels, and shall not be deemed to be a modification or change to the District's standard Agriculture Property Policy.

5. It is found and determined that all formal actions of this Board concerning and relating to the passage of this ordinance were passed in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-044 WAS APPROVED.

Mrs. Carrelli stated she had another resolution pertaining to this same property. This resolution will accept the partial payment for the Roeder property and authorize the filing of an updated affidavit of fact.

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

RESOLUTION:

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

R 2020-045

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

- 1. That the Board hereby approves the Agreement for the payoff with the Kay A. Roeder Trust and accepts the payment in the amount of \$240.20, and further authorizes Albers & Albers to record an updated affidavit of fact with the Licking County Recorder's office indicating that the assessment has been paid in full.**

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2. That the Board hereby removes that portion of the deferred water assessment, as it has been paid in full, as to the following property: Parcel #010-017418-00.004, Project 10232.
3. That the Board hereby removes that portion of the deferred sewer assessment, as it has been paid in full, as to the following property: Parcel #010-017418-00.004, Project 10231.
4. That the Board hereby authorizes Albers and Albers to record an updated affidavit of fact with the Licking County Recorder's Office indicating that the assessment has been paid in full.
5. It is found and determined that all formal actions of this Board concerning and relating to the passage of this ordinance were passed in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-045 WAS APPROVED.

Mrs. Carrelli presented a copy of the water shut off list for April. She stated there were 88 tags left on Monday. 23 of those were from last month. As of today, 72 remain on the list. She stated they will continue to send notices and door tags even though water is not being shut off right now. The door tag is stating water is not being shut off but the bill is still due.

Mrs. Carrelli stated the topic of late fees has come up. There was a restaurant owner that called and said he would not be able to pay his bill this month and wanted to make sure he would not be charged a late fee. He stated it was illegal to charge late fees at this time. Mrs. Carrelli stated she checked with Mr. Albers and was told there is nothing prohibiting charging late fees in the Governor's orders. She stated they currently allow a one-time good will late fee abatement for different situations but wanted the Board's thoughts on charging late fees at this time as other entities are not charging any penalties.

Mrs. Carrelli will speak with Mr. Albers again on this matter and will bring it back up at the next meeting.

8. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

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9. EXECUTIVE SESSION

There was no executive session needed.

10. TRUSTEES' COMMENTS

Mr. Platte stated that he and Mr. Gilcher met with City officials regarding the JRS site to try and find a path to get sewer service to the site.

Mr. Platte stated he asked staff about the pool fill policy and was told it was being used already and stated he was happy the District could accommodate those customers with the updates to the policy.

He also stated the USDA loan continues to move forward.

Mr. Kretzmann stated he has received one application for the GM position.

Mr. Platte asked where all it was advertised.

Mrs. Carrelli stated it was posted on the Ohio engineer's website, OTCO, OWEA, the District's website and the Pataskala Post. Mr. Platte asked to move it to the front page of the website to make it more noticeable.

11. 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 4:30p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

April 30, 2020 4:00pm Live Streamed for Public Viewing

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD
OFFICE REPORT
04/30/20**

1) Connection Fees Collected

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$875,871.45	\$1,475,649.52	\$253,173.97	\$78,871.36	\$0.00	\$0.00	\$332,045.33
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$98,269.18	\$0.00	\$0.00	\$249,007.18
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$177,140.54	\$0.00	\$0.00	\$581,052.51

2) Billing Charges

	2018	2019	1st Qtr 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$2,688,381.03	\$2,723,072.58	\$648,839.33	\$0.00	\$0.00	\$0.00	\$648,839.33
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$0.00	\$0.00	\$0.00	\$1,489,128.68
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$0.00	\$0.00	\$0.00	\$2,137,968.01

3) Capacity Fees

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$40,310.00	\$99,555.30	\$66,165.00	\$0.00	\$0.00	\$0.00	\$66,165.00
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$0.00	\$0.00	\$0.00	\$77,145.00
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$0.00	\$0.00	\$0.00	\$143,310.00

4) Assessment Revenue

	2018	2019	2020	Total 2020
1st Half	\$744,583.96	\$695,562.52	\$472,378.86	\$472,378.86
2nd Half	\$655,144.64	\$547,574.19	\$0.00	\$0.00
Total	\$1,399,728.60	\$1,243,136.71	\$472,378.86	\$472,378.86

Cash in Bank	As of 04/28/20	As of 04/27/19
	\$17,008,219.57	\$15,138,169.78
*Does not allow for future expenses		

Loan Payment Due 07/01/20	\$3,500,000.00	\$3,200,000.00
Balance Available	\$13,508,219.57	\$11,938,169.78