

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

**BOARD MEETING MINUTES  
August 27, 2020**

**1. OPENING**

The August 27, 2020 Regular 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 and CJ Gilcher. The meeting was live streamed for public viewing.

**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 August 13, 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 voted aye. Motion carried.

**5. COMMUNICATIONS**

Mrs. Carrelli stated a customer sent an email that she wanted to be addressed in the meeting regarding deduct meters. The customer did not think it was fair to be charged for sewer on outside watering. The customer also had some issues with the online payment system. Mrs. Carrelli stated she responded to her other concerns but she wanted her deduct meter concern addressed at the meeting.

Mr. Kretzmann read her email for the record.

Mr. Platte stated the issue with deduct meters has been brought up before and it is not something the Board wishes to change their policy on at this time.

Mr. Kretzmann will respond to the customer comments about deduct meters.

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Mr. Gilcher stated we received a public record request a few hours ago regarding Taft Law Firm invoices. He asked for direction from the Board on which attorney should review the request and documents.

Mr. Platte stated any requests related to Mr. Carlisle's case needs to be sent to Mr. Teetor at the Isaac Wiles Firm for review. He also stated legal invoices are subject to significant redactions before they can be released.

**6. GENERAL MANAGER'S REPORT**

**COVID 19 UPDATE:**

Mr. Gilcher stated that staff continues to follow the social distance guidelines, wearing masks and sanitizing as needed. He also stated the District just received a shipment of 100 masks from the BWC. These were provided at no cost to the District. Mr. Hagy asked Mr. Gilcher what the requirements for the meeting were regarding masks. Mr. Gilcher and Mrs. Carrelli stated their understanding of the state mask mandate is that all employees are required to wear masks in the work place at all times unless they are in an office at their desk. Mr. Hagy asked for Mr. Platte to put his mask on as he had taken it off when he sat down at the table.

**HOLLOW ROAD WATERLINE EXTENSION PROJECT PHASES 1 & 2 UPDATE:**

Mr. Gilcher stated he has received the permit to install from the Ohio EPA on the waterline extensions and the booster station. He stated he hopes to begin bidding those projects early next month and moving forward with the funding of those projects as well. He stated the application process for the OWDA loan has been started. He asked for direction from the Board on how to proceed.

Mr. Kretzmann made a motion, second by Mr, Hagy to begin the bidding process for the project and to obtain funding from the OWDA.

Upon roll call vote, all voted aye. Motion carried.

**JOSH HUNT-WATER TREATMENT OPERATOR CLASS II EXAM:**

Mr. Gilcher stated one of the water treatment operators passed his class II exam last week. He wanted to inform the Board and to congratulate Josh Hunt. Mr. Platte and Mr. Kretzmann asked to pass along a congratulations from them.

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**AUDIT FINANCE MEETING:**

Mr. Gilcher stated that he and Mrs. Killen have been reviewing the RCAP study that was completed last year. The District accountant is also going over the study. He stated he would like to schedule an Audit Finance Meeting in the near future to discuss the study.

The Audit Finance Meeting will be October 8, 2020 at 2:30pm.

**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 2020-071**

**RESOLUTION TO CERTIFY DELINQUENTS TO 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. 2020-071 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2020-072**

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***BE IT RESOLVED*** by the Board of Trustees as follows:

1. That the Board hereby reduced the deferred water and sewer assessments, as to the following property: Parcel #010-017154-00.000, as follows:  
Project #8008, Sanitary Sewer  
\$10,041.48  
Project #10079, Water, \$9,362.35
2. That the Board hereby 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.
3. 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.

Mr. Platte made a motion, second by Mr. Kretzmann to table Resolution# 2020-072 so more information can be obtained.

Upon roll call vote, all voted aye. Motion carried.

**This resolution was tabled until the next meeting to gather more information.**

Mrs. Carrelli stated water shut offs resumed yesterday. 78 door tags were left on Monday August 24 and 20 accounts were shut off for non-payment. 12 of those had already been turned back on. She stated they had 21 customers sign up for payment plans.

Mrs. Carrelli stated she had an application for property tax exemption for the Water Treatment Center property that needed to be signed by Mr. Kretzmann.

Mrs. Carrelli stated she has received around 230 resumes so far for the job opening. The posting will be up through September 6 and interviews will be scheduled some time after that.

**8. ATTORNEY'S REPORT**

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Mr. Albers was not present at this meeting.

**9. TRUSTEES' COMMENTS**

Mr. Platte stated he spoke with Mr. Albers about CORD. The District has historically been a member of CORD. They are an advocacy group that provides legislative updates to 6119 Districts. He stated the membership renewal is due at this time. There was some information provided to the Board members. Mr. Platte stated he would like to see the District become a member again. He proceed the invoice. There is a \$950 annual membership fee to CORD and there is also a legislative action contribution of \$4,750.00 for a total of \$5,700.00.

Mr. Gilcher stated the District was involved since the inception with CORD. He stated the renewal invoice must have been missed last year and the membership has lapsed.

**RESOLUTION:**

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

**R 2020-073**

***BE IT RESOLVED*** by the Board of Trustees as follows:

1. That the Board hereby approves and ratifies the Engagement Letter with The Montrose Group, LLC, which Engagement Letter was previously approved on June 11, 2020 by Motion of the Board of Trustees.
2. That the Board authorizes Larry Kretzmann, Board President, to execute the Engagement Letter on behalf of the District.
3. 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. 2020-073  
WAS APPROVED.**

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**10. EXECUTIVE SESSION**

Mr. Platte made a motion, second by Mr. Kretzmann, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(3)- Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

Upon roll call vote, all voted aye.

Entered executive session at 4:31pm

The three Board Members were present in executive session and the District attorney Mr. Teetor joined by conference call.

Mr. Kretzmann made a motion, second by Mr. Platte to return from executive session. Upon roll call vote, all voted aye.

Return from executive session at 4:52pm

**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 4:52 p.m.

ATTEST:

  
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CHARLES HAGY, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

August 27, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE