

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

**BOARD MEETING MINUTES  
August 28, 2018**

**1. OPENING**

The August 28, 2018 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 3:00 p.m. The pledge of allegiance was led by Dr. Wagner. Mr. Kretzmann, Mr. Fox and Mr. Carlisle were present at roll call. Also present were Lee Conkel, Kathy Killen, and those members of the public who signed the August 28, 2018 sign-in sheet.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Fox, 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. Fox to approve the minutes of the Board meeting of August 14, 2018. Upon Roll Call vote, all voted aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Fox moved to approve payment of the bills as presented. Mr. Kretzmann seconded. Upon Roll Call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

There were no communications to report at this meeting.

**6. PUBLIC COMMENTS**

Mr. Jim Duffy inquired about the Refugee Road and the Summit Road water projects. He inquired as to whether these projects are being paid for by the District or if the property owners are being assessed. Mr. Conkel stated that the Refugee Road is a District project that is being paid for by the District. Mr. Conkel stated that the District received a 75% grant as well as a 0% interest loan for the Summit Road project.

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Mr. Jim Duffy inquired about delinquent water and sewer shut-offs. He inquired about customers that are shut off and asked what these customers do about not having water and sewer. Mr. Conkel stated that it takes an extended amount of time to be shut off. He stated there are also different programs that can be utilized to get customer's services back on. Mr. Duffy asked if there were customers that do not have water service. Mr. Conkel stated that there are customers that have no water service due to disconnection. Mr. Fox stated that at that point it becomes an issue with the Licking County Health Department.

Dr. Phillip Wagner stated that he has a Board meeting this evening. Mr. Conkel explained specifics of the proposed agreement between the District and Licking Heights Schools. Mr. Conkel requested permission from the Board of Trustees to continue negotiations with Dr. Wagner regarding the proposed agreement. Much discussion followed.

Mr. Carlisle made a motion, second by Mr. Fox to approve in concept based upon future documentation and finalization, and also after review by legal counsel, the tentative proposed agreement between the District and Licking Heights Schools. Upon Roll Call vote, all voted aye. Motion carried.

**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT CONSTRUCTION UPDATE:**

Mr. Conkel stated they are starting to install exterior water and electric lines. He stated that the Board is welcome to take another tour.

**SUMMIT TANK CONSTRUCTION UPDATE:**

Mr. Conkel stated they had a progress meeting on Monday. The estimated completion time frame is estimated to be around the first of November.

**SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated they have started to do some of the bores on Cable Road. He stated that they plan to move their operations north of Havens Corner Road next week. He stated they are going to come back and do the bores for residential connections as well. He stated they should have customer in service in the next few weeks.

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**REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated they continue to install water line. He stated that they have done all their bores up front.

**JERRY CRUTCHFIELD SPLIT AND REPLAT:**

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

**RESOLUTION:**

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

**R 2018-044**

1. **RESOLUTION TO RESCIND THE ACTIONS APPROVED BY RESOLUTION NO. 2018-019 AND 2018-020 AS THE PROPERTY OWNER, JERRY CRUTCHFIELD, HAS WITHDRAWN HIS REQUEST FOR THE SPLIT AND REPLAT OF PARCEL #012-028896-00.000.**
2. **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. 2018-044 WAS APPROVED.**

**BROADMOORE COMMONS, PHASE 2 DEVELOPMENT AGREEMENT:**

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

**RESOLUTION:**

Mr. Carlisle made a motion, second by Mr. Fox.

**R 2018-045**

1. **RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, INC. FOR THE BROADMOORE COMMONS, PHASE 2 (152 LOTS) DEVELOPMENT;**

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2. 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. 2018-045 WAS APPROVED.

**DENNIS CRAIG EMPLOYMENT OFFER:**

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

**RESOLUTION:**

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

**R 2018-046**

1. RESOLUTION TO HIRE DENNIS CRAIG FOR THE FULL TIME COLLECTIONS SYSTEM OPERATOR POSITION AT \$17.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING. RATE OF PAY WILL INCREASE FROM \$17.00 TO \$18.50 UPON SUCCESSFUL COMPLETION OF OHIO EPA CLASS I WASTEWATER TREATMENT CERTIFICATION LICENSING.
2. 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. 2018-046 WAS APPROVED.

**EMPLOYEE WAGE RATE REVIEW:**

Mr. Conkel stated that he would like to have permission to work on an employee wage rate review. He stated that he would like to possibly reallocate wages, fix some discrepancies, and stay competitive. Mr. Fox inquired if any employee would lose anything. Mr. Conkel stated no that they would not.

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**RO CONCENTRATE LINE BID RESULTS:**

Mr. Conkel stated that they received two bids from contractors who are actually working for the District now. He stated that he received a bid from Tribute Contracting Consultants in the amount of \$967,760. He stated that he received a bid from Rock River Construction in the amount of \$899,914. He stated that he will have a recommendation to the Board at the next meeting.

**MISC:**

Mr. Conkel stated that he talked to the head of the Board of Public Affairs for the Village of Kirkersville. He said that she stated that there is not a need for water right now. Mr. Conkel stated that he told her that he would provide a letter to the Mayor and to Council outlining what the District can offer.

Mr. Conkel stated that he is talking with an Alexandria property owner for a potential future wellfield site.

**8. OFFICE MANAGER'S REPORT**

Mrs. Killen presented a resolution for the Board's consideration and approval for the certification of delinquent charges to the Licking County Auditor, however, the resolution was not complete. Therefore, a motion was made and the resolution will be signed by the Board at the next meeting.

Mr. Carlisle made a motion, second by Mr. Fox to certify to the Licking County Auditor delinquent charges for service with Exhibit 1 & 2 attached. A formal resolution will be signed at the next Board meeting. Upon Roll Call vote, all voted aye. Motion carried.

Mrs. Killen presented a copy of the water shut off list. 30 accounts were scheduled for shut off for non-payment on Wednesday August 29, 2018. As of today, 18 of those remain scheduled for shut off.

**9. ATTORNEY'S REPORT**

Mr. Albers was not present at this meeting.

**10. EXECUTIVE SESSION**

There was no executive session.

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**11. TRUSTEES' COMMENTS**

Mr. Fox stated that he attended the City of Pataskala Council meeting. He stated that one council member stated that the District webpage was not up to date. Mr. Fox stated that he reviewed the webpage and found that everything that he discussed with the Council members was already on the webpage and everything was up to date.

Mr. Fox stated that there is a Pataskala City Council member that resides on Taylor Road that lives in a master meter situation. He stated that she has issues that the District only notifies the master meter when there are issues. Mr. Fox stated that it was his understanding that that has always been District practice. He stated that he wanted the District to be aware of this.

Mr. Carlisle stated he received a call on Saturday morning that a contractor was paving South Street in Etna. He stated that they needed a 1" riser. Mr. Carlisle stated that he didn't want to bother Mr. Conkel on Saturday and since he had one in his own personal stock, he went ahead and gave the 1" riser to them. Mr. Carlisle requested that Mr. Conkel replace the 1" riser.

**12. ADJOURNMENT**

Mr. Fox 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 3:37 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

August 28, 2018

SIGN BELOW:

NAME

ADDRESS

PHONE

Jim Duffy  
Todd Gr. Pfister

27 DAISY Dr

L H Schools

740-927-6926

Philip Wagner