

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

**BOARD MEETING MINUTES
June 25, 2019**

1. OPENING

The June 25, 2019 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Fox at 3:00 p.m. The pledge of allegiance was led by Mrs. Killen. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were CJ Gilcher, Kathy Killen, Josephine Carrelli, John Albers and Sean McCarter.

2. ADOPTION OF AGENDA

Mr. Gilcher added Scenic View Estates to the agenda.

Mr. Kretzmann made a motion, second by Mr. Carlisle, 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. Carlisle to approve the minutes of the regular Board meeting of June 11 2019. Upon Roll Call vote, all voted aye. Motion carried.

Mr. Kretzmann made a motion, second by Mr. Carlisle to approve the minutes of the special board meeting on June 14, 2019. Upon roll call vote, all voted aye. Motion carried.

4. PAYMENT OF BILLS

Mr. Carlisle moved to approve payment of the bills as presented. Mr. Kretzmann seconded.

Mr. Carlisle asked what C-Max has got completed. Mrs. Carrelli explained they have completed the recruitment outline, reviewed job descriptions and made them uniform and put them on our letterhead. They reviewed the employee handbook and reached out asking what policies we would be comfortable with being taken out of the handbook. Mrs. Carrelli stated she let them know they should submit their recommendations based on best practices and the Board will decide what changes will be made. They will start on this part of it in July as they had already used their allotted hours for June.

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Mr. Fox asked about an invoice from Carl Wheeler for sludge hauling. Mr. Gilcher explained the billing process and what the invoice was for. Mr. Fox recommended it be bid out as the total cost for 2018 was over \$50,000. Mr. Gilcher explained there were 2 separate items Mr. Wheeler completes. One is the sludge hauling and the other is baffle cleaning. Since they are two separate charges Mr. Gilcher thought it didn't meet the threshold to require it to be bid. Mr. Albers stated as long as they were two different tasks under two different contracts it would be ok. Mr. Fox asked if there was a contract with Mr. Wheeler. Mr. Gilcher stated there was no contract. Mr. Carlisle recommended to get quotes for the sludge hauling for 2020 and to have a written contract in place. Mr. Gilcher stated he would get the wastewater plant regarding the quotes.

Upon Roll Call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

Mr. Gilcher stated he received a letter asking about the availability of services at a property between SR 40 and Refugee Rd. Much discussion followed on what would be required in order to provide services such as updating the existing lift station to be able to handle the capacity that would be added. Mr. Gilcher will draft a response to the request and have Mr. Albers review.

Mr. Fox stated he has one additional applicant for the GM position and has spoken with a company who would like to make a presentation to the board regarding what services they can provide in regards to the management of Districts.

6. PUBLIC COMMENTS

There were no public comments at this meeting.

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Gilcher stated the demolition of the old plant has started. Some final punch list items are being completed at the new plant and it is up and running.

Mr. Fox asked about landscaping. Mr. Gilcher stated they were waiting on the final grading to be done before landscaping is completed.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Gilcher stated they were working on the final punch list and have 3-4 items left to complete the project.

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SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Gilcher stated the project is complete and he received an email from Alan Haines with City of Pataskala stating they were satisfied with the ditch lines and the project.

REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Gilcher stated he met with Sean McCarter and walked Refugee Rd to determine what items still needed to be completed. The contractor hopes to get on the schedule next week to complete them. Mr. Albers stated the letter of default will be dismissed once the punch list items are complete.

2020 DRAFT BUDGETS-RESOLUTION:

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

RESOLUTION:

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

R 2019-028 RESOLUTION APPROVE THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT BUDGET YEAR 2020 AS PRESENTED.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-028 WAS APPROVED.

LEASE AGREEMENT WITH PARRISH FARMS-RESOLUTION:

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

RESOLUTION:

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

R 2019-029 RESOLUTION

- 1. RESOLUTION TO ENTER INTO A FARM LEASE AGREEMENT WITH PARRISH FARMS INC. FOR THE RENTAL OF 20.3 ACRES OF DISTRICT PROPERTY LOCATED ON US40 (NATIONAL RD.) IN UNION TOWNSHIP.**
- 2. THAT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO**

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THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES AND THAT ALL DELIBERATIONS OF THE 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.

Mr. Carlisle asked about the details of the agreement regarding cost and access to the property for well purposes. Mr. Gilcher stated there was nothing in the contract regarding having access to the property.

Mr. Carlisle made a motion, second by Mr. Fox to approve the resolution and agreement as long as it includes access to the property for well drilling purposes and authorize the President of the Board to sign the new agreement once it has been revised by legal counsel.

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

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-029 WAS APPROVED.

**ELLINGTON VILLAGE SECTION 5 DEVELOPMENT AGREEMENT-
RESOLUTION:**

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

RESOLUTION:

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

R 2019-030 RESOLUTION

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, LLC, FOR THE ELLINGTON VILLAGE SECTION 5 (40 LOTS) DEVELOPMENT;**
- 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 THE 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**

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LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-030 WAS APPROVED.

ELLINGTON VILLAGE LIFT STATION-RESOLUTION:

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

RESOLUTION:

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

R 2019-031 RESOLUTION

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, LLC, FOR THE ELLINGTON VILLAGE LIFT STATION;**
- 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 THE 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. 2019-031 WAS APPROVED.

BROADMOORE COMMONS SECTION 5 DEVELOPMENT AGREEMENT-RESOLUTION:

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

RESOLUTION:

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

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R 2019-032 RESOLUTION

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, INC. FOR THE BROADMOORE COMMONS PHASE 5 (30 LOTS) DEVELOPMENT;**
- 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 THE 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. 2019-032 WAS APPROVED.

ST RT 161 WWTP:

Mr. Gilcher stated he received a draft NPDS permit for the SR 161 WWTP project. He made comments and sent it back to the EPA. He also stated he received a Letter stating public comment was going to go out for the West WWTP site also but have not received the permit yet.

SCENIC VIEW ESTATES:

Mr. Gilcher stated the project is on a parcel located in the City of Pataskala but the City will allow the District to service portions of the parcel. The lift stations would need to be updated to accommodate this. The developer wants to install individual grinder stations at each home instead of upgrading the lift stations.

Mr. Carlisle's opinion is there is the capability to upgrade the system that is what needs to happen. Mr. Gilcher will relay that message back to the developer.

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

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R 2019-033 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-033 WAS APPROVED.

Mrs. Carrelli stated 48 door tags were left 6/24/19 and 28 customers remain on the list to be shut off 6/26/19.

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

RESOLUTION:

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

R 2019-027 RESOLUTION TO APPOINT CHRISTOPHER GILCHER AS ACTING GENERAL MANAGER FROM JUNE 17, 2019 THROUGH JULY 1, 2019 WITH COMPENSATION AS APPROVED BY THE BOARD OF TRUSTEES.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-027 WAS APPROVED.

9. ATTORNEY'S REPORT

Mr. Albers and Mr. McCarter were present. Mr. Albers stated he received a call from a title company about a property with a deferred water and sewer assessment. An affidavit of fact was filed. The original parcel was split off and 3 parcels were made residential which means the total assessment is now due. Kim Shearer sent a letter to the original owner and copied the additional owners explaining the entire assessment was now due. The title company wants the affidavit of fact released from the title. The Board confirms and agrees the full assessment is now due and the property owner's will have to determine how to handle that. Mr. Albers will contact the title company and explain the lien is not being removed until the assessment is paid.

10. EXECUTIVE SESSION

Mr. Fox moved to adjourn into executive session pursuant to R.C. 121.22 (G) (2) to discuss acquisition of land related to the sewer plant site and easements for the RO concentrate line.

Seconded by Mr. Carlisle

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Kretzmann.....yes
Carlisle.....yes
Fox.....yes

MOTION CARRIED.

Entered executive session at 3:50pm

Mr. Carlisle made a motion, second by Mr. Fox to return from Executive Session.

Kretzmann.....yes
Carlisle.....yes
Fox.....yes

Motion Carried.

Returned from Executive Session at 4:19pm

Mr. Carlisle moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Seconded by Mr. Fox

Kretzmann.....yes
Carlisle.....yes
Fox.....yes

MOTION CARRIED.

Entered executive session at 4:19pm

Mr. Fox made a motion, second by Mr. Kretzmann to return from Executive Session.

Kretzmann.....yes
Carlisle.....yes
Fox.....yes

Motion Carried.

Returned from Executive Session at 4:37pm

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Mr. Carlisle made a motion, second by Mr. Fox, to approve Mr. Gilcher to spend up to \$10,000 as necessary to complete an environmental technical assessment.

Upon Roll Call vote, all voted aye. Motion carried.

Mr. Fox made a motion, second by Mr. Carlisle to authorize the design engineer to prepare the easement descriptions for the RO concentrate line.

Upon Roll Call vote, all voted aye. Motion carried.

Mrs. Killen presented resolution # 2019-021 that was passed and approved by the board but just needed to be signed.

11. TRUSTEES' COMMENTS


There were no trustee comments.

12. ADJOURNMENT

Mr. Carlisle made a motion, second by Mr. Fox that the meeting would be adjourned.

Upon Roll Call vote, all voted aye.

The meeting was adjourned at 4:40 p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

June 25, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE