

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

**SPECIAL BOARD MEETING MINUTES
November 18, 2019**

1. OPENING

The November 18, 2019 Special 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 Mr. Carlisle. Mr. Fox, Mr. Kretzmann, and Mr. Hagy were present at roll call. Also present were CJ Gilcher, John Carlisle, Kathy Killen and those members of the public who signed the November 18, 2019 sign in sheet.

2. ADOPTION OF AGENDA

Mr. Hagy 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. Fox made a motion, second by Mr. Hagy to approve the minutes of the Regular Board meeting of November 12, 2019. Upon Roll Call vote, all voted aye. Motion carried.

Mr. Hagy made a motion, second by Mr. Fox to approve the minutes of the Special Board meeting of November 15, 2019. Upon Roll Call vote, all voted aye. Motion carried.

4. PAYMENT OF BILLS

There were no bills to be paid at this time.

5. COMMUNICATIONS

Mr. Fox stated that a public records request was received this afternoon. He stated that it will be directed to legal counsel and that legal counsel will work together with Josephine Carrelli on this.

6. PUBLIC COMMENTS

There were no public comments at this time.

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P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

7. GENERAL MANAGER'S REPORT

DISCUSSION AND PRIORTIZATION OF ITEMS:

Mr. Carlisle stated that he composed a list of items to discuss and prioritize which include the following: Employee pay, Employee handbook, Employee evaluations, Rate Study, Evaluation of Administration building, Public Records Retention policy, T&R Properties Development agreement, USDA loan for the new wastewater plant, the service contract with the City of Pataskala, and the Emergency Contingency plan. Mr. Carlisle stated that he would be working with Mr. Gilcher on these items but would like to know which of these items the Board considered as priority.

Mr. Fox stated that he wasn't going to give a lot of input since this was his last meeting. He stated that he believed the agreement with the City of Pataskala should be one of the priorities.

Mr. Hagy stated that employee evaluations were a priority.

Mr. Carlisle stated that he would be reviewing the employee handbook that CMAX provided. He stated that he would be reviewing that before the next meeting and would give the Board feedback.

Mr. Carlisle stated that the District received the rate study. He stated that he will sit down with the staff and review the information received. Mr. Hagy stated that he would like to see three possible options regarding the rates.

Mr. Hagy stated that storage of the records and how the records were stored was a priority. He stated that another priority would be how to utilize the old water plant area.

BOARD VICE PRESIDENT NOMINATION:

Mr. Fox made a motion, second by Mr. Hagy to nominate Mr. Hagy for Vice President.

Upon roll call vote, Mr. Kretzmann abstained, Mr. Hagy and Mr. Fox voted aye. Motion carried.

8. OFFICE MANAGER'S REPORT

There was no Office Manager report at this time.

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9. ATTORNEY'S REPORT

There was no Attorney report at this time.

10. EXECUTIVE SESSION

There was no executive session needed.

11. TRUSTEES' COMMENTS

Mr. Hagy made a motion, second by Mr. Kretzmann to change the time for the Regular Board meetings dated November 26, 2019 and December 10, 2019 to 9:00 a.m.

Upon roll call vote, Mr. Kretzmann and Mr. Hagy voted aye, Mr. Fox abstained.
Motion carried.

12. ADJOURNMENT

Mr. Hagy 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 3:16 p.m.

ATTEST:



ROB PLATTE, SECRETARY

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740-927-0410

SPECIAL BOARD MEETING

November 15, 2019 3:00PM

SIGN BELOW:

NAME

ADDRESS

PHONE