

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

**BOARD MEETING MINUTES  
October 29, 2019**

**1. OPENING**

The October 29, 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 Mr. Fox. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were CJ Gilcher, Kathy Killen, Josephine Carrelli and those members of the public who signed the October 29, 2019 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 Regular Board meeting of October 8, 2019 and the Special Board meeting of October 21, 2019. 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. Fox seconded. Upon Roll Call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Fox stated he received an email from a resident concerned about the rates that he would be passing along to Mr. Gilcher. Mrs. Carrelli stated she spoke with the customer and she was upset about the minimum bill because she lives by herself and didn't think it was fair to pay a minimum. Mr. Fox stated he would forward her email to Mr. Gilcher to respond.

**6. PUBLIC COMMENTS**

Mrs. Deb Moore was present and asked when the approved minutes would be posted to the website. Mrs. Carrelli stated they would be posted today or tomorrow.

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**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT CONSTRUCTION UPDATE:**

Mr. Gilcher stated they are still working through some punch list items but they are almost complete. He stated the open house on Friday went well and thought the office staff and operations staff did a good job at getting everything ready for the open house.

**WELLFIELD EXPLORATION UPDATE:**

Mr. Gilcher stated he was been in contact with Frontz Drilling regarding the National Trails, north of 40 site. They hope to be able to do the two test pourings this week depending on the weather. Mr. Gilcher also met with the property owner for the Alexandria site and their attorney. They are still working through some issues with the Licking County Planning Department regarding the flood plain issues. They are also asking for a contract prior to the District doing any explorations.

**WWTP OPERATIONS PERSONNEL HIRE UPDATE:**

Mr. Gilcher stated he has received 3 applications for the two positions and will be looking to schedule interviews in the next 2 weeks.

**RESOLUTION TO AMEND CONSTRUCTION MATERIAL SPECIFICATIONS:**

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

**RESOLUTION:**

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

**R 2019-062**

- 1. WHEREAS THE DISTRICT HAS AMENDED THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS TO BETTER MEET THE NEEDS OF THE DISTRICT, AND**
- 2. WHEREAS THE TRUSTEES HAVE REVIEWED AND APPROVED THE CHANGES TO THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS, AND**
- 3. THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE**

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**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. 2019-062 WAS APPROVED.**

**F & F WILLIAMS EASEMENT:**

Mr. Gilcher stated he met with the property owner today and some things have changed regarding the easement for the force main project. Originally the owner requested 3 residential sanitary sewer taps for the easement. This was already approved by the Board and the owner. They now have some other plans for the site and are requesting the value of the sanitary sewer taps be credited to them towards any taps instead of receiving 3 residential taps so it could be used towards a commercial tap if needed. There is no dollar difference, it would just be a credit towards any tap fees for any property they own instead of providing 3 residential sanitary sewer taps.

Mr. Carlisle made a motion to approve the request of a credit in the amount of \$23,619 to go towards any tap fees for any property F & F Williams owns for the period of 5 years. Mr. Kretzmann seconded. . Upon Roll Call vote, all voted aye. Motion carried.

**2020 AUDIT INFORMATION:**

Mrs. Killen stated was contacted by the State of Ohio auditor's office and they will be bidding us out for the audit in 2020.

**HOOVLER RESOLUTION:**

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

**RESOLUTION:**

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

**R 2019-063 RESOLUTION RELEASING DEFERRED WATER  
ASSESSMENT AND AUTHORIZING THE FILING OF AN UPDATED  
AFFIDAVIT OF FACT.**

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

1. That the Board hereby removes the deferred water assessment, as it has been paid in full, as to the following property: Parcel #064-068124-00.000, Project #10234.
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.

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-063 WAS APPROVED.**

**8. OFFICE MANAGER'S REPORT**

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

**RESOLUTION:**

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

**R 2019-064 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER  
ACCOUNTS TO THE LICKING COUNTY AUDITOR.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-064 WAS APPROVED.**

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Mrs. Carrelli stated 46 door tags were left 10/28/19 and 40 customers remain on the list to be shut off Wednesday 10/30/19.

Mrs. Carrelli stated she has received 3 proposals for the general liability insurance for 2020. Wichert, the current broker, presented a renewal for \$53,744. Consolidated Insurance Group presented at \$62,573.00 and PEBA, with Burnham Flowers presented at \$63,969. She stated the coverages and limits for all policies should be the same as that is what was requested. The Board will review the proposals in order to make a decision.

Mrs. Carrelli also provided a proposal for the renewal of the current health benefits. We were only able to obtain one proposal as nothing else was competitive so no other broker would present anything. The proposal is staying with the current provider of Medical Mutual through Burnham Flowers with a 7.86% increase in premium. She stated a 15% increase was budgeted and last year the increase was almost 13%.

Mr. Carlisle requested a resolution be prepared for the next meeting to accept the renewal proposal.

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

**RESOLUTION:**

**RESOLUTION TO HIRE MELISSA WYANT FOR THE FULL TIME OFFICE ASSISTANT/BILLING CLERK POSITION AT \$18.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

Mr. Carlisle requested an executive session to discuss the employment of Melissa Wyant. See executive session information below.

**9. ATTORNEY'S REPORT**

Mr. Albers was not present at this meeting.

**10. EXECUTIVE SESSION**

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

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Fox.....yes

Carlisle.....yes

MOTION CARRIED.

Entered executive session at 3:17 p.m.

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

Kretzmann.....yes

Fox.....yes

Carlisle.....yes

Motion Carried.

Returned from Executive Session at 3:35 p.m.

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

**RESOLUTION TO HIRE MELISSA WYANT FOR THE FULL TIME OFFICE ASSISTANT/BILLING CLERK POSITION AT \$18.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-065 WAS APPROVED.**

Mr. Fox asked Mrs. Carrelli if two people were needed to be hired at this time. She stated she did not think it was necessary at this time. Mrs. Carrelli stated one employee is eligible to retire October 2020 and another December 2020. She stated it would be beneficial to hire someone else 6 months before someone retires to allow plenty of time for training of the new employee.

Mr. Fox asked if the cross training could be completed with the staff level we are at. Mrs. Carrelli stated having the additional person would free up a lot of time to get the cross training done.

**11. TRUSTEES' COMMENTS**

Mr. Carlisle asked Mr. Gilcher the status on the crane truck. Mr. Gilcher stated it was currently in Iowa being fitted and should be here sometime in November.

Mr. Carlisle asked the status of the Pataskala contract. Mr. Gilcher stated he has not heard from anybody at the City regarding the contract and it was not on their agenda to be discussed.

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Mr. Fox stated he has asked a couple of people and was told they just haven't done anything with it yet.

Mr. Carlisle would like to set a timeframe for Pataskala to approve the resolution/agreement that was passed by the District or it would be rescinded. He asked how the other Board members felt about doing that.

Mr. Fox feels it is a good contract and is disappointed with the delay in getting it passed. He felt a timeframe might be helpful.

Mr. Kretzmann stated he thinks we should leave it out there unless Pataskala wants a change made to it or the District wants any changes.

**12. ADJOURNMENT**

Mr. Carlisle 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 3:44 p.m.

ATTEST,   
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

October 29, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE

Deb Moore

356ristwillct

614 565-6469