

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

**BOARD MEETING MINUTES  
MARCH 12, 2020**

**1. OPENING**

The March 12, 2020 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 Kathy Killen, Josephine Carrelli, CJ Gilcher, John Albers and those members of the public who signed the March 12, 2020 sign-in sheet.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Platte, to approve the agenda as presented with additions by Mr. Gilcher. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the minutes of the Regular Board Meeting of February 27, 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. Platte seconded. Upon roll call vote, all aye. Motion carried.

**5. COMMUNICATIONS**

There were no communications.

**6. PUBLIC COMMENTS**

Mr. Jim Duffy stated he read in the meeting minutes where a customer was concerned about people hooking up to hydrants without meters. He asked what was being done about that and if the District would prosecute someone for stealing water.

Mr. Kretzmann stated the District would pursue any allegations they receive regarding theft of services. He also stated there was a project in the future to have one location for bulk water fill ups and that would eliminate this issue.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018

69 Zellers Lane Pataskala, Ohio 43062

Phone (740)927-0410 Fax (740)927-4700

Mr. Duffy also stated he didn't feel like it was fair for the customers for the District to be paying two General Managers at this time.

Mr. Mike Gilpin was present asking what the District was doing to test for PFAS in the water supply.

Mr. Gilcher stated the EPA would be setting up a time to come and do the testing. He stated the EPA has to be the one to take the samples and we would follow whatever guidelines they had regarding further testing.

He also asked about the casing around his curb box. He said it was damaged. Mr. Gilcher told him to call and schedule with the office for it to be replaced/repared.

Mr. Hank Smith at 7360 Refugee Rd. was present to ask the Board what they were going to do about his front yard still being flooded for over a year after the new water line was put in on Refugee Rd.

Mr. Albers stated he should contact his attorney. The District has already come to the conclusion that they have no liability in the flooding of his yard unless there is proof that a drain tile was damages by the installation. The County has no record of any drainage being there and the District is prohibited from installing a drainage line under the roadway.

**7. GENERAL MANAGER'S REPORT**

**WTC CONCENTRATE FORCE MAIN PROJECT:**

Mr. Gilcher stated they continue with directional boring along Refugee Rd. The project is about 30% complete.

**CITY OF PATASKALA-SWLCWS DISTRICT WATER/SANITARY SERVICE AREA CONTRACT DISCUSSION:**

Mr. Gilcher stated he and Mr. Platte met with City of Pataskala officials March 11 regarding the contract and feels like they are close to a final agreement.

Mr. Platte presented the City's version of the agreement that they adopted before the District adopted a different version. The District rescinded the passing of their version a few months back and they are working through the City's version to make the changes being approved by both entities. Mr. Platte went through the contract and discussed the changes. The City is supposed to be discussing the contract at their Council meeting on Monday night and then the District legal counsel will be able to review the final approved contract before the Board passing a resolution to approve the new contract at the March 26, 2020 Board Meeting. The old contract between the City and the District would then be rescinded with the signing of the new one.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018

69 Zellers Lane Pataskala, Ohio 43062

Phone (740)927-0410 Fax (740)927-4700

**RESOLUTION TO APPROVE BROADMOORE COMMONS PHASE 5  
WATER/SANITARY USE & HOOK UP:**

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

**RESOLUTION:**

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

**R 2020-022**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH WESTPORT HOMES, INC FOR BROADMOORE COMMONS, PHASE 5, WATER AND SANITARY SEWER ON JUNE 25, 2019; AND**

**WHEREAS: WESTPORT HOMES, INC HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN BROADMOORE COMMONS, PHASE 5; AND**

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 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. 2020-022 WAS APPROVED.**

**RESOLUTION TO PURCHASE DUMP BODY AND SNOW PLOW PACKAGE:**

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

**RESOLUTION:**

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

**R 2020-023**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A CRYSTEEL "E" TIPPER DUMP BODY PACKAGE AND A WESTERN 9' PRO PLUS CONTRACTOR GRADE STEEL PLOW PACKAGE IN THE AMOUNT OF \$21,459.00 FROM KAFFENBARGER TRUCK EQUIPMENT COMPANY, COLUMBUS, OHIO.**

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

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 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. 2020-023 WAS APPROVED**

**RESOLUTION TO APPROVE CONTRACT WITH STRAND ASSOCIATES FOR HOLLOW RD PHASE 1:**

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

**RESOLUTION:**

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

**R 2020-024**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE HOLLOW ROAD PHASE 1 WATERLINE EXTENSION PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS WITH A HIGH QUALITY DEPENDABLE SUPPLY OF DRINKING WATER AND;**

**WHEREAS: THE GENERAL MANAGER RECOMMENDS THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH STRANS ASSOCIATES, INC. TO PROVIDE CONSTRUCTION ADMINISTRATIVE SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH STRAND ASSOCIATES INC. IN AN AMOUNT NOT TO EXCEED \$60,000.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.**

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 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. 2020-024 WAS APPROVED**

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

**RESOLUTION TO APPROVE CONTRACT WITH STRAND ASSOCIATES FOR  
HOLLOW RD PHASE 2:**

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

**RESOLUTION:**

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

**R 2020-025**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE HOLLOW ROAD PHASE II WATERLINE EXTENSION PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS WITH A HIGH QUALITY DEPENDABLE SUPPLY OF DRINKING WATER AND;**

**WHEREAS: THE GENERAL MANAGER RECOMMENDS THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH STRANS ASSOCIATES, INC. TO PROVIDE CONSTRUCTION ADMINISTRATIVE SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH STRAND ASSOCIATES INC. IN AN AMOUNT NOT TO EXCEED \$36,200.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.**

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 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. 2020-025 WAS APPROVED**

Mr. Gilcher stated he will be submitting the Ohio EPA permit to install for both phase 1 and phase 2 next week. The booster station that is part of phase 1 is about 90% designed.

Mr. Gilcher also discussed the Corona Virus pandemic currently going on. He stated he has received some information from the EPA regarding contingency plans and guidance on quarantining operators in the plants. Mr. Gilcher will be speaking with staff and coming up with a plan. He will stay in contact with the Licking County Health Department and the EPA and follow their guidelines.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli stated Mr. Albers has reviewed the employee handbooks projected changes and had one recommended change. She stated she has made that change and asked if there were any other questions or comments regarding the handbook. Mr. Kretzmann asked if Mr. Platte had any comments after his review.

Mr. Platte stated he met with the staff and went over the changes and had no issues with the proposed handbook.

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

**RESOLUTION:**

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

**R 2020-026**

**RESOLUTION TO ACCEPT THE CHANGES TO THE DISTRICT'S EMPLOYEE HANDBOOK AS PRESENTED (ATTACHED SUMMARY)**

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 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. 2020-026 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2020-027**

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE GENERAL MANAGER TO ADOPT THE FOLLOWING:  
ANY EMPLOYEE WHO HOLDS A DOUBLE LICENSE, SHALL RECEIVE AN ADDITIONAL \$0.25 PER HOUR, PER CLASSIFICATION LEVEL INCREASE.**

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

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 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. 2020-027 WAS APPROVED.**

**9. ATTORNEY'S REPORT**

Mr. Albers provided an update on a few items he has been working on.  
Mr. Albers suggested setting up a meeting with the RCAP representative regarding a USDA loan. Mr. Albers will arrange the meeting and keep Mr. Gilcher updated.

**10. EXECUTIVE SESSION**

Mr. Platte 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 and; The investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing and pursuant to Ohio Revised Code 121.22(G)(8), to consider confidential information related to negotiations with a political subdivision which involve public infrastructure improvements or the extension of utility services.

Seconded by Mr. Kretzmann

Hagy.....yes  
Platte.....yes  
Kretzmann.....yes

**MOTION CARRIED.**

Entered executive session at 4:43 p.m.

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

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

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

Hagy.....yes  
Platte.....yes  
Kretzmann.....yes

Motion Carried.

Returned from Executive Session at 5:26 p.m.

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

**RESOLUTION:**

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

**R 2020-028**

**WHEREAS: RESOLUTION 2020-014 PROVIDED TO HIRE A FULL TIME  
WASTEWATER/COLLECTIONS SYSTEM OPERATOR AND**

**WHEREAS: THE BOARD OF TRUSTEES DESIRES TO RESCIND THE OFFER OF  
EMPLOYMENT**

**THEREFORE: THE BOARD OF TRUSTEES HEREBY RESCINDS RESOLUTION 2020-  
014 EFFECTIVE IMMEDIATELY.**

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 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. 2020-028 WAS  
APPROVED**

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

**RESOLUTION:**

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



***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

**R 2020-029**

**RESOLUTION TO HIRE TROY DIXON FOR THE FULL TIME WASTEWATER/COLLECTIONS SYSTEM OPERATOR POSITION AT \$20.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

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 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. 2020-029 WAS APPROVED**

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

**RESOLUTION:**

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

**R 2020-030**

**RESOLUTION TO HIRE KOLLIN JOHNSON FOR THE FULL TIME WATER TREATMENT SYSTEM OPERATOR POSITION AT \$20.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

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 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. 2020-030 WAS APPROVED**

**11. TRUSTEES' COMMENTS**

**RESOLUTION:**

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

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

**R 2020-031**

**WHEREAS:** the Southwest Licking Community Water and Sewer District has determined the need to design and extend water main lines within its SR 161 service territory to service future customers, and;

**THEREFORE:** the Board of Trustees hereby authorizes the General Manager to draft and administer a "Request for Qualifications" process for the design of the water mains as mentioned above.

**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. 2020-031 WAS APPROVED**

Mr. Platte stated he would be attending the Pataskala City Council meeting on Monday and will find out the status of the agreement.

He also provided an update on the investigation due to the complaint received by the District in November 2019. He stated the review of documents and interviews are complete and she is finalizing her report to present to the Board and anticipates attending the March 26, 2020 meeting to provide her report to the Board.

Mr. Platte stated Mr. Gilcher reached out to the County for their appointee to the committee regarding providing services to the 161 corridor and have not heard back. He stated Jersey and St Albans Townships both have an interest in partnering with the District to come up with a plan to make the extension of services possible. Mr. Platte requested the Board to allow him to provide a draft MOU to the townships and will bring it to the Board to be reviewed by legal counsel. Mr. Kretzmann stated he felt this was something Mr. Platte should move forward with.

Mr. Hagy stated the District has spent approximately \$62,565.00 in legal fees and wages for Mr. Carlisle. He also inquired about the Taft invoice that he says was mailed to the District on February 24, 2020 to be paid. He wanted to know if there was a reason it had not been paid yet. Mr. Gilcher stated he just received the invoices today. Mr. Hagy asked if the investigation was almost complete.

Mr. Platte stated he just provided an update and the final report is supposed to be presented to the Board at the March 26, 2020 Board meeting.

**12. ADJOURNMENT**

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

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

Mr. Platte made a motion, second by Mr. Hagy that the meeting would be adjourned.  
Upon Roll Call vote, all voted aye. The meeting was adjourned at 5:38p.m.

ATTEST:

  
**CHARLES HAGY, SECRETARY**

SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

March 12, 2020 4:00pm

SIGN BELOW:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
Jim Duffy	27 DAISY Dr	
MIKE GILPIN	284 TRAIL E	740 927 4026
Randy Robert	5617 Pleasant C Chapel Rd	(614) 915 9300
Hank Smith	Newark, Ohio 7360 BRIDGE RD	740-927-6009