

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

**BOARD MEETING MINUTES
APRIL 9, 2020**

1. OPENING

The April 9, 2020 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:03p.m. Mr. Kretzmann, Mr. Platte and Mr. Hagy were present at roll call. Also present were Josephine Carrelli, CJ Gilcher, and those members of the public who signed the April 9, 2020 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Gilcher added an item to the General Managers Report.

Mr. Kretzmann made a motion, second by Mr. Platte, 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. Platte to approve the minutes of the Special Board Meeting of March 26, 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. GENERAL MANAGER'S REPORT

WTC CONCENTRATE FORCE MAIN PROJECT:

Mr. Gilcher stated they were around 35% to 40% complete. He stated it has been a slow process getting across the field by the wastewater treatment plant, they got down Outville Rd and are heading West.

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COVID 19 UPDATE:

Mr. Gilcher stated the District staff is continuing to follow the reduced staffing schedule. He stated the stay at home/social distancing order was extended until May 1 so we will continue with this schedule until that order is lifted.

Mr. Kretzmann asked if any staff member has been tested.

Mr. Gilcher stated there has not been a need to test anyone. Staff members have been instructed to stay home if they are sick and nobody has done so.

Mr. Platte asked if operations were carrying on the best we could with the given situation. Mr. Gilcher stated the water treatment and sanitary sewer operations are continuing as they would any other day. The construction inspections have slowed down a little bit due to the limited staffing but we are managing the best we can. Mr. Gilcher stated he has been assisting where needed as well to try and fill the void.

Mr. Platted stated that these are unprecedented times and he thinks Mr. Gilcher has done a great job managing it and wants to extend his thanks to the staff as well for doing stepping up and continuing to get the job done during this time.

USDA LOAN UPDATE:

Mr. Gilcher stated he and Mr. Albers had a discussion with RCAP to start the process to apply for the USDA Loan. He stated they have asked for financial and other information and the District is working on providing those requested documents at this time. He stated they discussed a couple of different projects that would be the best fit for this type of loan.

CITY OF PATASKALA-SWLCWS DISTRICT WATER/SANITARY SEWER SERVICE AREA AGREEMENT:

Mr. Gilcher stated the City approved the agreement with the District at the last Council Meeting. He stated he would like to thank the City for their work with the District on getting this accomplished.

Mr. Platte stated he is glad to see the closure of this as well and stated Mr. Gilcher and Mr. Sharrock did a great job in getting it completed.

Mr. Kretzmann asked what the most significant immediate impact was that would be felt from the agreement. Mr. Gilcher stated the Scotland Ridge Phase 2 will now be able to move forward with their project and the developer is very happy about now getting to move forward.

DEFERRED ASSESSMENT RESOLUTION:

Mr. Gilcher stated he sent an email today from Mr. Albers regarding the Roush/Shriner property. This issue has been going on for some time. The property has a deferred assessment that is due in full but the property is now 4 different parcels

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and 3 of the individual owners want to be able to pay their portion and be cleared of any liability. He stated Mr. Albers has been working with one of their attorneys to try and come up with a solution for the 3 property owners who wanted to pay their portion could do so. Mr. Albers provided a resolution for the Board to consider that would make an exception to the rule regarding not accepting partial payments on deferred assessments. He feels this exception will not compromise the integrity of the policy.

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

RESOLUTION:

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

R 2020-039

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

WHEREAS: THE DISTRICT, PERSUANT TO OHIO REVISED CODE SECTION 6119.52 AND RESOLUTIONS 98-052 AND 98-052, LEVIED SPECIAL ASSESSMENTS FOR THE CONSTRUCTION OF POTABLE WATER FACILITIES AND SANITARY SEWER FACILITIES ON MAY 5, 1998 (HEREIN, THE "PROJECT"); AND

WHEREAS: SUCH PROJECT PROVIDED POTABLE WATER AND SANITARY SEWER SERVICES TO CERTAIN AREAS OF THE DISTRICT; AND

WHEREAS: ONE PROPERTY ASSESSED WAS LICKING COUNTY AUDITOR'S PARCEL NUMBER 010-017418-00.000, AND THE ASSESSMENT WAS DEFERRED PERSUANT TO THE PROPERTY BEING LOCATED IN AN AGRICULTURAL DISTRICT PERSUANT TO R.C. 929.03; AND

WHEREAS: THE PROPERTY HAS BEEN SUBDIVIDED SINCE THE TIME OF THE ASSESSMENTS, AND NOW INCLUDES PARCEL NUMBERS 010-017418-00.004, 010-017418-00.002, AND 010-017418-00.003 (COLLECTIVELY REFERRED TO AS THE "SUBDIVIDED PARCELS"); AND

WHEREAS: THE SUBDIVIDED PARCELS HAVE BEEN WITHDRAWN FROM DEFERRED ASSESSMENT STATUS.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That, for the Subdivided Parcels referenced above, which parcels were subject to a deferred assessment which was thereafter withdrawn, and which Parcels were thereafter adjoined to Parcels located outside of the District on which homes were located, and which Parcels have no access to a public roadway, and which Parcels do not require the services for which the assessments were originally levied, the District hereby accepts payment from the Subdivided Parcels in the amount of the proportionate share of the assessment, with

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interest, and, following receipt of the payment and execution of the Agreement referenced below, is hereby released from further liability for the assessment.

2. That the District hereby accepts payment from the following owners in the following amounts which are attributable to their proportionate share of the deferred assessment:

Parcel 010-017418-00.004, the Kay A. Roeder Trust, \$120.10

Parcel 010-017418-00.002, David M. Arthur, \$186.97

Parcel 010-017418-00.003, Lauren and Timothy Marcum, \$401.65

3. That acceptance of the payment and release from further liability is contingent upon the owner(s) of the subdivided parcel entering into an Agreement with the District regarding the payoff of the assessment and agreeing that in the event that improvements are constructed on such Subdivided Parcels in the future requiring central water and/or sewer services, the owners of the same shall be required to obtain such services from the District unless the District, in its sole discretion, agrees that it is unable to provide such services.

4. That the acceptance of this payment and release from liability is hereby provided due to special facts and circumstances of these particular subdivided parcels, and shall not be deemed to be a modification or change to the District's standard Agriculture Property Policy.

5. 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. 2020-039 WAS APPROVED.

7. OFFICE MANAGER'S REPORT

Mrs. Carrelli stated they have received calls already regarding filling pools. She stated the policy stated the customer must pick up a pool meter to attach to the spigot while filling the pool. The sewer charge is then removed for the amount of water used to fill the pool. The current stay at home order makes this difficult. She proposed allowing the customer to contact the office when they start filling the pool. They will need to provide the dimensions of the pool just as they would before and they would need to contact the office when they are done filling the pool. The dimensions would be used to calculate the estimated amount of water needed and it would be compared to their average consumption.

Mr. Platte made a motion, second by Mr. Kretzmann, to temporarily change the pool fill policy to allow customers to call the office and provide pool fill information to

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receive the pool fill adjustment. This will only be in effect as long as the "Stay at Home" order is in place and the Board will be notified once that happens. Mr. Hagy wanted to clarify the customer will need to contact the office before filling the pool in order to receive the adjustment.

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

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

RESOLUTION:

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

R 2020-040

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

1. That the Board hereby removed the deferred sewer assessment, as it has been paid in full, as to the following property: Parcel# 010-016842-00.000, Project# 8008
2. That the Board hereby removed the deferred water assessment as it has been paid in full, as to the following property: Parcel# 010-016842-00.000, Project# 10217
3. That the Board hereby authorizes Albers & Albers to record updated affidavits of fact with the Licking County Recorder's Office indicating that the assessments have been paid in full.
4. 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. 2020-040 WAS APPROVED.

8. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

9. EXECUTIVE SESSION

Mr. Platte moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G)(1) Item#1

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To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and; Item#2
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.

Seconded by Mr. Kretzmann

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

MOTION CARRIED.

Entered executive session at 4:22 p.m.
The Board and Mr. Gilcher were present for Item#1 and the Board and Mrs. Pierce Tucker with the Taft Law Firm were present for Item# 2.

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

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

Motion Carried.

Returned from Executive Session at 5:05 p.m.

10. TRUSTEES' COMMENTS

Mr. Platte made a motion, second by Mr. Kretzmann to accept the resignation of Troy Dixon.
Upon roll call vote, all voted aye. Motion carried.

Mr. Platte made a motion, second by Mr. Kretzmann, to rescind Resolution # 2019-073, adopted November 15, 2019, to enter into an employment with John Carlisle.

Upon roll call vote, Mr. Hagy voted no. Mr. Platte and Mr. Kretzmann voted yes.
Motion carried.

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Mr. Platte made a motion, second by Mr. Kretzmann, to direct Mrs. Pierce Tucker with Taft Law Firm to investigate the next steps to take in the investigation and to give advisement to the Board.

Upon roll call vote Mr. Hagy voted no. Mr. Platte and Mr. Kretzmann voted yes. Motion carried.

Mr. Platte made a motion, second by Mr. Kretzmann to advertise for the General Manager position, using the posting with the current, approved, job description, as soon as possible, prepared by staff and reviewed by legal counsel, for no less than 30 days, until position is filled. Mr. Platte stated he recognizes in person interviews may be difficult at this time and hopes by the end of the 30-day period, it may be different. Phone interviews may also be a possibility.

Upon roll call vote, Mr. Hagy voted no. Mr. Platte and Mr. Kretzmann voted yes. Motion carried.

Mr. Platte stated the agreement with the City of Pataskala was approved at their Council Meeting. He wanted to thank Mr. Gilcher and Mr. Sharrock for all of their work to get this accomplished and looks forward to a good partnership moving forward. He stated he and Mr. Gilcher would be meeting with City officials this Monday to discuss getting sewer to the corporate JRS site.

Mr. Platte stated he has a meeting with Bruce Lane from St. Albans Township this Monday regarding the MOU for the 161-service area. He stated Jersey Township has already signed the MOU.

Mr. Kretzmann wanted to congratulate Mr. Hickin on his appointment to City Administrator for the City of Pataskala and stated he looks forward to continuing to work with the City in the future.

11. ADJOURNMENT

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 5:12p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

APRIL 9, 2020 4:00pm

SIGN BELOW:

NAME

ADDRESS

PHONE

Jawon Prene Tucker

65 E. State St.
Suite 1000

614-221-4000

**SWLCWSD
OFFICE REPORT
04/09/20**

1) Connection Fees Collected

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$875,871.45	\$1,475,649.52	\$253,173.97	\$0.00	\$0.00	\$0.00	\$253,173.97
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$0.00	\$0.00	\$0.00	\$150,738.00
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$0.00	\$0.00	\$0.00	\$403,911.97

2) Billing Charges

	2018	2019	1st Qtr 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$2,688,381.03	\$2,723,072.58	\$648,839.33	\$0.00	\$0.00	\$0.00	\$648,839.33
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$0.00	\$0.00	\$0.00	\$1,489,128.68
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$0.00	\$0.00	\$0.00	\$2,137,968.01

3) Capacity Fees

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$40,310.00	\$99,555.30	\$66,165.00	\$0.00	\$0.00	\$0.00	\$66,165.00
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$0.00	\$0.00	\$0.00	\$77,145.00
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$0.00	\$0.00	\$0.00	\$143,310.00

4) Assessment Revenue

	2018	2019	2020	Total 2020
1st Half	\$744,583.96	\$695,562.52	\$0.00	\$0.00
2nd Half	\$655,144.64	\$547,574.19	\$0.00	\$0.00
Total	\$1,399,728.60	\$1,243,136.71	\$0.00	\$0.00

Cash in Bank	As of 04/08/20	As of 04/07/19
	\$16,107,280.24	\$14,902,651.37
*Does not allow for future expenses		
Loan Payment Due 07/01/20	\$3,500,000.00	\$3,200,000.00
Balance Available	\$12,607,280.24	\$11,702,651.37