

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

**BOARD MEETING MINUTES
MAY 14, 2020**

1. OPENING

The May 14, 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 Josephine Carrelli and CJ Gilcher. The meeting was live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a motion, second by Mr. Hagy, to approve the agenda as presented with the addition of an item by Mr. Gilcher in the General Manager's Report. 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 Audit Finance Meeting of April 30, 2020 as presented. Upon roll call vote, all voted aye. Motion carried.

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the minutes of the Regular Board Meeting of April 30, 2020 as corrected. Upon roll call vote, all voted aye. Motion Carried.

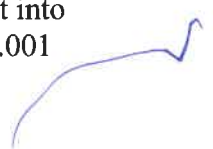
4. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Platte seconded. Upon roll call vote, all aye. Motion carried.

5. COMMUNICATIONS

Mr. Jim Duffy submitted two questions via email to be addressed at the meeting. His first question was regarding how deferred assessments are managed, monitored and collected and specifically questioned a particular parcel and whether or not the District received any money for it or if it was missed.

Mrs. Carrelli stated the parcel in question, was not assessed. The parcel was split into the .001 parcel in 1990 and the parent parcel was not assessed until 1999 so the .001 parcel was not included in the assessment. Mr. Gilcher and Mrs. Carrelli also explained that Mr. Albers completed the affidavit of fact project for all deferred assessments so we do not miss any in the future.



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His second question was regarding the property the District recently purchased at 13057 National Rd. He wanted to know if the property had an assessment on it and if so he wanted to know the amount and if it was paid or not.

Mrs. Carrelli stated the property owner paid the connection fees up front in 1994 to avoid the assessment on the property.

Public comments were attempted to do remotely but we were unable to get it work properly. The public is always welcome to submit comments by email to be addressed during the meeting.

6. GENERAL MANAGER'S REPORT

WTC CONCENTRATE FORCE MAIN PROJECT:

Mr. Gilcher stated they were around 80% complete. They are currently working on the West End and would be completing some pressure testing on the finished East end of the project next week. He anticipates the project to be completed by July.

COVID 19 UPDATE:

Mr. Gilcher stated the District staff is continuing to follow the reduced staffing and keep the office closed to the public at this time. Mr. Gilcher stated he was looking to bring staff back around June 1 but there were some concerns by some of the staff.

Mrs. Carrelli explained some of the concerns the office staff had and the increased risk of exposure with the State of Ohio starting to open back up.

Mr. Kretzmann stated he had no problem continuing to do what we are doing as long as the work was continuing to get done. He asked if there was any progress made in testing. Mr. Gilcher stated the only way to get testing was if you had symptoms and met certain criteria.

Mr. Gilcher stated the District did order non-contact thermometers, gloves, hand sanitizer and disposable masks 2-3 weeks ago but those items have not come in yet. He stated he is also still trying to come up with a design to make the front office safer with temporary plexi glass. Mr. Gilcher and the water plant supervisor Chad Sims will be coming up with the plan with the front and getting that done.

Mr. Platte stated he felt it was necessary for the staff to come back at some point to a new normal. He was supportive of continuing the staffing as it currently is and keep the building closed to the public until July 6, 2020. This will give the next 6 weeks to come up with the safety plans needed and get the supplies needed to be able to reopen safely.

Mr. Gilcher will be working with staff to obtain the necessary supplies to be able to reopen safely and figure out the best way to construct a divider between the front office staff and the public.

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STATE OF OHIO AUDIT:

Mr. Gilcher stated the District was contacted by Perry and Associates to begin the audit process. They would typically spend 2-3 days in the office gathering and going through different files. They were originally wanting to come late May or early June. Mr. Gilcher stated he asked Mrs. Killen to request an extension in the audit. We have not heard back from them with a response yet but we are hoping to put it off until July when the staff is back to full time.

RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH LOVES TRAVEL STOPS:

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

RESOLUTION:

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

R 2020-046

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH LOVES TRAVEL STOPS AND COUNTRY STORES.**
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 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. 2020-046 WAS APPROVED.

DENIAL OF SERVICE:

Mr. Gilcher stated he was contacted by a property owner on Hardwoods Dr. Harrison Township with a request like the previous 3 we have already had. They are requesting we deny water service and allow them to be served by the City of Pataskala per the contract with the City of Pataskala.

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the denial of service. Upon roll call vote, all voted aye. Motion carried.

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7. OFFICE MANAGER'S REPORT

Mrs. Carrelli stated she checked with Mr. Albers regarding assessing late fees. He stated most entities were not charging late fees at this time. Discussion followed.

Mr. Platte made a motion, second by Mr. Hagy to stop charging late fees immediately for May and June and to explore options for reversing late fees charged in April.

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

8. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

9. EXECUTIVE SESSION

Mr. Kretzmann made a motion, second by Mr. Platte, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(1)- 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.

Upon roll call vote, all vote aye.

The Board members and Ms. Pierce Tucker entered into executive session at 4:28pm.

Mr. Kretzmann made a motion, second by Mr. Hagy to return from executive session. Upon roll call vote, all voted aye.

Return from executive session at 5:12pm

10. TRUSTEES' COMMENTS

Mr. Kretzmann stated he appreciates everything the staff is doing to maintain the operation and applauds Mr. Gilcher for keeping it all under control. He also stated it was a very good thing we have done so without any staff members getting sick.

Mr. Platte stated the Board has previously discussed the need and desire to honor the commitment and the contract that was entered into almost 10 years ago to get water

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services to the 310/161 corridor. He stated the District has an MOU with Jersey Township to seek options and try and figure out how to make that happen. He stated there has been discussions with St Albans Township as well. They will be meeting in regular meetings again the second meeting of June and asked Mr. Platte to attend and explain the MOU.

RESOLUTION:

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

R 2020-047

- 1. RESOLUTION TO AUTHORIZE THE GENERAL MANAGER TO SPEND UP TO \$50,000.00 TO VARIOUS CONSULTANTS TO OBTAIN FEASIBILITY OPTIONS SUCH AS FINANCIAL ANALYSIS, ENGINEERING AND DESIGN AND CONSULTING OPTIONS FOR THE EXTENDING OF SERVICES TO THE 310/161 CORRIDOR OUTSIDE OF WHAT HAS ALREADY BEEN COMPLETED.**
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 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. 2020-047 WAS APPROVED.

Mr. Platte made a motion, second by Mr. Kretzmann, to direct Ms. Pierce-Tucker with the Taft Law Firm to draft and issue a demand letter to John Carlisle seeking reimbursement of the full salary paid to him under the employment contract that was deemed null and void by the Board on March 26, 2020 as well as legal expenses paid to the Taft Law Firm from the time they were retained in November 2019 through March 26, 2020 and to include in the demand letter that should Mr. Carlisle deny the request or not respond to the request that the Board reserves the right to seek further legal action in the appropriate court of law.

Mr. Platte asked Ms. Pierce Tucker to work with Mrs. Carrelli and Mrs. Killen to determine those amounts and to send the letter as soon as possible.

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

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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 5:26 p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

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BOARD MEETING

May 14, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

Jamca Anne Tudor 65. E State St 614-334-6182

**SWLCWSD
OFFICE REPORT
05/14/20**

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	\$119,093.36	\$0.00	\$0.00	\$372,267.33
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$148,515.18	\$0.00	\$0.00	\$299,253.18
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$267,608.54	\$0.00	\$0.00	\$671,520.51

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	\$224,062.31	\$0.00	\$0.00	\$872,901.64
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$508,863.30	\$0.00	\$0.00	\$1,997,991.98
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$732,925.61	\$0.00	\$0.00	\$2,870,893.62

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	\$472,378.86	\$472,378.86
2nd Half	\$655,144.64	\$547,574.19	\$0.00	\$0.00
Total	\$1,399,728.60	\$1,243,136.71	\$472,378.86	\$472,378.86

Cash in Bank	As of 05/12/20	As of 05/11/19
	\$17,093,710.68	\$15,817,334.51
*Does not allow for future expenses		
Loan Payment Due 07/01/20	\$3,500,000.00	\$3,200,000.00
Balance Available	\$13,593,710.68	\$12,617,334.51