

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

**BOARD MEETING MINUTES  
October 8, 2020**

**1. OPENING**

The October 8, 2020 Regular 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. Platte made a motion, second by Mr. Hagy, 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. Hagy to approve the minutes of the Regular Board Meeting of September 24, 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 voted aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Gilcher stated he had two items for communications. One is from K. E. McCartney & Associates who is representing the SWL Local School District on the High/Middle School renovation project on Watkins Rd. The School District is requesting a variance to allow an athletic building that is being constructed to connect to the water line at the existing structure and be metered through the existing meter. This would allow the School District to save in construction cost and additional infrastructure to maintain. District Rules and Regulations state that each building shall be metered separately. Mr. Gilcher stated he would recommend that the District allow the variance and also stated there would still be a 2” tap fee and capacity fees that would be paid. Mr. Hagy stated that he would like Mr. Albers to review and draft the agreement. Mr. Gilcher stated that the resolution was drafted by Mr. Albers and Mr. McCarter.

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Mr. Gilcher stated he received an email before the meeting today from Mr. Terry Andrews with DR Horton, Westport Homes.

Mr. Gilcher stated that on Thursday October 1, 2020, Mr. Andrews requested that the District allow two separate agreements, one for water and one for sanitary sewer for Ellington Village Part 8 as they had not received the permit to install from the Ohio EPA for the water plans. Mr. Gilcher responded and let Mr. Andrews know that after consulting with District legal counsel, it was determined that two agreements would not be a viable option. Mr. Gilcher asked if he would like him to go ahead and draft the agreement or if he wanted to wait until the permit to install was obtained. He did not receive a response. Last night, (October 7, 2020) about 6:30pm, Mr. Andrews send Mr. Gilcher an email stating please see attached PTIs for water and sanitary and was requesting to be added to the agenda for the meeting today. The agenda had already been created and posted and Mr. Gilcher let Mr. Andrews know that he would have the agreement drafted for approval at the meeting on October 29, 2020. There was not enough time to have the agreement completed before the 4pm Board Meeting. Mr. Andrews is requesting the Board allow Mr. Gilcher to approve the development agreement without Board review or approval once all required items have been submitted so they can start to work before the next Board Meeting when the approval would happen.

There was a lot of discussion regarding procedures and the last minute requests that have been made previously by Mr. Andrews.

It was decided that the Board will not set the precedent to approve the request when we have an established process. The Board stated they would be willing to schedule a special meeting if necessary.

**6. GENERAL MANAGER'S REPORT**

**RESOLUTION TO APPROVE ENGINEERING AGREEMENT WITH HULL & ASSOCIATES, LLC FOR THE SUMMIT ROAD SANITARY SEWER FORCE MAIN EXTENSION PROJECT:**

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

**RESOLUTION:**

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

**R 2020-084**

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**WHEREAS:** the Southwest Licking Community Water and Sewer District has determined the need to construct the Summit Road Sanitary Sewer Force Main Extension Project to service existing and future customers, and;

**WHEREAS:** the General Manager recommends that the District enter into an engineering agreement with Hull & Associates, LLC. to provide sanitary sewer force main design services as described in the scope of services, and;

**THEREFORE:** the Board of Trustees approves the contract with Hull & Associates, LLC. in an amount not to exceed \$87,000.00 and hereby authorizes the President of the Board of Trustees to sign the contract attached hereto.

**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. 2020-084 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH C5 ETNA 1, LLC FOR THE CORE 5 I-70 LOGISTICS CENTER EAST PROJECT:**

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

**RESOLUTION:**

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

**R 2020-085**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH C5 ETNA 1, LLC., FOR THE CORE 5 I-70 LOGISTICS CENTER EAST PROJECT;**
- 2. 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.**

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-085  
WAS APPROVED.**

**RESOLUTION TO REVOKE PRIOR RESOLUTION 2020-077 AND TO APPROVE  
CONSULTING AGREEMENT WITH BENNETT & WILLIAMS  
ENVIRONMENTAL CONSULTANTS, INC.**

Mr. Gilcher stated this was approved at the last meeting pending legal review of the agreement. This is for the GIS system. Mr. Gilcher stated that Mr. Albers felt it was best to revoke the original resolution and agreement and draft a new one due to the changes that were made.

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

**RESOLUTION:  
R 2020-086**

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

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

1. That the Board hereby revokes prior Resolution 2020-077; and,
2. That the Board hereby approves the Consulting Agreement with Bennett & Williams Environmental Consultants, Inc., as revised and presented to the Board on this date.
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. 2020-086 WAS APPROVED.**

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**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH LINDEN AVENUE LLC FOR THE DOLLAR GENERAL ETNA PROJECT:**

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

**RESOLUTION:  
R 2020-087**

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

**RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH LINDEN AVENUE LLC, FOR THE DOLLAR GENERAL - ETNA PROJECT;**

**THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS 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. 2020-087 WAS APPROVED.**

**RESOLUTION TO APPROVE VARIANCE REQUESTED BY SWL SCHOOL DISTRICT:**

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

**RESOLUTION:**

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

**PURSUANT TO THE REQUEST OF THE SOUTHWEST LICKING SCHOOL DISTRICT, DUE TO THE UNIQUE SITE CONDITIONS AT PARCEL NUMBER 010-016700-00.00 PERMISSION IS HEREBY GRANTED TO PROVIDE WATER SERVICE TO THE NEW ATHLETIC BUILDING TO BE CONSTRUCTED PURSUANT TO SUBMITTED PLANS BY CONNECTING TO AN EXISTING 4-INCH WATER LINE AT THE WATKINS HIGH SCHOOL THAT WOULD BE REDUCED TO A 2-INCH LINE. ALL APPLICABLE CHARGES FOR A 2-INCH METER NEW WATER SERVICE WILL BE APPLICABLE AND DUE AND OWING ACCORDING TO THE DISTRICT'S DEPOSIT, FEE AND CHARGE SCHEDULE.**

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Mr. Hagy asked if this had been done in the past. Mr. Gilcher stated he was not aware of any situation like this before. Mr. Hagy requested this be discussed with Mr. Albers before approval to make sure this is not setting a precedent for the next property owner that may request the same thing in the future.  
Mr. Gilcher will discuss this further with Mr. Albers.

**7. OFFICE MANAGER'S REPORT**

Mrs. Carrelli stated she was contacted by the brokers for the District health insurance policy general liability insurance policy this week. They will begin the process to obtain quotes and we should receive the renewal quotes in the next month.

**8. ATTORNEY'S REPORT**

Mr. Albers was not present at this meeting.

**9. EXECUTIVE SESSION**

Mr. Platte made a motion, second by Mr. Kretzmann, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(1)- To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee of official.

Upon roll call vote, all voted aye.

Entered executive session at 4:40pm

The three Board Members, Mr. Gilcher and Mrs. Carrelli were included in the executive session.

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

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Return from executive session at 4:57pm

Mr. Platte stated No resolution, rule, or formal action was taken during executive session.

**10. MISCELLANEOUS**

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

**RESOLUTION:**

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

**R 2020-088**

**RESOLUTION TO HIRE CARI PARRA FOR THE FULL TIME ADMINISTRATION CLERK POSITION AT \$18.50 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

**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.**

Mr. Gilcher stated he would like to review the new employees after 6 months for a possible wage increase.

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-088 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2020-089**

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**RESOLUTION TO HIRE LORRAINA LEMASTER FOR THE FULL TIME ADMINISTRATION CLERK POSITION AT \$18.50 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

**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. 2020-089 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 2020-090**

**RESOLUTION TO HIRE LONNIE MAYNARD FOR THE REGULAR, PART TIME CONSTRUCTION INSPECTIONS POSITION AT \$30.00 PER HOUR.**

**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. 2020-090 WAS APPROVED.**

**11. TRUSTEES' COMMENTS**

Mr. Platte asked how many applicants there were for the administration position. Mr. Gilcher stated there were 280 applicants. Mr. Platte thanked Mrs. Carrelli for the work she did in reviewing the resumes and stated he was happy to see we got some good applicants.



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**12. 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  
5:02 p.m.

ATTEST:

  
**CHARLES HAGY, SECRETARY**

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

October 8, 2020 4:00pm (Streamed online for public viewing)

**SIGN BELOW:**

NAME

ADDRESS

PHONE

**SWLCWSD  
OFFICE REPORT  
10/08/20**

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	\$350,140.16	\$550,117.00	\$89,018.00	\$1,242,449.13
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$504,530.00	\$71,816.00	\$1,007,021.38
<b>Total</b>	<b>\$1,822,243.63</b>	<b>\$2,796,567.40</b>	<b>\$403,911.97</b>	<b>\$630,077.54</b>	<b>\$1,054,647.00</b>	<b>\$160,834.00</b>	<b>\$2,249,470.51</b>

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	\$694,813.17	\$774,823.78	\$0.00	\$2,118,476.28
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$1,561,567.15	\$1,663,541.94	\$0.00	\$4,714,237.77
<b>Total</b>	<b>\$8,684,899.15</b>	<b>\$8,808,823.67</b>	<b>\$2,137,968.01</b>	<b>\$2,256,380.32</b>	<b>\$2,438,365.72</b>	<b>\$0.00</b>	<b>\$6,832,714.05</b>

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	\$25,020.00	\$25,715.00	\$14,595.00	\$131,495.00
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$25,020.00	\$25,715.00	\$14,595.00	\$142,475.00
<b>Total</b>	<b>\$113,980.00</b>	<b>\$209,535.60</b>	<b>\$143,310.00</b>	<b>\$50,040.00</b>	<b>\$51,430.00</b>	<b>\$29,190.00</b>	<b>\$273,970.00</b>

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	\$370,687.93	\$370,687.93
<b>Total</b>	<b>\$1,399,728.60</b>	<b>\$1,243,136.71</b>	<b>\$843,066.79</b>	<b>\$843,066.79</b>

Cash in Bank	As of 10/06/20	As of 10/05/19
	\$17,858,614.05	\$16,687,215.37
*Does not allow for future expenses		
Loan Payment Due 01/01/21	\$3,200,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$14,658,614.05</b>	<b>\$13,487,215.37</b>