

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

**BOARD MEETING MINUTES  
November 19, 2020**

**1. OPENING**

The November 19, 2020 Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 6:00p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Platte, and Mr. Hagy were present at roll call. Also present were Josephine Carrelli and CJ Gilcher. John Albers was available via telephone conference. 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. 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 November 12, 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 received an email from Mr. Gary Burkholder that he wanted to be presented in the meeting today. Mr. Burkholder sent an email to Mr. Johnson and another email to Mr. Foor, Etna Township Trustees, asking both of them what the application process was for the upcoming board vacancy on the Southwest Licking Community Water and Sewer District. He also asked if the vacancy was advertised. The emails were read for the record.

**6. GENERAL MANAGER'S REPORT**

**RULES AND REGULATIONS, DEPOSIT, FEE, AND CHARGE SCHEDULE  
DISCUSSION:**

***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. Gilcher stated he sent the deposit fees and charges schedule to Mr. Albers for review as he found some issues he wanted addressed. Mr. Albers stated he was glad Mr. Gilcher has brought this issue up as he feels like it was necessary to clarify some items. There was clarifications made regarding assessments, capacity fees, and some other items. The changes were provided to the Board for review and a decision is to be made at the next meeting.

**RESOLUTION TO APPROVE CARES ACT SICK LEAVE POLICY:**

Mr. Gilcher stated he has been working with Mr. Albers on drafting a policy to reflect the District requirements pertaining to the Cares Act. He explained the requirements and stated the policy outlines those requirements and will be in place as long as the Cares Act is in place.

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

**RESOLUTION:**

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

**R 2020-099**

**WHEREAS**, on April 2, 2020, the Families First Coronavirus Response Act (herein, the "FFCRA") became effective and set forth paid sick leave or expanded family and medical leave for specified reasons related to COVID-19; and

**WHEREAS**, the District Board of Trustees (herein, the "Board") desire to set forth a policy for its employees related to COVID-19 Sick Leave, as set forth in the FFCRA; and

**WHEREAS**, the Board desires to have this COVID-19 Leave Policy in effect as long as the FFCRA is in effect; now, therefore

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

1. That the Board hereby approves the COVID-19 Leave Policy, as presented, and shall remain in effect until December 31, 2020, unless the Family First Coronavirus Response Act is extended, in which event the COVID-19 Leave Policy shall remain in effect until the FFCRA is rescinded or modified.
2. 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

***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

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. 2020-099 WAS APPROVED.**

**DRAFT AUDIT REPORT-SIGNATURES:**

Mr. Gilcher stated the audit is complete and there was no issues. The Board needs to sign the report to send back to the auditors.

**PARK NATIONAL BANK ACH INCREASE PAPERWORK-SIGNATURE:**

Mr. Gilcher stated per Mrs. Killen we need to increase the ACH transfer amount with PNB as we are nearing the limit.

Mr. Kretzmann made a motion, second by Mr. Platte, to approve the ACH limit increase request and sign the necessary paperwork. Upon roll call vote all voted aye. Motion carried.

**7. OFFICE MANAGER'S REPORT**

Mrs. Carrelli stated the health insurance renewal came in at 18%. She stated the employees updated all their information so the broker can go to the market and see if there is any better option out there. There will be a resolution at the next meeting. She also stated the general liability renewal is 6%. She stated with the claims over the past few years and increase of assets 6% was a good renewal. The last few years the broker obtained quotes from other carriers with no luck and last year we used three different brokers and nobody else came close to the renewal offered by Wichert. She will also have a resolution for this renewal at the next meeting.

**8. ATTORNEY'S REPORT**

Mr. Albers a bill was introduced to the general assembly to extend remote meetings for political subdivisions. He stated he expects it to pass to be extended beyond December 31.

**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)(2)- To consider the purchase of property for public purposes.

Upon roll call vote, all voted aye.

***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

Entered executive session at 6:30pm

The three Board Members, Mr. Gilcher and Mr. Albers via phone were included in the executive session.

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

Return from executive session at 6:58pm

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

**10. TRUSTEES' COMMENTS**

Mr. Platte wished everyone a happy and safe Thanksgiving.

**11. ADJOURNMENT**

Mr. Platte 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 6:59 p.m.

ATTEST:



**TRENT STEPP, SECRETARY**

SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

November 19, 2020 6:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD  
OFFICE REPORT  
11/19/20**

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	\$447,642.93	\$1,601,074.06
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$504,530.00	\$265,170.61	\$1,200,375.99
<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>\$712,813.54</b>	<b>\$2,801,450.05</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	\$232,240.55	\$2,350,716.83
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$1,561,567.15	\$1,663,541.94	\$517,939.55	\$5,232,177.32
<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>\$750,180.10</b>	<b>\$7,582,894.15</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	\$37,182.50	\$154,082.50
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$25,020.00	\$25,715.00	\$37,182.50	\$165,062.50
<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>\$74,365.00</b>	<b>\$319,145.00</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 11/17/20	As of 11/16/19
	\$19,198,005.89	\$17,405,582.34
*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>\$15,998,005.89</b>	<b>\$14,205,582.34</b>