

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

**BOARD MEETING MINUTES  
April 27, 2023**

**1. OPENING**

The April 27, 2023, Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00 p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Stepp, and Mrs. Carter were present at roll call. Also present were CJ Gilcher, Josephine Carrelli, Nick Eippert, and those members of the public who signed the sign in sheet. The meeting was also live streamed for public viewing.

**2. ADOPTION OF AGENDA**

Mr. Gilcher added a hydrant flushing update to the agenda. Mr. Eippert removed the farm lease for Mr. Emswiler from the agenda as he recently passed away.

Mr. Kretzmann made a motion, second by Mr. Stepp, to approve the agenda as amended. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Kretzmann made a motion, seconded by Mrs. Carter to approve the meeting minutes from the April 13, 2023, Regular Meeting.

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

**4. PAYMENT OF BILLS**

Mrs. Carter moved to approve payment of the bills as presented. Mr. Stepp seconded. Upon roll call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

There were no communications.

**6. PUBLIC COMMENTS**

Gary Burkholder asked how the property purchase in St Albans Township was being funded. Mr. Kretzmann said it was purchased with cash. Mr. Burkholder asked if Mr. Platte was involved in the decision-making process for the purchase of that property.

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Mr. Kretzmann said he would have been involved with the discussions as a Board member but was not involved as a consultant. Mr. Burkholder also had concerns and questions about the funding of the Wagram plant.

**7. GENERAL MANAGER'S REPORT**

**HYDRANT FLUSHING:**

Mr. Gilcher said hydrant flushing will begin in the NE quadrant of the District on May 1. Signs will be posted, maps have been posted on the website and a message will be added to the bills and the phone message.

**SMOKE ROAD LIFT STATION PROJECT UPDATE:**

Mr. Gilcher said the contractor broke ground on this project this week and has an anticipated completion date of October 2023.

**WAGRAM WASTEWATER TREATMENT CENTER PROJECT UPDATE:**

Mr. Gilcher said he and Mr. Holton will be reviewing the 90% plan drawings. Those will then be sent to the CMAR for their final guaranteed maximum price. The tree clearing is anticipated to begin October 1, 2023.

**SR 161 ELEVATED WATER STORAGE TANK UPDATE:**

Mr. Gilcher said this has been approved through the EPA for a permit to install. He said they are waiting for the USDA funding final sign off. It will then be ready for the advertisement to bid. Construction is anticipated to start around summer to fall of this year.

**UNION TOWNSHIP WATERLINE EXTENSION PROJECT UPDATE:**

Mr. Gilcher said this is still at the EPA for their review to approve the permit to install. He said they did comments from the EPA and sent the revised plans back to the EPA for their approval. Design has also started on Phase II and they continue to work on obtaining required easements.

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**RESOLUTION TO APPROVE SANITARY SEWER INFRASTRUCTURE BILL  
OF SALE FOR THE VILLAS AT CUMBERLAND SECTION 2, PART 2 PROJECT:**

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

**RESOLUTION:**

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

**R 2023-037**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH CUMBERLAND ESTATES, LLC. FOR THE VILLAS AT CUMBERLAND SECTION 2, PHASE 2 PROJECT ON JULY 9, 2019, AND**
- 2. CUMBERLAND ESTATES, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER INFRASTRUCTURE, AND**
- 3. THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER FACILITIES IN VILLAS AT CUMBERLAND SECTION 2, PHASE 2 PROJECT, AND**

**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. 2023-037 WAS APPROVED.**

**RESOLUTION TO APPROVE WATER INFRASTRUCTURE BILL  
OF SALE FOR THE VILLAS AT CUMBERLAND SECTION 2, PART 2 PROJECT:**

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

**RESOLUTION:**

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

**R 2023-038**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH CUMBERLAND ESTATES, LLC. FOR THE VILLAS AT CUMBERLAND SECTION 2, PHASE 2 PROJECT ON JULY 9, 2019, AND**

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2. **CUMBERLAND ESTATES, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND**
3. **THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER LINE FACILITIES IN VILLAS AT CUMBERLAND SECTION 2, PHASE 2 PROJECT, AND**
4. **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. 2023-038 WAS APPROVED.**

**RESOLUTION TO APPROVE USE & HOOKUP FOR THE CORE 5 MINK STREET INDUSTRIAL PROJECT:**

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

**RESOLUTION:**

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

**R 2023-039**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH C5 ETNA 2, LLC. FOR THE MINK STREET INDUSTRIAL PROJECT ON DECEMBER 30, 2021; AND**

**WHEREAS: C5 ETNA 2, LLC. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THEREFORE: THE BOARD OF TRUSTEES GRANTS CONDITIONAL ACCEPTANCE AND HEREBY APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN THE MINK STREET INDUSTRIAL PROJECT; UPON COMPLIANCE WITH AND PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES & REGULATIONS SECTIONS 609 AND 610; AND**

**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**

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**COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-039 WAS APPROVED.**

**RESOLUTION TO APPROVE USE & HOOKUP FOR THE HOLMES SUITES & INN PROJECT:**

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

**RESOLUTION:**

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

**R 2023-040**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH HOLMESUITES, LTD. FOR THE HOLMESUITES & INN PROJECT ON JULY 14, 2022; AND**

**WHEREAS: HOLMESUITES, LTD. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THEREFORE: THE BOARD OF TRUSTEES GRANTS CONDITIONAL ACCEPTANCE AND HEREBY APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN THE HOLMESUITES & INN PROJECT; UPON COMPLIANCE WITH AND PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES & REGULATIONS SECTIONS 609 AND 610; AND**

**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. 2023-040 WAS APPROVED.**

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**RESOLUTION TO APPROVE USE & HOOKUP FOR THE COUGHLIN FORD  
COMPLEX WATERLINE IMPROVEMENTS PROJECT:**

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

**RESOLUTION:**

Mr. Kretzmann made a motion, second by Mrs. Carter

**R 2023-041**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH COUGHLIN AUTOMOTIVE PROPERTIES OF CIRCLEVILLE, LLC. FOR THE COUGHLIN FORD COMPLEX WATERLINE IMPROVEMENTS PROJECT ON JANUARY 27, 2022; AND**

**WHEREAS: WITH COUGHLIN AUTOMOTIVE PROPERTIES OF CIRCLEVILLE, LLC. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THEREFORE: THE BOARD OF TRUSTEES GRANTS CONDITIONAL ACCEPTANCE AND HEREBY APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN THE COUGHLIN FORD COMPLEX WATERLINE IMPROVEMENTS PROJECT; UPON COMPLIANCE WITH AND PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES & REGULATIONS SECTIONS 609 AND 610; AND**

**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. 2023-041 WAS APPROVED.**

**8. OFFICE MANAGER'S REPORT**

**RESOLUTION TO CERTIFY DELINQUENTS TO LCA:**

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

**RESOLUTION:**

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

**R 2023-042**

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR**

**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. 2023-042 WAS APPROVED.**

**WATER SHUT OFFS:**

Mrs. Carrelli stated there were 60 door tags left on Monday to customers scheduled to be shut off. 9 customers were turned off on Wednesday and 5 of those have been turned back on.

**9. ATTORNEY'S REPORT**

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

**RESOLUTION:**

Mr. Kretzmann made a motion, second by Mrs. Carter

**R 2023-043**

**RESOLUTION TO APPROVE LEASE OF 6.0 ACRES ON JERSEY MILL ROAD ST. ALBANS TOWNSHIP (PIN 066-318558-01-004) TO B. CARR FARMS, INC. TO FARM IN 2023 SEASON FOR \$1,080.00.**

**THE BOARD AUTHORIZES THE BOARD PRESIDENT TO SIGN THE LEASE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO CARRY FORWARD THE PURPOSE OF THIS RESOLUTION AND LEASE.**

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-043 WAS APPROVED.**

**10. EXECUTIVE SESSION**

Mr. Kretzmann made a motion, second by Mr. Stepp, to enter into executive session Pursuant to Ohio Revised Code 121.22 (G)(2) To consider the purchase of property for public purposes, The 3 board members, Mr. Gilcher, and Nicholas Eippert were included in the executive session.

AND

Pursuant to Ohio Revised Code 121.22 (G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

The 3 board members and the Chief Legal Counsel Nicholas Eippert were included in the executive session. Matt and Steve Teetor (District's outside counsel) joined via telephone.

Upon roll call vote, all voted aye.

Entered executive session at 4:15 p.m.

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

Returned from executive session at 5:00 p.m.

Mr. Kretzmann stated No resolution, rule, or formal action was taken during the executive sessions.

**11. TRUSTEES' COMMENTS**

Mr. Kretzmann asked for consideration in changing the June 28, 2023, board meeting to June 26, 2023. He asked for the other Board Members to check their schedules, and this can be discussed at the next meeting.

Mrs. Carter wanted to thank Mr. Gilcher for the project list he provided. She said it was very helpful.



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Mr. Stepp wanted to remind everyone we have two meetings on May 11 with the first one being the Audit Finance meeting starting at 3:00pm.

**12. ADJOURNMENT**

Mr. Stepp made a motion, second by Mrs. Carter that the meeting would be adjourned.

Upon Roll Call vote, all voted aye. The meeting was adjourned at 5:02 p.m.

ATTEST:

  
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**Melissa Carter, Secretary**

**SWLCWSD  
OFFICE REPORT  
04/27/23**

1) Connection Fees Collected

	2021	2022	1st Qtr. 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$3,302,569.87	\$1,509,126.87	\$57,750.97	\$183,387.00			\$241,137.97
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$60,015.26			\$88,727.26
<b>Total</b>	<b>\$5,462,593.80</b>	<b>\$2,636,763.39</b>	<b>\$86,462.97</b>	<b>\$243,402.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$329,865.23</b>

2) Billing Charges

	2021	2022	1st Qtr 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$3,020,543.16	\$3,083,747.26	\$796,260.94				\$796,260.94
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51				\$1,645,164.51
<b>Total</b>	<b>\$9,616,600.83</b>	<b>\$9,745,728.25</b>	<b>\$2,441,425.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,441,425.45</b>

3) Capacity Fees

	2021	2022	1st Qtr. 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$91,740.00	\$41,133.13	\$0.00	\$6,950.00			\$6,950.00
Sewer	\$84,095.00	\$40,438.12	\$0.00	\$8,783.50			\$8,783.50
<b>Total</b>	<b>\$175,835.00</b>	<b>\$81,571.25</b>	<b>\$0.00</b>	<b>\$15,733.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,733.50</b>

4) Assessment Revenue

	2021	2022	2023	Total 2023
1st Half	\$302,195.30	\$164,451.34	\$109,578.58	\$109,578.58
2nd Half	\$249,139.14	\$141,199.87		
<b>Total</b>	<b>\$551,334.44</b>	<b>\$305,651.21</b>	<b>\$109,578.58</b>	<b>\$109,578.58</b>

Cash in Bank	As of 04/26/23	As of 04/11/22
	\$17,228,467.18	\$25,005,576.97
*Does not allow for future expenses		
Loan Payment Due 07/01/23	\$2,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$15,228,467.18</b>	<b>\$21,805,576.97</b>