

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

**SPECIAL BOARD MEETING MINUTES  
June 8, 2023**

**1. OPENING**

The June 8, 2023, Special Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 2:00 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, Kathy Killen, 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. Stepp made a motion, second by Mrs. Carter, 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, seconded by Mr. Stepp to approve the meeting minutes from the May 25, 2023, Audit Finance Meeting and the May 25, 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. Kretzmann seconded. Upon roll call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Gilcher read a request for water service from Southern Tire Mart at Pilot Flying J. Discussion followed. There will need to be ongoing conversations and collaboration between the District and the Village of Kirkersville.

**6. PUBLIC COMMENTS**

Mr. Jim Duffy referenced an EPA document he found from 2017 regarding a valve exercise and hydrant flushing program and asked if they were ever implemented.

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Mr. Gilcher said yes, they purchased a piece of equipment for the valve exercise program and the flushing of the NE side of the system has already been completed for this year. He also asked about a leak issue with the Ashley Furniture warehouse and if the bill was ever paid and if it was discounted at all.

Mrs. Carrelli said it was paid and they did not receive any type of adjustment.

Mr. Duffy also asked if a deferred assessment had been paid on a piece of property that was recently sold. Mrs. Carrelli said she would have to look into it.

Mr. Gary Burkholder asked if there was any update on some sewer issues at the Scannell property on Tollgate.

Mr. Gilcher said they did send correspondence regarding some blockages in the manhole they discharge to and they are working with their general contractor on the repair. Mr. Gilcher said they will stay on top of it and make sure it gets taken care of.

**7. GENERAL MANAGER'S REPORT**

**RMP DEVELOPMENT CONSULTANT UPDATE:**

Mr. Platte said he continues to work with the GM and Chief Legal Counsel on project development and identifying funding sources. He said he has a meeting scheduled with Delco to discuss some regional collaboration. He also intends to reach out to Ms. Hansen from Etna Township regarding the SR 310 project.

**WAGRAM WWTC PROJECT UPDATE:**

Mr. Gilcher said this project has gone to bid through the CMAR. There is a pre-bid meeting on Monday. He said he looks forward to seeing how the project bids out and the next question would be to determine how to fund it.

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

Mr. Gilcher said this is still in USDA review. He was hoping to hear something this week but has not yet. He said he is pushing to get this done so they can start.

**SUMMIT ROAD FORCE MAIN EXTENSION PROJECT UPDATE:**

Mr. Gilcher said the contractor is still completing hydrostatic testing on the main. There were some leaks they are trying to identify and repair. He is hopeful it will be substantially complete and being utilized by the end of the month.

**SMOKE & REFUGEE ROAD LIFT STATION PROJECT UPDATE:**

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Mr. Gilcher said the valve vault and wet well has been set. The contractor is getting ready for a road closure that will start in the next week or so to take out the box culvert. They will put the sanitary sewer in first and then the box culvert will go on top of it.

**RESOLUTION TO APPROVE-BILL OF SALE WITH WESTPORT HOMES FOR THE ELLINGTON VILLAGE SECTION 6 SANITARY SEWER INFRASTRUCTURE:**

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

**RESOLUTION:**

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

**R 2023-067**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, INC. FOR THE ELLINGTON VILLAGE SECTION 6 PROJECT ON MARCH 26, 2020, AND**
- 2. WESTPORT HOMES, INC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER LINE INFRASTRUCTURE, AND**
- 3. THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER LINE FACILITIES IN ELLINGTON VILLAGE SECTION 6, 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. 2023-067 WAS APPROVED.**

**RESOLUTION TO APPROVE-BILL OF SALE WITH WESTPORT HOMES FOR THE ELLINGTON VILLAGE SECTION 6 WATER INFRASTRUCTURE:**

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

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**RESOLUTION:**

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

**R 2023-068**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, INC. FOR THE ELLINGTON VILLAGE SECTION 6 PROJECT ON MARCH 26, 2020, AND**
- 2. WESTPORT HOMES, INC. 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 ELLINGTON VILLAGE SECTION 6, 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. 2023-068 WAS APPROVED.**

**TO REVIEW, DISCUSS, AND TAKE POSSIBLE ACTION ON THE EMERGENCY AGREEMENT FOR THE SALE OF POTABLE WATER BETWEEN THE FAIRFIELD COUNTY BOARD OF COMMISSIONERS, THE JEFFERSON WATER AND SEWER DISTRICT AND THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT:**

Mr. Gilcher said as part of this contact he is recommending an increase on the transfer rate from \$1.50/1,000 gallons to \$2.25/1,000 gallons. Mr. Gilcher spoke with the director for Jefferson Water and Sewer District, and they feel there should not be an increase but if there is one that it should be minimal.

Mr. Gilcher said the original 2013 agreement was intended to be a mutual aid agreement where if there was an emergency such as a water main break or a tower down, this would be a temporary fix to mutually aid each other. Mr. Gilcher said since the agreement was put in place in 2013 it has more of a water sale every summer. He said it is supposed to be mutually beneficial so if we needed water, we could receive it from Jefferson and if they needed water, they could receive it from us. Mr. Gilcher said in his opinion, the majority of the time, Jefferson would not be able to fulfill that obligation to the District.

Mr. Gilcher said Jefferson requested that we have an emergency meeting late last week to address this. He said he did turn the interconnect valve on to help them out but did have some scheduled maintenance that they were not able to do during the normal time and it had to be

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done during overtime on Tuesday and Wednesday nights to be able to keep our customers with water, and supply water to Jefferson.

Mrs. Carter wanted to confirm that Jefferson said there was an emergency, and we did turn the valve on to help them out.

Mr. Gilcher said yes, Jefferson did request that we have an emergency meeting to address this last week. He said he pushed to have a contract ready to present for a potential special meeting Monday or Tuesday this week but then he received an email saying they don't necessarily need this agreement in place right now, but still want to get it done.

Mrs. Carter asked if there was any information provided as to how it went from an emergency last week and now it is something they don't need right away.

Mr. Gilcher said the only information provided was that the towers were starting to fill.

Discussion followed regarding the agreement and the definition of a true emergency and if the agreement is mutually beneficially and if there was anything that could be done to make sure it was mutually beneficial.

Mr. Gilcher said they have always had a great relationship with Jefferson and thinks some more discussions regarding the agreement are warranted moving forward but recommends the Board approve the agreement as presented. He said he reached out to them in May and asked if they were going to need an agreement this year and Jefferson said they were fine and would not need one, until last week.

Mrs. Carter said she thinks offering a one-year agreement at this time is generous and if they determine this is no longer mutually beneficially, they should re-visit the terms after this one-year agreement expires.

Mr. Stepp said when they determined it was an emergency, his first questions was if it was a life safety issue and if there was truly an emergency or was it just that the tanks were getting low. He said it was clarified there was no life safety emergency, and it would be ok to wait until today's meeting to work through the agreement. He said he just wanted to clarify when they say emergency, that it was not a life safety emergency.

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

**RESOLUTION:**

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

**R 2023-069**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT, FAIRFIELD COUNTY COMMISSIONERS AND THE JEFFERSON WATER & SEWER DISTRICT DESIRE TO ENTER INTO AN "EMERGENCY AGREEMENT FOR THE SALE OF POTABLE**

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**WATER” ATTACHED HERETO AS SHOWN SIGNIFICANTLY AS EXHIBIT A; AND**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE AGREEMENT AND AUTHORIZES THE PRESIDENT BOARD OF TRUSTEES TO SIGN THE AGREEMENT SUBJECT TO FINAL LEGAL REVIEW BY THE DISTRICTS CHIEF LEGAL COUNSEL.**

**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. 2023-069 WAS APPROVED.**

**RESOLUTION TO APPROVE 2024 BUDGETS:**

Mrs. Killen presented a resolution for the Board’s consideration and approval:

**RESOLUTION:**

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

**R 2023-070**

**RESOLUTION TO APPROVE THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT BUDGET YEAR 2024 AS PRESENTED.**

**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. 2023-070 WAS APPROVED.**

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**RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF THE COOPERATIVE AGREEMENT FOR CONSTRUCTION, MAINTENANCE AND OPERATION OF A STATE WATER PROJECT-USDA RURAL DEVELOPMENT LOAN ADVANCE PROGRAM BETWEEN THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT AND THE OHIO WATER DEVELOPMENT AUTHORITY:**

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

**RESOLUTION:**

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

**R 2023-071**

**A RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF THE COOPERATIVE AGREEMENT FOR CONSTRUCTION, MAINTENANCE AND OPERATION OF A STATE WATER PROJECT – USDA RURAL DEVELOPMENT LOAN ADVANCE PROGRAM – BETWEEN THE SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT AND THE OHIO WATER DEVELOPMENT AUTHORITY.**

**WHEREAS, THE SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT, OHIO (HEREINAFTER REFERRED TO AS THE "LGA") HAS DETERMINED THE NEED FOR CONSTRUCTION OF CERTAIN WATER TOWER FACILITIES (THE "PROJECT") AS SPECIFIED IN THE PLANS AND SPECIFICATIONS FOR SUCH FACILITIES APPROVED BY THE DIRECTOR OF THE OHIO ENVIRONMENTAL PROTECTION AGENCY;**

**WHEREAS, THE UNITED STATES OF AMERICA THROUGH THE USDA RURAL DEVELOPMENT PROGRAM (THE "GOVERNMENT") HAS DETERMINED THE NEED FOR CONSTRUCTION OF CERTAIN WATER TOWER FACILITIES AS SPECIFIED IN THE PLANS AND SPECIFICATIONS FOR SUCH FACILITIES APPROVED BY THE DIRECTOR OF THE OHIO ENVIRONMENTAL PROTECTION AGENCY;**

**WHEREAS, THE LGA HAS RECEIVED A LETTER OF COMMITMENT (THE "COMMITMENT LETTER") FROM THE GOVERNMENT, A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT A, PROVIDING FOR THE GOVERNMENT TO PROVIDE FEDERAL ASSISTANCE (AS DEFINED IN THE TRUST AGREEMENT DATED 1995 BETWEEN THE OHIO WATER DEVELOPMENT AUTHORITY ("OWDA") TO THE LGA FOR PAYMENT OF COSTS INCURRED IN CONNECTION WITH THE PROJECT AT SUCH TIME AS THE GOVERNMENT DETERMINES THAT THE CONDITIONS SET FORTH FOR DISBURSEMENT OF FUNDS UNDER THE COMMITMENT LETTER HAVE BEEN MET;**

**WHEREAS, THE LGA DESIRES TO COOPERATE WITH THE OWDA IN THE CONSTRUCTION, MAINTENANCE, AND OPERATION OF SUCH FACILITIES THROUGH THE OWDA'S RURAL DEVELOPMENT LOAN ADVANCE PROGRAM, INSTITUTED PURSUANT TO A RESOLUTION ADOPTED BY OWDA IN 1995, AS AMENDED, UNDER THE PROVISIONS, TERMS AND CONDITIONS SET FORTH IN THE COOPERATIVE AGREEMENT ATTACHED HERETO AS EXHIBIT B AND MADE A PART HEREOF;**

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**WHEREAS, THE OWDA HAS STATED ITS DESIRE TO COOPERATE IN THE CONSTRUCTION, MAINTENANCE, AND OPERATION OF SUCH FACILITIES UNDER THE PROVISIONS, TERMS AND CONDITIONS SET FORTH IN EXHIBIT B; AND**

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT, OHIO:**

- 1. THAT THE LGA HEREBY APPROVES THE CONSTRUCTION, MAINTENANCE, AND OPERATION OF THE AFORESAID WATER TOWER FACILITIES IN COOPERATION WITH THE OWDA UNDER THE PROVISIONS, TERMS, AND CONDITIONS SET FORTH IN THE "COOPERATIVE AGREEMENT FOR CONSTRUCTION, MAINTENANCE, AND OPERATION OF THE STATE WATER OR SEWER PROJECT", AS SET FORTH IN EXHIBIT B AND HEREBY AUTHORIZES THE CHIEF EXECUTIVE OFFICER AND CHIEF FISCAL OFFICER OF THE LGA TO EXECUTE, DELIVER, AND PERFORM SUCH AN AGREEMENT WITH THE OWDA SUBSTANTIALLY IN THE FORM SET FORTH IN EXHIBIT B. THE EXECUTION OF EACH AGREEMENT BY SUCH OFFICERS SHALL BE CONCLUSIVE EVIDENCE THAT THE AGREEMENT HAS BEEN DULY AUTHORIZED UNDER THE TERMS HEREOF.**
- 2. THAT THE LGA HAS GIVEN THE OWDA REASONABLE ASSURANCES THAT THE LGA WILL TAKE ALL NECESSARY ACTIONS TO COMPLY WITH THE CONDITIONS SET FORTH IN THE COMMITMENT LETTER AND MAKE THE PAYMENTS OF CHARGES PROVIDED FOR IN THE COOPERATIVE AGREEMENT AND WILL FULFILL ITS OTHER OBLIGATIONS UNDER THE COOPERATIVE AGREEMENT.**
- 3. THE BOARD AUTHORIZES THE BOARD PRESIDENT TO SIGN THE COOPERATIVE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO CARRY FORWARD THE PURPOSE OF THIS RESOLUTION.**
- 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. 2023-071 WAS APPROVED.**

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli had nothing to present at this meeting.

**9. ATTORNEY'S REPORT**



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Mr. Eippert said he received a letter from the President of the Board of Trustees of Jersey Township. He said they recognized there was some discussion at the May 11 meeting about the potential Board's expansion and factors that would be considered to do that, and they feel they meet those factors and would like to continue those discussions with the Board.

Mr. Stepp said he thinks they should engage them in conversation.

Mr. Kretzmann said expanding the Board is a big deal and he feels like 4 members would be better than 3 as it makes it difficult to communicate with a 3-person board. He thinks it would be worth it to have a discussion and said a fifth Board seat could even be part of it but thinks a conversation with Jersey Township is a good place to start.

Mr. Stepp said this is not something to take lightly but the conversations around it are the only way to figure out what the right answer is and how to move forward. He said there are complications with a 3-person board as they have previously discussed, and he welcomes the discussions on how to grow responsibly.

Mr. Kretzmann said he would suggest our Legal Counsel review the pros and cons of a 3-member board and said there may be some bylaws that will need to be changed to expand. He asked Mr. Eippert to review that as well.

Mrs. Carter said she agrees that they need to have an open dialogue but said she has reservations about a board of 4. She said she would have questions on how a 4-person board would work and if they would be able to have committees that way. She said she thinks it makes more sense to have further discussions about expanding to a board of 5. She does not want to end up in a situation where they have a divided board with 2 on one side and 2 on the other side. She said while there is not necessarily a place for a 5<sup>th</sup> member, she would like to look at all the scenarios and have that information before moving forward with a 4-person board.

Mr. Eippert said he would put together some analysis on a 3-person board vs a 4-person board and 5-person board. He will also look at Roberts Rules and will reach out to legal counsel for Jersey Township to start the conversation with them.

**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)(1) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official.

Upon roll call vote, all voted aye.

Entered executive session at 2:41 p.m.

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

Returned from executive session at 3:22 p.m.

The 3 board members, Mr. Gilcher, and Nicholas Eippert were included in the executive session.

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

**11. TRUSTEES' COMMENTS**

Mr. Stepp wanted to thank the board and the members of the community who attended the meeting for the time change of the meeting today. He said they have been aware of a water division employee who wishes to transfer to the wastewater division and the General Manager has recommended that change to allow him to continue his growth as an employee.

**RESOLUTION:**

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

Mr. Gilcher wanted to clarify this change it strictly for employee development. Mr. Louis has passed his Class 3 water license. He has his Class 1 wastewater license and wants to further his career.

**R 2023-072**

**RESOLUTION TO TRANSFER TIMOTHY LOUIS FROM THE WATER DIVISION TO THE WASTEWATER DIVISION TO FILL THE OPEN WASTEWATER SYSTEM OPERATOR POSITION AT \$32.09 PER HOUR CONDITIONED UPON ACKNOWLEDGEMENT OF THE EMPLOYMENT TERMS LETTER.**

**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. 2023-072 WAS APPROVED.**

Mr. Stepp made a motion, second by Mrs. Carter to post externally to fill the water position that will become vacant and to post for other open positions as indicated on the organizational chart, internally first and then externally as necessary.

Upon Roll Call vote, all voted aye.

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Mrs. Carter wanted to thank Mr. Gilcher for attending some meetings with her and helping her answer some questions and educating her along the way. She said she appreciates the support.

Mr. Kretzmann wanted to remind everyone that the next meeting will be Tuesday, June 27, 2023 At 5:00pm making it a special meeting.

Mr. Gilcher wanted to thank the water operators for the extra hours they put in this week without hesitation.

**12. ADJOURNMENT**

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

Upon Roll Call vote, all voted aye. The meeting was adjourned at 3:27 p.m.

ATTEST:

  
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Melissa Carter, Secretary