

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

**BOARD MEETING MINUTES
November 9, 2023**

1. OPENING

The November 9, 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, James Roberts, 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. Kretzmann made a motion, second by Mrs. Carter, 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 Mr. Stepp to approve the meeting minutes from the October 26, 2023, Regular Meeting and the November 2, 2023, Special 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

Mr. Roberts said he received a letter from Jersey Township Trustees requesting us to provide services in some specific areas of Jersey Township. He said he would review that internally and report back to the Board at the next meeting.

6. PUBLIC COMMENTS

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

Mark Evans said he has an ongoing concern with the Jersey Township Administrator also being the Economic Development Consultant for the District. He said he is still waiting for information on the capacity requirements for approved development and the justification for the increased capacity of the Wagram plant. He also requested information on capital recovery fees and how that would pay for the debt.

Vince Popo, the Village Administrator from the Village of Millersport said he was at the meeting to discuss a possible interconnect with the District.

Gary Burkholder said he also feels like there is a conflict of interest with the Economic Development Consultant also being the Jersey Township Administrator. He also said there has never been any public conversation regarding the capital recovery fees and thinks there should be more public conversation about it. He said the other entities should also be updated on this even if it has to happen in executive session.

7. EXECUTIVE DIRECTOR'S REPORT

RMP DEVELOPMENT UPDATE:

Mr. Platte said he continues to work with Mr. Gilcher, Mr. Roberts and Mr. Eippert. He said The Village of Kirkersville Council had their second reading on the proposed contract from the District. The third reading is scheduled for December 6. He said there would also be a committee meeting to discuss resident feedback next week.

DISCUSSION OF ALLOWING HUNTING ON DISTRICT OWNED LAND:

Mr. Roberts said he received a request from a resident asking for permission to hunt on land owned by the District. He said he spoke to Mr. Gilcher and Mr. Eippert who said the policy has always been to not permit hunting on District land. He said he would recommend we continue to follow that policy and not allow it but wanted to bring it to the Board in case they felt any differently.

WAGRAM WWTC PROJECT UPDATE:

Mr. Gilcher said the trees have been cleared and they are putting in erosion control provisions and will start digging the storm water retention pond within the next week or two.

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

SR 310 & WORTHINGTON ROAD WATERLINE IMPROVEMENTS PROJECT UPDATE:

Mr. Gilcher said the total chloroform tests have passed for the water line so it is now substantially complete. They are also working with the contractor on punch list items for the final completion. He said a letter would be sent out in the next week or so letting property owners know the utilities are ready for use and hook up.

PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher said the contractor is continuing to dig the sanitary sewer heading south of the substation along Etna Parkway. The lift station contractors are procuring the equipment and are looking to start the excavation in the Spring.

RESOLUTION TO AUTHORIZE THE PURCHASE OF 2023 CHEVROLET TRAVERSE LT/RS AWD FOR THE ADMINISTRATIVE DEPARTMENT:

Mr. Roberts presented a resolution for the Board's consideration and approval. He said the administrative staff goes to the bank and post office daily in their personal Vehicles and are reimbursed for mileage. He said he is starting to see the mileage increase for him as well as he been going to many meetings. He said he thinks it would be beneficial to have a vehicle for the administrative department to utilize.

RESOLUTION:

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

R 2023-129

RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2023 CHEVROLET TRAVERSE LT/RS AWD FOR THE ADMINISTRATIVE DEPARTMENT IN THE AMOUNT NOT TO EXCEED OF \$40,000.00 FROM COUGHLIN CHEVROLET, PATASKALA, OHIO.

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.

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

DISCUSSION:

Mr. Kretzmann asked if the mileage reimbursement currently being paid would pay for the cost of the vehicle. Mr. Roberts said not currently but once he starts to add his mileage it will definitely go up. Mr. Kretzmann asked if he would be driving the vehicle home and Mr. Roberts said no, he would not drive it home.

Mrs. Carter asked for an estimated number of miles he would have in a week. Mr. Roberts said so far it has been around 120 miles/week.

Mr. Stepp mentioned that the MOU with Mr. Roberts has provisions for a vehicle and this would be even less as it would be a shared vehicle.

Mr. Roberts said he didn't like the idea of employees using their personal vehicles for work matters any more than they had to.

UPON ROLL CALL VOTE, MR. STEPP AND MRS. CARTER VOTED AYE. MR. KRETZMANN ABSTAINED. RESOLUTION NO. 2023-129 WAS APPROVED.

8. OFFICE MANAGER'S REPORT

HEALTH INSURANCE RENEWAL UPDATE:

Mrs. Carrelli said she received some alternate options for the health insurance renewal. She said that she and Mr. Roberts would be reviewing those options and will bring it to the Board at the next meeting.

9. ATTORNEY'S REPORT:

Mr. Eippert had nothing to present.

10. EXECUTIVE SESSION

Mr. Kretzmann made a motion, seconded by Mr. Stepp to to enter into executive session pursuant to section 121.22 (G)(2) of the Ohio Revised Code, to consider the purchase of property for public purpose. Invited into this executive session is the Board, Mr. Roberts, Mr. Gilcher and Mr. Eippert. AND

Pursuant to section 121.22, subsection (G)(8) of the Revised Code, for the purpose of considering confidential information related to negotiations with other political subdivisions, respecting their requests for economic development assistance.

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

The information is directly related to a request for development assistance that is to be provided or administered under Chapter 715 of the Revised Code, or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

The board hereby determines that the executive session is necessary to protect the interests of the applicants or the possible investment or expenditure of public funds to be made in connection with the economic development project.

Invited into this executive session is the Board, Mr. Roberts, Mr. Gilcher, Mr. Eippert and representatives from Millersport.

Upon roll call vote, all voted aye. Entered executive session at 4:19 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 5:12 p.m.

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

11. TRUSTEES' COMMENTS

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

R 2023-130

RESOLUTION TO APPROVE THE SALE OF REAL PROPERTY SITUATED IN UNION TOWNSHIP, LICKING COUNTY, OHIO TO FAIRFIELD LICKING CORPORATION FOR THE TERMS AGREED TO IN THE REAL ESTATE PURCHASE CONTRACT AND TO AUTHORIZE THE BOARD PRESIDENT TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THE SALE.

WHEREAS, THE SOUTHWEST LICKING WATER AND SEWER DISTRICT (THE "DISTRICT") IS THE OWNER OF 25.55 ACRES OF REAL PROPERTY ADJACENT TO NATIONAL ROAD IN UNION TOWNSHIP, LICKING COUNTY, OHIO, AND KNOWN AS PARCEL NO. 073-330744-00.024;

WHEREAS, THE DISTRICT HAS DETERMINED THAT SAID REAL PROPERTY IS NOT NECESSARY FOR THE OPERATIONS OF THE DISTRICT;

WHEREAS, THE LICKING FAIRFIELD CORPORATION HAS AGREED TO PURCHASE SAID REAL PROPERTY FOR THREE HUNDRED AND FIFTY-ONE THOUSAND DOLLARS, AND TO PROVIDE ADDITIONAL CONSIDERATION OF POTABLE WATER AND SANITARY SEWER EASEMENTS AS SPECIFIED IN THE REAL ESTATE PURCHASE CONTRACT;

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

- 1. THE BOARD AUTHORIZES THE BOARD PRESIDENT TO SIGN THE REAL ESTATE PURCHASE CONTRACT, UPON FINAL LEGAL REVIEW, AND ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION.**
- 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 OHIO REVISED CODE.**

DISCUSSION:

Mr. Gilcher said this was a property that was purchased in 2001 for a potential wellfield across from National Trails Raceway. After the property was test drilled, it was not worth continuing further exploration.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-130 WAS APPROVED.

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 5:14 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
11/09/23**

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	\$636,596.80	\$504,426.90	\$116,430.00	\$1,315,204.67
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$304,699.36	\$247,396.00	\$100,492.00	\$681,299.36
Total	\$5,462,593.80	\$2,636,763.39	\$86,462.97	\$941,296.16	\$751,822.90	\$216,922.00	\$1,996,504.03

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	\$899,147.47	\$935,259.12	\$311,648.19	\$2,942,315.72
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51	\$1,745,700.12	\$1,784,101.70	\$608,804.60	\$5,783,770.93
Total	\$9,616,600.83	\$9,745,728.25	\$2,441,425.45	\$2,644,847.59	\$2,719,360.82	\$920,452.79	\$8,726,086.65

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	\$18,765.00	\$19,460.00		\$38,225.00
Sewer	\$84,095.00	\$40,438.12	\$0.00	\$96,075.50	\$19,460.00		\$115,535.50
Total	\$175,835.00	\$81,571.25	\$0.00	\$114,840.50	\$38,920.00	\$0.00	\$153,760.50

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	\$84,707.87	\$84,707.87
Total	\$551,334.44	\$305,651.21	\$194,286.45	\$194,286.45

Cash in Bank	As of 11/09/23	As of 11/08/22
	\$22,001,480.55	\$24,037,486.29
*Does not allow for future expenses		
Loan Payment Due 01/01/24	\$2,000,000.00	\$2,500,000.00
Balance Available	\$20,001,480.55	\$21,537,486.29