

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

**BOARD MEETING MINUTES
July 9 2019**

1. OPENING

The July 9, 2019 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Fox at 3:00 p.m. The pledge of allegiance was led by Mr. Smith. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were CJ Gilcher, Kathy Killen, Josephine Carrelli, and those members of the public who signed the July 9, 2019 sign in sheet.

2. ADOPTION OF AGENDA

Mr. Carlisle made a motion, second by Mr. Fox, to approve the Agenda as presented. Upon Roll Call vote, all voted aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Fox made a motion, second by Mr. Kretzmann to approve the minutes of the regular Board meeting of June 25, 2019. Upon Roll Call vote, all voted aye. Motion carried.

4. PAYMENT OF BILLS

Mr. Carlisle moved to approve payment of the bills with the exception of the \$5,000 check made out to Selective. Mr. Fox seconded.

Upon Roll Call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications at this meeting.

6. PUBLIC COMMENTS

Mr. Hank Smith at 7360 Refugee Rd. was present to ask the board what was being done about the standing water in his front yard. Mr. Carlisle said he spoke with Mark Van Buren about this issue over the weekend. There is a plan to get it taken care of but it will be a joint effort between Etna Township, Harrison Township and SWL Water and Sewer District. They are trying to figure out the scheduling between the 3 entities but he assured Mr. Smith it would be taken care of.

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Mrs. Zochowski was present to ask the board if there was any kind of help that could be offered to her for expenses she had to incur due to a sewer back up in her home in 2017. There was a letter mailed to her at that time explaining the District would reimburse \$500 to her to help cover the deductible if a waiver of liability was signed. Mrs. Zochowski said she never received the letter. She wanted to know if it was something the District's insurance would cover. Mr. Carlisle explained to her that the backup was caused by a weather event, not by faulty equipment or anything the District could have prevented so the District's insurance would not cover it. He suggested she have a backwater valve installed to avoid this happening in the future and she is still eligible to receive the \$500 towards her deductible if she completed the waiver. Mrs. Zochowski thanked the Board for the explanation and for listening to her concerns.

Terry Andrews and Kyle Shreves were present to ask the board to pass a resolution for use and hook up for Broadmoore Commons Phase 2 with conditions as there were issues recently brought up. This was discussed during the general managers' report.

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Gilcher stated the existing water treatment facility is being demolished, they are fixing the grade to merge the two parking lots together, removing the 12" water main between the two plants as it is no longer needed and relaying a 2" service line back into the administration building. They continue to work on punch list items and hope to have this project completed between August and September.

Mr. Fox asked what was happening with the old building. Mr. Gilcher stated there has been discussion in the past about putting in a break room, restrooms, and storage space in the old plant but there are no formal plans and nothing is in the budget for that to happen. Mr. Fox said we would have to look at that once the building becomes empty.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Gilcher stated they are still working through the punch list. One more item has been checked off and there are 3 items left before the project is complete. Mr. Fox asked if they were in line with the time frame and Mr. Gilcher stated they were past due on completion and punch list items. Mr. Gilcher stated he is having the engineer pushing to get it done. This may be something legal counsel needs to get involved with.

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REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Gilcher stated they started working to finish the punch list 7/8/19. Mr. Gilcher and Mr. Carlisle will be reviewing the pre-construction video to determine if some issues were caused by the contractor.

WTP OPERATOR INTERVIEWS:

Mr. Gilcher stated he had 7 qualified candidates for the position and there are 5 interviews scheduled this week.

PARRISH FARMS AGREEMENT:

Mr. Gilcher stated Mr. Fox and himself met with Mr. Parrish to discuss getting access to the property. Mr. Fox stated Mr. Parrish was open to it but it would be on his time frame. Mr. Fox signed the agreement and once we determine what access is needed it will be addressed.

**BROADMOORE COMMONS PHASE 3 DEVELOPMENT AGREEMENT-
RESOLUTION-**

RESOLUTION:

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

RESOLUTION:

Mr. Fox made a motion, second by Mr. Carlisle.

R 2019-034 RESOLUTION

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, LLC, FOR THE BROADMOORE COMMONS, PHASE 3 (39 LOTS) DEVELOPMENT;**
- 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 THE 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. 2019-034 WAS APPROVED.

BROADMOORE COMMONS USE AND HOOK UP PHASE 2-RESOLUTION:

Mr. Gilcher stated Terry Andrews with Westport Homes and Kyle with EMH&T were present to discuss this. Mr. Gilcher said we received the as built information For the sanitary sewer and he found issues with the sanitary sewer grade. It did not meet slope requirements. They re-shot the grades but there were drastic changes between the as built and the grades that were re-done today. The construction inspector was not comfortable with the way the grades were done today and Mr. Gilcher recommended the use and hookup not be granted until the issue is fixed. Terry Andrews with Westport Homes asked if the resolution could be passed with Conditions so once they get it taken care of they can start working and not have to wait 3 weeks until the next meeting. It was determined they would not pass the resolution with conditions but would be willing to have a special meeting to address the use and hook up once everything is complete.

VILLAS AT CUMBERLAND SECTION 2 DEVELOPMENT AGREEMENT-RESOLUTION:

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

RESOLUTION:

Mr. Fox made a motion, second by Mr. Carlisle.

R 2019-035 RESOLUTION

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH CUMBERLAND ESTATES, LLC. FOR THE VILLAS AT CUMBERLAND, SECTION 2, PART 2 (28 LOTS) DEVELOPMENT;**
- 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 THE 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. 2019-035 WAS APPROVED.

HEAVY DUTY CRANE BODY RESOLUTION:

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

RESOLUTION:

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

R 2019-036 RESOLUTION

- 1. WHEREAS THE DISTRICT IS IN NEED OF INSTALLATION OF THE HEAVY DUTY CRANE BODY AND**
- 2. WHEREAS THE GENERAL MANAGER SOLICITED BIDS AND THE DISTRICT RECEIVED ONE BID FROM ACE TRUCK BODY, INC. IN THE AMOUNT OF \$72,725.00. THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO A CONTRACT WITH ACE TRUCK BODY, INC. TO COMPLETE THE PROPOSED PROJECT FOR THE HEAVY DUTY CRANE BODY INSTALLATION, AND**
- 3. THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR ACE TRUCK BODY, INC. TO PROVIDE THE HEAVY DUTY CRANE BODY INSTALLATION PROJECT IN AN AMOUNT NOT TO EXCEED \$72,725.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE AWARD ATTACHED HERETO AND THE NOTICE TO PROCEED, 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. 2019-036 WAS APPROVED.

CMS RESOLUTION:

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

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RESOLUTION:

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

R 2019-037 RESOLUTION

- 1. WHEREAS THE DISTRICT HAS AMENDED THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS TO BETTER MEET THE NEEDS OF THE DISTRICT, AND**
- 2. WHEREAS THE TRUSTEES HAVE REVIEWED AND APPROVED THE CHANGES TO THE GENERAL NOTES AND CONSTRUCTION SPECIFICATIONS, AND**
- 3. 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. 2019-037 WAS APPROVED.

SNIDER PROPERTY:

Mr. Gilcher drafted a letter and Mr. Albers revised it before it was sent. The property owner would like to meet with a board member and Mr. Gilcher to discuss his options regarding the upgrade of the pump station. Mr. Carlisle asked Mr. Gilcher to speak to him and see exactly what he wants and we will go from there. Mr. Fox stated he does not want to see any homes go in there without a commitment for an upgrade to the lift station.

RO CONCENTRATE LINE:

Mr. Gilcher stated he met with the contractor. There were 7 easements on the design And it was determined it could be done with 5 easements. Mr. Gilcher has spoke with the property owners and has 2 verbal agreements for easements, one possible, one still negotiating and there is one he has not been able to make contact with yet. He

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will continue to work on this. The main easement to start the project is the owner he has not been able to make contact with at this time.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli presented the updated employee handbook from C-Max. The board will review the proposed changes and discuss at the next meeting.

9. ATTORNEY'S REPORT

There was no attorney at this meeting.

10. EXECUTIVE SESSION

There was no executive session at this meeting.

11. TRUSTEES' COMMENTS

Mr. Fox stated he had C-Max make some changes to the General Manger job posting to hopefully open it up to receive more resumes. The job has been posted for 6 weeks and there has not been many applicants and the position needs to be filled as soon as possible.

Mr. Fox made a motion, second by Mr. Carlisle to post the updated posting for the General Manger position.

Upon Roll Call vote, Mr. Kretzmann voted no, Mr. Fox and Mr. Carlisle voted yes. Motion carried.

Mr. Carlisle brought up the need to start getting quotes for health insurance and general liability insurance so they can have more time to review those.

Mr. Fox also brought up the need to get quotes for sludge hauling.

RESOLUTION:

Mr. Carlisle made a motion, second by Mr. Fox.

R 2019-038 RESOLUTION

BE IT RESOLVED by the Board of Trustees as follows:

- 1. That the Board hereby appoints Christopher Gilcher as acting General**

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Manager until such further date as the Board shall determine; and

- 2. That, while serving as acting General Manager, Mr. Gilcher shall be compensated at the rate of forty-five dollars (\$45) per hour; and**
- 3. That Mr. Gilcher shall, in the future, serve as acting General Manager at said rate of pay whenever the General Manager is on vacation, is sick, or is otherwise unavailable to act as General Manager for a period in excess of forty-eight (48) hours; and**
- 4. That, from the period of July 1, 2019 to the present date (hereafter, the "Interim Period") in conformance with the Resolution of this Board adopted on June 14, 2019 compensating Mr. Gilcher at the rate of forty-five dollars (\$45) per hour while "filling in for the General Manager while on vacation...." Mr. Gilcher be compensated at said rate of forty-five dollars (\$45) per hour for said Interim Period, and that all acts performed by Mr. Gilcher by and in behalf of said General Manager during said Interim Period, are hereby ratified by the Board; and**
- 5. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were passed in an open meeting of this Council and that all deliberations if this Council and if 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. 2019-038 WAS APPROVED.

12. ADJOURNMENT

Mr. Kretzmann made a motion, second by Mr. Fox that the meeting would be adjourned. Upon Roll Call vote, all voted aye.

The meeting was adjourned at 4:08 p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

July 9, 2019

SIGN BELOW:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
Hank Smith	7360 Refugee Rd.	740-927-6008
Mary Zochowski	9570 Refugee Rd.	740-927-8289
TERRY ANDREWS	507 EXECUTIVE CAMPUS DR. WESTERVILLE, OHIO 43082	614-365-0066
Kyle Shrews	5500 New Albany Rd, Columbus Ohio 43054	614-775-4443