

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

**BOARD MEETING MINUTES
March 26, 2019**

1. OPENING

The March 26, 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. Conkel. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, Kathy Killen, CJ Gilcher, and those members of the public who signed the March 26, 2019 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a motion, second by Mr. Carlisle, 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. Fox to approve the minutes of the Board meeting of March 12, 2019. 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. Fox seconded. Upon Roll Call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications to report.

6. PUBLIC COMMENTS

There were no public comments at this time.

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Conkel stated that they ran water through the pressure filter last and this week they are working on the electrical communication and controls. He stated they are planning on starting the 30 day trial April 8th to April 15th.

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SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Conkel stated the tank is in service, but there is still some clean up needed once the weather permits.

SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Conkel stated this line is in service, but there is still some clean up needed once the weather permits. Mr. Fox stated that he has been questioned by the Pataskala City Council and the Mayor regarding Summit Road. He stated that the mayor went on a drive on Summit Road, and didn't feel that the road felt right. Mr. Conkel stated that Jeff Wagner, along with Jason Fravel and Alan Haines, has completed review of the project and is working on a punch list. Mr. Conkel stated that the contractor has video on the project and that the District is waiting for something in writing from the City of Pataskala. He stated that once he receives something in writing, he will inform the Board. Mr. Carlisle inquired if Mr. Wagner wrote a report of his findings. Mr. Conkel stated that he is in the process of doing so.

REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Conkel stated this line is in service, but there is still some clean up needed once the weather permits. Mr. Fox stated that he would like the District to get the contractor to get it cleaned up.

RO CONCENTRATE LINE:

Mr. Conkel stated that he requested copies of financials and the equipment list to ensure the contractor can handle the project.

HOLLOW ROAD WATER LINE UPDATE:

Mr. Conkel stated that Strand requested an additional \$33,000 to do the reroute of the water line. Mr. Conkel stated that he thought this was justified.

ALEXANDRIA WELL FIELD:

Mr. Conkel stated he met with the Licking County Planning Commission to discuss location of the wells. He stated that they are requiring a flood plain study. Mr. Conkel stated that he would be acquiring quotes for that.

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KARR WELL FIELD:

Mr. Conkel stated that he is waiting for the contractor to start.

BILLING CLERK POSITION:

Mr. Conkel stated that he spoke with C-Max and gave them the decision from the Board to start on the employee manual and to help the District with recruiting employees and thought that would be a good place to start with placing the Billing Clerk position out to bid. Mr. Fox inquired if C-Max had physically started the process. Mr. Fox stated that he didn't want to place the position out to bid until the policy and procedures were in place. Mr. Carlisle agreed with Mr. Fox. Mr. Kretzmann asked if the District has a written policy for hiring. Mr. Conkel stated that the District did not. Mr. Kretzmann asked who was currently doing the billing. Mrs. Killen stated that Mrs. Carrelli was currently doing the billing. Mr. Fox asked how much overtime was being used. Mr. Conkel stated that no overtime was used. Mr. Conkel stated that with vacations coming, not having anyone in the billing position puts a strain on the office. Mr. Fox stated that Mr. Conkel get C-Max on board with getting the policy and procedures done.

SUMMIT ROAD GRAVITY SEWER - RESOLUTION:

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

RESOLUTION:

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

R 2019-010 RESOLUTION

- 1. WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT IS IN NEED OF A STUDY FOR THE FUTURE EXPANSION OF SEWER COLLECTION SERVICES FROM BROAD STREET AND TO MAIN STREET ALONG THE WESTERN SIDE OF THE SERVICE IN ORDER TO SECURE FUNDING AND BEGIN THE PROCESS OF PROCURING APPROVABLE PLANS, AND;**
- 2. WHEREAS THE DISTRICT HAS NEGOTIATED AND ACCEPTED A PROPOSAL FROM HULL & ASSOCIATES, INC., AS THEY ARE A FIRM WHO HAS SUCCESSFULLY COMPLETED PREVIOUS PROJECTS FOR THE DISTRICT AND IS A VERY QUALIFIED FIRM, AND;**
- 3. WHEREAS THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH HULL & ASSOCIATES, INC. TO PROVIDE ENGINEERING SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;**

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4. **THEREFORE, THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH HULL & ASSOCIATES, INC. IN AN AMOUNT NOT TO EXCEED \$9,400.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.**
5. **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. 2019-010 WAS APPROVED.

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

R 2019-011 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-011 WAS APPROVED.

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

RESOLUTION:

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

R 2019-012 RESOLUTION TO REMOVE DEFERRED WATER AND SANITARY SEWER SPECIAL ASSESSMENTS AS THEY HAVE BEEN PAID IN FULL BY THE SELLER, SHARON SNIDER FOR NANCY SNIDER.

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Parcel# 010-018102-00.000 Project # 10187/deferred sewer assessment	\$10,821.83
Interest	\$15,250.67
Check# 30241857, 03-18-19	\$26,072.50
Project # 10217/deferred water assessment	\$ 9,782.28
Interest	\$15,080.04
Check# 30241858	\$24,862.32

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-012 WAS APPROVED.

Mrs. Killen presented a copy of the water shut off list. 31 door tags were left 03/25/19 and there are still 18 customers on the list to be shut off on Wednesday March 27, 2019.

9. ATTORNEY'S REPORT

Mr. Albers was not present.

10. EXECUTIVE SESSION

Mr. Carlisle moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (2), To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest..

Seconded by Mr. Fox

Kretzmann.....yes
Carlisle.....yes
Fox.....yes

MOTION CARRIED.

Entered executive session at 3:31 P.M.

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Mr. Carlisle made a motion, second by Mr. Kretzmann to return from Executive Session.

Kretzmann.....yes
Carlisle.....yes
Fox.....yes

Motion Carried.

Returned from Executive Session at 3:42 P.M.

11. TRUSTEES' COMMENTS

Mr. Carlisle inquired about the vet clinic building that Mrs. Rice owns. After much discussion:


Mr. Carlisle made a motion, second by Mr. Fox, to allow Mrs. Rice, property located at 4159 Hazelton-Etna Road, to tap the vet clinic into the existing Y, with the additional charge of \$2,422.00 (the difference between the residential and commercial sewer tap fee) that includes the inspection fee from the Southwest Licking Community Water and Sewer District, and she will be billed accordingly from the District the sewer rate. Mrs. Rice is not being required to have a second tap because the properties are not presently able to be split. In the event, the properties are able to be split; Mrs. Rice would be required to pay for a new residential sewer tap.

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

Mr. Conkel will contact Mrs. Rice and get back with the Board regarding her decision.

12. ADJOURNMENT

Mr. Fox 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 4:09 p.m.

ATTEST: 
LAWRENCE KRETZMANN SECRETARY

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REGULAR BOARD MEETING

March 26, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE