

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

**BOARD MEETING MINUTES  
November 12, 2019**

**1. OPENING**

The November 12, 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. Fox. Mr. Fox, Mr. Kretzmann, and Mr. Hagy were present at roll call. Also present were CJ Gilcher, Kathy Killen, Josephine Carrelli and those members of the public who signed the November 12, 2019 sign in sheet.

**2. ADOPTION OF AGENDA**

Mr. Fox made a motion, second by Mr. Hagy, 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 Regular Board meeting of October 29, 2019. Upon Roll Call vote, Mr. Kretzmann and Mr. Fox voted aye, Mr. Hagy recused as he was not present at that meeting. Mr. Kretzmann made a motion, second by Mr. Hagy to approve the minutes of the Special Board meeting of November 7, 2019. Upon Roll Call vote, all voted aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Fox moved to approve payment of the bills as presented. Mr. Hagy seconded. Upon Roll Call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Fox stated he had an email he would be passing along to Mr. Gilcher to respond to from a resident with questions about the rates.

**6. PUBLIC COMMENTS**

Mr. Jim Duffy stated he was not able to attend the open house for the new water plant but saw the article in the paper that said there were well heads inside the building. He asked if radon testing had been completed. Mr. Gilcher stated that was an error in the article as all of the well heads are located outside in the wellfields.

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**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT CONSTRUCTION UPDATE:**

Mr. Gilcher stated there are just a couple of punch list items to finish and the project will be complete.

**WTP CONCENTRATE DISCHARGE FORCE MAIN PROJECT UPDATE:**

Mr. Gilcher stated he is working with the engineer to get the contract book in order and hopefully be ready for a pre-construction meeting in the next month or so.

**RESOLUTION TO APPROVE CONTRACT-CARL WHEELER-BIOSOLIDS:**

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

**RESOLUTION:**

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

**R 2019-066**

**WHEREAS:** the Southwest Licking Community Water and Sewer District is in need biosolids removal at the Environmental Control Facility, and

**WHEREAS:** the General Manager recommends that the District enter into an agreement with Carl Wheelers Biosolids to provide sewage sludge removal and land application services as described in the contract, and

**THEREFORE:** the Board of Trustees approves the contract with Carl Wheeler's Biosolids in an amount not to exceed \$49,000.00 and hereby authorizes the President of the Board of Trustees to sign the contract attached hereto.

**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. 2019-066 WAS APPROVED.**

**RESOLUTION TO APPROVE USE & HOOKUP-LICKING HEIGHTS LOCAL SCHOOL DISTRICT:**

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

**RESOLUTION:**

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

**R 2019-067**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH LICKING HEIGHTS LOCAL SCHOOL DISTRICT FOR THE LICKING HEIGHTS WATER SERVICE PROJECT AND THE MUDDY FORK SANITARY SEWER IMPROVEMENTS PROJECT AND ON OCTOBER 9, 2018; AND**

**WHEREAS: LICKING HEIGHTS LOCAL SCHOOL DISTRICT HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP FOR THE LICKING HEIGHTS WATER SERVICE AND THE MUDDY FORK SANITARY SEWER; 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. 2019-067 WAS APPROVED.**

**RESOLUTION TO APPROVE AGREEMENT WITH NEW LIFE TABERNACLE PENTECOSTAL MISSIONARY:**

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

**RESOLUTION:**

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

**R 2019-068 THAT THE BOARD OF TRUSTEES AS FOLLOWS**

- 1. THAT THE BOARD OF TRUSTEES APPROVES THE AGREEMENT WITH THE NEW LIFE TABERNACLE PENTECOSTAL MISSIONARY CHURCH, AS PRESENTED.**

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- 2. THAT THE BOARD AUTHORIZES MICHAEL FOX, BOARD PRESIDENT, TO EXECUTE THE AGREEMENT ON BEHALF OF THE DISTRICT.**

**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. 2019-068 WAS APPROVED.**

**RESOLUTION TO APPROVE USE & HOOKUP-TS TECH:**

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

**RESOLUTION:**

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

**R 2019-069**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH TS TECH AMERICAS, INC. TS TECH AMERICA CROSS DOCK PROJECT, WATER ONLY ,ON AUGUST 27, 2019; AND**

**WHEREAS: TS TECH AMERICAS, INC. HAS COMPLETED THE REQUIRED WATER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP TS TECH AMERICA CROSS DOCK 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. 2019-069 WAS APPROVED.**

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**8. OFFICE MANAGER'S REPORT**

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

**RESOLUTION:**

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

**R 2019-070**

- 1. RESOLUTION TO ACCEPT THE INSURANCE PREMIUM RENEWAL AS PRESENTED BY BURNHAM & FLOWER INSURANCE GROUP, JIM ORGAN REPRESENTATIVE – MEDICAL MUTUAL OF OHIO HRA PLAN AT AN INCREASE OF 7.86% IN OVERALL PREMIUM COST- AND BURNHAM & FLOWER REMAIN AGENT OF RECORD FOR THE VISION, DENTAL POLICIES EFFECTIVE JANUARY 1, 2020. EMPLOYEE CONTRIBUTION TO BE 15% OF THE MEDICAL/VISION/DENTAL PLAN PREMIUM COSTS. LIFE INSURANCE RENEWAL WILL BE THROUGH CONSUMER LIFE/MMO. ALL COST BREAKDOWNS ATTACHED AND PRESENTED TO THE BOARD OF TRUSTEES.**
- 2. 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. 2019-070 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2019-071**

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**RESOLUTION TO ACCEPT THE GENERAL LIABILITY  
INSURANCE PROPOSAL PRESENTED BY WICHERT  
INSURANCE FOR THE SOUTHWEST LICKING COMMUNITY  
WATER AND SEWER DISTRICT FOR THE YEAR 2020,  
EFFECTIVE DECEMBER 25, 2019, IN THE AMOUNT OF  
\$53,744.00 AWARDED TO SELECTIVE.**

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. 2019-071 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2019-072**

1. That the Board hereby removed the deferred water assessment, as it has been paid in full, as to the following property: Parcel #025-068616-00.003, Project #8023-B.
2. That the Board hereby authorizes Albers & Albers to record an updated affidavit of fact with the Licking County Recorder's Office indicating that the assessment has been paid in full.
3. It is found and determined that all formal actions of this Board concerning and relating to the passage of this ordinance were passed in an open meeting of this Board and that all deliberations of this Board and of 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. 2019-072 WAS APPROVED.**

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Mr. Hagy asked if the general liability insurance included an umbrella and if so for how much. Mrs. Carrelli stated yes and it is \$5,000,000.

**9. ATTORNEY'S REPORT**

Mr. Albers was not present at this meeting.

**10. EXECUTIVE SESSION**

Mr. Fox moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (1), to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official Seconded by Mr. Hagy

Kretzmann.....no  
Fox.....yes  
Hagy.....yes

MOTION CARRIED.

Entered executive session at 3:14 p.m.

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

Kretzmann.....yes  
Fox.....yes  
Hagy.....yes

Motion Carried.

Returned from Executive Session at 3:37 p.m.

Mr. Fox stated after review he feels like a good number to offer Mr. Carlisle for the GM position would be between \$96,000 and \$105,000 which would include stipends for a vehicle allowance and not taking the District health insurance.

Mr. Hagy stated he would suggest \$105,000. Mr. Fox stated he thought right in the middle of that range would be fair.

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Mr. Fox made a motion, second by Mr. Hagy to offer \$100,500 to John Carlisle as salary for the General Manager position. This includes a \$4,000 health insurance stipend and \$4,800 vehicle allowance.

Upon roll call vote Mr. Kretzmann voted no, Mr. Hagy and Mr. Fox voted aye.  
Motion carried.

**11. TRUSTEES' COMMENTS**

Mr. Fox stated it has been a pleasure serving on the Board and he has learned a lot during his time here.

**12. ADJOURNMENT**

Mr. Kretzmann made a motion, second by Mr. Hagy that the meeting would be adjourned. Upon Roll Call vote, all voted aye.  
The meeting was adjourned at 3:46 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY



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REGULAR BOARD MEETING

November 12, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE

Jim Duffy

27 DAisy Dr