

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

**BOARD MEETING MINUTES
OCTOBER 31, 2017**

1. OPENING

The October 31, 2017 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 1:00 p.m. The Pledge of Allegiance was led by Mr. Shaw. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Josephine Carrelli, John Albers, Jeffrey Shaw, and those members of the public who signed the October 31, 2017 sign-in sheet.

Our featured employee this meeting is Mr. Jeffrey Shaw, Water Reclamation Department Operator.

2. ADOPTION OF AGENDA

Mr. Fox made a motion, second by Mr. Kretzmann, 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 October 10, 2017. 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. Kretzmann seconded. Upon Roll Call vote, all voted aye. Motion carried.

MISCELLANEOUS

Mr. Carlisle stated that the Board wanted to meet each employee and welcomed Mr. Shaw to the meeting.

Mr. Shaw introduced himself and discussed his daily operations in the District.

5. COMMUNICATIONS

There were no communications to report at this meeting.

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6. PUBLIC COMMENTS

There were no public comments at this time.

7. GENERAL MANAGER'S REPORT

**WASTE WATER TREATMENT PLANT STUDY-161 CORRIDOR
RESOLUTION:**

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

WHEREAS THE DISTRICT IS IN NEED OF WASTEWATER CAPACITY IN THE STATE ROUTE 161 CORRIDOR SERVICE AREA IN ORDER TO MEET FUTURE COLLECTION AND/OR TREATMENT REQUIREMENTS A STUDY WILL BE COMPLETED IN ORDER TO ESTABLISH OHIO EPA TREATMENT LEVEL REQUIREMENTS, WWTP SITING AND ESTIMATED COSTS OF THESE IMPROVEMENTS, AND

WHEREAS THE GENERAL MANAGER SOLICITED BIDS FROM ENGINEERING FIRMS AND THE DISTRICT RECEIVED A SINGLE BID FROM STANTEC CONSULTING SERVICES, INC. AT \$25,000 THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES, INC. TO PROVIDE THE PROPOSED STATE ROUTE 161 CORRIDOR WWTP FEASIBILITY STUDY TO PLAN FOR WASTE WATER EXPANSION, AND

THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR STANTEC CONSULTING SERVICES, INC. TO PROVIDE THE STATE ROUTE 161 CORRIDOR WWTP FEASIBILITY STUDY IN AN AMOUNT NOT TO EXCEED \$25,000 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. 2017-047 WAS APPROVED.

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ETNA TANK DEMO RESOLUTION:

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

WHEREAS THE DISTRICT IS IN NEED OF DEMOLISHING THE ETNA TOWER DUE TO THE DISTRIBUTION SYSTEM CHANGES THAT MAKE IT UNUSABLE, AND

WHEREAS THE GENERAL MANAGER SOLICITED BIDS FROM DEMOLITION FIRMS AND THE DISTRICT RECEIVED A SINGLE BID FROM ISLER DEMOLITION, INC. AT \$8,850 THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO A DEMOLITION SERVICES CONTRACT WITH ISLER DEMOLITION, INC. TO PROVIDE THE PROPOSED ETNA TANK REMOVAL, AND

THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR ISLER DEMOLITION, INC. TO PROVIDE THE DEMOLISHION OF THE ETNA TANK IN AN AMOUNT NOT TO EXCEED \$8,850 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. 2017-048 WAS APPROVED.

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Conkel stated they had 1/3 of the wall sections poured on the clearwell. He presented pictures of the progress. The walls should be done by the first half of December so they can backfill around them and start putting the floor in of the water treatment plant. Mr. Carlisle asked about the drainage situation and wanted to make sure they were being put in and sealed properly to avoid any issues in the future.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Conkel stated they were about 84 ft. up, or 2/3 of the way complete with the concrete pedestal and should be ready to start on the tank in the next couple of weeks.

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DECEMBER BOARD MEETING SCHEDULE:

Mr. Conkel stated the second meeting in December is scheduled on December 26 which is a holiday and asked about moving it to the 28th. After some discussion it was determined it would be best to move the second December meeting to the 28th. Mr. Carlisle noted this will be classified as a Special Meeting and anything to be discussed must be on the agenda.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli presented a copy of the water shut off list. She stated that there were 54 door tags distributed 10/23/17 and 8 customers actually shut off on 10/25/17. 4 of those have been turned back on.

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

RESOLUTION:

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

R 2017-049 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-049 WAS APPROVED.

9. ATTORNEY'S REPORT

Mr. Albers was present but had nothing to report.

10. EXECUTIVE SESSION

Mr. Carlisle made a motion, second by Mr. Fox to go into Executive Session at 1:15 p.m. to discuss pending litigation, legal counsel John Albers being present.

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

MOTION CARRIED.

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

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

Motion Carried.

Returned from Executive Session at 2:18 P.M.

11. TRUSTEES' COMMENTS

Mr. Fox asked about plans for a Christmas gathering. Mr. Conkel stated we are working on that. We are having a little issue finding a place local to accommodate the amount of people we would need within the budget amount we want. Mr. Carlisle suggested contacting Tall Timbers and the Golf Course and said he could call a few places if we have no luck with our options. Mr. Conkel stated he would like to schedule it during the first part of December.

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 2:24 p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

October 31, 2017

SIGN BELOW:

NAME

ADDRESS

PHONE