

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

**BOARD MEETING MINUTES
JANUARY 30, 2020**

1. OPENING

The January 30, 2020 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00p.m. Mr. Kretzmann, Mr. Platte and Mr. Hagy were present at roll call. Also present were John Albers, Kathy Killen, Josephine Carrelli, CJ Gilcher, and those members of the public who signed the January 30, 2020 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Platte 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. Platte to approve the minutes of the Board meeting of January 9, 2020 as presented. 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. Hagy seconded. Upon roll call vote, all aye. Motion carried.

5. COMMUNICATIONS

There were no communications.

6. PUBLIC COMMENTS

Mr. Jim Duffy was present and had a few questions regarding the customer on Meadow Dr. who was hooked up to water without our knowledge. He asked how it was brought to our attention, if a meter had been installed and if tap fees were ever paid. Mrs. Carrelli stated the customer called to have the water turned off because he was leaving the state for a few months and we showed it as sewer only. The water was turned off and a meter will be installed when the water is turned back on. Also, Mrs. Carrelli stated the tap fees were paid, we just have no record of any inspections being completed.

Mr. Duffy also commented on the new website and said it looked very nice.

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7. GENERAL MANAGER'S REPORT

WTC CONCENTRATE FORCE MAIN PROJECT:

Mr. Gilcher stated this project has commenced. They are currently at the East end of the project at the waste water treatment facility.

EMPLOYEE HANDBOOK AMENDMENT:

Mr. Gilcher stated C-Max provided recommended changes to the handbook in July. He stated Mrs. Killen, Mrs. Carrelli and himself have reviewed the changes made by C-Max and have a finished copy to present to the Board for their review. Mrs. Carrelli stated she has reached out to C-Max for some clarification on a couple of items and has not heard back yet. She also stated C-Max recommends legal counsel also review the changes as C-Max is not giving legal advice. The Board will review the changes and have Mr. Albers review it as well in hopes to have a resolution passed in the near future.

RESOLUTION-APPROVAL OF DEVELOPMENT AGREEMENT WITH WESTPORT HOMES FOR BROADMOORE COMMONS PHASE 4 PROJECT:

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

RESOLUTION:

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

R 2020-004

RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH DR HORTON – INDIANA, LLC. DBA. WESTPORT HOMES, FOR THE BROADMOORE COMMONS PHASE 4 PROJECT;

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,

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INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-004 WAS APPROVED.

RESOLUTION-APPROVAL OF THE DEVELOPMENT AGREEMENT WITH WESTPORT HOMES FOR BROADMOORE COMMONS PHASE 6:

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

RESOLUTION:

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

R 2020-005

RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH DR HORTON – INDIANA, LLC. DBA. WESTPORT HOMES, FOR THE BROADMOORE COMMONS PHASE 6 PROJECT;

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. 2020-005 WAS APPROVED.

RESOLUTION-APPROVAL OF THE BILL OF SALE FOR THE CUMBERLAND CROSSING SECTION 5B SANITARY SEWER FACILITIES:

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

RESOLUTION:

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

R 2020-006

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1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH PULTE HOMES OF OHIO, LLC FOR CUMBERLAND CROSSING SECTION 5B ON MAY 30, 2017, AND
2. PULTE HOMES OF OHIO, LLC HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER INFRASTRUCTURE, AND
3. THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER FACILITIES IN CUMBERLAND CROSSING SECTION 5B, 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. 2020-006 WAS APPROVED.

RESOLUTION-APPROVAL OF THE BILL OF SALE FOR THE CUMBERLAND CROSSING SECTION 5B WATER FACILITIES:

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

RESOLUTION:

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

R 2020-007

1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH PULTE HOMES OF OHIO, LLC FOR CUMBERLAND CROSSING SECTION 5B ON MAY 30, 2017, AND
2. PULTE HOMES OF OHIO, LLC HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND
3. THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER FACILITIES IN CUMBERLAND CROSSING SECTION 5B, AND
4. THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF

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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. 2020-007 WAS APPROVED.

RESOLUTION-APPROVAL FOR HULL & ASSOCIATES, INC TO AMEND THE SUMMIT ROAD SANITARY SEWER PROJECT STUDY:

Mr. Gilcher stated that Hull & Associates performed a sanitary sewer study for the Summit Road project and Mr. Gilcher would like to see a couple other options that he feels would better serve the District.

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

RESOLUTION:

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

R 2020-008

WHEREAS: the Southwest Licking Community Water and Sewer District has determined the need to evaluate additional construction options to the Summit Road Sanitary Sewer Project Study to service existing and future customers, and;

WHEREAS: the General Manager recommends that the District enter into an engineering agreement with Hull & Associates, Inc. to amend the existing Summit Road Sanitary Sewer Project Study as described in the scope of services, and

THEREFORE: the Board of Trustees approves the contract with Hull & Associates, Inc. in an amount not to exceed \$5,200.00 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. 2020-008 WAS APPROVED.

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RESOLUTION TO AMEND DEPOSIT FEE AND CHARGE SCHEDULE:

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

RESOLUTION:

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

R 2020-009

1. **WHEREAS THE DISTRICT HAS AMENDED THE DEPOSIT, FEE, AND CHARGE SCHEDULE TO BETTER MEET THE NEEDS OF THE DISTRICT, AND**
2. **WHEREAS THE TRUSTEES HAVE REVIEWED AND APPROVED THE CHANGES TO THE DEPOSIT, FEE, AND CHARGE SCHEDULE, 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. 2020-009 WAS APPROVED. MOTION CARRIED.

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

R 2019-010 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

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UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-010 WAS APPROVED.

Mrs. Carrelli presented a copy of the shut off list. She stated there were 49 door tags left 1/27 and 5 shut offs on 1/29. She also stated 3 of those have already been turned back on.

9. ATTORNEY'S REPORT

Mr. Albers stated the easement issues with Mr. Albirini have been resolved and the indemnity issue with Harrison Township has been resolved as well.

10. EXECUTIVE SESSION

Mr. Platte made a motion to go into executive session pursuant to Ohio Revised Code 121.22 (G) (8), to consider confidential information related to negotiations with a political subdivision which involve public infrastructure improvements or the extension of utility services.

Seconded by Mr. Hagy.

Hagy.....yes

Platte.....yes

Kretzmann....yes

MOTION CARRIED.

Entered executive session at 4:29 p.m.

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

Hagy.....yes

Platte.....yes

Kretzmann.....yes

Motion Carried.

Returned from Executive Session at 5:08 p.m.

11. TRUSTEES' COMMENTS

Mr. Platte stated he spoke with Ms. Pierce Tucker and she still has 2-3 interviews to conduct. He stated he hopes she will have it wrapped up by the end of February.

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12. ADJOURNMENT

Mr. Platte 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 5:10 p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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740-927-0410

REGULAR BOARD MEETING

January 30, 2020 4:00pm

SIGN BELOW:

NAME

ADDRESS

PHONE

Jim Doffy

27 Daisy Dr