

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

**BOARD MEETING MINUTES
MAY 28, 2020**

1. OPENING

The May 28, 2020 Regular 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 Josephine Carrelli and CJ Gilcher. The meeting was live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Platte made a motion, second by Mr. Kretzmann to amend the agenda to add a second executive session: Pursuant to Ohio Revised Code 121.22 (G)(1)- The investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Upon roll call vote, all voted aye. Motion carried.

Mr. Platte made a motion, second by Mr. Kretzmann, to approve the agenda as amended. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the minutes of the Regular Board Meeting of May 14, 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

Mr. Kretzmann distributed two letters to the Board that were received and addressed to the Board Members. One was from Mr. Freddie Latella and the second was from Mr. Mark Schaf.

6. GENERAL MANAGER'S REPORT

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69 Zellers Lane Pataskala, Ohio 43062
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WTC CONCENTRATE FORCE MAIN PROJECT:

Mr. Gilcher stated they were completing the final tie ins and should be doing testing of the main next week.

COVID 19 UPDATE:

Mr. Gilcher stated the District staff is continuing to follow the reduced staffing rotating schedule. There is a reopening date of the office for July 6, 2020. The materials have been ordered for the partitions in the front office. District staff continue to sanitize equipment, workstations and vehicles as required.

Mr. Kretzmann asked if there have been any comments from the staff regarding the reduced staffing. Mr. Gilcher stated everyone is appreciative of the ability to rotate the work schedule and keep the staff protected.

DENIAL OF SERVICE:

Mr. Gilcher stated he received a request from the property owner of 32 Hardwoods Dr. Harrison Township, that we deny water service and allow them to be served by the City of Pataskala.

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the denial of service. Upon roll call vote, all voted aye. Motion carried.

RESOLUTION TO APPROVE USE AND HOOK UP-SHUSTER WAY (KOHLS) PROJECT:

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

RESOLUTION:

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

R 2020-048

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH ETNA PARK 70, LLC FOR THE SCHUSTER WAY IMPROVEMENT PROJECT ON APRIL 9, 2019; AND

WHEREAS: ETNA PARK 70, LLC HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE

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SATISFACTION OF THE DISTRICT; AND

**THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER
INFRASTRUCTURE FOR USE AND HOOK UP IN THE SCHUSTER WAY
IMPROVEMENT 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. 2020-048 WAS APPROVED.

2021 DRAFT BUDGETS:

Mr. Gilcher stated the Board was provided with two separate budget projections. One is with District projects only and one includes the SR 161 additional CIP project. He stated he was hoping to have this in place on the agenda for discussion at the next meeting. He asked if the Board had any questions or concerns to please reach out to him prior to the meeting so we can get it changed or be able to answer any questions. The budget would need to be approved by the last meeting in June.

Mr. Platte asked if there was any update on the audit. Mr. Gilcher stated he has not spoken with Kathy regarding the audit since the extension was requested. He will get an update from her and provide that information. Mrs. Carrelli stated she spoke with Mrs. Killen and she has not heard anything regarding the request.

7. 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 2020-049

**RESOLUTION TO CERTIFY DELINQUENT CHARGES TO THE LICKING
COUNTY AUDITOR.**

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD

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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. 2020-049 WAS APPROVED.

Mrs. Carrelli stated 111 tags were left on Tuesday to those customers who would be eligible to be shut off. 13 of those are from March and 23 were from April so there were an additional 75 this month. The Governor's order still prohibits water being disconnected for non-payment so these accounts will continue to be monitored until that order is lifted and a decision is made on how to proceed.

Mrs. Carrelli stated at the last meeting late fees were discussed. The decision was made to not charge late fees for May and June, and she was instructed to explore options on reversing late fees charged in April.

Mrs. Carrelli stated she contacted the billing software company and there is no easy way to go back and reverse those late fees charged in April. The only way to remove all of them would be to enter individual adjustments for around 1,500 accounts.

Discussion followed regarding how to handle the late fees and it was decided that the policy of the Board at this time will be if a customer requests the late fee be removed due to financial hardship, the office manager has the ability to approve the request. This would be separate from the one-time abatement already provided.

8. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

9. EXECUTIVE SESSION

Mr. Kretzmann distributed the resumes received so far for the General Manager position as this is a topic of discussion in executive session.

Mr. Platte made a motion, second by Mr. Kretzmann, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(1)- Item# 1-The investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee or regulated individual requests a public hearing; (The Board and Ms. Pierce-Tucker with the Taft Law Firm were included in this executive session)and

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Item# 2 Pursuant to Ohio Revised Code 121.22 (G)(1)- To consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee or official.

There were two separate sessions for this topic. The Board and Mrs. Carrelli were included in the first one and the Board only was included in the second.

Upon roll call vote, all vote aye.

Entered into executive session at 4:23pm.

Mr. Platte made a motion, second by Mr. Kretzmann to return from executive session.

Upon roll call vote, all voted aye.

Return from executive session at 5:05pm

10. TRUSTEES' COMMENTS

Mr. Platte stated that he and Mr. Gilcher would be meeting with City of Pataskala and Jersey Township tomorrow, (2 separate meetings) to discuss the projects previously discussed by the Board.

11. ADJOURNMENT

Mr. Platte 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 5:07 p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

May 28, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

Jameca Pierce Tucker 405 E. State St.
Suite 1000 614-334-6182

**SWLCWSD
OFFICE REPORT
05/28/20**

1) Connection Fees Collected

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$875,871.45	\$1,475,649.52	\$253,173.97	\$321,410.16	\$0.00	\$0.00	\$574,584.13
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$244,047.38	\$0.00	\$0.00	\$394,785.38
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$565,457.54	\$0.00	\$0.00	\$969,369.51

2) Billing Charges

	2018	2019	1st Qtr 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$2,688,381.03	\$2,723,072.58	\$648,839.33	\$224,062.31	\$0.00	\$0.00	\$872,901.64
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$508,863.30	\$0.00	\$0.00	\$1,997,991.98
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$732,925.61	\$0.00	\$0.00	\$2,870,893.62

3) Capacity Fees

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$40,310.00	\$99,555.30	\$66,165.00	\$0.00	\$0.00	\$0.00	\$66,165.00
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$0.00	\$0.00	\$0.00	\$77,145.00
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$0.00	\$0.00	\$0.00	\$143,310.00

4) Assessment Revenue

	2018	2019	2020	Total 2020
1st Half	\$744,583.96	\$695,562.52	\$472,378.86	\$472,378.86
2nd Half	\$655,144.64	\$547,574.19	\$0.00	\$0.00
Total	\$1,399,728.60	\$1,243,136.71	\$472,378.86	\$472,378.86

Cash in Bank	As of 05/26/20	As of 05/25/19
	\$15,108,601.55	\$14,158,654.87
*Does not allow for future expenses		
Loan Payment Due 01/01/21	\$3,200,000.00	\$3,200,000.00
Balance Available	\$11,908,601.55	\$10,958,654.87