

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

**SPECIAL BOARD MEETING MINUTES
June 27, 2023**

1. OPENING

The June 27, 2023, Special Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 5:00 p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Stepp, and Mrs. Carter were present at roll call. Also present were CJ Gilcher, Josephine Carrelli, Kathy Killen, Nick Eippert, and those members of the public who signed the sign in sheet. The meeting was also live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Stepp made a motion, second by Mrs. Carter, 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, seconded by Mrs. Carter to approve the meeting minutes from the June 8, 2023, Special Meeting as presented.

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

4. PAYMENT OF BILLS

Mrs. Carter moved to approve payment of the bills as presented. Mr. Stepp 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.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

7. GENERAL MANAGER'S REPORT

UNION TOWNSHIP WATERLINE EXTENSION-PHASE 1 PROJECT UPDATE:

Mr. Gilcher said they were still waiting for the permit to install from the Ohio EPA. He also they are still trying to secure some easements. He is hoping the permit to install comes in the next week or so and they can then start thinking about bidding the project for construction.

WORTHINGTON ROAD WATERLINE EXTENSION PROJECT UPDATE:

Mr. Gilcher stated that the contractor is moving west along Worthington Rd. and they are up to Putnam Rd. They switch back over to the north side of 161 on SR 310 to connect the bore that went across 161 heading north up 310 across the Lanndale Farms property. He said the project is moving along pretty quickly and he anticipates the project will be completed prior to the anticipated date pending any major issues arising.

SUMMIT ROAD FORCE MAIN EXTENSION PROJECT UPDATE:

Mr. Gilcher said this project is substantially complete. There are still come punch list items to complete. He said they did begin to utilize the force main last week and they are working through a couple off issues like getting the air out of the lines to make sure they are using it to its full capacity. This project was intended to pull flow off of the 12" gravity sewer on Summit Rd. that was at or near capacity during peak flows and should open up capacity on the west side of the District in the Taylor Rd/Summit Rd/Broad St area to help with the overflows.

RESOLUTION TO APPROVE-PURCHASE OF 2023 FORD F-350 CAB & CHASSIS TRUCK FOR THE COLLECTIONS DEPARTMENT:

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

RESOLUTION:

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

R 2023-073

RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2023 FORD F-350 CAB & CHASSIS TRUCK FOR THE COLLECTIONS DEPARTMENT IN THE AMOUNT OF \$53,680.00 FROM COUGHLIN FORD, PATASKALA, OHIO.

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

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

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. 2023-073 WAS APPROVED.

RESOLUTION TO APPROVE-DEVELOPMENT AGREEMENT WITH ETNA PARK 70, LLC FOR THE CUBES AT ETNA BUILDING D PROJECT:

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

RESOLUTION:

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

R 2023-074

RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH ETNA PARK 70, LLC. FOR THE CUBES AT ETNA 70 - BUILDING D 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. 2023-074 WAS APPROVED.

PNB LOAN DISCUSSION:

Mrs. Killen stated that there would be a representative from Park National Bank at the July 13 board meeting to get board signatures on a land reimbursement loan.

Mr. Gilcher informed the Board that he would be on vacation for the July 13 meeting but could be available via Webex if requested.

Mr. Kretzmann asked if the sale of the Ashley Furniture property would affect us in any way. Mr. Gilcher said not particularly. He said their engineers have been in contact with him because the building is set to expand.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

8. OFFICE MANAGER'S REPORT

RESOLUTION TO CERTIFY DELINQUENTS TO LCA:

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

RESOLUTION:

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

R 2023-075

RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR

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. 2023-075 WAS APPROVED.

WATER SHUT OFFS:

Mrs. Carrelli stated there were 47 door tags left on Monday and shut offs are scheduled for Wednesday June 28. 33 accounts remain on the list at this time.

9. ATTORNEY'S REPORT

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

RESOLUTION:

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

R 2023-076

RESOLUTION TO APPROVE LEASE OF 60.99 OF FARMABLE ACRES IN ST. ALBANS TWP., OHIO (PINS 066-319038-00.000, 066-319038-00.000, AND 066-320238-00.000) TO WATTS FARMS LTD. TO FARM IN 2023 SEASON FOR \$5,489.10.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

THE BOARD AUTHORIZES THE BOARD PRESIDENT TO SIGN THE LEASE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO CARRY FORWARD THE PURPOSE OF THIS RESOLUTION AND LEASE.

THAT 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. 2023-076 WAS APPROVED.

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

RESOLUTION:

Mr. Kretzmann made a motion, second by Mrs. Carter

R 2023-077

RESOLUTION TO APPROVE PURCHASE OF TEMPORARY AND PERMANENT EASEMENT SITUATED IN THE VILLAGE OF KIRKERSVILLE, OHIO FROM THE JUDITH A. CASTO FAMILY TRUST, DATED FEBRUARY 20, 2019

THE BOARD AUTHORIZES THE PAYMENT OF A SUM OF \$8,000.00 TO THE JUDITH A. CASTO FAMILY TRUST, DATED FEBRUARY 20, 2019, FOR A WATER LINE EASEMENT.

THAT 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. 2023-077 WAS APPROVED.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

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

RESOLUTION:

Mr. Kretzmann made a motion, second by Mrs. Carter

R 2023-078

RESOLUTION TO APPROVE PAYMENT OF 3,250.00 FOR CROP DAMAGE TO RODNEY KISSELL FOR EXPECTED DAMAGE TO CROPS AS A RESULT OF THE CONSTRUCTION AND INSTALLATION OF SANITARY SEWER INFRASTRUCTURE.

THE BOARD AUTHORIZES THE PAYMENT OF A SUM OF \$3,250.00 TO RODNEY M. KISSELL, FOR CROP DAMAGES, SUBJECT TO THE DISTRICT'S RECEIPT OF A SIGNED WAIVER AND RELEASE OF LIABILITY, AND THE CONVEYANCE OF A TEMPORARY AND PERMANENT EASEMENT TO THE DISTRICT GRANTING THE DISTRICT THE RIGHT TO CONSTRUCT AND INSTALL SANITARY SEWER INFRASTRUCTURE.

THAT 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. 2023-078 WAS APPROVED.

10. EXECUTIVE SESSION

Mr. Kretzmann made a motion, second by Mrs. Carter, to enter into executive session pursuant to section 121.22, subsection (G)(8) of the Revised Code, for the purpose of considering confidential information related to negotiations with a political subdivision, said subdivision being Jersey Township, respecting their request for economic development assistance.

The information is directly related to a request for development assistance that is to be provided or administered under Chapter 715 of the Revised Code or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

The board hereby determines that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

For this executive session, Interim General Manager, CJ Gilcher, Chief Legal Counsel, Nick Eippert and the 3 board members were included.

This Resolution must be approved by a unanimous vote of the quorum present, by roll call vote.

Upon roll call vote, all voted aye.

AND

Pursuant to Ohio Revised Code 121.22 (G)(1) To consider the appointment, employment, promotion, demotion, or compensation of a public employee or official.

For this executive session, Chief Legal Counsel, Nick Eippert and the 3 board members were included.

Upon roll call vote, all voted aye.

Entered executive session at 5:17 p.m.

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

Upon roll call vote, all voted aye.

Returned from executive session at 6:34 p.m.

Mr. Kretzmann stated No resolution, rule, or formal action was taken during the executive sessions.

11. TRUSTEES' COMMENTS

Mr. Stepp made a motion, second by Mr. Kretzmann to create the position of Executive Director per the job description.

Upon Roll Call vote, all voted aye.

Mr. Stepp directed Mr. Eippert to work with Mrs. Carrelli to advertise and solicit resumes for the position of Executive Director.

12. ADJOURNMENT

Mr. Stepp made a motion, second by Mrs. Carter that the meeting would be adjourned.

Upon Roll Call vote, all voted aye. The meeting was adjourned at 6:36 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
06/27/23**

1) Connection Fees Collected

	2021	2022	1st Qtr. 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$3,302,569.87	\$1,509,126.87	\$57,750.97	\$428,934.10			\$486,685.07
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$297,521.36			\$326,233.36
Total	\$5,462,593.80	\$2,636,763.39	\$86,462.97	\$726,455.46	\$0.00	\$0.00	\$812,918.43

2) Billing Charges

	2021	2022	1st Qtr 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$3,020,543.16	\$3,083,747.26	\$796,260.94	\$555,572.74			\$1,351,833.68
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51	\$1,105,521.49			\$2,750,686.00
Total	\$9,616,600.83	\$9,745,728.25	\$2,441,425.45	\$1,661,094.23	\$0.00	\$0.00	\$4,102,519.68

3) Capacity Fees

	2021	2022	1st Qtr. 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$91,740.00	\$41,133.13	\$0.00	\$6,950.00			\$6,950.00
Sewer	\$84,095.00	\$40,438.12	\$0.00	\$8,783.50			\$8,783.50
Total	\$175,835.00	\$81,571.25	\$0.00	\$15,733.50	\$0.00	\$0.00	\$15,733.50

4) Assessment Revenue

	2021	2022	2023	Total 2023
1st Half	\$302,195.30	\$164,451.34	\$109,578.58	\$109,578.58
2nd Half	\$249,139.14	\$141,199.87		
Total	\$551,334.44	\$305,651.21	\$109,578.58	\$109,578.58

Cash in Bank	As of 06/23/23	As of 06/22/22
	\$15,217,703.59	\$23,939,796.69
*Does not allow for future expenses		
Loan Payment Due 01/01/24	\$2,000,000.00	\$3,200,000.00
Balance Available	\$13,217,703.59	\$20,739,796.69

SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE/8675 YORK RD, PATASKALA, OH 43062

740-927-0410

SPECIAL BOARD MEETING

June 27, 2023, 5pm (Live Streamed for Public Viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE