

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

**BOARD MEETING MINUTES
November 30, 2023**

1. OPENING

The November 30, 2023, Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00 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 Jim Roberts, CJ Gilcher, Josephine Carrelli, 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. Kretzmann made a motion, second by Mr. Stepp, 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 Mr. Stepp to approve the meeting minutes from the November 9, 2023, Regular Meeting.

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

Mark Evans thanked Mr. Roberts for getting him some information he asked for. He said he thinks the Board should be providing more information on a timely basis.

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. EXECUTIVE DIRECTOR'S REPORT

ALEXANDRIA UPDATE:

Mr. Roberts provided an update on the proposal that was sent to Alexandria. He said the Granville and Johnstown proposals were both rejected by Alexandria. The proposal from The District was not rejected, but no action has been taken yet and Alexandria does not expect any action to be taken until after the first of the year. He said he and Mr. Eippert were planning on attending the Alexandria Counsel meeting before Thanksgiving but they were asked not to attend because they did not expect to take any action and felt the District's presence could be intimidating.

GENERAL UPDATES ON RECENT ACTIVITY:

Mr. Roberts said he has had meetings with various entities over the last few weeks. So far he has met with representatives from Granville, Johnstown, St. Albans Township, Monroe Township, Etna Township, Union Township, Pataskala, Kirkersville, Alexandria, Jersey Township, Millersport, Hebron, and the Licking County Commissioners. He also has pending meetings with Harrison Township, Granville Township, and a follow up with Hebron. He said he also has a couple more follow up meetings and thinks he has met with most of the entities and organizations and developers the District would be doing business with and has also been a part of the meetings regarding the current projects going on in the District. He said he feels like more pieces of the puzzle are coming together and moving forward he will continue to build those relationships. He said most of his focus has been on The growth areas and Mr. Gilcher has continued to focus on the existing area and existing ongoing projects and Mr. Roberts stays involved in those as much as he can.

8. OPERATIONS DIRECTOR'S REPORT

SR 310 & WORTHINGTON ROAD WATERLINE IMPROVEMENTS PROJECT UPDATE:

Mr. Gilcher said the waterline has been tested and sampled and everything passed. This Project is complete, pending some final punch list items but it is available and ready for use and he is already receiving some inquiries about tapping into the main.

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

REQUEST FOR QUALIFICATIONS PACKAGES UPDATE:

Mr. Gilcher said he received the statement of qualifications from interested firms last Wednesday. He said he and staff will be reviewing and scoring those accordingly. He said there were 8 firms that submitted for the Morse/Mink Rd waterline extension and booster station project. There were 6 firms that submitted for the Worthington Rd. trunkline sanitary sewer project, and there were 4 firms that submitted for the Outville Elevated storage tank and booster station project.

RESOLUTION TO APPROVE-TREE KING USE & HOOKUP:

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

RESOLUTION:

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

R 2023-131

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH LITTLE WEST, LLC. FOR THE TREE KING – ETNA, OHIO PROJECT ON AUGUST 11, 2022; AND

WHEREAS: LITTLE WEST, LLC. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND

THEREFORE: THE BOARD OF TRUSTEES GRANTS CONDITIONAL ACCEPTANCE AND HEREBY APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN THE TREE KING – ETNA, OHIO PROJEC; UPON COMPLIANCE WITH AND PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES & REGULATIONS SECTIONS 609 AND 610; 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. 2023-131 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

9. OFFICE MANAGER'S REPORT

RESOLUTION TO APPROVE HEALTH INSURANCE RENEWAL FOR 2024:

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

RESOLUTION:

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

R 2023-132

- 1. RESOLUTION TO ACCEPT THE INSURANCE PREMIUM RENEWAL AS PRESENTED – AETNA HRA PLAN AT A DECREASE OF 18.08% IN OVERALL PREMIUM COST- AND THE DELTA DENTAL POLICY AT AN INCREASE OF 5.5%. BURNHAM & FLOWER, REPRESENTATIVE JIM ORGAN WILL REMAIN AGENT OF RECORD EFFECTIVE JANUARY 1, 2024. 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. 2023-132 WAS APPROVED.

RESOLUTION TO APPROVE GENERAL LIABILITY INSURANCE RENEWAL FOR 2024:

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

RESOLUTION:

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

R 2023-133

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

- 1. RESOLUTION TO ACCEPT THE GENERAL LIABILITY INSURANCE PROPOSAL PRESENTED BY WICHERT INSURANCE FOR THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT FOR THE YEAR 2024, EFFECTIVE DECEMBER 25, 2023, IN THE AMOUNT OF \$92,189, AWARDED TO SELECTIVE.**
- 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. 2023-133 WAS APPROVED.

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 Mrs. Carter

R 2023-134

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. 2023-134 WAS APPROVED.

WATER SHUT OFFS:

Mrs. Carrelli stated there were 52 door tags left on Monday. 9 customers were shut off for Non payment on Wednesday and 6 of those have been turned back on.

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

10. ATTORNEY'S REPORT:

RESOLUTION TO APPROVE PURCHASE OF GALE RD EASEMENT:

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

RESOLUTION:

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

R 2023-135

RESOLUTION TO APPROVE PURCHASE OF AN EMERGENCY ACCESS EASEMENT FOR THE GALE ROAD WASTEWATER TREATMENT FACILITY, SITUATED IN HARRISON TOWNSHIP, LICKING COUNTY, OHIO FROM KOMIVI AFIADEMANYO AND AKOKO E. SEWAVI FOR TEN THOUSAND DOLLARS.

WHEREAS, THE KOMIVI AFIADEMANYO AND AKOKO E. SEWAVI ARE THE OWNERS OF REAL PROPERTY ADJACENT TO REFUGEE ROAD SW, IN HARRISON TOWNSHIP, LICKING COUNTY, OHIO, AND KNOWN AS PARCEL NO. 025-068964-00.004;

WHEREAS, THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT (THE "DISTRICT") IS THE OWNER OF REAL PROPERTY ADJACENT TO SAID PROPERTY, IN WHICH THE GALE ROAD WASTE WATER TREATMENT FACILITY IS SITUATED;

WHEREAS, THE DISTRICT DETERMINED THAT IT NEEDED A PORTION OF THE PROPERTY FOR AN EMERGENCY ACCESS ROAD TO THE GALE ROAD FACILITY;

WHEREAS, THE DISTRICT TRANSMITTED A NOTICE OF INTENT TO ACQUIRE AND GOOD FAITH OFFER PURSUANT TO RESOLUTION 2023-118;

WHEREAS, THE OWNERS HAVE AGREED TO CONVEY THE EMERGENCY ACCESS EASEMENT FOR TEN THOUSAND DOLLARS; AND

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

- 1. THE BOARD AUTHORIZES THE PAYMENT OF A SUM OF \$10,000.00 TO KOMIVI AFIADEMANYO AND AKOKO E. SEWAVI FOR THE EMERGENCY ACCESS EASEMENT.**
- 2. THE BOARD AUTHORIZES THE BOARD PRESIDENT TO EXECUTE THE DEED OF ACCESS EASEMENT.**
- 3. THE BOARD AUTHORIZES THE OPERATIONS DIRECTOR TO CONSTRUCT A 25' WIDE STONE DRIVEWAY FOR EMERGENCY ACCESS TO AND FROM THE GALE ROAD FACILITY.**
- 4. 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**

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

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 OHIO REVISED CODE.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-135 WAS APPROVED.

OPWC NRAC APPOINTMENT

Mr. Eippert wanted to inform the Board he has been appointed to a 3-year term on the OPWC Natural Resources Committee.

11. EXECUTIVE SESSION

Mr. Kretzmann made a motion, seconded by Mr. Stepp to enter into executive session pursuant to section 121.22 (G)(2) of the Ohio Revised Code, to consider the purchase of property for public purpose. Invited into this executive session is the Board, Mr. Roberts, Mr. Gilcher and Mr. Eippert. AND

Pursuant to section 121.22, subsection (G)(8) of the Revised Code, for the purpose of considering confidential information related to negotiations with other political subdivisions, respecting their requests 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.

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

Invited into this executive session is the Board, Mr. Roberts, Mr. Gilcher, and Mr. Eippert.

Upon roll call vote, all voted aye. Entered executive session at 4:25 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 5:01 p.m.

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

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

12. TRUSTEES' COMMENTS

There were no Trustee Comments.

13. ADJOURNMENT

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

Upon Roll Call vote, all voted aye. The meeting was adjourned at 5:02 p.m.

ATTEST: 
_____ **Melissa Carter, Secretary**

**SWLCWSD
OFFICE REPORT
11/30/23**

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	\$636,596.80	\$504,426.90	\$148,612.00	\$1,347,386.67
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$304,699.36	\$247,396.00	\$120,057.00	\$700,864.36
Total	\$5,462,593.80	\$2,636,763.39	\$86,462.97	\$941,296.16	\$751,822.90	\$268,669.00	\$2,048,251.03

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	\$899,147.47	\$935,259.12	\$311,648.19	\$2,942,315.72
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51	\$1,745,700.12	\$1,784,101.70	\$608,804.60	\$5,783,770.93
Total	\$9,616,600.83	\$9,745,728.25	\$2,441,425.45	\$2,644,847.59	\$2,719,360.82	\$920,452.79	\$8,726,086.65

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	\$18,765.00	\$20,850.00		\$39,615.00
Sewer	\$84,095.00	\$40,438.12	\$0.00	\$96,075.50	\$20,850.00		\$116,925.50
Total	\$175,835.00	\$81,571.25	\$0.00	\$114,840.50	\$41,700.00	\$0.00	\$156,540.50

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	\$84,707.87	\$84,707.87
Total	\$551,334.44	\$305,651.21	\$194,286.45	\$194,286.45

Cash in Bank	As of 11/29/23	As of 11/28/22
	\$19,666,652.71	\$23,195,346.57
*Does not allow for future expenses		
Loan Payment Due 07/01/25	\$2,500,000.00	\$2,500,000.00
Balance Available	\$17,166,652.71	\$20,695,346.57