

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

**BOARD MEETING MINUTES  
JUNE 27, 2017**

**1. OPENING**

The June 27, 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. Pennington. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, Josephine Carrelli, Matt Pennington, and those members of the public who signed the June 27, 2017 sign-in sheet.

Our featured employee this meeting is Mr. Matt Pennington, Collections Supervisor.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Fox, to approve the Agenda as presented. Upon Roll Call vote, all voted aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Fox made a motion, second by Mr. Kretzmann to correct the Board meeting minutes to reflect the executive session regarding economic development. Upon Roll Call vote, all voted aye. Motion carried.

Mr. Fox made a motion, second by Mr. Carlisle to approve the minutes of the Board meeting of June 13, 2017 as corrected. 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. Fox seconded. Upon Roll Call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

There were no communications to present at this time.

**6. PUBLIC COMMENTS**

There were no public comments at this time.

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**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT NOTICE TO PROCEED:**

Mr. Conkel updated the Board regarding the clearance issue for the new Water Treatment Plant with the Licking County Planning Commission. Mr. Conkel stated that he would be meeting with Mr. Jerry Newton and Mr. Brad Mercer of the Licking County Planning Commission next week to discuss this matter further.

**TANK NOTICE TO PROCEED:**

Mr. Conkel stated that the tank notice to proceed is ready to go. He stated that the pre-construction meeting has been rescheduled to July 13, 2017.

**WASTEWATER TREATMENT PLANT SCREEN ADVERTISEMENT:**

Mr. Conkel stated that he plans to advertise for the Wastewater Treatment Plant screen on July 12, 2017 and July 19, 2017. He stated that he plans to open the bids on July 28, 2017 at 11:00 a.m.

**LEAK ADJUSTMENT POLICY:**

Mr. Conkel stated that the leak adjustment policy needs updated. The Board agreed that Mr. Conkel should review the policy and bring recommendations to the Board for approval.

**RANDALL HOLMAN HIRE - RESOLUTION:**

This item was tabled for further discussion for the next Board meeting.

**2018 DRAFT BUDGET - RESOLUTION:**

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

**RESOLUTION:**

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

**R 2017-034 RESOLUTION TO APPROVE THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT BUDGET YEAR 2018 AS PRESENTED.**

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-034 WAS APPROVED.**

**MISCELLANEOUS:**

Mr. Conkel updated the Board on the Palmer Road situation.

Mr. Conkel updated the Board on the status of the public records request from Mrs. Loomis.

Mr. Conkel updated the Board regarding the agreement with the City of Pataskala.

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli presented a copy of the water shut off list. She stated that there were 34 door tags distributed and as of today there were still 19 customers scheduled to have their water service disconnected tomorrow.

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

**RESOLUTION:**

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

**R 2017-035 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-035 WAS APPROVED.**

**9. ATTORNEY'S REPORT**

Mr. Albers was not present at this meeting.

**10. EXECUTIVE SESSION**

There was no executive session at this meeting.

**11. TRUSTEES' COMMENTS**

Mr. Carlisle stated that there is a benefit at the ball field on Refugee Road today for the officer that was killed in the Village of Kirkersville. Mr. Carlisle stated that he was

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informed that Sunburst Pools is supplying the water for the dunk tank being used at this benefit. Mr. Carlisle stated that the District should look into giving Mr. Joe Wagner a break on the cost of the water for the benefit. All Board members agreed. Mr. Carlisle stated that this was a way for the District to help with the benefit as well. Mr. Wagner will be contacted regarding this.

Mr. Carlisle stated that he looked at the Standard Drawings for the District. He had a couple of items that needed added in the Standard Drawings.

Mr. Carlisle asked Lee to schedule a time and date for the breakfast that the Board wants to provide for the employees and then get back to the Board with the information.

Mr. Kretzmann inquired about Mr. Pennington and his duties with the District. Mr. Pennington stated that he was the Collections System Supervisor and discussed his duties and his day to day operations within the District.

Mr. Fox stated that he would like to discuss the security measures of the District, in regards to the wet wells, etc. Mr. Gilcher discussed some of the security measures the District already has in place. Mr. Conkel stated that they would review it in more depth and report back to the Board at a later time.

**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 1:36 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

June 27, 2017

SIGN BELOW:

NAME

ADDRESS

PHONE