

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

**BOARD MEETING MINUTES
MARCH 28, 2017**

1. OPENING

The March 28, 2017 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 1:00p.m. The Pledge of Allegiance was led by Mr. Gilcher. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, Josephine Carrelli and those members of the public who signed the March 28, 2017 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Fox made a motion, second by Mr. Kretzmann, to approve the Agenda as presented. Vote, all aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Kretzmann made a motion, second by Mr. Fox to approve the minutes of the Board meeting of March 14, 2017 and the Special Board meeting of March 21, 2017. Vote, all aye. Motion carried.

4. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Fox seconded. Vote, all aye. Motion carried.

5. COMMUNICATIONS

Mr. Conkel presented a letter from Southgate Corporation.

6. PUBLIC COMMENTS

There were no public comments at this time.

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7. GENERAL MANAGER'S REPORT

APPROVAL OF REVISED GENERAL NOTES:

Mr. Conkel stated that the general notes have been revised and he would like to get those approved. He stated that they will be revising the standard drawings and construction materials and specifications as well. Mr. Gilcher stated that the last time the general notes were updated was in 2014. Mr. Carlisle stated that he would like a chance to review the general notes revisions and asked Mr. Conkel to place this back on the agenda for Board approval at the next meeting.

APPROVAL OF HIRE FOR BILLING CLERK – CARI PARRA:

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

RESOLUTION:

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

R 2017-018 RESOLUTION TO HIRE CARI PARRA FOR THE FULL TIME OFFICE ASSISTANT/BILLING CLERK POSITION AT \$15.50 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-018 WAS APPROVED.

APPROVAL OF HIRE FOR COLLECTIONS DEPT. – CHAD BAY:

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

RESOLUTION:

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

R 2017-019 RESOLUTION TO HIRE CHAD BAY FOR THE FULL-TIME COLLECTIONS DEPARTMENT POSITION AT \$15.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING. RATE OF PAY WILL INCREASE FROM \$15.00 PER HOUR TO \$16.50 PER HOUR UPON COMPLETION OF CLASS I WASTEWATER OPERATOR CERTIFICATION LICENSING.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-019 WAS APPROVED.

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CORRECTION – SUMMIT WATER STORAGE TANK BIDS:

Mr. Conkel stated that he had a correction to the meeting time for the Summit Water Storage Tank Bids. He stated that originally he told the Board it was scheduled for April 19th at 10:00 a.m., but the meeting is actually scheduled for April 19th at 11:00 a.m.

MISCELLANEOUS:

Mr. Conkel stated that he met with the City of Pataskala last Wednesday and has another meeting with them this coming Friday.

Mr. Conkel stated that the District is continuing to look for ground water.

8. 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. Fox.

R 2017-020 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-020 WAS APPROVED.

Mrs. Carrelli presented the current water shut-off list.

9. ATTORNEY’S REPORT

Ms. O’Keefe was not present at this meeting.

10. EXECUTIVE SESSION

Mr. Carlisle made a motion, second by Mr. Fox to go into Executive Session at 1:14 p.m. to discuss personnel and pending litigation.

Carlisle.....yes
Kretzmann....yes
Fox.....yes

MOTION CARRIED.

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

Carlisle.....yes
Kretzmann....yes
Fox.....yes

MOTION CARRIED.

RETURNED FROM EXECUTIVE SESSION AT 1:56 P.M.

Mr. Carlisle made a motion, second by Mr. Fox to have Mr. Conkel send an engagement letter to hire Mr. Pat Kasson, with Reminger and Reminger, to represent the District in the State Personnel Board of Review Appeal that the District is presently dealing with and all correspondence relating to this. Mr. Kasson's rate will be \$250.00 per hour. Vote, all aye. Motion Carried.

Mr. Carlisle directed Mr. Conkel to send a letter of notification to Mr. Patter that the District is changing legal counsel for the State Personnel Board of Review Appeal hearing portion.

Mr. Fox made a motion, second by Mr. Carlisle, to terminate the contract with Carlile Patchen & Murphy and Ms. O'Keefe as general legal counsel. Discussion: Mr. Fox stated that in light of the most recent correspondence with Ms. O'Keefe and her refusal to attend the invitation from the Board to discuss her contract and her ability and her firm's ability to represent the District; along with receiving invoices with a much higher increase in her rates with no discussion from Ms. O'Keefe prior to doing that, he doesn't have a whole lot of confidence that Ms. O'Keefe would provide the best services to the District. Mr. Fox stated that it is his intention to make a resolution to hire new general legal counsel. Vote, Mr. Carlisle and Mr. Fox yes, Mr. Kretzmann abstained. Motion Carried.

Mr. Fox made a motion, second by Mr. Carlisle, to request a resolution to be prepared to hire Mr. John Albers, with Albers & Albers, to be the general legal counsel for the District. Discussion: Mr. Kretzmann asked the Board if they were comfortable with Mr. Albers rates and terms. Mr. Carlisle stated that Mr. Albers stated during his interview with the District that he would match the rates that the District is currently under contract with Carlile Patchen & Murphy and that it would be up for review upon his anniversary date with the District in one year. Mr. Carlisle stated that he would like for Mr. Conkel to handle the agreement with Mr. Albers.

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Mr. Fox made a motion to amend and include in his original motion, second by Mr. Carlisle, to request a resolution to be prepared to hire Mr. John Albers, with Albers & Albers, to be the general legal counsel for the District and to direct Mr. Conkel to enter into the agreement with Mr. Albers, on the Board's behalf, at the terms that Mr. Albers specified during his interview with the Board. Vote, all aye, Motion Carried.

RESOLUTION:

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

R 2017-021 RESOLUTION TO HIRE MR. JOHN ALBERS, WITH ALBERS & ALBERS, AS THE GENERAL LEGAL COUNSEL FOR THE DISTRICT; AND TO DIRECT MR. CONKEL TO ENTER INTO THE AGREEMENT WITH MR. ALBERS, ON BEHALF OF THE BOARD, AT THE TERMS THAT MR. ALBERS SPECIFIED DURING HIS INTERVIEW WITH THE BOARD.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-021 WAS APPROVED.

11. ADDITIONAL PUBLIC COMMENTS

There were no additional public comments at this time.

12. TRUSTEES' COMMENTS

Mr. Fox stated that the Board needs to consider planning a Special Board meeting between now and April 6th. Mr. Carlisle stated that it would have to be discussed once Mr. Conkel speaks to Mr. Kasson.

13. ADJOURNMENT

Mr. Fox made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Vote, all aye. The meeting was adjourned at 2:07 p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

March 28, 2017

SIGN BELOW:

NAME

ADDRESS

PHONE