

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

**BOARD MEETING MINUTES  
May 21, 2019**

**1. OPENING**

The May 21, 2019 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Fox at 3:00 p.m. The pledge of allegiance was led by Mrs. Walther. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, Josephine Carrelli, John Albers and those members of the public who signed the May 21, 2019 sign-in sheet.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Mr. Carlisle made a motion, second by Mr. Kretzmann to approve the minutes of the Board meeting of May 13, 2019. Upon Roll Call vote, all voted aye. Motion carried.

Mr. Kretzmann made a motion, second by Mr. Carlisle to approve the minutes of the Audit Finance Meeting of May 13, 2019. 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**

Mr. Fox stated he has been communicating with a resident in Pataskala who had questions about our rates compared to other entities.

**6. PUBLIC COMMENTS**

Dr. Ann Walther with the Lions Club and Jason Moyer with the SWL Youth Football were present to ask the board for some financial help with an invoice from a contractor for work performed that they say they were not notified about the requirement of this work in advance. They were told they needed to cap off the

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existing tap on the property once they connected to the new 1" tap. This resulted in charges they were not prepared for as they state they were never made aware of this requirement until the inspector was onsite and told them it needed to be done. Much discussion followed regarding the requirement and lack of written policy. Mr. Fox and Mr. Kretzmann asked Mr. Conkel what his recommendation was. He stated he felt the District has gone above and beyond to accommodate them and felt the decision was made in the best interest of the District.

Mr. Fox made a motion to reimburse the SWL Youth Football and Cheer \$2,380.00, the amount charged by the contractor to cap off the old tap not being used.

Mr. Carlisle seconded the motion to have a discussion.

More discussion followed.

Mr. Carlisle removed his second and Mr. Fox removed his motion.

Mr. Carlisle made a motion, second by Mr. Fox to credit the water and sewer bill for SWL Youth Football and Cheer in the amount of \$1,380.00 once their account is established.

Mr. Albers will put together a letter outlining the decision.

**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT CONSTRUCTION UPDATE:**

Mr. Conkel stated we have been pushing out water from the new water treatment plant since about noon today. He stated we had one water break and one brown water complaint.

**SUMMIT TANK CONSTRUCTION UPDATE:**

Mr. Conkel stated they are finishing up some stuff but we are using the tank.

**SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated they are continuing to clean up and are just about finished.

**REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated he worked with John Albers to terminate the contract and sent the letter out 5/20/19.

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Mr. Carlisle asked what was going on with the tile. Mr. Conkel stated he met with a contractor out there today discussing the issue. They have talked about a few different options to correct the drainage issue. Mr. Carlisle said to give the township a call if there is anything they can do to help.

**2020 DRAFT BUDGETS:**

Mr. Conkel stated these were for the board to review. The budget needs to be approved by the end of June. Mr. Carlisle asked to put out a reminder with the next agenda to be ready to discuss the budget at the next meeting.

**WTP WORK SCHEDULE CHANGES-RESOLUTION:**

Mr. Conkel presented the changes to the handbook for the new schedule for the water treatment plant operators. This item has been tabled until the next Board Meeting.

**DEPOSIT FEES AND CHARGES CHANGES-RESOLUTION:**

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

**RESOLUTION:**

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

**R 2019-020 RESOLUTION**

- 1. RESOLUTION TO UPDATE THE DEPOSIT FEES AND CHARGES SCHEDULE PART III-MISCELLANEOUS DEPOSITS, FEES, AND CHARGES SECTION C. (b.) TO ADD DEVELOPERS WILL BE CHARGED THE INSPECTOR'S REGULAR RATE OF PAY PLUS APPLICABLE PAYROLL TAXES FOR WORK PERFORMED DURING REGULAR BUSINESS HOURS. ANY WORK OUTSIDE OF REGULAR BUSINESS HOURS (M-F, 8AM-4PM) WILL BE CHARGED AT TIME AND A HALF.***
2. 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.

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-020 WAS APPROVED.**

**WELLFIELD UPDATE:**

Mr. Conkel stated the rig is out there now at the Karr site and they should be starting soon.

Mr. Conkel stated this was in the CIP budget. Mr. Albers stated it would be best to pass a resolution.

**RESOLUTION:**

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

**R 2019-021 RESOLUTION TO APPROVE CONTRACT WITH EAGON & ASSOCIATES FOR WELLFIELD WORK ON THE KARR AND ALEXANDRIA SITE AND TO APPROVE CONTRACT WITH HARTMAN ENGINEERING FOR THE FLOOD STUDY FOR THE ALEXANDRIA SITE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-021 WAS APPROVED.**

A resolution will be prepared for signature for the next meeting.

**8. OFFICE MANAGER'S REPORT**

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

**RESOLUTION:**

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

**R 2019-022 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-022 WAS APPROVED.**

Mrs. Carrelli stated the door tags for shut offs would be left Friday 5/24/19 for shut offs on Wednesday 5/29/19.

Mrs. Carrelli informed the board the District received an award from the BWC Safety Council for no accidents resulting in missed days of work for 2018.

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Mrs. Carrelli explained C-Max has created a job posting for the GM position and provided a copy to the board members. Some changes were made to the posting and there was some discussion regarding where it would be posted.

Mr. Carlisle made a motion, second by Mr. Fox to approve the job posting with the discussed changes and get it posted on various sites. Upon roll call vote all voted aye. Motion carried.

**9. ATTORNEY'S REPORT**

Mr. Albers was present to provide an update on the affidavit of fact project. He stated 106 out of 111 properties have had the affidavit of facts recorded. He stated we also need to address the properties who currently have money due and how to seek collection.

**10. EXECUTIVE SESSION**

Mr. Carlisle moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public official and 121.22 (G)(3) Conferences with an attorney.

Seconded by Mr. Fox

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

MOTION CARRIED.

Entered executive session at 4:15pm

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

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

Motion Carried.

Returned from Executive Session at 4:23P.M.

Mr. Fox asked to add a deadline of June 7, 2019 to the GM job posting.

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**11. TRUSTEES' COMMENTS**

Mr. Fox made a motion to have the agenda sent to him as Board President in a draft form before being sent out to everyone. Mr. Carlisle stated it was not necessary, as board President he has the ability to create the agenda as he sees fit. Motion withdrawn.

**12. ADJOURNMENT**

Mr. Carlisle 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 4:27 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

May 21, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE

Dr. Ann Walther

7899 Columbia Rd  
Pataskala OH 43062  
- 8880 Refugee Rd  
(Lions Park)

614-209-3900

JASON MOYER

109 COVINGTON LANE  
PATASKALA OH 43062

614-203-6318