

Town of Huntertown Utility Service Board Meeting Minutes for Monday, August 2, 2021
Huntertown Town Hall, 15617 Lima Road

A public/virtual meeting of the Huntertown Utility Service Board was held on Monday, August 2, 2021. The meeting, also utilizing the Zoom app, was held at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Members in attendance at Huntertown Town Hall were board members Mark Burnworth, Kerri Garvin, and Brad Hite (P); Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; David Hawk of Hawk Haynie Kammeyer and Smith; Derek Frederickson and Scott Karst of Engineering Resources, Inc.; four (4) members of the public and one (1) member of the media. No one attended the meeting via the Zoom App.

Brad Hite called the meeting to order at 5:00 p.m. with the Pledge of Allegiance.

BOARD ACTION

Kerri Garvin made a motion to approve the minutes for the June 6, 2021, regular meeting, noting that a change in who seconded the approval of minutes from the May 3, 2021, meeting needed to be made. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve USB Resolution 2021-005, a to the Huntertown Town Council requesting the establishment of a special wastewater service area and a special area connection fee for the new sewer connections within the area. Kerri Garvin seconded. Derek Frederickson provided an overview of the resolution, which is establishing a \$1,600 area connection fee for all new customers who connect within the service area established in the Ordinance to be passed by the Town Council. Topics of discussion included the amount to be reimbursed to the developer and how and what fund that amount would be paid from. The Utility Board will have a special meeting after the Town Council meeting on Monday, August 16, 2021, to approve the agreement for the Northeast Regional Force Main project, so long as the council approves its ordinance the same evening. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to increase the not-to-exceed amount in the attorney contract by \$15,000 for the remainder of 2021. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve Huntertown Resolution 2021-004, a Resolution approving the transfer of funds from the Sewer Operating Fund into the Sewer Bond & Interest Fund, totaling \$339,665.00. Kerri Garvin seconded. Ryan Schwab explained the need for the transfer, specifically that the town's Series B Bond payment for January 2021 was incorrectly billed. While he paid the invoice in full as presented, the invoice should have seen the principal payment billed for \$335,000, but instead it was billed for \$335. The resulting shortage in the principal payment caused an increase in the interest payment for the July 1 payment. This resolution addresses the money needed to make the principal payment and increased interest payment and get the town back on schedule for future payments. Schwab also noted that the payment was due July 1 and President Brad Hite gave him verbal approval to make the transfers/payment prior to the passage of this resolution. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to give conditional approve a water and sewer application for CAH Development, pending technical review. Mark Burnworth seconded. Derek Frederickson provided an overview of the application, which is for a new medical building on Lima Crossing Drive, which hopes to be open by spring 2022. Beth Shellman added that the town council has approved a deed on the right-of-way and that a road project is in the works to access the facility. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve the de-commissioning of the sand filter at the water treatment plant in a not-to-exceed amount of \$15,000. Kerri Garvin seconded. Motion passed, 3-0.

Kerri Garvin made a motion to approve a quote from Fox Contractors for the upsizing of water lines in the Ridgewood at Copper Creek subdivision in the amount of \$56,612.00. Mark Burnworth seconded. Motion passed, 3-0.

NEW BUSINESS

Outside of items listed under Board Action, the following new business was brought forth:

- Beth Shellman asked the board to consider purchase of DS-64i Folder Inserter 2 Station for the utility office at the government price of \$8,590. Board members asked to table this discussion to get more information on the percentage of customers who receive a paper bill as opposed to the number of customers who participate in paperless billing.

OLD BUSINESS

No Old Business was brought forth.

REPORTS

Clerk-Treasurer Ryan Schwab had the following report:

- The town has received its first allotment of American Rescue Plan Act funds. The town is receiving approximately \$1.5 million, and the first allotment, covering half of that amount, was received in July. The town is working on a spending plan for these funds.

Town Manager Beth Shellman handed out a copy of her monthly report and detailed the following items:

- Two utility vehicles that were bid for sale, were indeed sold and both for more than the minimum asking price. Details were listed in her report.
- She asked the board to consider four budget items
 - * Pay raises (3-percent for hourly employees and 5-percent for salaried employees) for 2022
 - * A new uniform and boot policy for utility workers
 - * A longevity pay bonus for all employees
 - * Increasing the number of carry-over PTO days from 5 to 10.
- Greater Fort Wayne is sponsoring a tour of Hometown on August 19 from 1-2:30 p.m. A bus tour of various spots in Hometown in the highlight of the event. She is also working with local businesses to fill some "swag bags" that she displayed with free items.

Outside of items listed under Board Action, Derek Frederickson had no further report.

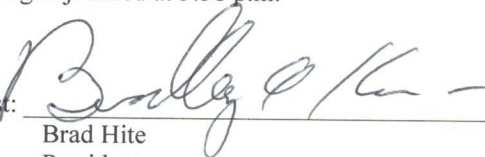
David Hawk had no further report.


PUBLIC COMMENT

None were brought forth

Kerri Garvin made a motion to adjourn. Mark Burnworth seconded. Motion passed with a voice vote and the meeting adjourned at 5:58 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer