

Town of Huntertown Utility Service Board Meeting Minutes for Monday, October 4, 2021
Huntertown Town Hall, 15617 Lima Road

A public/virtual meeting of the Huntertown Utility Service Board was held on Monday, October 4, 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; Derek Frederickson of Engineering Resources, Inc.; six (6) members of the public and zero (0) 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 September 7, 2021, meeting. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to give conditional approval for a water and sewer main extension application and special contract for Majestic Pointe Sections II and III, pending technical review. Kerri Garvin seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve a water and sewer service application and special contract for Tever Cay. Kerri Garvin seconded. Motion passed, 3-0.

Mark Burnworth made a motion approve payment to Meyer Building LLC for a new utility building at a cost of \$199,135.00. Kerri Garvin seconded. Ryan Schwab explained that the Huntertown Town Council had originally agreed to the purchase of the building at 100-percent of the cost using CEDIT funds. He noted that the utility service board budget included one-third of the cost in both the water and sewer utilities and was asking the board to consider payment of one-third of the total cost from each of the two utility funds. This would free up CEDIT funds to use for an upcoming road improvement project. The total for each utility is \$66,379.00. Street Superintendent Randy Bailey went over the items included for the project and noted that the town would insulate the ceiling of the building one its own at a later date. After no further discussion, the motion passed 3-0.

Kerri Garvin made a motion to approve a quote from Fox Contractors in the amount of \$54,568.93 for an 8-inch pipe installation under the Willow Creek in the Rolling Oaks Subdivision. Mark Burnworth seconded. The proposal also included some upsizing of water pipes within the development, but that item was being tabled until supporting documentation for the cost can be reviewed. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to approve a proposal from Fox Contractors in the amount of \$26,676.00 for the construction of a water loop in the Coves of Copper Creek East subdivision. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve a water/sewer service application for 436 Halldale Drive. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to approve to enter the Indiana Emergency Rental Plan with the State of Indiana. Kerri Garvin seconded. Beth Shellman said that the plan would allow the town to communicate with members of the pubic who need help with utility bills to apply for grants. Any money the individuals would receive through a grant would be sent directly to the town and would be applied to their utility bills. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve the topographical survey work quoted in an agreement with Engineering Resources Inc. for well field expansion in 2022 for a total cost of \$2,700. Kerri Garvin seconded. Derek Frederickson said that the remaining amount of the total fee of \$34,980 will come to the board at its November meeting. Motion passed, 3-0.

NEW BUSINESS

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

- Beth Shellman reminded board members of a \$75.00 clothing allowance for board members and office employees and that an order is in the process of being placed.

OLD BUSINESS

No Old Business was brought forth.

REPORTS

Clerk-Treasurer Ryan Schwab had the following report:

- He planned to have the 2022 Utility Service Board budget ready for the board by the November 1, 2021, meeting.

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

- She provided information on reports from the department heads. The sewer plant has been able to work around some minor repairs and stay in compliance with all regulations. The Street department is working on an update to the PASER rating, and an updated 5-year master plan will be presented at a future meeting. The utility office has sent 130 letters to residents in the Carroll Creek and Lakes of Carroll Creek area, hoping to address the inflow and infiltration issue impacting the sewer collection system. The water department is processing about 500 locate requests a month during the summer and early fall.

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

PUBLIC COMMENT

None were brought forth

Mark Burnworth made a motion to adjourn. Kerri Garvin seconded. Motion passed with a voice vote and the meeting adjourned at 5:43 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer