

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, June 6, 2022**  
**Huntertown Town Hall, 15617 Lima Road**

A public/virtual meeting of the Huntertown Utility Service Board was held on Monday, June 6, 2022. 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; Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Derek Frederickson and Jim Breckler of Engineering Resources Inc.; eight (8) members of the public and zero (0) member of the media. Attended the meeting via Zoom was one member of the public and zero (0) members of the media.

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 April 4, 2022, meeting. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve payment in the amount of \$739,000.00 to RE Crosby, Inc. for improvements to the centrifuge at the Huntertown Wastewater Treatment Plant. Kerri Garvin seconded. Jim Breckler provided the board with an overview of the two bids received, noting that RE Crosby was the low bidder. He also noted that the bid does not include savings to salvage the current centrifuge unit, estimated at \$100,000.00. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to have developers for the Sonora lift station and The Bluffs lift station, pay for pump upgrades at those lift stations; noting that the cost for the Sonora Lift Station is \$28,800.00 and the cost for The Bluffs lift station is \$13,824.00. Mark Burnworth seconded. Derek Frederickson provided the board with an overview of costs and noted that the two developments total 74 lots and will provide relief to the Serene Shores lift station in the area. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve a water and sewer service application for 512 E. Cedar Canyons Road. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to approve a water and sewer service application for 12026 Lima Crossing Drive (Parrish Orthodontics). Mark Burnworth seconded. Motion passed, 3-0.

Brad Hite made a motion to give conditional approval for a sewer service application for The Fens subdivision (736 lots), and approval of a special contract for the same. Kerri Garvin seconded. Conditions of approval included technical review by the engineering firm, a two-year window to begin construction with an eligible extension and voluntary annexation. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to give conditional approval for a sewer service application for Broad Acres subdivision (716 lots), and approval of a special contract for the same. Kerri Garvin seconded. Conditions of approval included technical review by the engineering firm, a two-year window to begin construction with an eligible extension and voluntary annexation. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to give conditional approval for a sewer service application for Farmstead subdivision (61 lots), and approval of a special contract for the same. Mark Burnworth seconded. Conditions of approval included technical review by the engineering firm, a two-year window to begin construction with an eligible extension and voluntary annexation. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve a water and sewer main extension application and special contract for the Silverstone subdivision (162 lots). Mark Burnworth seconded. Beth Shellman noted that the annexation of this property has been finalized. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to recommend a new uniform policy to the town council as presented by the Town Manager. Kerri Garvin seconded. Beth Shellman presented the council with quotes for new uniforms as well as the new uniform policy. While no decision was made on the uniform contract, the board did want to move forward with the policy for uniforms. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve Huntertown Resolution 2022-003, a Resolution regarding updates to the Standards and Specifications for Utilities in Huntertown. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to have the Town apply for a READI grant in the amount of \$5 million for improvements to the town's water utility infrastructure. Kerri Garvin seconded. Derek Frederickson provided the board with an Opinion of Probable Cost for a READI grant application totaling \$7,798,755. He said the grant would cover \$5 million of the cost and the remainder would be rolled into the bond refinance currently being worked on by Steve Carter of Krohn & Associates. Projects include a new elevated storage tower, main extension on Hand Road, and main oversizing for The Fens subdivision. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve the purchase of a golf cart from Midwest Golf & Turf in the amount of \$9,195.00 for the water utility. Kerri Garvin seconded. Motion passed, 3-0.

Kerri Garvin made a motion to enter the rain barrel pilot program as presented by Town Council President Brandon Seifert, with two-third of the overall cost of the program being split equally between the water and wastewater utility funds. Brad Hite seconded. Brandon Seifert provided council with an overview of the barrel program. Alexis Hathaway, representing the Northeast Indiana Regional Coordinating Council (NIRCC) also provided information on the program. The board did not decide on the type of barrel to purchase. After no further discussion, the motion passed, 3-0.

## **NEW BUSINESS**

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

- Derek Frederickson provided the council with a preliminary overview of the water utility being put together by Steve Carter, for the use of determining available funding for capital projects for the water utility. Carter will be providing an in-depth review in July.
- Derek Frederickson informed the council that GIS Mapping has been updated and the town is working on gaining full access.

## **OLD BUSINESS**

Outside of items listed under Board Action, no other Old Business was brought forth.

## **REPORTS**

Clerk-Treasurer Ryan Schwab had no report.

Town Manager Beth Shellman handed out a copy of her report but highlighted nothing further.

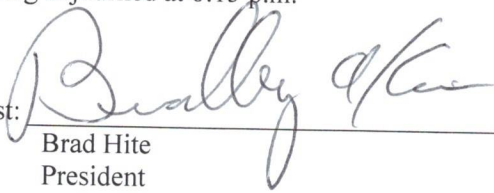
Outside of items listed under Council Action, Derek Frederickson of Engineering Resources Inc. had no further report.

## **PUBLIC COMMENT**

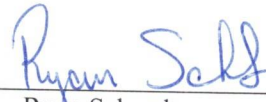
None were brought forth.

Mark Burnworth made a motion to adjourn. Kerri Garvin seconded. Motion passed with a voice vote and the meeting adjourned at 6:15 p.m.

Attest:



Brad Hite  
President



Ryan Schwab  
Clerk Treasurer