

Town of Huntertown Utility Service Board Meeting Minutes for Monday, August 1, 2022
Huntertown Town Hall, 15617 Lima Road

A public/virtual meeting of the Huntertown Utility Service Board was held on Monday, August 1, 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, and Brad Hite; Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Derek Frederickson of Engineering Resources Inc.; Beth Johnson and Mitch Hansell of USI Consultants; Superintendent of Streets Randy Bailey; two (2) members of the public and zero (0) member of the media. No one attended the meeting via Zoom. Absent was board member Kerri Garvin.

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

BOARD ACTION

Mark Burnworth made a motion to approve the minutes for the July 18, 2022, meeting. Brad Hite seconded. Motion passed, 2-0.

Brad Hite made a motion to give conditional approval for a new water and sewer application for the Shadow Creek subdivision. Conditions included technical review by the engineer, a special contract, voluntary annexation, and a provision that construction must be underway within two years. Mark Burnworth seconded. Motion passed, 2-0.

Brad Hite made a motion to approve a proposal from Hydrophase Inc. in the amount of \$8,600.00 for an investigation of groundwater development potential. Mark Burnworth seconded. Derek Frederickson provided the council with an overview of the proposal and detailed what areas would be best for the Town to find a new water source. After no further discussion, the motion passed, 2-0.

Mark Burnworth made a motion to accept the lateral transfer of utility employee Kris Bair from the street department to the wastewater department and to hire applicant Tyler Chesney to fill the vacant position within the street department. Brad Hite seconded. Beth Shellman informed the board that no internal candidates applied for a Utility 4 job posting but four (4) external candidates did. Amid the interview process, Bair decided he would like to apply. After interviewing all candidates, Bair was chosen for the job, creating an opening within the street department. Chesney was the choice of street superintendent Randy Bailey. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve a quote from Fort Wayne IT Solutions for the purchase of a new computer for the wastewater treatment plant in the amount of \$1,248.00. Mark Burnworth seconded. Motion passed, 2-0.

NEW BUSINESS

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

- Beth Shellman asked the board to seek approval for Requests for Proposals for the town's attorney and engineer contracts, which expire at the end of the year. Board members gave verbal approval to proceed, but no vote was taken.

OLD BUSINESS

Outside of items listed under Board Action, the following Old Business was brought forth:

- Derek Frederickson provided the board with an updated "Opinion of Probable Cost" handout detailing water utility capital projects being considered for inclusion in a \$6 million water bond refinance

application. He noted that the order of priority had changed from the last document he presented. He is also awaiting information from financial advisor Steve Carter before the town will decide to proceed. Frederickson also noted that outside of this list, expansion at the water plant and the well field are also needed.

REPORTS

Clerk-Treasurer Ryan Schwab had the following report

- He said that a State Board of Accounts audit is scheduled to begin in August, however a date for the entrance conference has not been determined.
- He asked the board for information on which fund it would like to pay for the centrifuge project out of. The original plan was to include this expense amid American Rescue Plan Act spending; however, a variety of other projects have been determined for those funds. Schwab suggested fund 6202, which includes monies collected for Area Connection Fees and System Development Charges. Board members would like to see a breakdown of how much of the approximately \$3.3 million in the fund was collected by Area Connection Fees and how much was collected by System Development Charges before it decides.

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

- She informed the board that 88 signatures were turned in to the Clerk-Treasurer asking for a referendum question to be put on the November General Election ballot asking for the abolishment of the Huntertown Utility Service Board. She is asking board members to provide her with a pros and cons list. She would like to send this information out to individuals who signed the petition as well as get the information out to Huntertown residents through its Facebook page.
- The town continues to work on its READI grant application

Derek Frederickson of Engineering Resources Inc. had the following report:

- He provided the board with an update on a recent meeting town officials had with the Indiana Department of Environmental Management, the State Revolving Fund Loan Program, and the Indiana Finance Authority. He said that there were no road blocks as the town continues to grow its system and that resources are available to help the town fund its improvements long-term.
- He asked the board for approval to submit a request for a PEL to increase treatment capacity at the wastewater treatment plant. Board members gave verbal approval but did not take a vote.

Mitch Hansell of USI Consultants had the following report:

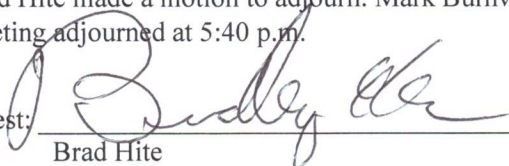
- He provided the board with a cost estimate of \$280,000 for upsizing a water main as part of the Woods Road reconstruction project. The wastewater fund would also need some improvements estimated at \$5,000. He noted that these monies are outside of the scope of the Community Crossings Grant program and would need to be paid 100-percent by the town.

PUBLIC COMMENT

None were brought forth.

Brad Hite made a motion to adjourn. Mark Burnworth seconded. Motion passed with a voice vote and the meeting adjourned at 5:40 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer