

Town of Huntertown Utility Service Board Meeting Minutes for Monday, September 19, 2022
Huntertown Town Hall, 15617 Lima Road

A public/virtual meeting of the Huntertown Utility Service Board was held on Monday, September 19, 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 (P); Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Derek Frederickson and Jim Breckler of Engineering Resources Inc.; three (3) members of the public and zero (0) member of the media. No one attended the meeting via Zoom.

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 August 1, 2022, meeting. Kerri Garvin seconded. Motion passed, 3-0.

Kerri Garvin made a motion to approve Pay Application No. 1 from R.E. Crosby Inc. in the amount of \$80,031.80 for the centrifuge improvement project at the wastewater treatment plant. Mark Burnworth seconded. Jim Breckler provided an overview of the Pay Application and noted that wastewater plant operator Darren Dafforn would like to add a tuner to the unit and that an allowance authorization for such would be presented at the next meeting. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to approve the bid for Contract A as presented from M.C. Wheeler & Sons Inc. in the amount of \$166,000 for the installation of a new water well, pump, VFD and accessories at the current wellfield. Mark Burnworth seconded. Jim Breckler provided an overview of the three bids received and advised the town to also reject and re-bid the Contract B portion of the bid. Contract B included the new water main, meter vault, electrical improvements, controls, and site improvements. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to reject the Contract B bids and re-bid the contract for the wellfield expansion as presented. Contract B included the new water main, meter vault, electrical improvements, controls, and site improvements. Kerri Garvin seconded. Motion passed, 3-0.

Mark Burnworth made a motion to increase the not-to-exceed amount for engineering expenses in the current contract by \$175,000 for a new not-to-exceed total of \$250,000. Kerri Garvin seconded. Derek Frederickson provided the board with an overview of all the engineering projects that town has undertaken, including water and sewer connections related to over 40 new subdivisions. He noted an average cost per subdivision as well as costs for other projects. He anticipates the requested increase will get the town through the end of the year. He suggests that a similar amount be placed in the contract renewal. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to approve water and sewer service application for 625 E. Gump Road. Mark Burnworth seconded. Motion passed, 3-0.

Kerri Garvin made a motion to approve a water service application for 605 E. Gump Road. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve USB Resolution 2022-004, a Resolution to fix salaries of elected officials and employees of the Town of Huntertown for fiscal year 2023. Kerri Garvin 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 approve advertising in house for a job opening in the water department. The in-house posting would last for five days, and the job would be opened up to the public if no internal candidates applied. No vote was taken, but verbal approval was given.

OLD BUSINESS

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

- Derek Frederickson provided the board with an update on an on-going rate study and potential re-financing of water revenue bonds. He stated that Steve Carter of O.W. Krohn & Associates has put together the study, however changes in interest rates have put the plan at a standstill. He will contact Carter and ask for an update to be provided at the October meeting.

REPORTS

Clerk-Treasurer Ryan Schwab had no report.

Town Manager Beth Shellman had the following report:

- After collecting a list of pros and cons about the abolishment of the Utility Service Board, Shellman asked the board for approval to send a letter to the petitioners about her findings. Board members asked if the pros and cons be removed from the letter and hat any information from the town simply state the duties of a Utility Service Board. The board would like to avoid having the town send information that could sway voters.
- The bulk trash week for the town is scheduled for the week of October 24-28. She also noted that the trash contract would be up for renewal along with contracts for the attorney and engineer.

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

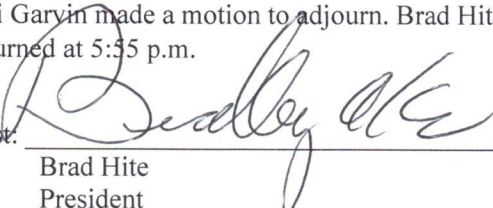
- He provided the board with a professional services agreement for preparing a Preliminary Engineering Report (PER) for expansion at the wastewater treatment plant. The total for services is \$72,500. He asked the board to review the agreement for approval at a future meeting.

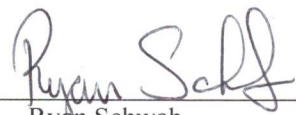
PUBLIC COMMENT

None were brought forth.

Kerri Garryn made a motion to adjourn. Brad Hite seconded. Motion passed with a voice vote and the meeting adjourned at 5:55 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer