

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, October 3, 2022**  
**Huntertown Town Hall, 15617 Lima Road**

A public meeting of the Huntertown Utility Service Board was held on Monday, October 3, 2022. The meeting 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.; Steve Carter of Krohn & Associates; three (3) members of the public and zero (0) member 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 September 19, 2022, meeting. Mark Burnworth seconded. Motion passed, 3-0.

Kerri Garvin made a motion to approve an agreement with Engineering Resources Inc. to prepare a Preliminary Engineering Report and SRF application, along with an Asset Management Plan for expansion at the wastewater treatment plant in the amount of \$72,500. Mark Burnworth seconded. Jim Breckler provided the board with details on the agreement noting that an agreement with Krohn & Associates will also be presented to assist with accounting and financial services associated with the application and the project. The project calls for an expansion of the wastewater treatment plant facility to upgrade from 1.5 MGD capacity to 3.0 MGD capacity. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve an Accounting and Financial Consulting Services agreement with Krohn & Associates in a not-to-exceed amount of \$11,000 for work on the Asset Management plan for the wastewater treatment plant project. Kerri Garvin seconded. Steve Carter of Krohn & Associates provided details on the contract. There were no questions or comments from board members. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve Allowance Authorization No. 1 from R.E. Crosby Inc. for the centrifuge improvements at the wastewater treatment plant in the amount of \$4,950.00. Kerri Garvin seconded. Jim Breckler provided an overview of the authorization form noting that the money is coming out of the \$20,000 contingency fund for the project. The work will add a 7-day timer function to the unit's programming to allow the system to be auto-run. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to re-sign the dedication page for the Northeast Regional Force Main agreement. Mark Burnworth seconded. Derek Frederickson told the board that the document was inadvertently signed prior to completion of the project and the document needed re-signed with a more accurate date. 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:

- Jim Breckler reported that Contract B for the water wellfield expansion project has been re-advertised. Bids are due October 25, 2022, and the results will be presented to the board at its meeting in November.
- Beth Shellman said that the developer of The Pines development is uncertain if the development will continue and is asking for inspection fees and special area connection fees associated with the development to be returned. Per the force main agreement, the town is to forward any special area connection fees to Oakmont Development and no longer has the \$64,000 for the 40-lot development in house anymore. Shellman said that Jeff Thomas of Oakmont Development has told the town that he has already applied those funds to the loan and cannot send them back to the town. Kerri Garvin asked if there was a clause in the special contract signed by the developer of The Pines regarding a refund. Also discussed was the need to terminate the application for the development to free up the capacity. After no further discussion, it was decided to wait on a decision until the next meeting in order to gain more information.

## 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 a READI grant application and partnering with Allen County on ARPA related expenses. He said that application criteria for the READI grant have changed how much money the town can apply for. He also noted that the Allen County Commissioners do not find the town's proposed plan for septic relief projects to be attractive and would be interested in using its ARPA funds to help the town with its water tower project. Frederickson said the estimated \$7.8 million water tower project could be funded using the \$2 million from Allen County, \$1.56 million from the READI grant and rolling the remainder into a refinance of Waterwork Revenue Bonds. Steve Carter said that interest rates have increased over the last few months and have climbed to 4.25 percent. He suggested a rate analysis would need to be re-addressed to see how much the town could finance without raising rates. He also suggested that because of how expensive the bond market it, the town would be smarter to bid as many of its necessary projects at once, even if it means raising rates, to get what it needs done. Derek Frederickson added that the town could consider a loan through the State Revolving Fund Loan Program for this project as well.

## REPORTS

Clerk-Treasurer Ryan Schwab had the following report:

- He anticipates having a copy of the 2023 Utility Service Board budget ready for review at the November meeting.

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

- The Huntertown Rotary Club is sponsoring an electronic recycling event at Lifehouse Church on Saturday, October 8, 2022, from 9 a.m. to noon. The town would be providing workforce to move items to the Hazardous Waste site on Fort Recovery Road.
- The bulk trash week for the town is scheduled for the week of October 24-28. Large items will be picked up on the homeowners' regular trash day.
- The town has distributed 56 rain barrels through September 27, 2022, but another 5-10 have been picked up since. She estimates about 30-35 barrels remain available for the public.
- The wastewater treatment plant ran at 54-percent capacity in September.

Derek Frederickson of Engineering Resources Inc. had no further report.

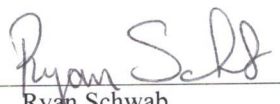
## PUBLIC COMMENT

Jeff Thomas, speaking on behalf of Oakmont Development, told the board that two items on the Town's punch list for the project remain and he will get them addressed. He also asked the board why The Quarry Development was not included in the reimbursement agreement? Beth Shellman said that existing developments were not included in the agreement. Only new developments to connect to the force main are being charged the \$1,600 special area connection fee.

After no further public comment, Kerri Garvin made a motion to adjourn. Mark Burnworth seconded. Motion passed with a voice vote and the meeting adjourned at 5:41 p.m.

Attest:

  
Brad Hite  
President

  
Ryan Schwab  
Clerk Treasurer