

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, August 7, 2023**  
**Huntertown Town Hall, 15617 Lima Road**

A public meeting of the Huntertown Utility Service Board was held on Monday, August 7, 2023. The meeting was held at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Members in attendance were board members Kerri Garvin (P), Anthony Ramey, and Michael Stamets; Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Derek Frederickson and Jim Breckler of Engineering Resources Inc.; one (1) member of the public and zero (0) members of the media.

Kerri Garvin called the meeting to order at 5:00 p.m. with the Pledge of Allegiance. Board member Anthony Ramey did not attend the meeting until 5:07 p.m. and did not take part in the first two votes.

**BOARD ACTION**

Michael Stamets made a motion to approve the minutes from the July 17, 2023, meeting. Kerri Garvin seconded. Motion carried 2-0.

Michael Stamets made a motion to conditionally approve a new water service application and special contract from New Venture Development Corp. for the Ranch at Broad Acres subdivision (135 lots) pending voluntary annexation, town council approval to serve outside the corporate limits, technical review from the engineering firm and a construction start timeline within two years. Kerri Garvin seconded. Motion carried 2-0.

Michael Stamets made a motion to conditionally approve a new water service application and special contract from New Venture Development Corp. for the Grasslands at Broad Acres Section I subdivision (52 lots) pending voluntary annexation, town council approval to serve outside the corporate limits, technical review from the engineering firm and a construction start timeline within two years. Kerri Garvin seconded. Motion carried 3-0.

Michael Stamets made a motion to conditionally approve a new water service application and special contract from New Venture Development Corp. for the Lakes at Broad Acres subdivision (76 lots) pending voluntary annexation, town council approval to serve outside the corporate limits, technical review from the engineering firm and a construction start timeline within two years. Anthony Ramey seconded. Motion carried 3-0.

Michael Stamets made a motion to conditionally approve a new water service application and special contract from New Venture Development Corp. for the Fields at Broad Acres subdivision (73 lots) pending voluntary annexation, town council approval to serve outside the corporate limits, technical review from the engineering firm and a construction start timeline within two years. Anthony Ramey seconded. Motion carried 3-0.

Anthony Ramey made a motion to conditionally approve a water main extension application from Robert Howey, 1538 Carroll Road, pending the town's installation of a water main in 2024. Michael Stamets seconded. Motion carried 3-0.

Michael Stamets made a motion to conditionally approve a new water and sewer service application from Divine Mercy Funeral Home, pending technical review and the water and sewer use needs for the entirety of the property located at 1986 W. Cedar Canyons Road. Kerri Garvin seconded. Motion carried 3-0.

Anthony Ramey made a motion to approve the update to the town's lift station standards as presented by Engineering Resources Inc. Michael Stamets seconded. Motion carried 3-0.

Michael Stamets made a motion to approve pay application No. 3 from Crosby Construction for the centrifuge project at the wastewater treatment plant in the amount of \$196,935.95. Anthony Ramey seconded. Jim Breckler provided an overview of the pay application, noting that the centrifuge is installed and is in the optimization process. The payment would only leave the retainage remaining as the contractor finishes off the punch list items to complete the project. After no further discussion, the motion carried 3-0.

Michael Stamets made a motion to approve an engagement letter from Krohn & Associates in the not-to-exceed amount of \$7,000.00 to aid the town with water infrastructure improvements. Anthony Ramey seconded. Motion carried 3-0.

Michael Stamets made a motion to enter a services agreement with Engineering Resources Inc. in the amount of \$13,600 assistance on water service inventory and IDEM reporting requirements related to new lead and copper rules. Kerri Garvin seconded. Derek Frederickson provided an overview of the agreement noting that once the spreadsheet is initially created and formatted, the town should be able to do future updates and uploads on its own. The first report is due in October 2023. After no further discussion, the motion carried 3-0.

Michael Stamets made a motion to increase the not-to-exceed amount for engineering services by \$50,000 to a new total of \$200,000 for 2023. Anthony Ramey seconded. Motion carried 3-0.

## **NEW BUSINESS**

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

- Derek Frederickson provided the board with a proposal for engineering services on Phase III of the wastewater treatment plant upgrades. He asked the board to review the proposal and act on it at a future meeting.

## **REPORTS**

Clerk-Treasurer Ryan Schwab had the following report:

- He provided the board with a draft of the 2024 Utility Service Board budget. He asked the board members to review it. Action will be taken at a future meeting.

Town Manager Beth Shellman had the following report:

- She attended a meeting with the County Department of Planning Services for a proposed 11-lot commercial park on the southeast corner of State Road 3 and Hathaway Road.
- She plans on attending a Greater Fort Wayne tour of the town of Leo on Thursday, September 7, 2023, from 3-5 p.m.
- She is still waiting on the traffic impact study for the intersections of Gump Road and State Road 3 and Hathaway Road and State Road 3. Commercial development has interest in both areas. INDOT, NIRCC and the County Highway will make recommendations related to the 1,000-foot corridor in the area, but the town will have final approval in how the intersections are constructed for the developments.
- Progress is being made regarding obtaining easements for the septic relief project on east Hathaway Rd. An easement from Pathway Community Church will also be needed to complete the Carroll Rd septic relief project. She said that Pathway is interested in exchanging a water/sewer connection in lieu of payment for the easement. Voluntary annexation paperwork was filed by the homeowners on the south side of Carroll Rd. The public hearing is Monday, August 21, 2023.
- The water treatment plant handled nearly 27 million gallons in July while the wastewater treatment plant discharged nearly 39 million gallons of treated water. The water plant continues to see growth in total consumption.

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

## **PUBLIC COMMENT**

None were brought forth.

Michael Stamets made a motion to adjourn. Kerri Garvin seconded. Motion passed with a voice vote and the meeting adjourned at 5:55 p.m.

Attest:



Kerri Garvin  
President



Ryan Schwab  
Clerk Treasurer