

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, December 4, 2023**  
**Huntertown Town Hall, 15617 Lima Road**

A public meeting of the Huntertown Utility Service Board was held on Monday, December 4, 2023. The meeting was held at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Members in attendance were board members Kerri Garvin (P) and Anthony Ramey; Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Street Superintendent Randy Bailey; Derek Frederickson of Engineering Resources Inc.; Steve Carter of Krohn & Associates; five (5) members of the public and one (1) members of the media. Board member Michael Stamets participated via electronic means.

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

**BOARD ACTION**

Anthony Ramey made a motion to approve the minutes from the November 6, 2023, meeting as presented. Kerri Garvin seconded. Motion carried 3-0.

Anthony Ramey made a motion to approve a proposal from Fox Contractors for water main upsizing for the Sonora Townhomes subdivision in the amount of \$37,524.62. Michael Stamets seconded. Derek Frederickson noted that the proposal also included a cost for sanitary sewer line upgrades, but that work was not deemed necessary. After no further discussion, the motion carried 3-0.

Anthony Ramey made a motion to give conditional approve a new water and sewer main extension application from BD DevCo. Indiana LP for the Copper Creek shops as presented, under the conditions of approving a special contract, technical review by the engineer; and construction begins within two years. Kerri Garvin seconded. Motion carried 3-0.

Anthony Ramey made a motion to approve Change Order No. 1 from M.C. Wheeler & Sons Inc. for contract A of the wellfield expansion project in a deducted amount of \$5,000.00. Kerri Garvin seconded. Motion carried 3-0.

Michael Stamets made a motion to approve Pay-Application No. 2 from M.C. Wheeler & Sons Inc. for contract A of the wellfield expansion project in the amount of \$107,520.99. Kerri Garvin seconded. This is the final pay application for the project. After no further discussion, the motion carried 3-0.

Anthony Ramey made a motion to approve Change Order No. 2 from Richard Rider Electric for Contract B of the wellfield expansion project in a deducted amount of \$10,822.00. Kerri Garvin seconded. Motion carried 3-0.

Michael Stamets made a motion to approve Pay Application No. 5. from Richard Rider Electric for Contract B of the wellfield expansion project in the amount of \$39,249.60. Anthony Ramey seconded. This is the final pay application for this project. After no further discussion, the motion carried 3-0.

Anthony Ramey made a motion to approve USB Resolution 2023-005, a resolution to rescind and replace USB resolution 2023-004, a resolution to fix salaries of elected and appointed officials and employees of the Town of Huntertown for fiscal year 2024 and recommend the town council reconsider reducing the wage range for the town manager position. Kerri Garvin seconded. Beth Shellman covered the details of the resolution noting the following changes: 1) a decrease in the employee and elected official raise from 7-percent to 5-percent; 2) removal of the longevity pay language related to the elected clerk-treasurer; 3) reducing the wage range for the town manager position; and 4) eliminating the consultant portion of section 4. Board members expressed concern about the impact reducing the salary range for the Town Manager would have on getting the right person hired for the job. After no further discussion, the motion carried 3-0.

Anthony Ramey made a motion to approve a vehicle/equipment sales agreement with Hitzfield Landscaping Inc. for the purchase of a 4300 International dump truck in the amount of \$65,000 and a Veritech 1,100-gallon de-icing sprayer unit in the amount of \$15,000.00, with the water utility and the sewer utility each covering one-third of the overall expense. Michael Stamets seconded. Ryan Schwab noted that both items were included in the 2024 budget and both items came in under the estimated value in the budget. After no further discussion, the motion carried 3-0.

Michael Stamets made a motion to approve payment in the amount of \$400.00 for utility employee Tyler Chesney to take a Water Exam Review Course with the Alliance of Indiana Rural Water. Kerri Garvin seconded. Motion carried 3-0.

Anthony Ramey made a motion to approve the 2024 meeting schedule as presented with the following changes: 1) the dates needed changed from 2023 to 2024; and 2) the January meeting would fall on the same date as the Town Council's first meeting date of 2024. Michael Stamets seconded. Motion carried 3-0.

Michael Stamets made a motion to approve the 2024 Utility Service Board budget as presented. Anthony Ramey seconded. Motion carried 3-0.

Anthony Ramey made a motion to approve a proposal from MC Wheeler in the amount of \$12,798.00 for chemical cleaning of wells 4 and 6. Michael Stamets 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 an update the town's 5-year water capital asset plan, which calls for an estimated \$23 million in improvements to the water utility. He then introduced Steve Carter of Krohn & Associates who is working on the financial plan to accompany the asset plan. Carter detailed the estimated financial options, noting that a potential rate hike estimated at 35-40 percent may be needed. He wanted some opinions from the council on installing an area connection fee and what that amount would be. Board members offered a few different options for an area connection fee and would also like to see if the asset plan could be spread out beyond the 5-year plan. Carter plans to bring back an analysis with a variety of options for the town to consider.

## **OLD BUSINESS**

Outside of the items listed under Board Action, no other old business was brought forth.

## **REPORTS**

Clerk-Treasurer Ryan Schwab had no further report.

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

- Applications for the Town Manager opening is being taken until December 8, 2023. Applications for the two openings for outside employees are being taken until December 22, 2023. The hiring committee will report recommendations to the USB and the Town Council.

Outside of items listed under Board Action, Derek Frederickson of Engineering Resources Inc. had the following report:

- As part of the Carroll Road reconstruction project, he is suggesting that the town add a new "Welcome to Hometown" sign on the south side of Carroll Road at the town limits. He presented the board with a sample of four design options and would like input from the board. He would like to add the sign to the scope of the project before construction begins.

**PUBLIC COMMENT**

None were brought forth.

Anthony Ramey made a motion to adjourn. Michael Stamets seconded. Motion passed with a voice vote and the meeting adjourned at 6:07 p.m.

Attest:

~~Kerri Garvin~~  
President

*Anthony Ramey*

*Ryan Schwab*  
Clerk Treasurer