

## **Town of Huntertown Utility Service Board Meeting Minutes for September 3, 2019**

A meeting of the Huntertown Utility Service Board was held on Tuesday, September 3, 2019 at approximately 5:00 p.m. Attendees included board members Jim Fortman, Kerri Garvin and Brad Hite (P); Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman and Town Engineer Derek Frederickson. Also present were ten (10) member of the public and one (1) reporter.

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

### **Board Actions**

Jim Fortman made a motion to approve the minutes from the August 5, 2019 regular meeting. Brad Hite seconded. Motion passed, 3-0.

Brad Hite made a motion to approve the water and sewer claims, each dated for August 19, 2019 and September 3, 2019. Kerri Garvin seconded. Brad Hite asked for an explanation on the cost of water softener rental at the water plant. Ryan Schwab explained that the price in question was for both rental and salt, not just the rental. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to approve job descriptions for the Street Department Head/Street Superintendent; Water Department Head and Wastewater Department Head as presented. Jim Fortman seconded. Motion passed, 3-0.

Jim Fortman made a motion to appoint department heads as follows: Randy Bailey – Street Superintendent; Gabe Brindle – Water Department Head; Darren Dafforn – Wastewater Department Head. Kerri Garvin seconded. Beth Shellman said that the positions were posted internally and those three individuals were the only ones who applied for the various positions. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve Huntertown Utility Service Board Resolution 19-003, an Ordinance and Resolution amending Council Ordinance 18-011 and Utility Service Board Resolution 18-008 regarding the 2019 salaries of the Water Operator position and creating a Street Department Head position with a set hourly wage. This Ordinance and Resolution also sets salaries of elected officials and employees of the Town of Huntertown for the fiscal year 2020. Kerri Garvin seconded. Beth Shellman said that the resolution changed salary of the Water Plant Operator and added the Street Superintendent position. She also said that a 3-percent raise for all employees and the Clerk-Treasurer was included. Jim Fortman said he would like to see a similar raise for the Wastewater Plant Operator as the water plant operator and Street Superintendent received, even though the Wastewater Plant Operator indicated to him that he didn't need the raise. After no further discussion, the motion passed, 2-1 (Fortman – Nay; Garvin – Aye; Hite – Aye).

Jim Fortman made a motion to give conditional approval for a new water and sewer services application for the Cliffs of Rolling Oaks Development, pending technical review. Kerri Garvin seconded. Topics of conversation included capacity for the development; capacity improvements to the town's collection systems; the cost of potential capacity upgrades and who is responsible for those costs. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to seek bids for attorney and engineer contracts for fiscal year 2020. Kerri Garvin seconded. Beth Shellman said that the Huntertown Town Council will be accepting bids as well. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve quotes for upgrades to the Cedar Canyon Road Utility Shop as presented. Approved quotes included the following: Fire & Ice in the amount of \$3,678.94 for a furnace; Lower Brothers in the amount of \$7,768.00 for insulation; and Overhead Door Company in the amount of \$4,859.00 for a garage door. The total bid tallied \$16,304.94 with the water utility and sewer utility each paying for one-third of that cost (\$5,435.31). Kerri Garvin seconded. Jim Fortman asked for a cost for an opener and remotes for the garage doors. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve a Temporary Sanitary Sewer and Potable Water Easement Agreement with Soaring Eagle Development, LLC for the Majestic Pointe Development. Kerri Garvin seconded. Motion passed, 3-0.

Jim Fortman made a motion to give conditional approval to enter into an agreement with Krohn & Associates for water and wastewater utility rate studies as well as system development charges and surcharges for the utilities. Kerri Garvin seconded. The conditional approval was for board members to read the agreement, which was emailed to the Town Manager earlier in the day. After no further discussion, the motion passed 3-0.

Jim Fortman made a motion to spend \$1,000 for each of the town's eight utility employees to take part in Pipeline Safety Class put on by a vendor of choice of the Indiana Utility Regulatory Commission. Kerri Garvin seconded. The motion passed, 3-0.

### **New Business**

Outside of items listed under Board Actions, no new business was brought forth.

### **Old Business**

Outside of items listed under Board Actions, no old business was brought forth.

### **Reports**

Jim Fortman said he would like to begin discussions on the town's call-out and stand-by procedures.

Clerk-Treasurer Ryan Schwab handed out a direct deposit sign-up sheet and asked board members to return them as soon as possible. He would like to have direct deposit available for the September 27, 2019 payroll.

Outside of items listed under Board Action, Town Manager Beth Shellman handed out a copy of her report and highlighted the following items:

- The Town will be meeting with representatives of the Allen County Fairgrounds Board and the City of Fort Wayne on September 26, 2019. The town is seeking a transfer of sewer services for the Fairgrounds from the City. The Allen County Commissioners will be included in the discussion as the Town is seeking transfer of the Byron Health Center property as well. The commissioners have notified the City of their intent to disconnect from city sewer and connect to the town's sewer.
- The Town is working with Salomon Farms on a land application agreement for sludge removal from the Wastewater Treatment Plant. Shellman hopes that agreement will be in place by the first of the year, which will save the town money on sludge removal.
- The Huntertown Family Park has formed a 5-year master plan committee. That committee is mailing a survey to residents in the community to seek input on park needs. The link for the survey is also online at [www.surveymonkey.com/r/HuntertownFamilyPark](http://www.surveymonkey.com/r/HuntertownFamilyPark).

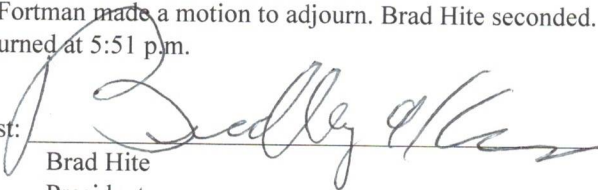
Outside of items listed under Old Business, Town Engineer Derek Frederickson had no further report.

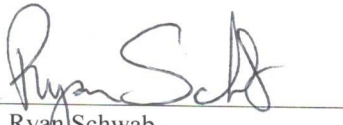
### **Public Comment**

None were brought forth.

Jim Fortman made a motion to adjourn. Brad Hite seconded. Motion passed with a voice vote and the meeting adjourned at 5:51 p.m.

Attest:

  
Brad Hite  
President

  
Ryan Schwab  
Clerk Treasurer