

Town of Huntertown Utility Service Board Meeting Minutes for January 6, 2020

A meeting of the Huntertown Utility Service Board was held on Monday, January 6 2020 at approximately 5:00 p.m. Attendees included board members Mark Burnworth, Kerri Garvin and Brad Hite; Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman; Derek Frederickson of Engineering Resources; and Steve Carter of Krohn & Associates. Also present were fourteen (14) members of the public and one (1) reporter.

NOTE: Mark Burnworth arrived at 5:09 p.m. and did not take part in three votes.

Ryan Schwab called the meeting to order at 5 p.m. the Pledge of Allegiance.

Ryan Schwab called for nominations for 2020 Utility Service Board President. Kerri Garvin made a motion to nominate Brad Hite as 2020 Utility Service Board President. Brad Hite accepted the nomination and seconded the motion. Motion passed, 2-0.

Board Actions

Kerri Garvin made a motion to approve the minutes from the December 2, 2019 regular meeting. Brad Hite seconded. Motion passed, 2-0.

Kerri Garvin made a motion to approve the water and sewer claims, each dated for December 16, 2019 and January 6, 2020. Brad Hite seconded. Ryan Schwab said that after reviewing an Indiana Code statute that notes that "monies are to be paid out only on approval of the Town Legislative Body," he will no longer be bringing claims to the Utility Service Board for signature. Claim dockets will be reviewed by the board, however, no vote and/or signature is required from the Utility Board moving forward. After no further discussion, the motion passed, 2-0.

Ryan Schwab administered the appointed officials' oath of office for Mark Burnworth.

Kerri Garvin made a motion to approve Utility Service Board Resolution 2020-001, a Resolution approving an agreement for services of a Utility Service Board Attorney for the calendar years 2020-22. Mark Burnworth seconded. Kerri Garvin asked why the rate increased in the latter two years of the contract. Beth Shellman stated that nothing in the contract changed from the agreement that the USB approved in December, 2019 and that multiple attorneys who sent the town a bid for services had increased fees over the life of the contract. After no further discussion, the motion passed, 3-0.

Kerri Garvin made motion to approve Huntertown Utility Service Board Resolution 2020-002, a Resolution approving an agreement for on-call engineering services for the calendar years 2020-2022. Mark Burnworth seconded. Motion passed, 3-0.

Kerri Garvin made a motion to grant conditional approval for a water and sewer application from Oakmont Development Co. LLC for the Willow Ridge North Section II development, pending technical review by Engineering Resources Inc. Mark Burnworth seconded. Scott Karst, representing Engineering Resources Inc. provided the board with details on the development and its impact on the town's utilities. After no further discussion, the motion passed, 5-0.

Kerri Garvin made a motion to grant conditional approval for a water and sewer application from Rolling Oaks Development, LLC. for the Rolling Oaks Section II development, pending technical review by Engineering Resources Inc. Mark Burnworth seconded. Scott Karst provided the board with details on the development and its impact on the town's utilities. Derek Frederickson provided board members with a handout detailing the town's available capacity for both utilities. Brad Hite asked if this application could be approved unless the town agrees to some infrastructure improvements. Frederickson noted that there was some flexibility with the exact timing of need improvements, but that in time, improvements would be needed to handle the new connections. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to grant conditional approval for a water and sewer application from Dickes Real Estate, LLC. for the Cascata Estates Development, pending technical review by Engineering Resources Inc. Scott

Karst provided the board with details on the development and its impact on the town's utilities, noting that downstream sanitary sewer improvements would be required for the project. Jeff Thomas, developer for the project, also provided some details about the project. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to approve the purchase of a 2020 Ford F250 pickup truck from H&H sales in the amount of \$39,770.00 (the water and sewer utility will each pay for one-third of that overall price). Mark Burnworth seconded. Beth Shellman provided an overview of the quotes received and the potential lease options available. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to advertise a job opening for a new utility employee. Kerri Garvin seconded. Beth Shellman spoke about the need for a new employee now that the town plans to undertake construction inspection on its own. She also asked for a representative from the board to serve on the interview committee; however no member of the board confirmed their desire to be on said committee. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to begin the bid process for the Lima Road Water Main project presented by Engineering Resources earlier in the meeting. Mark Burnworth seconded. Brad Hite asked if the town should wait on a rate study from Krohn & Associates before moving forward with any capital projects. Water Plant Operator Gabe Brindle expressed the immediate need for the project to board members, noting that fire protection services would greatly improve with this project. 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:

- Steve Carter, representing Krohn & Associates, presented the board with a packet for municipal utility capital surcharges for consideration. His packet included information system development charges and capital surcharges; a proposed listing of capital projects for both the water and sewer utilities; and a breakdown of proposed rates with a suggested monthly charge for both utilities (\$10.00 for sewer and \$5.00 for water). It was also noted that these charges would apply only to new connections to the town's utilities and not existing ratepayers. Carter closed by saying implementation of surcharges could be done as early as April so long as the board wanted him to proceed. Derek Frederickson noted that some issues related to capacity needed to be cleaned up and that he and Carter would cover those topics before a final proposal is brought to the board. The board gave verbal approval to have Carter proceed forward.

Old Business

Outside of items listed under board action, no Old Business was brought forth.

Reports

Clerk Treasurer Ryan Schwab had the following report:

- He provided the board with year-end financial documents related to the water operating, sewer operating, water money market and sewer money market accounts.

Outside of items listed under Board Action, Town Manager Beth Shellman provided the board members with a handout and addressed the following items:

- The town will begin accepting applications for Hometown Hero Banners. A banner and bracket will cost \$100. She is still waiting on word regarding a potential grant opportunity with Indiana & Michigan Power (I&M).
- She reflected on the positive movement the town took in 2019.

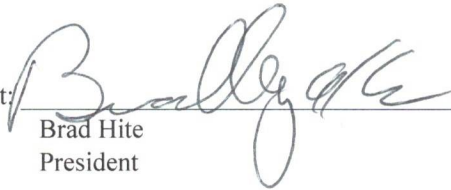
Outside of items under Board Action, Derek Frederickson of Engineering Resources had no further report.

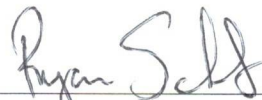
Public Comment

None were brought forth

Kerri Garvin made a motion to adjourn. Mark Burnworth seconded. Motion passed with a voice vote and the meeting adjourned at 6:05 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer