

Town of Huntertown Utility Service Board Meeting Minutes for Monday, October 5, 2020
Huntertown Town Hall, 15617 Lima Road

A meeting of the Huntertown Utility Service Board was held on Monday, October 5, 2020, at Huntertown Town Hall, 15617 Lima Road. Board members present include: Kerri Garvin and Brad Hite (P). Also present were Town Manager Beth Shellman, Clerk-Treasurer Ryan Schwab, Derek Frederickson and Scott Karst of Engineering Resources Inc.; David Hawk of Hawk Haynie Kammeyer & Smith; Water Plant Operator Gabriel Brindle; six (6) members of the public and zero (0) member of the media. Absent was board member Mark Burnworth.

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 from the September 8, 2020 meeting. Brad Hite seconded. Motion passed, 2-0.

Brad Hite made a motion to approve Huntertown Resolution 2020-005, a resolution setting salaries of elected officials and employees of the Town of Huntertown for the last 2020 payroll time period of December 13, 2020 through December 26, 2020 and for fiscal year 2021. Kerri Garvin seconded. Motion passed, 2-0.

Brad Hite made a motion to approve an agreement from Engineering Resources Inc. in the amount of \$3,500 for Water Loss Audit Validation services. Kerri Garvin seconded. Derek Frederickson provided the board with an overview of new law and the requirements for a bi-annual water loss audit to be conducted by a third party. The work would not be needed until after the 2-year cycle covering 2020-21. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve Work Change Directive #2 for the Lima Road Water Main Extension project. Kerri Garvin seconded. Scott Karst provided information on the change of work, noting that the change would cause an increase in the cost of the project in the amount of \$2,337.00. The built in work allowance associated with the project would cover the increase. Board members had no further questions. After no further discussion, the motion passed, 2-0.

Kerri Garvin made a motion to approve two-thirds of a purchase for a new lawn mower in the amount of \$21,360.72. Brad Hite seconded. Ryan Schwab said that each utility would be responsible for \$7,120.24 of the total cost. He noted that \$10,000 was budgeted in 2021 for this expense and that approval would be locking in current pricing before a four-percent increase would take effect on October 15, 2020. The mower will not be purchased until 2021. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve two-thirds of a quote from W.A. Jones for maintenance to a town dump truck. Kerri Garvin seconded. Ryan Schwab said that the town council had originally approved the entire purchase out of the Local Road & Street Fund but has since asked that the Utility Service Board contributed two-thirds of the cost since the vehicle is used by all three departments: street, water and sewer. The cost per utility would be \$4,091.60. After no further discussion, the motion passed, 2-0.

Kerri Garvin made a motion to approve a quote from Indiana Signworks in the amount of \$11,519.00 for a brick sign to be built at the Wastewater Treatment Plant. Brad Hite seconded. Beth Shellman provided the board with an overview of the three quotes sought for the sign. After no further discussion, the motion passed, 2-0.

NEW BUSINESS

Outside of items listed under Board action, the following new business was brought forth:

- Ryan Schwab presented a draft of the fiscal year 2021 utility board budget. He asked board members to review the material presented and ask any questions over the coming weeks. The board could choose to approve the budget at either of its two remaining meetings in 2020.

OLD BUSINESS

Outside of items listed under Board Action, the following old business was brought forth.

- Derek Frederickson re-introduced discussion on a sanitary sewer project in the northeast quadrant of town and a potential reimbursement agreement for project. He stated that the survey work for the project is done. A route has been chosen and some easements would still need to be acquired. He provided the board with two options for proceeding: 1) for the town to bid and fund the project and access a special fee for new connections within the boundaries of the project to cover the town's expenses; 2) have the developer bid and fund the project and enter a reimbursement agreement. Dave Hawk advised the board to have the town fund and oversee the project. He said that the process to get an ordinance prepared would be 45 days. The town could ramp up its efforts to acquire all the necessary easements in that same timeframe. Brad Hite wanted all board members to be present to vote on such an important project and planned to schedule a special meeting later in October. After no further discussion, no action was taken
- Water and sewer application for Preserves at the Quarry (88 lots), Preserves at the Quarry (28 lots) and Keltic Pines (62 lots) were tabled.

REPORTS

Brad Hite reported on the following items:

- A resident had emailed the board about a very high October 1 utility bill. The resident was informed that the sprinkler credit had expired the billing month prior and that the increase in the bill was a result of paying the full wastewater charge associated with that billings month's water usage. The resident was asking that the credit either be extended or moved to better cover the hot, dry summer months when they were watering their lawn. Hite was seeking opinions from board members about the credit and whether the town should: a) leave it where it is; b) extend it a fourth month; or c) adjust the month the credit covers. Gabriel Brindle said the town has no way of knowing if residents have water leaks during the three billing months the sprinkler credit is in effect, because the credit will mask the increased water use a leak may show. He suggested having homeowners purchase a separate meter for watering their lawns that would not access a wastewater charge. Beth Shellman stated that the credit was a benefit that most communities don't offer to customers she was not in favor of taking the credit away. She also agreed that paying for an irrigation meter would likely result in lower bills for the residents. After no further discussion, no action was taken.
- He would like to use some of the CARES Act COVID-19 reimbursement program money to upgrade security systems at various facilities. Gabriel Brindle provided an overview of his security needs at the Water Plant. Ryan Schwab noted that security systems are on the list of potential expenses that town would like to use the CARES money for, the town only needed to get quotes for the work. After no further discussion, no action was taken.

Clerk Treasurer Ryan Schwab had the following report:

- He noted that the not-to-exceed amount for the 2020 attorney contract was approximately \$1,600 away from being reached. He asked both the board and the attorney to consider options for extending service for the remainder of the year.

Town Manager Beth Shellman had no report.

Town Engineer Derek Frederickson had no further report.

PUBLIC COMMENT

Jeff Thomas, a local developer, spoke to the board about the urgency needed for the sanitary sewer force main project to get underway soon, noting that a winter construction timeline is better than a spring/summer timeline; He also stated he would like to participate in future discussions about the project with the town.

Kerri Garvin made a motion to adjourn. Brad Hite seconded. The motion passed with a voice vote and the meeting adjourned at 6:13 p.m.

Attest:

Brad Hite
President

Ryan Schwab
Clerk Treasurer