

Town of Huntertown Utility Service Board Meeting Minutes for August 3, 2020
Huntertown Town Hall, 15617 Lima Road

A virtual meeting of the Huntertown Utility Service Board was held on Monday, August 3, 2020, at Huntertown Town Hall, 15617 Lima Road. The meeting utilized the Zoom app. Present at Huntertown Town Hall were board member Brad Hite (P) and Town Manager Beth Shellman. Attending the meeting via the Zoom app were board members Kerri Garvin and Mark Burnworth, Clerk-Treasurer Ryan Schwab, Derek Frederickson of Engineering Resources Inc.; three (3) members of the public and one (1) member of the media.

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 July 6, 2020 meeting. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve the promotion of utility employee Kris Bair from utility employee #4 to utility employee #2. Kerri Garvin seconded. Motion passed, 2-0.

Mark Burnworth made a motion to approve Utility Board Resolution 2020-004, a resolution to transfer funds from Bank 4 (water money market account) to Bank 1 (water operating) in the amount of \$28,077.52. Kerri Garvin seconded. Ryan Schwab explained the details of the Resolution, noting that amount was owed to the county to cover backwash charges at the water treatment plant from 20-15-2017. Mark Burnworth requested information on the account balance of the money market operating fund. Schwab explained that that account had more than enough available to cover the cost. After no further discussion, the motion passed, 3-0.

Brad Hite made a motion to approve material labor in the amount of \$5,160 for improvements at the Cliffs of Rolling Oaks Subdivision. Kerri Garvin seconded. Beth Shellman provided an overview of the work being requested. Both Shellman and Derek Frederickson said that the town does not typically pay for the dewatering of the trench associated with the project, quoted at \$19,800. Shellman recommended approval of backfill work beneath the pavement, adding precast manhole sections; and adding deep sewer screws. Those add up to the total listed in the motion. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve the purchase UV light bulbs for the wastewater treatment plant in the amount of \$13,579.08. Kerri Garvin seconded. Apply for reimbursement through COVID-19 relief fund program. Beth Shellman provided an overview for the need for new bulbs. Ryan Schwab covered the possibility of applying for reimbursement through the COVID-19 relief fund program. Mark Burnworth noted that the bulbs are needed regardless of reimbursement funding for or not. After no further discussion, the motion passed, 3-0.

NEW BUSINESS

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

OLD BUSINESS

Water and sewer applications for Preserves at the Quarry (88 lots); Preserves at the Quarry (28 lots) and Keltic Pines (62 lots) were tabled until the September meeting because of capacity issues in the town's sanitary sewer collection system.

Mark Burnworth agreed to represent the Utility Service Board at a future meeting to discuss the next steps in a \$2 million sanitary sewer project in the northeast quadrant of town. Derek Frederickson said he would gather dates/times from all involved and communicate that back with Mark.

REPORTS

Clerk Treasurer Ryan Schwab had no report.

Town Manager Beth Shellman provided the board with a handout and covered the following items:

- She is getting ready to order some apparel for the utility workers and reminded the board that they have a \$75 annual allowance for gear. Anyone wanting to have some apparel with the Huntertown logo purchased should contact her.
- The fence project at the water plant is complete.
- She would like the board to work with the town council and consider raises for employees in 2021. She is suggesting a 3-percent increase to aid in the cost of living. She also noted that 2021 is a 27-pay year and that employees would be seeing less on their check each pay period.

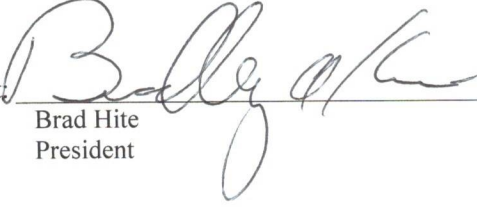
Town Engineer Derek Frederickson had no further report.

PUBLIC COMMENT

None were brought forth.

Mark Burnworth made a motion to adjourn. Kerri Garvin seconded. The motion passed with a voice vote and the meeting adjourned at 5:37 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer