

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, April 4, 2022**  
**Huntertown Town Hall, 15617 Lima Road**

A public/virtual meeting of the Huntertown Utility Service Board was held on Monday, April 4, 2022. The meeting, also utilizing the Zoom app, was held at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Members in attendance at Huntertown Town Hall were board members Kerri Garvin, and Brad Hite; Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Superintendent of Streets Randy Bailey; Derek Frederickson of Engineering Resources Inc.; seven (7) members of the public and zero (0) member of the media. No one attended the meeting via Zoom. 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 for the March 7, 2022, meeting. Brad Hite seconded. Motion passed, 2-0.

Brad Hite made a motion to approve Utility Service Board Resolution 2022-002, a Resolution approving the transfer of funds from the Water Operating Fund to the Water Bond & Interest Fund and from the Sewer Operating Fund to the Sewer Bond and Interest Fund. Kerri Garvin seconded. Motion passed, 2-0.

Brad Hite made a motion to approve a quote from Fox Contractors for water line upsizing in The Pines subdivision in the amount of \$116,794.64. Kerri Garvin seconded. Motion passed, 2-0.

Brad Hite a motion to approve a quote from Fox Contractors for water line upsizing in Ridgewood of Copper Creek Section II in the amount of \$101,395.54. Kerri Garvin seconded. Motion passed, 2-0.

Kerri Garvin made a motion to approve a quote from Kalida Truck Equipment, Inc. for two-thirds of the total quote of \$27,000.00 (\$18,000) for the purchase of a new bed for the town's red dump truck. Brad Hite seconded. Randy Bailey provided an overview on the current condition of the vehicle. Ryan Schwab added that \$30,000 was budgeted for the repair, so the quote came in under budget. He is also said that each of the two utilities would manage half (\$9,000) of the purchase. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve a quote from Kenn Feld Group for two-thirds of the total quote of \$7,496.00 (\$2,498.66 from each of the water and sewer utility for a total of \$4,997.32) for the purchase of a John Deere BP84C 84" pick-up broom attachment. Kerri Garvin seconded. Randy Bailey provided an overview of the quote and the need for the piece of equipment. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to give conditional approval for a new water/sewer service application and special contract from Christ Hope Ministries & Church for the Bluffs of Carroll Creek subdivision (24 lots). Kerri Garvin seconded. Conditions for approval include technical review by the engineering firm. The motion passed, 2-0.

Brad Hite made a motion to give conditional approval for a water and sewer main extension application and special contract from Oakmont Development, LLC for Sonora Sections I and II subdivisions (104 lots). Kerri Garvin seconded. Conditions for approval include technical review by the engineering firm. The motion passed, 2-0.

**NEW BUSINESS**

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

- Derek Frederickson of Engineering Resources Inc. presented the board with two proposals for septic relief at Hathaway Road and at Halldale Drive. The estimated cost for work at Hathaway Road is \$140,000 with \$15,8000 in engineering fees. The estimated cost for work at Halldale Drive is \$330,000 with \$33,100 in engineering fees. The town currently has some ARPA money allotted for septic relief in its ARPA plan, but not enough to cover the cost of these projects. Discussion was tabled to a future meeting.
- Discussion on a potential rain barrel program in Huntertown is being tabled until the May meeting.

## **OLD BUSINESS**

The following Old Business was brought forth:

- Conversation about three water and sewer main applications, totaling 765 lots, for The Fens subdivision was re-introduced. Derek Frederickson told the board that whole the town is comfortable with a proposed plan to serve utilities to the development, but he is concerned that the current growth rate would be altered by this project and force the town to look at water and wastewater infrastructure improvements sooner. He also stated that the town has still not received any engineered documents for the project from the developer and the normal practice is not to proceed with approval until those documents are received and reviewed. The developer, Ric Zehr, addressed the council and said that there is significant risk involved to proceed with this project without a guarantee of the connections and that if he did not get approval before June 1, 2022, the project would not happen. Zehr added that the County Commissioners have approved the re-zoning and the town has a special contract for the project in hand. Beth Shellman asked if the town could get the actual application from the applicant, instead of the photographs of the filled-out applications. She also added that the developer has also agreed to a voluntary annexation, however the town would have to annex some adjacent property owned by Northwest Allen County Schools before it could annex this property. Board members would like to review how another large development by the same developer – Copper Creek - was managed before deciding on how to proceed. The conversation was tabled until the May 2, 2022, meeting.

## **REPORTS**

Clerk-Treasurer Ryan Schwab had no report.

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

- She will be meeting with the Allen County Commissioners on April 14, 2022, to discuss the Byron Health Center property and ARPA fund from the county. Among projects being discussed are drainage repairs and road reconstruction at Apollo Drive, Gemini Drive and Mercury Lane in Huntertown and a new water tower near the Hand Road/Shoaff Road intersection.
- She distributed a draft proposal for a new uniform policy. She hopes to have a final draft ready for either the first meeting of May or June. A request for quotes has been sent to five different uniform companies. The policy would also bump up the clothing allowance for elected officials and office staff from \$75.00 to \$100.00.
- The NPDES permit for the sand filter at the water plant has been discontinued.
- The new wave of Hometown Hero banners and new American Flag and State of Indiana flag banners are being hung in Town.
- Hunter Road will be closed to thru traffic for work on the sewer force main.

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

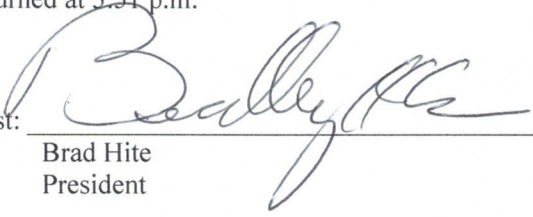
- He will be sending out a request for dates and times for a potential work session or special meeting to cover upcoming utility projects.

## **PUBLIC COMMENT**

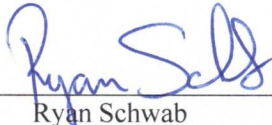
None were brought forth.

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

Attest:



Brad Hite  
President



Ryan Schwab  
Clerk Treasurer