

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, November 7, 2022**  
**Huntertown Town Hall, 15617 Lima Road**

A public meeting of the Huntertown Utility Service Board was held on Monday, November 7, 2022. The meeting was held at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Members in attendance at Huntertown Town Hall were board members Mark Burnworth, Kerri Garvin, and Brad Hite (P); Town Manager Beth Shellman; Clerk-Treasurer Ryan Schwab; Derek Frederickson and Jim Breckler of Engineering Resources Inc.; three (3) members of the public and zero (0) member of the media.

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

**BOARD ACTION**

Mark Burnworth made a motion to approve the minutes for the October 3, 2022, meeting. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to approve a bid from Ryder Electric for Contract B and the Contract B Base Bid Alternate in the combined amount of \$223,491 for the wellfield expansion project. Kerri Garvin seconded. Jim Breckler provided an overview of the project and why it was re-bid. He noted this was the only bid received. He suggested that for the price, including the alternate base bid would allow for future improvements at the site. After no further discussion, the motion passed, 3-0.

Kerri Garvin made a motion to give conditional approval to the acceptance of the Northeast Regional Force Main project; noting the following conditions need to be met: 1) a 1-year maintenance bond is provided; and 2) an itemized breakdown of the interest paid on the project is also provided. Mark Burnworth seconded. Derek Frederickson provided an overview of the project, noting that its complete and in operation. The Town would pay the developer \$465,700 once the conditions are met, per the reimbursement agreement. After no further discussion, the motion passed, 3-0.

Mark Burnworth made a motion to approve a quote from Fox Contractors in the amount of \$120,168.34 for utility upsizing in The Pines subdivision. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to give conditional approval to a water and sewer application from Summit Dental Group, pending technical review by the engineering firm. Mark Burnworth seconded. Motion passed, 3-0.

Mark Burnworth made a motion to approve a quote from Bockman Industrial Coating, Inc. in the amount of \$29,478.00 to re-paint three aerators at the Water Treatment Plant. Kerri Garvin seconded. Motion passed, 3-0.

**NEW BUSINESS**

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

- Beth Shellman told the board that three engineering firms responded to the Request for Qualifications (RFQ) sent out in October. She provided copies of the RFQs from Engineering Resources; GAI Consultants; and Jones Petrie Rafinski for the board to review. The current three-year contract with Engineering Resources Inc. expires at the end of 2022. Additionally, only one RFQ was received for the attorney contract, which also expires at the end of the year. Hawk Haynie Kammeyer and Smith, the current firm, was the only firm to respond. Kerri Garvin asked that the RFQ be re-bid as she would like more than one firm to choose from.

**OLD BUSINESS**

Outside of items listed under Board Action, the following Old Business was brought forth:

- Derek Frederickson said he is meeting with Steve Carter of Krohn & Associates on Monday, November 14, 2022, to finalize a plan for capital project expenses for the water utility.

## REPORTS

Clerk-Treasurer Ryan Schwab had the following report:

- He provided the board with a draft of the 2023 Utility Service Board budget. He highlighted some substantial changes; the various equipment purchases being requested and the debt to be paid from each utility. He asked the board to review the information and ask any questions before the December meeting, in which he will seek approval.

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

- The town has begun its leaf pick-up schedule.
- Lead and copper rules are changing in 2024 which will bring new requirements for testing procedures. An increase in inventory and record keeping will also be required.

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

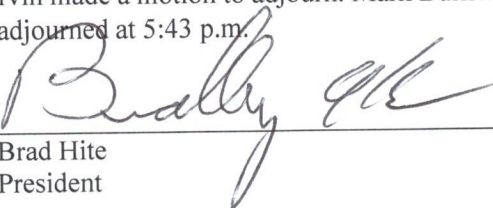
- The town has received its preliminary effluent limitation report back from IDEM for Wastewater Treatment Plant expansion. He noted that the results were positive, and no degradation demonstration was required.
- Hydrophase has completed its study of potential sources for production water throughout town and has identified five (5) areas of potential. He will provide more information at a future meeting.


## 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 5:43 p.m.

Attest:

  
Brad Hite  
President

  
Ryan Schwab  
Clerk Treasurer