

Town of Huntertown Utility Service Board Meeting Minutes for October 1, 2018

A meeting of the Huntertown Utility Service Board was held on Monday, October 1 2018 at approximately 5:00 p.m. Attendees included board members Jim Fortman, Kerri Garvin and Brad Hite; Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman; Derek Frederickson of Engineering Resources; and Dave Hawk of Hawk Haynie Kammeyer & Smith. Also present were seven (7) members of the public and one (1) reporter.

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

Board Actions

Brad Hite made a motion to approve the minutes from the September 4, 2018 regular meeting. Jim Fortman seconded. Motion passed, 3-0.

Brad Hite made a motion to approve the water and sewer claims dated September 17, 2018 and October 1, 2018. Jim Fortman seconded. Motion passed, 3-0.

Brad Hite made a motion for conditional approval of Allowance Authorization 16 for Phase 2A of the Wastewater Treatment Plant. Kerri Garvin seconded. The allowance authorization would reduce the contingency amount of \$3,970.75 for the project by \$2,573.01 to alter the emergency communication system at the WWTP to increase the number of people who would be notified via text message in the case of an emergency. Conditional approval included an answer to the ease of changing the order of employees notified depending on who is on-call, wanting the system to be as user-friendly to the WWTP operator/employees as possible. President Jim Fortman agreed to sign the Allowance Authorization if the board got the answers it was looking for. If not, the board would look at other option. After no further discussion, the motion passed, 3-0.

New Business

Jim Fortman introduced Kerri Garvin as the new member of the Utility Service Board, who is filling in the remainder of Chris Miller's term. Miller resigned from the board in August. Garvin said she is a two-year resident of Huntertown, said the town is a great community and she is happy to be on board.

Ryan Schwab opened discussion on the 2019 Utility Service Board Budget, providing board members with copies of the water and sewer budget. Schwab said he would meet with Beth Shellman and new Superintendent of Utilities Mark Aurich to allow them to review the budget and would ask for approval of the budget at a later date.

Old Business

Jim Fortman reported that the new Superintendent of Utilities, Mark Aurich, will start on October 8, 2018.

Reports

Clerk Treasurer Ryan Schwab reported the following:

- The Town submitted a request for refund to the State Revolving Fund Loan Program in the amount of \$43,842 for miscellaneous equipment and supplies for the Wastewater Treatment Plant project in June. The town was refunded that money in full and a deposit would be made on October 2, 2018.

Town Manager Beth Shellman provided the board members with a handout, and had the following report:

- A resident at 2810 Hunter Road is requesting connection to the Town's sewer utility due to a failing septic system. She reminded the board of its own resolution requiring new applicants to connect to BOTH the water and sewer utilities. Jim Fortman affirmed that the customer would need to connect to both utilities.
- She has ordered letter-sized ruled note pads with the town logo on them and will give USB members one to try out.
- She opened a discussion on using iPads for town business. She said some town council members have complained about SPAM in their email and it was suggested that having an iPad would reduce some of

that. Other discussion items included various apps to put on the iPad to aid in town business and where to purchase the iPads. After no further discussion, no action was taken.

- She opened a discussion about polo shirts for council members with the town logo on them to where in a professional setting. No action was taken.
- Jim Fortman has signed a letter switching the Wastewater Plant Operator from Bruce Schlosser to Mark Aurich, effective October 8, 2018. Shellman said that Schlosser's last day was Friday, October 5 but he agreed to work the weekend of October 6-7, 2018.
- Lima Road Apartments is requesting a re-zoning for its primary development plan for Yellow Apartments in Huntertown. The public hearing for the re-zoning is schedule for October 11, 2018. Derek Frederickson added that the applicant needed to submit a whole new application and this would be the third such application for the project.

In addition to items approved under Board Actions, Derek Frederickson of Engineering Resources had the following report:

- Asked Jim Fortman to sign a Notice of Intent for the south section of the Copper Creek development. Fortman signed the document.
- The town will be getting an application for the Preserves of Carroll Creek West Section 2 development and hopes to be able to have the board provide conditional approval at the November meeting.
- The board agreed at the September 4, 2018 meeting to have fees for Engineering Resources' services related to the wastewater treatment plant project rolled into the State Revolving Fund (SRF) loan. He provided the board with a services agreement that needed a signature. Jim Fortman signed the document.
- A new Northwest Allen County Schools elementary school is planned to be located along Hathaway Road, adjacent to the town's wastewater treatment plant. Frederickson hopes to have more information on utility services and driveway entrances at the November meeting.

Dave Hawk, representing Hawk Haynie Kammeyer and Smith had the following report:

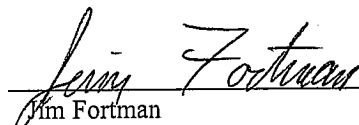
- Geiger Excavating has requested a notice for mediation, issued on August 30. That mediation is scheduled for October 16. Brad Hite asked if board members should be in attendance, which Hawk said they should. Jim Fortman asked how long the mediation would take, which Hawk said could be most of one day. Hawk encouraged board members to meet with him prior to discuss the town's mediation statement.

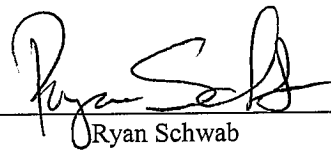
Public Comment

None were brought forth

Brad Hite made a motion to adjourn. Jim Fortman seconded. Motion passed 3-0 and the meeting adjourned at 5:36 p.m.

Attest:


Jim Fortman
President


Ryan Schwab
Clerk Treasurer