

## **Town of Huntertown Utility Service Board Meeting Minutes for November 8, 2018**

A meeting of the Huntertown Utility Service Board was held on Thursday, November 8, 2018 at approximately 5:00 p.m. Attendees included board members Jim Fortman 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 one (1) member of the public and one (1) reporter. Absent was board member Kerri Garvin.

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 October 1, 2018 regular meeting. Jim Fortman seconded. Motion passed, 2-0.

Brad Hite made a motion to approve the water and sewer claims dated October 15, 2018 and November 8, 2018. Jim Fortman seconded. Motion passed, 2-0.

Jim Fortman made a motion to provide conditional approval for six applicants for water and sewer connections. Brad Hite seconded. Applicants include Northwest Allen County Schools, 1823 Hathaway Road; Brownstone Manor Development LLC; Sheets & Childs Funeral Home; Drayton's Reserve and 2810 Hunter road. Conditional approval included technical review from the town engineer and town superintendent of utilities. Beth Shellman noted that three of the six applicants are outside the current corporate limits of town and those applications were approved by the Huntertown Town Council on November 7, 2018. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion approve Utility Board Resolution 18-007, a joint resolution of the Huntertown Town Council and Huntertown Utility Service Board, amending the town of Huntertown Standards and Specifications for development. Jim Fortman seconded. Beth Shellman said that the change would eliminate using a meter setter and replace it with a coupler. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to promote utility employee Ben Sobczak for a utility employee #4 to a utility employee #3. Jim Fortman seconded. Mark Aurich made the recommendation following Sobczak's 120-day probationary period. Beth Shellman said that the Huntertown Town Council approved the same motion at its meeting on November 7, 2018 and included retroactive pay back to his 121<sup>st</sup> day of employment. After no further discussion, the motion passed, 2-0.

### **New Business**

Marc Hansen, Water System Consultant with Suez, gave the board a presentation on water tower maintenance and provided the board with a draft of costs for a 20-year asset management plan. Hansen said the next step would be for the town to review a non-executable contract before working on an official agreement. No action was taken.

### **Old Business**

No Old business was brought forth.

### **Reports**

Clerk Treasurer Ryan Schwab had no report.

Town Manager Beth Shellman provided the board members with a handout, but did not issue a report.

Mark Aurich provided the board members with a hand out and issued a report on the following topics:

- Water Operations: daily/total flow; flushing schedule; meter installation; Well 7 check valve repair; Gump Road meter stand.
- Sewer Operations: daily/total flow; lab training; Willow Ridge lift station repair; cleaning of lift stations for winter; sewer backup on Lima/Trinity on November 5; winterizing the wastewater plant.
- Streets and Storm Drains: pavement patch on Gump Road complete; storms drain maintenance throughout the fall; street resurfacing; storm drain replacement at Hieber Avenue and Maple Street; gravel at intersections along State Road 3.

- Safety: confined spaces have been identified and training for such will take place on December 7 at 11:40 a.m.; non-potable water line have been painted the appropriate color; high visibility vests and hard hats are being worn; SDS books have been updated at the wastewater treatment plant.
- General: water and sewer locates are steady; Water and Wastewater plant operators have provided him with wants/needs lists. He plans to meet with operators to discuss the lists, stating that some of the ideas are very good and others just can't be implemented at this time; final walkthrough with Willow Ridge development will need revisited because of several issues; project meetings and walkthroughs have been great, thanked town employees and support staff for helping him through the learning process that comes with his new position.

Derek Frederickson of Engineering Resources had the following report:

- He asked to have the town consider self-permitting instead of having the developers apply for permits through the state. He said this would provide a quicker turnaround for the developers and would not increase any costs for the town. Board members asked what drawbacks there would be. While Frederickson said he could not think of any, he would explore the topic with INDOT and address the topic with the board at its December meeting.
- Engineering Resources has met with town officials to discuss ERI's necessary involvement for construction inspection services. The current town ordinance passes inspection fees onto the developer. The development community has expressed its concern about the amount of time inspectors are on site and the amount they are being invoiced for inspections. Frederickson said that by focusing on inspecting the high risk items involved with development instead of all aspects of the development, time in the field would be reduced by 20 percent and thus costs would decrease. Developers would also be invoiced at the beginning of the project instead of after work is complete. Frederickson discussed the topic with the Huntertown Town Council at its meeting on November 7, 2018 and didn't get a lot of feedback. Jim Fortman said his top priority is to protect Huntertown and not the developers and that the current plan is in place to protect the integrity of the town's infrastructure. Frederickson said he was optimistic that even with the reduction of time, a quality inspection would still be delivered and the town would get a quality product. Fortman would like to discuss the topic prior to the December meeting. After no further discussion, no action was taken.


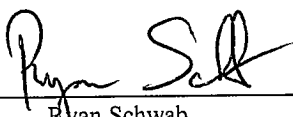
Dave Hawk, representing Hawk Haynie Kammeyer and Smith had the following report:

- The Copper Creek development is currently impacted by an easement issue with I&M. The current easement at the property is designated for electrical purposes only. However, the development would have street, sewer and water easements intersection with the electrical easement at four different locations. The board advised Beth Shellman to ask the developer to contact the utility provider and provide the town with written documentation from the utility company that the development is being granted access to cross those easements.
- An executive session may be needed to discuss the ongoing mediation with Geiger Excavating.

**Public Comment**

None were brought forth

Jim Fortman made a motion to adjourn. Brad Hite seconded. Motion passed 2-0 with a voice vote and the meeting adjourned at 7:02 p.m.

Attest:  

Jim Fortman *Brad Hite* Ryan Schwab  
 President member Clerk Treasurer