

Town of Huntertown Utility Service Board Meeting Minutes for February 4, 2019

A meeting of the Huntertown Utility Service Board was held on Monday, February 4, 2019 at approximately 5:00 p.m. Attendees included board members Jim Fortman and Kerri Garvin; Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman; Superintendent of Utilities Mark Aurich; and Derek Frederickson and Jim Breckler of Engineering Resources. Also present were six (6) members of the public and one (1) reporter. Absent was board member Brad Hite.

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

Board Actions

Kerri Garvin made a motion to approve the minutes from the January 4, 2019 regular meeting as presented. Jim Fortman seconded. Motion passed, 2-0.

Kerri Garvin made a motion to approve the water and sewer claims dated January 22, 2019 and February 4, 2019 as presented. Jim Fortman seconded. Motion passed, 2-0.

Kerri Garvin made a motion to approved Huntertown Utility Service Board Resolution 19-003, a joint resolution of the Huntertown Town Council and the Utility Service Board regarding updates to the Standards and Specifications for Utilities in Huntertown. Jim Fortman seconded. Derek Frederickson provided an overview of changes. Fortman, Garvin, Beth Shellman and utility employee Randy Bailey participated in the discussion about the changes. After no further discussion, the motion passed, 2-0.

Jim Fortman made a motion to approve a maintenance contract with Delta-T Mechanical for 2019. Kerri Garvin seconded. Fortman asked if the wastewater treatment plant could be added the contract once the warranty on related items runs out. Ryan Schwab said he would contact the vendor to discuss the addition. After no further discussion, the motion passed, 2-0.

Jim Fortman made a motion to promote wastewater treatment plant operator of record Darren Dafforn from an operator #2 position to an operator #1 position. Kerri Garvin seconded. Shellman informed the board that Dafforn recently obtained his level 3 operators license, which includes an increase in his hourly wage. After no further discussion, the motion passed, 2-0.

Kerri Garvin made a motion to purchase a 2010 Skid Loader from John Deere in the amount of \$29,875.00. Jim Fortman seconded. Mark Aurich told the board about obtaining the quote. Beth Shellman informed the board that the price was more than was budgeted for, however some shifting of funds in the utility budget has been done to account for the increased pricing. After no further discussion, the motion passed, 2-0.

Jim Fortman made a motion to approve a sewer connection for the Board of Commissioners of Allen County for the Byron Center Wastewater Lift Station. Kerri Garvin seconded. Jim Breckler provided an overview of the project. Mark Aurich also added to discussion. After no further discussion, the motion passed, 2-0.

Jim Fortman made a motion to give conditional approval to a water and sewer connection for Yellow Retirement, pending technical review by the Superintendent of Utilities. Kerri Garvin seconded. Motion passed, 2-0.

New Business

Outside of items listed under Board Action, no new business was presented.

Old Business

Derek Frederickson discussed a water/sewer connection application for Rolling Oaks, Section 1. Frederickson said that the town had provided the developer with some comments on the project but has not received any feedback from the developer. The item will be brought back for discussion at the March 4, 2019 meeting.

Reports

Clerk Treasurer Ryan Schwab had no report.

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

- Brownstone Manor has submitted a permit for sanitary sewer connection.

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

- Approximately 20 frozen meters were encountered during the recent run of record low temperatures.
- Hydrophase has agreed to quote the town and help complete phase 2 the town's Wellhead Protection Program.
- Suez has made its first information request to obtain the permitting needed to complete water tower maintenance.
- The town experienced a high ammonia spike at the wastewater treatment plant in January. The monthly limit is .53 mg/l and the town's average was .55 mg/l. The non-compliance form has been submitted to the state and will be included in the February DMR report as well.
- Despite being aerated, the sludge holding tanks developed an ice sheet during recent cold temperatures. The clarifier scum beach froze up and required deicing several times. Ice chunks were in the aerator for four days. The sludge lines leading from the ASH tanks to the centrifuge also froze, however wastewater treatment plant operator Darren Dafforn was able to flood the empty tank and exposed the lines to thaw them out.
- Considerable time was spent snow plowing in January. He thanked the town's employees for the work they did removing snow from streets.

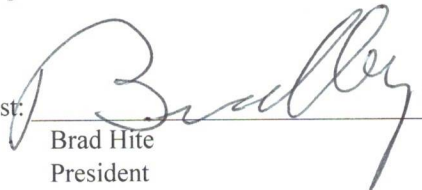
Outside of items under Board Action, Derek Frederickson of Engineering Resources had no report.


Public Comment

None were brought forth.

Kerri Garvin made a motion to adjourn. Jim Fortman seconded. Motion passed 2-0 and the meeting adjourned at 6:00 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer