

Town of Huntertown Utility Service Board Meeting Minutes for April 1, 2019

A meeting of the Huntertown Utility Service Board was held on Monday, April 1, 2019 at approximately 5:00 p.m. Attendees included board members Jim Fortman, Kerri Garvin and Brad Hite (P); Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman; and Town Engineer Derek Frederickson. Also present were ten (10) members of the public and one (1) reporter.

NOTE: Kerri Garvin was not present at the start of the meeting, arriving at 5:15 p.m., and did not take part in the first five votes of the meeting.

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

Board Actions

Jim Fortman made a motion to approve the minutes from the March 4, 2019 regular meeting and the March 19, 2019 joint administrative session with the Huntertown Town Council. Brad Hite seconded. Motion passed, 2-0.

Jim Fortman made a motion to approve the water and sewer claims dated March 18, 2019 as presented. Brad Hite seconded. Motion passed, 2-0.

Jim Fortman made a motion to approve the water and sewer claims dated April 1, 2019 as presented. Brad Hite seconded. Motion passed, 2-0.

Jim Fortman made a motion for conditional approval of a water and sewer connection at 1714 Hathaway Road. Brad Hite seconded. Conditions of approval include a technical review by the town. Aaron Ott, an engineer working with the property owner, said that residence has a failing septic system and well and connection is needed in order to sell the home. Other topics of conversation included the filing of paperwork; and details of the connection point and its location. After no further discussion, the motion passed, 2-0.

Jim Fortman made a motion for conditional approval of a water and sewer connection for the Majestic Pointe development, located at the northeast corner of the Carroll Road and Hand Road intersection. Brad Hite seconded. Conditions of approval include a technical review by the town. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve paperless billing through Invoice Cloud. Jim Fortman seconded. Clerk-Treasurer Ryan Schwab provided an overview of the Invoice Cloud program and its changes to the way the town can send bills to its utility customers. After no further discussion, the motion passed, 3-0.

New Business

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

- Brad Hite said he would serve on the town's Internal Controls Oversight Committee. Ryan Schwab explained the need for the committee and the role the Oversight Committee has on internal controls.

Old Business

Brad Hite opened discussion on a water/sewer connection application for Rolling Oaks, Section 1. Derek Frederickson provided an overview on the development project; notably detailing issues with long-term planning and the desire for a regional lift station at the site. Jeff Thomas, developer for the project, also spoke about the same issues. Other topics of conversation included the depth of ground water and its impact on building a regional lift station; expenses for oversizing versus a reimbursement agreement; potential impact on sewer rates; and accommodating future developments/growth in the area. After no further discussion, no action was taken. Board members were interested in scheduling a special meeting to hear more information from both sides before making a decision.

Reports

Clerk Treasurer Ryan Schwab provided the following report:

- A computer in the utility office was being serviced by Fort Wayne IT Solutions. The town was advised that the computer, because of its age, may not last much longer. The town is looking into using existing resources to replace it. Fort Wayne IT is also providing a quote for a new machine. Schwab will report back with that information when it's available.
- The town received an extension from the State Revolving Fund Loan Program pertaining to the Non-Use fee. The new deadline is December 31, 2019.

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

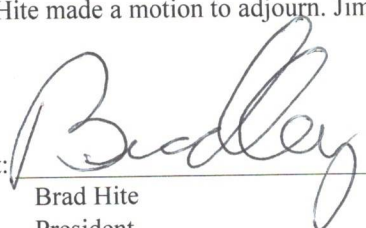
- Discussion has started regarding paving or adding stone drives for the lift stations at Woods Road and Cedar Canyons Road.
- Work will begin on maintenance, installing mixers and other items at the North Water Tower on the week of April 15 for approximately four weeks and then for the south water tower the week of May 13th for approximately four weeks. The north tower will not go offline. The south tower will.
- Utility workers spent a day repairing lawns that were damaged during snow plowing, mainly in the Hunters Ridge and Hidden Oaks subdivision. Pictures were provided.
- The town should consider increasing its connection fees (tap, permit, and area connection fee) for water and sewer connections to build revenue for repairs and maintenance.

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 5:58 p.m.

Attest:


Brad Hite
President


Ryan Schwab
Clerk Treasurer