

**Town of Huntertown Utility Service Board Meeting Minutes for Monday, February 10, 2025**  
**Huntertown Town Hall, 15617 Lima Road**

A public meeting of the Huntertown Utility Service Board was held on Monday, February 10, 2025. The meeting was held at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Members in attendance were board members Dan Roy and Michael Stamets; Town Manager Hannah Walker; Clerk-Treasurer Ryan Schwab; Derek Frederickson, Jim Breckler, and Jessica Hile of Engineering Resources Inc; Town Attorney David Hawk of Hawk Haynie Kammeyer & Smith; two (2) members of the public and zero (0) members of the media. Board member Tony Ramey and one (1) member of the media attended the meeting via Microsoft Teams.

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

**BOARD ACTION**

Dan Roy made a motion to approve the minutes from the January 6, 2025, meeting as presented. Tony Ramey seconded. Motion carried 3-0.

Michael Stamets made a motion to approve Huntertown Resolution 2025-002, a motion to transfer funds as presented. Dan Roy seconded. Ryan Schwab provided details on the resolution, noting that it is for the bond and interest payments for the two utilities in 2025. After no further discussion, the motion carried 3-0.

Tony Ramey made a motion to approve the Special Contract for Classic Heights West Extended as presented. Dan Roy seconded. Motion carried 3-0.

Dan Roy made a motion to approve Pay-application No. 5 to Krafft Water Solutions in the amount of \$10,450.00 for the Carroll Road Septic Improvements project. Tony Ramey seconded. Motion carried 3-0.

Dan Roy made a motion to approve Change Order No. 1 from Mason Engineering for the WTP Firm Capacity project as presented. Tony Ramey seconded. Jim Breckler explained that the Change Order does not impact the price, only the substantial and final completion dates for the project. The substantial completion date changes from February 11, 2025, to February 28, 2025, while the final completion date changes from February 25, 2025, to April 25, 2025. After no further discussion, the motion carried 3-0.

Dan Roy made a motion to promote employee Martha Sprague from Utility Clerk #1 to Utility Office Manager, effective March 2, 2025. Tony Ramey seconded. Motion carried 3-0.

Michael Stamets made a motion to approve the job description and posting of the open Utility Clerk #3 position, noting that the job description needs to include the phrase "other duties as required" under the list of daily tasks. Dan Roy seconded. Motion carried 3-0.

**NEW BUSINESS**

Outside of the items listed under Board Action, no other New Business was brought forth.

**OLD BUSINESS**

The following Old Business was brought forth:

- Derek Frederickson addressed the board about utility fees for multi-family housing units in Huntertown. He stated that the town's sewer and water ordinances do not assess fees the same way and switching the water fees from a per lot basis to a per ERU basis would create an increase in revenue for the town when these types of developments are considered. He presented the same information to the Town Council at its meeting on February 3, 2025, and the council would like

to hold an administrative session to discuss this in further detail. Frederickson would like to have the meeting within the next 2-4 weeks.

## REPORTS

Town Manager Hannah Walker had the following report:

- The Town Council has approved engagement letters with Crews & Associates (underwriting) and Krohn & Associates (financial analysis) for the Sewer Revenue Bonds Series 2025. The bond, which supports the Phase 3 expansion at the Wastewater Treatment Plant, is tentatively scheduled for closing in late April 2025.

Outside of items listed under Council Action, Clerk-Treasurer Ryan Schwab had no further report.

Outside of items listed under Board Action, Town Engineer Derek Frederickson had no further report.

Town Attorney Dave Hawk had no further report.

## PUBLIC COMMENT

None were brought forth.

Dan Roy made a motion to adjourn. Tony Ramey seconded. Motion passed with a voice vote, and the meeting was adjourned at 5:22 PM.

Attest:

  
Anthony Ramey  
President

  
Ryan Schwab  
Clerk Treasurer