

**NORTH VERNON
UTILITY SERVICE BOARD MEETING
February 19, 2019
6:00 p.m.**

***Board Members Terms: Susan Taylor 12/31/2020 (R) (M), Warren Alexander (R) (M) 12/31/2020
Patrick Kirchner 12/31/2020 (D) (C),
Terry Thompson (R) (M) 12/31/2020, Harold Campbell (D) (C) 12/31/2018***

The North Vernon Utilities Service Board met on February 19, 2019 at the Carnegie/Government Center. Members present: Susan Taylor, Patrick Kirchner, Warren Alexander, Terry Thompson and Harold Campbell.

Also attending the meeting: Russell Vaught Wastewater Superintendent, Will Spencer Water Superintendent, Richard Morin City Engineer, Chris Doran Attorney, Cara Giles Office Manager, Tonia Klepper Administrative Assistant and Nikki Hatfield Office Clerk.

The agenda given to each Utility Service Board Member is as follows:

- I. **Approval of minutes previous meeting:** Warren Alexander made motion to approve the previous meeting minutes, Patrick Kirchner second. 5-0.
- II. **Public Comment:** No public comment.
- III. **Storm Water Report:** Russell Vaught reports to the board that the storm king is running well. He reports his department had one storm water call about a culvert backing up on Dallas Drive. He reports the issue has been resolved. He updates the board that his department is still gathering information on the storm water grant.
- IV. **Wastewater Department Reports & Info**
 - **Collection System:** Russell Vaught reports to the board that the collection department had several calls, and used the new Vactor truck during these calls and it worked great. He reports a collection issue on Long St that has been resolved.
 - **Treatment Plant:** Russell Vaught reports to the board that the treatment plant had no issues.
- V. **Water Department & Treatment Plant:**

- **Distribution System:** Will Spencer reports to the board that the possible water main break that had been undetected was indeed not a leak at all. He reports that the issue causing the high-water use was actually that Rose Acre Farms has added an additional building which is using 150,000 to 175,000 gallons of water a day. He reports that this will be a good source of revenue for the water department. He also reports a water main break and Main and State St.

Will Spencer also reports that he and Russell Vaught conducted an interview and will be hiring a 3rd person for the distribution department. The new hire will be starting the beginning of March.

- **Treatment Plant:** Will Spencer reports no issues at this time.

VI: Utility Administration Report:

- **Claims and Transfers:** A water transfer was presented from Miscellaneous Expense line item to Customer Refunds line item in the amount of \$3,979.22. Patrick Kirchner made motion to approve all claims and transfers, Susan Taylor second. 5-0. Two special motions were presented for Lochmueller Group. One invoice for \$1,935.00 and one invoice for \$3,338.27. A special motion was presented for RLM Engineering Inc. for annexation in the amount of \$130,000.00. Susan Taylor made motion to approve all special motions, Patrick Kirchner second. 5-0.
- **Office Report:** Cara Giles reports to the board that the new process of online payments has been very successful. Cara also reports that she researched an input output speaker for the office and the price, she found one on Amazon for around \$50.00. Cara proposes to the board that the office start using the Boyce Mail system for the billing process. Cara reports that office clerk, Nikki Hatfield has been gathering and researching price differences. She reports about a \$1,000.00 savings a year if the office went with Boyce mail. Warren Alexander made motion to table the Boyce Mail subject until the next meeting so Cara can research other aspects of Boyce Mail such as contract terms and trial basis terms, Pat Kirchner second. 5-0.

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Past Due Update: Nikki Hatfield reports starting in January, the office staff has collected \$2829.64 in past due accounts. Nikki also states that she has found the cost for small claims to be \$97.00 and \$10.00 for each additional person. Nikki asked the board to come to a decision about the office staff filing small claims. The board discussed the legalities of small claims with Chris Doran. Warren Alexander made motion to start small claims on past due account with a minimum balance of \$150.00. Susan Taylor second. 5-0. The board agrees that Chris Doran will assist

with the first few small claims. The board asks Nikki to do a follow up report on small claims to present to the board in April or May.

VII: Unfinished Business:

- **Hwy 50 Bypass:** Richard Morin reports to the board that his department found a couple slurry wall contractors. He reports that he is gathering the final information and putting specs together for these plans. Richard Morin reports that his department is continuing to do hardness checks, and last week this was in the 850 to 900 range. Patrick Kirchner suggests that he would like to bring a contractor in to get a price on removing material down to the rock ledge elevation of the quarry and what it would cost to put it back in. He states he does have a company in mind and has contacted that can-do quarry stripping. Warren Alexander made motion to go with Pat's idea to have a company come in and evaluate. Susan Taylor second. 5-0.
- **Annexation/ Easement Updates:** Richard Morin reports to the board that they are working on installing sewers. He states that they have about 300 feet that is in at the moment. Richard also reports that IDEM has received his notice of intent to fit under general permit. He reports a construction meeting is scheduled for next Tuesday, he states he is receiving weekly updates from the contractor. Richard reports a letter went out to property owners to discuss where they would like to locate their connection.

Russell Vaught reports that he has collected three easements that needed redone.

- **404 9th St. Offer on property update:** Russell Vaught reports that he made the offer on 404 9th St. He states that he offered \$50,000.00, and the owner came back with a counter offer of \$65,000.00. He reports that the owner has made another counter offer of \$55,000.00, and Russell came back with an offer of \$52,500.00. The board suggests waiting to see what the owners next counter offer will be.

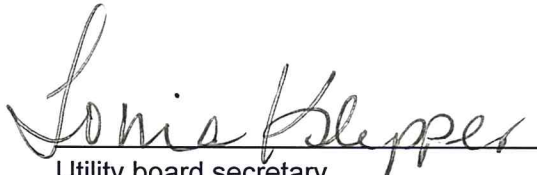
VIII: New Business: Russell Vaught reports he is now on the essentials committee and had a meeting today about the property at the old Erich K building project. He states that the project was approved for townhouses and parking. He also states underground drainage will be going in here. He states that the owner would be responsible for the ground fill. He reports that this Thursday it will go to zoning and that he will keep the board posted on any updates.

Chris Doran reports that he was emailed by the mayor's assistant to ask that he check the numbers in the engineering contract, he met with Richard Morin and all looks correct.

Susan Taylor made motion to adjourn, Patrick Kirchner second, 5-0.


Utility Service Board Chairman

3-4-19
Date


Utility board secretary

3/4/19
Date