

**NORTH VERNON
UTILITY SERVICE BOARD MEETING
February 4, 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 4, 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.

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

- I. **Approval of minutes previous meeting:** Patrick Kirchner made motion to approve the previous meeting minutes, Susan Taylor second. 5-0.
- II. **Public Comment:** Kyla Canary was present for Public Comment. Chris Doran did not give Kyla legal advice but spoke with her about obtaining possession of the property at 904 N Madison Ave. Terry Thompson informed her the meter has been pulled from this location and no other charges would be accruing. Chris Doran explains to Kyla a lien will be filed against the sewer portion of the bill. Terry Thompson informs Kyla the entire bill has been adjusted to \$236.19, and a lien will be filed until this amount is paid. Terry Thompson suggest to Kyla that she come into the office and set up a payment plan, Kyla stated she will not make payments, she will pay when the taxes are paid.
- III. **Storm Water Report:** Russell Vaught reports to the board that Storm King is running well. He states they are preparing for the storm water grant application.
- IV. **Wastewater Department Reports & Info**
 - **Collection System:** Russell Vaught reports to the board that the collection department started the replacement of a line on Myrtle Avenue today.
 - **Treatment Plant:** Russell Vaught reports to the board that the treatment plant is running well and reported no issues at this time. He also reports that this department has been getting information together for the Asset Management Plan.

V. Water Department & Treatment Plant:

- **Distribution System:** Will Spencer reports to the board a few frozen meters and busted lines due to the cold weather this week, which were promptly repaired.
- **Treatment Plant:** Will Spencer reports to the board that the city is currently experiencing a water main break. He states the main break has not been found at this time after searching storm drains and ditches. He reports he believes it will surface soon. He states because of that his department is running 12 to 13 hours a day shifts as opposed to 10 to 12 hour a day. He also states they are running 175,000 to 200,000 gallons more a day. The board agrees that the North Vernon Utilities Facebook page should be updated making customers aware of the situation and to call the office with any brown water issues.

VI: Utility Administration Report:

- **Claims and Transfers:** Susan Taylor approved all claims and transfers, Warren Alexander second, 5-0. A special motion was presented for RLM Engineering paid by the annexation project in the amount of \$19,965.00. Patrick Kirchner made motion to approve this special motion, Susan Taylor second 5-0.
- **Office Report:** Cara Giles reports to the board that Lindsay with Old National Bank will be at the Utilities office this Friday to set up the online customer portal for customers to pay their utility bills online. She also reports the utility bills were mailed out on the 29th without issues. Cara reports to the board that going forward commercial customers will be turned off if their bill is not paid by turn off day. The Health Department told her they need to be notified if the commercial customers that use water in their businesses are shut off. The board agrees that a notice should be sent to commercial customers stating that per state law the health department needs notified when turning their water off, and they could possibly be shut down. Chris Doran is going to review this letter before being sent.

Cara Giles also handed out a revised penalty notice to the board, the board agreed this letter should be used.

Cara also spoke to the board about putting speakers in the glass in the front office. The board decided this would be too costly, so Cara is going to look into an intercom system for the office.

VII: Unfinished Business:

- **Hwy 50 Bypass:** Richard Morin reports to the board that he has updated the TIFF board on the status of the quarry. He states they are at the point to design, bid and build. He states he is expecting to have bids at the end of May. Richard also states that he is expecting to have the slurry wall in by the end of August. Patrick Kirchner made motion to move forward with the design services and get a package ready for bidding, Warren Alexander second. 5-0.

Annexation/ Easement Updates: Richard Morin reports to the board that he is still waiting on the report. He reports that they were able to get Patriot Engineering back in. He reports that Patriot indicated they would have the report by Friday, then it will be submitted as the general permit. Richard stated the contractor is working on the lift station on 300 North. He states they are hoping to have the structure set in tomorrow. He states when that is done, they are moving to the project on 240 North. He reports that Russell Vaught is working on a flyer for the property owners in the area so they understand at some point they need to figure out where they would like their service line connection. Russell reports the letters to these customers will go out this week.

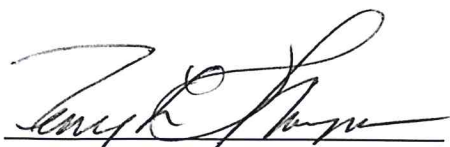
VIII: New Business:

- Russell Vaught reports to the board that the property at 404 Ninth St. is available for sale. Terry Thompson states that Johnson Mellow might buy the property and deed it to the city once the project is completed. Terry also states that the city might be interested in buying this. Warren Alexander states he wants us to move forward with the purchase. Russell Vaught states that the board could put together a formal offer. Warren Alexander made motion to make an offer on the property of \$50,000.00 with a contingent counter offer of \$52,500.00, Susan Taylor second. 5-0.

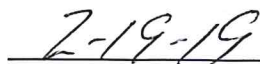
Russell Vaught informs the board of a potential housing development going up at the old Erik K building area. He states the housing development will have 48 units with 90 parking spaces. He reports these will consist of town house units. He states Fewell Pettit is working on the plans, and will be meeting with area plan.

Russell Vaught also reports that next Monday the storm water ordinance will be going to city council for the first reading.

Susan Taylor made motion to adjourn, Warren Alexander second, 5-0.



Utility Service Board Chairman



Date



Utility board secretary



Date