

# New Paris Conservancy District Board Of Director's Meeting - Minutes

## MEETING AGENDA

TUESDAY JAN 25, 2022 6:30 PM-9:00 PM

Npcd New Administration Building

<b>Chair</b>	GARY		
<b>Attendees</b>	Brad Smith Gary Brumbaugh Robin Loucks	DAVE HOLLENBECK Karl Cender	Diane Smith Matthew Rippey
<b>Absent</b>	Rodney Waldron		

- **Open the meeting**

GARY

- Gary Dausman opened the meeting at 6:30 p.m.

- **Welcome citizens in attendance**

GARY

- Welcomed Brad Smith and Bob Stutzman. Citizens in attendance.

- **INTRODUCE BOB STUTZMAN**

GARY

- Robin introduced Bob. Residence on CR 146. Bob is thankful for the invitation to serve. Bob will not be able to be here for the February Board meeting. Board can make motion to fill the vacancy at the annual meeting; with a swearing in in March.

- **INTERNAL CONTROL REVIEW**

GARY

- AUDIT - 2018. Gary went over the ISBOA audit list. Attorney and Chairman Brumbaugh at the time sent the ISBOA answers to the violations. Internal control review through the website. The forms will have to be uploaded by the first of February. Giving Bob until the April Board meeting.
- Bank reconciliation by the 10th of the month. Diane begins the process; then is sent to Cender and Co; Eric; then after both of them have signed then the Chairman signs off of.
- Designated by the Board of Finance; deposit tracing; and then sign off on it. Taking the bank reconciliation, bank statement and trace the deposits with the general ledger (Ampstun). Board of finance President has to sign off of.
- Vendor Disbursements: Voucher; on the voucher it states whether it needs to be approved by the Board; or if it is pre approved.
- Payroll Disbursements: Payroll is signed off via email prior to payment of pay; and then it is giving to Chairman to sign off of.
- Internal Controls training; has to be done and uploaded by March 1st of every year.
- Public retention of records. Overflow of sewage ruined the folders.
- One of the reasons built plant is to be able to keep the records in a safe manner.
- Funds; needed to be reported in Ampstun to match the general ledger to the bank statement.
- Board Minutes - it stated we were not meeting to the compliance of the state. Dave has been reviewing the minutes at every Board meeting if the minutes are in compliance or not.
- Optical images of checks; Diane is following the procedure and scanning the checks into the system and uploading them to the DLGF.
- Salary ordinance was not in compliance; it is reviewed in June. Because we approved the ordinance in July.
- Employee report coming off of Ampstun is in compliance.
- In 2002 the errors in W2; With the HSA not being included on the W2's. It is now being done.
- Mileage claims - there is no mileage not claimed.
- Meets the requirement for the ISBOA and NPCD's internal controls.

- ORDINANCE CHANGES - EDU - would like to get the changes into the ordinance. How we calculate the EDU's; hook up fees, and sewer charges. It is up to the Board if they would like to implement any of the proposed changes. This process has to go through the courts and it would not be effective until 2023. Dollar amounts were not placed in the sewer use ordinance. Companies currently pay the attorney fees, engineering costs, along with the hook up. Brumbaugh stated that he is thinking the hook up fees should be attached to usage along with the EDU's.

- Chairman stated he would entertain a motion to get working on the Ordinance changes. Board is authorizing Dave and Karl to move forward on. Karl stated may be specifics that Gary would need to forward to both.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by GARY**

- RESOLUTION CHANGES no changes in resolution until July.
- POLICY & PROCEDURES
- Ordinance, Internal Control Manual, Resolutions, Policy and Procedures. Different policies in hours of operation as an example. Robin will be making a presentation to the Board.
- YEARLY PURCHASES & AGREEMENTS
- Look at the yearly contracts that are listed; suggestions from the Board Members; some of these are coming in as payments on the master card. Quite a few Chairman thinks we can do without; a couple deciding on Vendors. As we move through February, March, April and May. One of the items I would look at today; we do have, and it was mailed; is being members in the New Paris Chamber of Commerce.

- Motion was to approve membership continue in the New Paris Chamber of Commerce for 2022.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- BOARD TRAINING discussed above. Gary Brumbaugh has turned his sheet in; Rod stated he has done the training and needs the form to turn in. Smith is to email it to him.
- ACH TEST CASE - Lippert aka Veada; the paperwork has been turned in; the board of finance and financial clerk will work together to make sure the transactions are working. Then the Board can review the process and make decisions if they would like to go forward. Robin asked how soon this was being tested. Dausman stated that he would have thought it would begin with January's payment; he will get with Diane in regards to this.
- SNOW PLOW AGREEMENT - Matt Showalter has completed proper paperwork. His quotes are in alignment with what Johnson's has quoted. He salts. We have never salted before. Dausman stated he thought it was a good idea. Dausman asking for thoughts and agreements. He has agreed to provide this service for this year.

- Motion was to approve Showalter to plow snow for the District's.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- ACCEPT RESIGNATION OF AJ LANE

- Brumbaugh made a motion to accept Lane's resignation.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by GARY**

- Diane's review: AJ used to sit with Gary when they performed the evaluation. Dausman is asking for another Board member to participate. Friday, February 11, 2022. Diane just reminded the Board that this is Friday before the 15th. Robin stated he was available. Brumbaugh didn't want to be part of the review; but he would like to be present. Robin stated he will volunteer.

- Resolution manual has had changes; Gary has stated that the resolution book needs to be updated to be a reference to a manual. For the Board to accept and sign off the report. June on new manual to approve Karl to do the work on the Internal Controls by the June meeting.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by GARY**

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- **NPCD ATTORNEY**

Dave

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- Minutes of the DECEMBER 28, 2021 NPCD Board of Director's meeting in compliance?
  - Minutes prepared by the Financial Clerk/Secretary has complied meeting minutes which are in compliance with Indiana law.
  - SEWER OVERFLOW COMPLETE - BILLS SENT OUT WITH FINES; DESOMER, DAVIS AND STITCHER (PASSED)
  - All sewer overflow's have been completed by all customer's. We still need to watch the flows in the future to make sure no one has changed the infiltration into the sewer. Three of them have been inspected and passed. Stitcher passed prior to January 15th; he wouldn't owe the fine. The other two were inspected after the 15th; Desomer and Davies; they should be obligated to pay the \$50.00.
  - Stitcher not to pay the \$50.00 but Davies and Desomer owe; then new bills to be sent out to all three.

**CARRIED**

**Moved by GARY, Seconded by Robin Loucks**

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- SMOKER CRAFT ANNEXATION - this Friday 10:45 zoom conference with the Judge. Dave will represent us and will get the order to Diane and will send the attorney fee's of the annexation.
  - JPR DISTRICT BOUNDARIES discuss this in March
  - CREDIT CARD FEES Dausman asking to table this discussion at later time.
  - BUCKLES - Diane had forwarded you a court document. We were listed in a court case as a defendant. State of Indiana wanting to gain use of part of their property.
  - Ten acres removed from Culver's development. Three acres was taken off of the ten acres. They hooked into the forced main. Via a y. Two separate hook ups; both need to pay for the hook up fees. Rod stated we should only owe one tap on fee. If we installed the grinder station Dave's opinion is that the number of hook ups is up to the discretion of the Board. NPCD will be charging the \$32.60 per each property. Tap fee is not to pay for the physical hook up to plant. The tap fee is to be charged to both properties.

**CARRIED**

**Moved by GARY, Seconded by Robin Loucks**

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- Extending to Dave and Karl and invite to the Annual Meeting in February to meet the new Board and to be face to face once a year.

- **CENDER & CO. KARL CENDER**

Karl Cender

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- DECEMBER FINANCIALS - provided in the Board's pack. The depreciation schedule will be presented to the Board at the annual meeting. Dausman questioned flat rate revenues. Why do we have a commercial and industrial. Karl stated initially set up the accounts that way. Dausman stated he would like further detail.
  - DECEMBER BANK REC in board pack. There are a few questions about November's carry over's. Dausman stated that there were no carry overs. Dausman stated that process from Diane to Eric and to Gary for approval. Dausman thanked Karl and Diane.
  - 2022 BUDGET WORKSHOP PRESENTED - MARCH THROUGH JUNE DISCUSSION Karl went over the proposed budgeting for operations; and then Karl to set up in Ampstun the budget amounts for both the general tax and the operations.
  - CD CHANGES DOCUMENTATION Karl one of the things that the ISBOA accounts require; interest rates and moving money all into one account. There should have been a document created and to check three financial institutions. Karl stated that was for CD's and not money market investments. Lane never turned the documents in. Karl asked if we could obtain from Lane; Dausman stated that he has asked him several times; he will contact him one more time. And then get the information to Karl for Karl to process a memo to cover this change in our investing. Dausman states that he needs. If we include that in the December's board minutes that would satisfy the States requirements.
  - FEB BOARD OF FINANCE MEETING - END OF YEAR
  - Dausman stated he would like Karl and Eric to attend the February Board meeting.
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- **Review and or Approve DECEMBER 28, 2021 Board Minutes**

Gary Dausman

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- We are unable to approve the minutes for December due to Rod not being present. Robin was not present at last month's board meeting.

- **Register of Claims**

GARY

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- Goshen News, Go Daddy to be billed directly instead of through the Mastercard. Dausman's opinion. To approve register claims as presented.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by GARY**

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- HIMCO DISCUSSION FROM DECEMBER - explained that Diane provided documentation of an overpayment, and the credit memo that was issued, minus one month of trash removal.

- **Past Due Review**

GARY

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- LIENS

- **CUSTOMER ISSUES**

All

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- LIPPERT ACH TEST already talked about. Update next month.
- BUCKLES addressed under Hollenbeck.
- YEARLY BILLING was taken care of
- RILEY - Diane explained what had happened in a posting error
- STITCHER - He was upset because of the ordinance violation; Dausman handled it with Matt and customer was taken care of.
- SMOKER CRAFT - they tore down a house and never contacted the District. They never disconnected properly. So they had to dig up the parking lot and Matt inspect the disconnect. Dausman stated they still owed from when they purchased home till when it was inspected due to not notifying the District.
- FARMHOUSE PROPERTIES - discussed above.

- **2021 PROJECTS TO REVIEW**

GARY

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- PAINTING OF PLANT 2022
- TURTLE TOP REHAB Dausman asked Matt for update. Issue's with electrical; they are going to be taken care of it this Thursday. Dausman pointed out that the project was being split 2021 and 2022.

- **Projects 2022**

Gary Dausman

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- INFORMATION TECHNOLOGY - OFFICE - SBS PORTALS - ROBIN FEB/MARCH
  - SBS PORTALS - MARCH: PURCHASING LAUNCH IN MARCH - February 11th SBS portals will be training Robin and Dausman. They will go through this with the purchasing side. Flow and discussion. Dausman stated that Matt and Diane cannot upload any more documents, until the upgrades to the file cabinets have been complete.
  - ROBIN SCANS discussed above.
  - SOLAR ENERGY MARCH/APRIL approved in budget.
  - LIFT STATION REHABILITATION: 6&15 AND MEANDERING MEADOWS approved in budget.
  - SEALING ASPHALT approved in budget.
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- FERRIC CHLORIDE TANKS cleaning of the tanks; discussed last month how when the one tank is 50% to transfer the ferric from one tank to the other tank to clean out a tank at a time.
- CLEANING 20% OF SYSTEM QUOTES
- UV PROJECT

• **Astbury Water Technologies Group - Plant Operations**

Matthew Rippey

• OPERATIONS REPORT

- Operations report as presented.

**CARRIED** **Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- RECYCLING - any status on getting rid of all. Matt has not had a chance to follow up with costs.
- RAS PUMPS - One has been installed; the start up was done. The second one not started.
- REEDS - Astbury will get this scheduled to get done by next meeting.
- FARMHOUSE PROPERTIES - he needs to turn the paperwork in.
- SMOKER CRAFT INSPECTION done.
- MAP PROJECT need to wait till March.
- FIVE YEAR PROJECT PLAN - APRIL/MAY/JUNE budget and taxes need the plan from Astbury.
- Dausman will get with Tom to attend the February board meeting.

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

• FINANCIAL CLERK REPORT

- Approved as presented.

**CARRIED** **Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- EMPLOYEE SERVICE RECORD goes into effect in anniversary date in February.
- AMPSTUN CHECK ISSUE - believe so
- PRINTER ISSUES - ROBIN agrees with Diane on it being a driver issue.

• **UNFINISHED BUSINESS:**

GARY

- LANDSCAPING - ONE PLANT NEEDS REPLACED - Eric is to be coming forward with this replacement.
- LEAK IN OFFICE taken care of. Diane suggested to Robin to put an access panel for the repair.
- PHONE APP - tabled
- FILE RETENTION - MARCH
- INTERRA BILL PAY - Gary has talked to Ashley - third party bill pay; approved by the Jason guy; three years now.. still is not done.
- CREDIT CARD REWARDS tabled
- MILLER PAYMENT - GARY BRUMBAUGH he will get this taken care of.
- SMART CORP HOOK UP - hook up discussed in December. It is hooked up to a 4" it is suppose to be 6" tap or larger. When they purchased house did not abandon tap. They went ahead and hooked up the addition to the 4" tap. They currently are in violation of our sewer use ordinance. Robin stated that a letter be sent to Smart letting them know of the violation.

- Robin made a motion to give the Chairman permission to issue a letter to Smart.

**CARRIED** **Moved by GARY, Seconded by Robin Loucks**

• **New Business**

All

- EDU’s discussion was to look at those Companies of EDU’s over three. Dausman then went to all companies to obtain their employee counts.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- Diane has presented her vacation schedule. She is not showing six days. Diane stated it was in 2023.
- Solar Energy - the solar panels will not create much activity December, January and February; still believes will produce more in the remainder months.
- Look at how we program the heating and air conditioner too Tabled

• **Made a motion to adjourn at 9:28 pm**

GARY

• **ADJOURNMENT**

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- The next NPCD Board meeting will be held on February 22, 2022 at 6:30 p.m. at NPCD’s administration building. The annual meeting will be held first for Board reorganization and the Board of Finance Meeting and then will resume with the regularly scheduled February Board Meeting.

• Chairman of the Board: \_\_\_\_\_

• Vice Chairman of the Board: \_\_\_\_\_

• President of the Board f Finance; \_\_\_\_\_

• District I; \_\_\_\_\_

• District III; \_\_\_\_\_