

NPCD BOARD OF DIRECTORS MINUTES

MEETING MINUTES

TUESDAY JAN 28, 2025 6:30 PM-8:30 PM

Chair	Gary Brumbaugh		
Attendees	BOB STUTZMAN Diane Clerk/Secretary KENNY JONES JR	Brad Smith DONN NEFF Robin Loucks	Dave Hollenbeck Eric Cender Rod Waldron
Absent	Karl Cender	Thomas B. Astbury	

► OPEN MEETING

Gary Brumbaugh

- Chairman Brumbaugh opened the meeting at 6:30 pm

► WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

- WELCOMED BRAD SMITH AND LARRY SOLYUM IN ATTENDANCE

► NEW PARIS LIONS CLUB - LARRY SOLYUM

All

- ADDRESSED THE BOARD DUE TO THE QUESTION OF THE GREASE TRAP THAT THE BOARD HAD REQUESTED.
- HE CARES ABOUT WHAT GOES INTO THE SEWER; AND WOULD BE WILLING TO PUT THE WASTE THROUGH A CHEESE CLOTH.
- ROBIN STATED THAT THE DISTRICT IS HAVING A PROBLEM WITH THE GREASE GETTING INTO THE LIFT STATION. WE ARE CURRENTLY USING CHEMICALS TO TRY TO DISSOLVE THE GREASE TO SEE IF IT HELPS WITH THIS ISSUE.
- LARRY WENT THROUGH THE "COOKING" PROCESS FOR THE CONCESSION STAND AT THE NEW PARIS YOUTH BALL PARK LOCATED IN FRONT OF THE ELEMENTARY SCHOOL.
- ROD ASKED ABOUT GRILLING; LARRY INDICATED THAT THE GRILLS ARE OUTSIDE GRILLS. BOB ASKED IF THERE WOULD BE COOKING OIL ONSITE? NO COOKING OIL ONSITE. DONN STATED THAT HE DIDN'T BELIEVE THE PROCESS DESCRIBED WOULD QUALIFY FOR A GREASE TRAP.
- BOB SUGGESTED THAT WHATEVER ACTION THE BOARD TAKES TO STIPULATE THAT IF THEIR PROCESS CHANGES; THEN A GREASE TRAP MAY BE REQUIRED IN THE FUTURE.
- ROBIN SUGGESTED THAT IF THEY ARE DOING ANY CHANGES TO THE LATERAL TO INSTALL A CEMENT DROP. GARY THOUGHT THE GREASE TRAP WAS GOING TO BE PLACED UNDER THE SINK.
- MOTION NEW PARIS LIONS CONCESSION STAND WILL NOT NEED A GREASE TRAP RECEIPT AT THIS TIME.

CARRIED

Moved by DONN NEFF, Seconded by Rod Waldron

► JPR - NPCD ENGINEER

KENNY JONES JR

- DAVE REQUESTED REVISION ON THE SERVICES AGREEMENT AND HE DID NOT GET IT TO DAVE PRIOR TO TONIGHT'S MEETING.

► REVIEW LIFT STATION PROJECT

KENNY JONES JR

- SELGE CONSTRUCTION - THEY ARE EXPECTING TO COMPLETION OF JUNE 13, 2025. SELGE IS WAITING FOR MATERIALS YET TO ARRIVE. KENNY TALKED TO BOB KUHN.

► **NPCD ATTORNEY**

Dave Hollenbeck

- REVIEW DECEMBER 18, 2024 BOARD MINUTES REVIEW minutes and find them in compliance with the state board of accounts compliance.
- REVIEW DECEMBER 18, 2024 ADDITIONAL APPROPRIATIONS MINUTES DAVE REVIEWED AND DETERMINED THEY ARE IN COMPLIANCE WITH THE INDIANA STATE BOARD OF ACCOUNTS COMPLIANCE.
- ANNUAL MEETING WILL BE HELD ON THE SAME MEETING THAT THE REGULAR FEBRUARY MEETING WILL BE. DAVE WILL WORK WITH DIANE TO GET THIS LEGAL NOTICE PUBLISHED. DAVE WENT OVER WHAT NEEDS TO BE DONE AT THE ANNUAL MEETING.
- UPDATES WITH 811 DIGGING PROGRAM - DAVE IS PUTTING A MEMO TOGETHER AND WILL SEND IT ONCE COMPLETED. HE IS STILL WORKING ON THE MEMO.
- DAVE HAS BEEN IN TOUCH WITH THE DLGF REPRESENTATIVE AND THE AUDITOR TO INSTRUCT IT IS THE AUDITOR'S OFFICE IN REGARD TO THE RELIGIOUS EXEMPTIONS.
- JPR CONTRACT DAVE HAS REQUESTED FROM ENGINEER THAT SOME CHANGES BE MADE TO THE PROPOSED CONTRACT. HE HAS NOT RECEIVED A REVISED CONTRACT SO HIS SUGGESTION TO THE BOARD IS TO TABLE THIS UNTIL SUCH INFORMATION IS RECEIVED. AS OF TONIGHT, HE STILL HAS NOT RECEIVED THE REWRITTEN CONTRACT.
- DAVE IS STILL MONITORING THE FIFTH THIRD BANK FORECLOSURE AND WILL ADVISE.

► **CENDER & CO. - NPCD CPA**

Karl Cender

- THE END YEAR FINANCIALS WILL BE GIVEN TO THE BOARD AT THE ANNUAL MEETING IN FEBRUARY.
- DECEMBER BANK RECONCILLIAITON NO ISSUES NOTED. ALL OUTSTANDING ITEMS WERE POSTED.
- BOARD APPROVED ON DECEMBER 18TH THE ADDITIONAL APPROPRATION AND THE DLGF APPROVED. IT WORKED AS IT NEEDED TO BY ENDING THE YEAR WITH A POSITIVE OPERATING FUND.
- TAX DISTRIBUTION WAS RECEIVED; AND POSTED TO THE CORRECT FUNDS.
- ANNUAL SALARY RESOLUTION. PRIOR YEARS DONE AT THE JANUARY MEETING. IT IS A RESOLUTION TO APPROVE ALL SALARIES; INCLUDING BOARD PAY AND THE BENEFITS PACKAGE. ERIC IS LOOKING FOR BOARD'S APPROVAL. GARY WOULD LIKE TO ADDRESS IT RIGHT NOW. DISCUSSION WAS ON THE FINANCIAL CLERK SECRETARY INCREASE. GARY WAS THINKING BETWEEN \$1 TO \$2 AN HOUR. NO INCREASE WAS GIVEN SINCE 2023. DONN AGREES THERE SHOULD BE A RAISE. BOB SUGGESTED 5%.
- GARY MADE A MOTION TO INCREASE DIANE'S SALARY OF \$1.50 PER HOUR.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rod Waldron

- GARY SUGGESTED THE BOARD PAY REMAIN THE SAME. BOB STRUGGLED WITH THE CHAIRMAN AT BEING AT THE SAME RATE. HE BELIEVES THE CHAIRMAN TAKES THE SAME TIME AS A NORMAL BOARD. INCLUDED WITH TH PRESIDENT OF THE BOARD OF FINANCE. ERIC STATED HE DID NOT WANT TO MAKE ANY DECISIONS WITHOUT DAVE'S INPUT. BOB WOULD LIKE TABLED UNTIL DAVE'S GUIDANCE.

CARRIED

Moved by Rod Waldron, Seconded by BOB STUTZMAN

► **PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks, BOB STUTZMAN

▶ **PRESIDENT BOARD FINANCE REPORT**

CARRIED

Moved by BOB STUTZMAN, Seconded by DONN NEFF

▶ **DECEMBER BANK TRACING - NO EXCEPTIONS FOUND**

▶ **\$71K EARNED IN INTEREST OF THE TAXPAYER'S MONEY BY INVESTING FUNDS**

▶ **REVIEW AND OR APPROVE DECEMBER 18, 2024 BOARD MINUTES**

All

▶ **TO APPROVE AS PRESENTED**

CARRIED

Moved by Robin Loucks, Seconded by DONN NEFF

▶ **REVIEW AND OR APPROVE DECEMBER 18, 2024 ADDITIONAL APPROPRIATIONS MEETING**

Rod Waldron

▶ **TO APPROVE AS PRESENTED**

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

▶ **TO APPROVE THE DECEMBER 18TH BOARD MINUTES WITH A CORRECTION IN REFERENCE TO RHONDA SCHROCK. ROBIN MADE THE MOTION AND BOB STUTZMAN SECONDED**

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

▶ **ASTBURY WASTER TECHNOLOGIES GROUP - PLANT OPERATIONS - TOM ASTBURY**

All

▶ **ASTBURY WATER TECHNOLOGIES GROUP - PLANT OPERATIONS REPORT APPROVED AS PRESENTED.**

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

▶ **JOSH IS NO LONGER ASSOCIATED WITH NPCD. MATT RIPPEY WILL BE STEPPING IN UNTIL JASON NICHOLS IS TRAINED.**

▶ **ASTBURY AND L&M ELECTRIC DISCUSSED ADDING A BLOWER FAIL AND RAS FAIL ALARMS TO THE WWTP OMNISITE TELEMETRY UNIT. A QUOTE IS BEING REQUESTED. GARY POINTED OUT THAT THE BOARD DID NOT GIVE PERMISSION TO DO SO. TOM ACKNOWLEDGED AND STATED THAT IS WHY THEY ARE GETTING A QUOTE.**

▶ **GATE OPENER. HOSTETLER DOOR AND ASKEW HAVE SUBMITTED QUOTES. STILL WAITING ON MIKE'S FENCING. SO FAR LOOKING AT \$6,300.00 TOTAL.**

▶ **REED ELECTRIC HAS STARTED REPAIR WOR ON PUMP 1**

▶ **BLOWER START UP HAS NOT YET OCURED. ASTBURY WILL ASK FOR AN UPDATED TIEFRAME FROM HASKINS UNDERGROUND.**

▶ **GARY HAD A QUESTION ON BETTERWAY PRODUCTS LIFT STATION THAT PUMP 2 IS NOT PUMPING. TOM WILL LOOK INTO IT.**

▶ **SMART CABINETRY - GARY HAS THE FORM IN HIS TRUCK**

▶ **JOSH SAID THEY ARE WORKING ON GETTING THE DIFFUSERS CHANGED OUT THIS HAS BEEN DONE**

▶ **STILL WAITING ON UNITED BLOWER**

▶ **OIL AND GREASE CONTROL SEEM TO BE HEPING WITH THE AQUA FIX GOING INTO THE SYSTEM.**

▶ FINANCIAL CLERK/SECRETARY REPORT

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED AS PRESENTED.

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

- ▶ REGISTER OF CLAIMS AS PRESENTED

CARRIED

Moved by Robin Loucks, Seconded by DONN NEFF

- ▶ AR REPORT
- ▶ AR FUNDS RECEIVED
- ▶ AR PAST DUES
- ▶ CERTIFIED LIENS

▶ UNFINISHED BUSINESS

Gary Brumbaugh

- ▶ INSPECTION FEE - SEWER ORDINANCE CHANGE? TABLED

CARRIED

Moved by DONN NEFF, Seconded by Rod Waldron

- ▶ INCREASE MONTHLY CHARGES 2026 GARY ASKED ERIC WHAT THE PROCESS WAS; ERIC STATED A RATE STUDY NEEDED TO BE DONE AND HAVE THAT AS A BACK UP TO INCREASE THE MONTHLY RATES. THEN WE NEED A PUBLIC HEARING AND THEN ANOTHER MEETING TO APPROVE THE RATE RESOLUTION. IT CAN BE DONE AT ANY TIME. NOVEMBER WOULD BE THE LATEST. GARY WANTED TO KNOW IF ERIC COULD GET A RATE STUDY DONE; AND THE MEETINGS CAN BE HELD PRIOR TO NOVEMBER. ERIC SAID IT IS GOOD TO HAVE DISCUSSIONS NOW. GARY SAID FIRST YOU HAVE TO SEE IF IT IS NECESSARY OR NOT. TOM STATED THAT HE COULD RAISE THE RATES 4.99% ON REGIONAL SEWER DISTRICTS. ROBIN ASKED ERIC HOW LONG TO DO A RATE STUDY? ERIC STATED A COUPLE MONTHS. ERIC STATED IT IS ABOUT A FIVE MONTH PROCESS. ROD WANTED TO KNOW HOW MUCH A RATE STUDY WOULD COSTS. IF WE STARTED IN JUNE WE COULD GET IT DONE IF NEED BE.
- ▶ TELAMON ON SOLAR REBATE CENDER IS WORKING ON
- ▶ SOLAR ENERGY ON NIPSCO CHARGES GARY TALKING WITH KEITH; THEY ARE CHECKING INTO RATE PLAN
- ▶ ROOF OVER TANKS CONSENSUS OF THE BOARD WAS TO PROCEED FORWARD. GARY WANTS BOB INVOLVED.
- ▶ BOB SAID 13' X 20' STRUCTURE WITH A 3' SIDEWALL, MAN DOOR TO THE WEST. MATERIALS ONLY AND ANY ELECTRICAL LIGHTING WITH 2'X4 ' WALL \$5,500 IN MATERIAL ONLY. NO DECISION TONIGHT.
- ▶ INSURANCE TRUSTEE CLAIM CANNOT BE CLOSED UNTIL WE RECEIVE THE COSTS OF THE TANKS REMOVAL. DIANE HAS BEEN IN CONTACT WITH INSURANCE CLAIMER.
- ▶ ROBIN REQUESTED THE INSPECTION FEE BE TABLED TO ASK FOR DAVE'S INPUT. DONN WANTS A BREAK DOWN OF THE CHARGES FROM JPR. INCLUDE THE INSPECTION'S ON COMMERCIAL.
- ▶ GREASE TRAP CLEANING INSPECTION FORMS NEED TO BE GIVEN OUT BY THE DISTRICT; CONSENSUS OF THE BOARD.

▶ NEW BUSINESS

Gary Brumbaugh

- ▶ SOLAR ENERGY BONDS? DIANE TO ADVISE THE BOARD ON HOW THEY WERE HANDLED
- ▶ GREASE TRAP FORMS TO BE TAKEN TO THE BUSINESSES - DONN VOLUNTEERED TO DO THIS
- ▶ CUSTOMER INQUIRING ON PUTTING IN A TINY HOME. CHAIRMAN LED HIM TO WEBSITE.

▶ ADJOURNMENT

Gary Brumbaugh

▶ MOTION WAS MADE TO ADJOURNMENT 7:53 PM**CARRIED****Moved by Robin Loucks, Seconded by DONN NEFF**

Gary Brumbaugh

▶ PLEASE SIGN BELOW YOUR NAME.

Gary Brumbaugh



Rod Waldron



Robin Loucks



BOB STUTZMAN



DONN NEFF

**▶ ATTESTED BY:**

Diane Clerk/Secretary

