

MINUTES - New Paris Conservancy District Board Meeting

MEETING MINUTES

THURSDAY JUN 13, 2019 6:30 PM-8:30 PM

New Paris Missionary Church Cabin

Chair Gary Dausman

Attendees AJ LANE
Diane Smith
Ken Jones Jr
Rick Wallace

Brad Smith
Gary Brumbaugh
Matthew Rippey
TOBIE BECKWITH
Rodney Waldron

Dave
Karl Cender
Nelson Burkholder

Absent Jamie Fisher

Tony Neff

• Open the meeting at 6:30 p.m.

Gary Dausman

• Welcomed citizens in attendance

Gary Dausman

- Citizens in attendance were Nelson Burkholder, prior Chairman and Freeholder of the New Paris Conservancy District and Brad Smith.
- The Chairman explained to the Board that the meeting was moved to the New Paris Missionary Church cabin due to feedback from the freeholder's that as many of ten would be in attendance. The feedback was due to them receiving inspection letters to inspect their hookups to make sure that they were not discharging ground water into the sewer system.

• Approve of the Board minutes from May 9, 2019 Board meeting.

All

- Tabled until the July Board meeting.

• CENDER & CO. KARL CENDER

Karl Cender

- Ampstun is holding the District up in being able to reconcile accounts from March, April and May.
- On the 2020 Budget; preliminary budget to board in the July board meeting; Public hearing on the proposed 2020 budget in August and in September will be the 2020 budget adoption.
- Diane explained that the updates to the chart of accounts to match the ISBOA general ledger amounts. The general ledger account numbers; some of where inactive. Ampstun reached out to Nicole inquiring where she wanted; or how she wanted them reflected into the software. Nicole, and I made the decision for Ampstun to change the accounting over to the fund accounting in order to reconcile the accounts more accurately. As of Monday, this was not completed. Diane will follow up with Ampstun tomorrow and let them know they are holding us up in reconciling the accounts.
- According to NPCD's internal control manual; we need to receive a rate structure of charges from Dave and Karl by September 2019. For calendar year 2020.
- Overall increase of Astbury contract; in 2019. Still have some room in operations fund to cover Astbury contract without the depreciation expense. The depreciation is not affect the cash accounts; so Karl's opinion is that we do not have to transfer the operational costs over to the general tax fund at this time.
- Ampstun to finish the updating the software. Updated financials in June.

• NPCD ATTORNEY VIA TELECONFERENCE

Dave

- Employee Handbook update is not complete. Hopefully the Board will be issued a copy to go over at the July board meeting.
- According to NPCD's internal control manual; we need to receive a rate structure of charges from Dave and Karl by September 2019. For calendar year 2020. (Diane is to email Dave, as this came up after he had hung up).
- Dave will review the May Board minutes and report in the July board meeting.

- Smart Cabinetry; Attorney Hollenbeck advised the Board not to annex smart cabinetry. The Board agreed not to annex Smart Cabinetry at this time; if and when the property is used for something other than a parking lot; then the Board may readdress at that time.

CARRIED**Moved by Gary Brumbaugh, Seconded by AJ LANE**

- Wes Culver; Dave is talking with Wes and is asking for more time from the Board; defer discussion until the July Board meeting. The Board will be given information prior to July's Board meeting. In the original plan, was that the house was going to be torn down and included in the NPDC sub division. NPDC is wanting to remove the 10 acres from the development and tear down the house. If NPCD did not require the house to be hooked up to the sewer system; otherwise the cost for NPDC would be exuberant. Dave stated that NPCD has to be in align with the original agreement and the Amendment with the NPDC. They are wanting to add another sub division on that ten acres. If they were not to be hooked up to the sewer system; the land would still be in the District and therefore subject to the NPCD conservancy tax on the property tax. Brumbaugh's question he is wanting to know if this house and 10 acres was included in our original agreement. Culver does not want to hook up the ten acres to the sewer system; he would like to be able to put in septic systems. Brumbaugh's question was if there was a limited amount of land with the house exempt from the agreement. The Chairman stated that if the Board members have any questions in between the July board meeting; they are to email Dave; or bring the list of questions to the July Board meeting.
- Storm water; Attorney stated that in our sanitary sewer use ordinance is in compliance and fall in line with other entities that deal with water vs stormwater. Keeping the ground water separate from sewage. Once you reach the capacity of 90% of your plant; the State then can come in and make you increase the size of your plant. In our ordinance we purposefully stated strongly to do anything in our power to eliminate that. If customer's are purposefully putting rainwater in our sewer system, we need to stay firm with our ordinance. The Board has the obligation to uphold our sewer use ordinance. Dave is aware of the letter that was sent to our customer's along with the inspections that failed; Our attorney's recommendation that we need to enforce our sanitary sewer use ordinance. Chairman Dausman informed the Board of his conversation with the Attorney this afternoon; and how to handle those in violation. Dave suggested a letter to those properties in violation, giving them an adequate amount of time to correct the issue at hand; and then if they do not correct the issue at hand; the fine can be up to \$2,500.00 per day. Diane is to have Dave approve the letter prior to sending.
- District Truck; now that we have gone through the process of receiving no bids; we can sell the truck on our own. Chairman Dausman stated he believed we could get at least \$5,000.00; we had it advertised for \$6,999.
- Builder's risk insurance. Obligation of the builder as it is builder's risk. Our Attorney's opinion is that we do not acquire the building as it is being built. The builder is at risk; not the land owner. He does not agree with JPR that as we pay the building becomes the District's as we pay on it. The builder's risk; it is not owner's risk therefore he believes the builder would be liable for the building. It is the Board's discretion on whether they would like to purchase the builder's risk insurance or not.

- **JPR -**

Ken Jones, Jr.

- Went over the Administration building billing from DT Construction.
- Railroad project. On County Road 46; approval to go forward with this repair. UPDATE: In June's Board meeting we will have this job advertised with the bids being opened in the July board meeting.

CARRIED**Moved by Gary Brumbaugh, Seconded by AJ LANE**

- Railroad's bid; the advertising; will need to be published two times. August board meeting to open the bids. 90 day completion would take us into December.
- Providing a change order showing a reduction in overseeing the second contract. The contract is for two railroads and watching the construction phase of that. And you are only doing one. Still have the other drawings and you can use the drawings in the future. The reason is why we decided to do one instead of two. Matt stated that they both were not needed repaired at this time. Brumbaugh questioned where numbers were coming from since they haven't been bid out yet. Brumbaugh just wanted to know how the number's come about.

- Is the railroad going to be completed yet this year.
- Admin Building; builder's risk insurance. The Board will take our Attorney's recommendation of not carrying this insurance. As a State entity; we are protected with the Contractor's bond on the project awarded.

- **ASTBURY CONTRACT OPERATIONS**

Matt Rippey

- Report was approved as presented.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Went over the ground water notifications, responses, and inspections performed. Create 90 days to correct issue. At the end of the 90 days if the District is not notified by violators; the Board will then decide ramifications.
- Following items were tabled until July.
- Repairing the line under rail road tracks at SR 15 and CR 46 Turtle Top lift Station to put a generator on it.
- Replacing both RAS pumps at the plant
- Rehabbing the Better Way Products and Lutes Farm lift stations. Put Generator capabilities on them.
- RAS pump replacements
- Smart Cabinetry will be having their own special discharge permit. Which will be more work for NPCD.
- The Stormwater has cost the District an extra \$60.00 per day;
- If we wouldn't have done the world missionary project; the sewer would have more than likely backed up into homes in that area.
- Astbury gave the Board a prioritized list of expenses for operations for 2020.

- **OFFICE INTERIORS -**

Rick Wallace

- We approved in April's board meeting \$22,889.00 and the installation was extra. We approved budgeted numbers and Rick will come back with a contract more in line with what we approved. Seating and Chairs needed to be taking out along with adding another table.
- The delivery dates are unknown until the down payment is made and the order inputted. Key item is the workstation. The entry way is not large enough for furniture. Rick stated that he has to be in compliance with ADA requirements. Email Diane the revised furniture update. The Board approved \$26,000.00 in April. The amount is approved without the installation. Installation is receiving checking it out and brining it down. Two narrow tables and the wide table is the short one. Brumbaugh liked the trapezoid board table. Cost was two excessive. We were having trouble with the tables picked out fitting into the conference room. The tables will have fixed legs with caster's. Not foldable. Lane requested a drawing of setting of the tables. Rick will give us another number on installation. Did not approve foyer furniture and chairs for the conference room; and the conference table. Do they want six chairs with pads. Brumbaugh does not want to sit on plastic.

- **SBS PORTALS**

TOBIE BECKWITH

- Presentation was given to the Board for their service. They have this system set up with Elkhart County Records; and numerous city and towns. The information can be shared with auditor's; or anyone that the Board would decide. Save's space of retaining all originals.

- Filing system in the cloud. Along with purchasing a scanner to use with this program. The scanner quote was \$4,500.00. The portal is a cost of \$200.00 per month. \$1,500.00 one time expense; and Diane can scan into the software. We can scan with this starting right away. Subscribe to the cloud at \$200.00 per month; \$2,400.00 per year. Eliminate the paper. Scanning in documents from 2017, 2018, and 2019. Software upgrades are included in the \$200.00 a year. If NPCD was audited; the State can plug into the portal and pull all the records online. Do we want them to scan in the documents at a cost of \$14,000.00. Not locked into contracts. Hosting contract for privacy; and to give them 60 days prior to cancellation of their services. This system will track forms and show who and when accessed. Brumbaugh asked if anything has ever been lost. Tobie stated no.
- They have the ability to take our files not audited an scan them into the system. At a cost of \$14,000.00.
- Timeframe. Brumbaugh stated the sooner the better. Diane can be doing this on July 1st. Give her two weeks and they can have this set up. She will send a portal worksheet for Diane to fill out. Lane asked if they can decide later on the \$14,000.00.
- Fall project can be the scanning of all the documents of \$14,000.00.
- The scanner is \$4,000.00. This is a high performance scanner.

• Motion was to go ahead with the portal with the one time fee of \$1,500.00 and the \$200.00 portal charge per month. Rough estimate for scanner is \$3,800.00 to \$4,500.00. Discuss the archive files later. What happens if the scanner fails; you can obtain a service contract with the manufacturer. This motion is not to approve the archives at this time.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- The rough estimate of \$14,000.00 to scan archived for 2017, 2018, and 2019. This is tabled. The Board wants to know how the portal works for us before scanning in the old documents.

• **Mapletronics - Not Present**

TODD WYATT

• **Electromedia - Jamie Fisher - Not Present**

Jamie Fisher

- The public addressing system is to take no action.

CARRIED **Moved by Gary Dausman, Seconded by AJ LANE**

- Tabling Midwest Dial Tone Quote 159500 till July
- Overhead Mic and Sound Quote 2458 not to proceed.

CARRIED **Moved by Gary Dausman, Seconded by AJ LANE**

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

- Approve as submitted

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- President of the Board of Finance Lane acknowledged to the Board that he approved the reinvesting of \$500,000.00 with Interra Credit Union at a rate of 2.75%
- Motion was made authorizing Astbury give a demonstration of the sewage treatment for a nominal fee; for the Indiana Master Naturals. Brumbaugh would like to be there if he Matt does this. If the cost is nominal estimated at \$65.00.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- Employee evaluations were handed out and mailed to the parties as instructed. Chairman Dausman requested a Board Member to assist him with the evaluation. AJ Lane volunteered. June 21st at 10 am.
- Shawnee Herr; She complained about a penalty. The Feb payment was postmarked the same day as her March payment. She sent nasty letter. Chairman Dausman sent a letter back to her; indicating that we can not remove penalties.
- Don Ganger was upset about the inspection request. Matt said he did call in for an inspection.
- Malcom Roger; his March payment never cleared; when his April payment was made he paid the \$68.46. He did not receive a bill in May due to having a credit balance. His June bill was for \$29.34 because he had paid the penalty and the postmark on the envelope was before the 15th so the penalty was removed. Chairman Dausman stated it is a mail issue.
- Delores Bender; Diane sent a letter explaining to her a late fee due to postmark on envelope.
- Several customer's told Diane that several people were not going to comply with the letter's because when they run the water out on their property; it runs right back into their basement.
- Terry Miller and the Garners questioned Smith about emptying the excess pond water into the sewer system.
- The new software gave Diane the capability to email 190 customer's the fee reduction from paygov.com.

- Approve vacation for July 5, 2019

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- NPCD Register of Claims

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- The Board would like the Amazon account closed. They are not in agreement with the auditor's that Amazon is not necessarily cheaper.

NEW BUSINESS:

Gary Dausman

- Smith asked if any Board member can call the attorney?
- Need cost for the hub for internet to the plant after the administration building is open.
- Audit expense follow up - AJ stated he would follow up.
- Electromedia phone system and conferencing system. The proposed costs is \$130.00 per month. This would be the porting number to the plant phones. Questioning if we would be able to eliminate verizon.

UNFINISHED BUSINESS:

Gary Dausman

- New Paris Telephone gave us a quote for the fiber optics to site turn up is \$699.99 with a \$150.00 per month. Motion was made to approve the quote.
- Motion to approve the Data Cabling Quote 2507 with electromedia at a cost of \$5,583.33.
- Video cameras 88 Security Solutions LLC motion to approve quote of security cameras at a cost of \$2,836.00,
- Document from Indiana Department of Workforce Development stating that Board member's elected are exempt.
- Cender to advise the Board on Astbury contract if this needs to paid out of the general tax fund.
- Status on District I; Tony said that he would step down. We need a letter from Tony and then the Board can proceed forward and if Tony ever gets to the point he can serve again; he would like to.
- Painting entire plant
- Sale of District Truck - Smith is to advertise the truck on Facebook market place; at a cost of \$6,500.00. The trader magazine. The paper. Rock Auto? Facebook marketplace is free.

- Employee evaluation
- Employee Handbook - Dave Hollenbeck
- Solar energy
- Wind energy
- Coupon billing.

REFER TO DISTRICT'S CALENDAR - BRING TO BOARD MEETINGS FOR REFERENCE

Gary Dausman

ADJOURNMENT

Gary Dausman

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- Motion to Adjourn. The meeting of the New Paris Conservancy District Board of Director's meeting was closed at 10:15 p.m.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

INFORMATION ON THE NEXT NPCD BOARD OF DIRECTOR'S MEETING.

Gary Dausman

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- The next meeting of the New Paris Conservancy District Board of Directors will be held July 11, 2019. The meeting will be held at the wastewater treatment plant. The meeting will commence at 6:30 p.m. The public is welcomed to attend.

Remarked by Gary Dausman

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Remarked by Gary Brumbaugh

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Remarked by Rodney Waldron

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Remarked by AJ LANE

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Remarked by Tony Neff

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Remarked by Diane Smith

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