

# MINUTES New Paris Conservancy District Board Meeting

# MEETING MINUTES

TUESDAY SEP 24, 2019 7:10 PM-10:40 PM

New Paris Wastewater Treatment Plant Lab

<b>Chair</b>	Gary Dausman		
<b>Attendees</b>	AJ LANE DENNIS Gary Brumbaugh Michael Dunlap Todd Kidder	Brad Smith Diane Smith Karl Cender Rodney Waldron	Dave Donn Neff Neff Ken Jones, Jr. TOBIE BECKWITH
<b>Absent</b>	Jamie Fisher Tony Neff	Rick Wallace	Ron Rylands

- **Open the meeting at 7:07 p.m.**

Gary Dausman

- **Welcome citizens in attendance**

Gary Dausman

- Brad Smith, Josh Wyman, Dennis McKee, Michael Dunlap, Kristi Smith, Todd Kidder, and Tobie Beckwith; citizen's in attention.

- **NPCD ATTORNEY VIA TELECONFERENCE**

Dave

- Update on Wes Culver - NPDC; draft of the MOU; to allow the 10 acres to be developed without having to be connected to the sewer. He sent this to Wes Culver; and have not received anything back from Wes. Dave will follow up with it.
- Hollenbeck to advise if minutes from August 8, 2019 were in compliance; Hollenbeck stated the minutes were in compliance.
- Hollenbeck to advise if minutes from August 8, 2019 for the Public Meeting on the proposed 2020 Budget were in compliance; Hollenbeck stated that the minutes were in compliance.
- Hollenbeck Employee Handbook
- Elkhart County Recorder on Liens; Liens being attached to people, program they want me to pay for
- Hollenbeck will get with Smith on the properties that are violation of our sewer use ordinance.

- **CENDER & CO. KARL CENDER**

Karl Cender

- Funding for the Administration - explain to the Board how this works.
- 2020 Budget
- 2020 Cender bill rate

- **INSURANCE TRUSTEES**

Todd Kidder

- Todd went over the commercial property section. Net income.
- Commercial General Liability Section. Premium is based on a governmental will up the coverage to \$850,000.00 . Income.
- The auto policy on the truck will be removed; with keeping the liability on the personal vehicle.
- Lift stations covered; inland marine section covers underground pipes.
- \$1,500.00 higher due to new administration building.
- Accepting policy for the 2021 policy.

**CARRIED**

**Moved by Gary Dausman, Seconded by Gary Brumbaugh**

- **JPR**

Ken Jones, Jr.

- Opening Bids on the Railroad Project on County Road 46 Only one bid received.
  - Sledge Construction is the only one who bid the job.
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- Tentatively award the project to sledge based on JPR recommendations today; understanding that there is a formalization; and NPCD’s Attorney has to approve the contract; and there has to be an answer given prior to the Board; what is to be done differently this time.

**CARRIED**

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

• **JPR**

Ken Jones, Jr.

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- Administration building update; Punch List was handed out by Kenny;
  - When will roof be reinspected;
  - AJ pointed out that the snow shields are not on the building; and the gutters are spliced. Ed was involved with the specs of this change to give DT direction. Ed worked with Dennis to do the repairs. To get it to the acceptable levels. Ed gave DT an email that was not given to the Board. Passed manufacturing spec’s but no documentation was provided to the Board. Not gutters and downspouts. If still not done to spec; per ED; when are we going to know if it is acceptable.
  - Light pole not in right position. DT would move the light and rerouting conduit. Put in taller Rock; Plant Tree; Chairman Dausman was willing to negotiate to get into the building; it is not to spec; to move the post; Middlebury Electric quoted moving the pole at a cost of \$2,700.00. If we moved it would leave the stone and pay for the stone that is laid there.
  - Landscaping; are the bushes correct; Not the correct size. Linen has since been installed. Until the 2020 growing season. The Board was told that the landscaping had to hide the headlights. Bushes are to spec; not the right size.
  - Budget of JPR’s they stated that there is still funds in that budget; there have been extra charges that is not due to the District, due to the errors in construction. Chairman Dausman stated that the time JPR has spent on the corrections were not to be taken out of the District’s portion of their payment on JPR’s contract.
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- DT will be applying a colored epoxy floor throughout the new adm building; except the HVAC room. The light pole stays where it is at; DT will place a larger rock where pole was suppose to. Liquidated damages will not be reinstated until Oct 15th.

**CARRIED**

**Moved by Rodney Waldron, Seconded by AJ LANE**

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- Radiant heat was to have been water; instead of electric. This is tabled until October’s Board meeting.
  - One bathroom was handicapped accessible.
  - Driveway; handicapped markings off center.
  - Side walk too long; took section that was cracked out.
  - Lock was replaced.
  - Drop box; yes saw drawing; doesn’t show detail the workings;
  - Kitchen cabinets not correct.

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- Pay DT construction and approve the pay order.

**CARRIED**

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

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- Kenny was to have emailed a copy of the District’s Map. This was not received. When will the large Maps be available? He brought them to tonight’s meeting.
  - 2020 JPR bill rate - Received and tabled to review till October.

• **DT CONSTRUCTION**

DENNIS

- Dennis stated that the sole responsibility of errors; are in communications with JPR.
- Dennis stated that his contractor could get into the building next week to put epoxy down on the floor; he will do all but the HVAC room. He will have someone come out to the Adm building tomorrow at 2 p.m. to pick out colors.
- DT will be able to pick up their check at 2p.m. Tomorrow.
- DT will pay for the larger rock to cover where the light pole was to have been placed.

• **APPROVE BOARD MINUTES FROM AUGUST 8, 2019.**

All

- Administration tickler list; there is a second ticker lists combined they meet what actually happened. Page two under JPR that is under the railroad should read Administration building.

**CARRIED**

**Moved by Rodney Waldron, Seconded by AJ LANE**

• **APPROVE BOARD MINUTES ON THE PUBLIC HEARING ON THE PROPOSED 2020 BUDGET FOR NPCD THAT WAS HELD ON AUGUST 8, 2019**

All

- Approved minutes on the public hearing on the 2020 proposed budget.

**CARRIED**

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

• **ASTBURY CONTRACT OPERATIONS**

Donn Neff Neff

- Approve report as submitted.

**CARRIED**

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

- Quotes for projects for next year. Tabled until next meeting.
- 2 quotes received on painting exterior doors of plants.
- BT quoting for door replacement instead of painting door.
- RAS quotes for generator hook ups and splash gears. Tabled until next meeting.
- Ferguson quote received.

- Motion to obtain three quotes on ferric chloride and Don to take lowest quote.

**CARRIED**

**Moved by Gary Brumbaugh, Seconded by Rodney Waldron**

- Sump pump inspections to date: 95 inspections conducted to date. 19 failed inspections and 5 corrected of those 19 failures.
- Vehicle that ran off the road on September 18, 2019; procedure. Notify FC Sec; if a police report was filed; give the FC clerk the information to get and turn over to our insurance.
- Quotes on painting the doors at the plant and garage.
- Smart Cabinetry will have their own special discharge permit. More work for NPCD. Why aren't we charging them more? Not addressed at the meeting.

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

- Approve report as submitted.

**CARRIED**

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

- PayGov payment issue; Diane performing audit.

- Verizon: Board meeting in the new building. Savings. Out of Diane’s name.
- Lechlitner’s door quote for handicap door openers. And Changing the door locks.

**CARRIED** **Moved by Rodney Waldron, Seconded by AJ LANE**

- NPCD Truck approved the sale of the District’s truck at a cost of \$5,000.00.

**CARRIED** **Moved by Gary Brumbaugh, Seconded by Rodney Waldron**

- Need to cancel Amazon.com. Diane is to try to get out of paying the fee.
- Sludge testing. Don to get an answer for this invoice.

**• NPCD Register of Claims**

Diane Smith

- Approve with changes.

**CARRIED** **Moved by Rodney Waldron, Seconded by AJ LANE**

**• Administration Tickler List:**

Gary Dausman

- SBS PORTALS: Scanner price went from \$4,500.00 to \$8,500.00. Board needs to review. NEW INSTALLMENT DATE NOW NOVEMBER 1, 2019. Board has already approved the monthly fee; the question was the scanner; Board has tabled the scanner until the October Board Member.
- Electromedia
- Internet to the plant
- Mapletonics - Kristi Smith and Michael Dunlap came to the meeting to introduce yourself to the Board; and it was clarified the needs of the District.
- Hub for internet to the plant
- New Paris Telephone
- Fiber Optics
- Verizon
- Speaker phone for conference room; will plug into Ethernet cable; no land line needed with verizon.
- JPR - follow through
- 88 Security Solutions
- Office Interiors - Delivery after October 15th.
- Slatted Walls and Shelving - Office Interiors. Three to one. Around \$1,000.00. Motion passed three to one with Rod Waldron abstaining from the vote.

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

- Handicapped doors- quote from Lechlitner Doors This was tabled until October board meeting.
- Landscaping

- Middlebury Electric quote changing the electrical outlets to gray. Quote of \$1,600.00 and moving 2 electrical outlets in the file room. Not to exceed. Waldron voted against the motion.

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

- Open house Hopefully October
- Refrigerator, Microwave; in Garage waiting to install
- Open house supplies were ordered and are in the office.

- Spare fence gate still in the garage. Dennis DT to get us a cost.
- \$100.00 for refreshments for open house was approved by the Board in the August Board of Director’s meeting.
- Prior Board action was to have correspondence with Attorney and CPA run through the office. Smith is to pull the Board’s action for their review.
- Tinted windows

• **NEW BUSINESS:**

Gary Dausman

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Gary Dausman

- NPCD Employee Health contribution for 2020; Motion is to keep the contribution at \$6,000.00; with \$3k payable in Jan 2020 and \$3k in June and if needed prior; the Board can move up the second payment if needed.

**CARRIED**

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

- Directorship for District III term will expire at the annual meeting in February of 2020. This position is currently held by Rod Waldron. A notice will be published on NPCD’s website; Brightnet on their TV Banner, Facebook and the Goshen News.

• **UNFINISHED BUSINESS:**

Gary Dausman

- DISTRICT I; By law; NPCD must make reasonable accommodations for someone who is disabled. It was stated previously that Tony would resign; and would like to be on the Board if he can in the future. No letter has been received; and if Tony would like to call into the meetings; we could do that; or if he wanted to FaceTime in; we could provide him with an iPad for him to do that.
- The VOIP service provided by Verizon is \$20 per month. The app needs to be placed on the forwarding phone numbers as well. The District cannot pay for a service that is not in the District’s name. So we would either need to provide Astbury with a District phone; or request that Astbury provide this service for us.
- Audit expense charged by the State: Todd Caldwell was to have gotten back with NPCD; update; AJ volunteered to follow through with this.
- Painting entire plant
- New Paris Cemetary
- Land O Goshen
- Solar energy
- Wind energy
- District Files in garage that are destroyed. Someone needs to go through them to see what is in the boxes; then taken to the County for them to destroy. Who is going to take them.
- 2021 Budget item; generator on Turtle Top Lift Station

• **REFER TO DISTRICT’S CALENDAR - BRING TO BOARD MEETINGS FOR REFERENCE**

Gary Dausman

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- ADJOURNMENT 10:42 p.m.

**CARRIED**

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

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

Gary Dausman

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- RESPECTFULLY SUBMITTED BY THE NEW PARIS CONSERVANCY DISTRICT BOARD OF DIRECTORS:  
ATTESTED BY THE FINANCIAL CLERK/SECRETARY

*Remarked by Gary Dausman*

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*Remarked by Gary Brumbaugh*

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*Remarked by AJ LANE*

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*Remarked by Tony Neff*

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*Remarked by Rodney Waldron*

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*Remarked by Diane Smith*

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