

TUESDAY AUG 25, 2020 6:30 PM-9:00 PM

Npcd New Administration Building

Chair GARY
Attendees AJ LANE
Diane Smith
Karl Cender
Todd Kidder

Brad Smith
Donn Good# Neff
kenjones@jpr1source.com
Tom Astbury

DAVE HOLLENBECK
Gary Brumbaugh
Rodney Waldron

• Open the meeting the meeting

GARY

- The Board meeting opened late due to lack of a quorum; the meeting was opened at 6:36 p.m.

• Welcome citizens in attendance

GARY

- Chairman welcomed Brad Smith, citizen in attendance.

• CENDER & CO. KARL CENDER

Karl Cender

- Budget Hearing postponed
- The form three was not uploaded. Proposing at the September meeting hold the public hearing and the budget adoption meeting in October. Last month's board meeting wanted budget to be reduced from \$370 to the \$320,000.00. The cumulative improvement budget was approved at the 4.2%. Karl will complete this and have it prepared for the September.
- Bank Reconciliation
- September reconciliations is not complete. Karl has questions for Gary and Diane in order to proceed forward. Diane did send the financial information to Cender and Co in time. He will get with Gary and I on Friday.
- July Financials will be available for the September Board meeting.
- Fund Compliance - Karl will address at September's Board meeting.
- Brumbaugh questioned if the fund transfer was corrected at the year end report; the collections were booked in the general tax fund instead of the operations account. Karl will check into this.

• NPCD ATTORNEY

Dave

- July minutes in compliance - Finds the July minutes in compliance.
- Liens/Payment agreement - comes from Governor Holcomb's ordinance to not charge late fees or liens; the moratorium ended on August 14, 2020. The Governor in his order is that we need to work with the customer's who are delinquent; and the customer's will have 14 days to opt in; This special accommodation states that the customer will have to pay their regular monthly bill on top of the 1/6th of the amount of the delinquent amounts. This is a special order by the Governor; and it does not make a precedence over the way that the District has collected delinquent accounts in the future. The ordinance will be 2020 - 17.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Sewer Overflows - Customer's not in compliance. Chairman stated that he was going to forward Dave five customer's to him for him to send a letter to on the District's behalf.
- Handbook - September looking to adopt. It's a comprehensive document. Unless it is required by law. Asking all to look at the handbook and then send the Chairman or Vice Chairman notices by September 15th; and then the Board would formally try to adopt in the September Board meeting.

- Time Sheets/Overtime - Current Board policy; to qualify for overtime; Diane needs to check with the Chairman prior to the overtime and seek his permission to work and paid for the overtime. Overtime will not be compensated. Overtime entitlement is not something the employee to waive. It is not valid for the employee to work the overtime and not have the District to pay the employee. Payments had to be made. Two options. Approve overtime and pay it. And #2 not to approve the overtime and not pay it. If Diane does not think that she can get the work done in the 40 hours; or the District will need to hire a part time person to cover the overtime. Procedure the Board has made is to be followed. Or in the alternative need someone into the office for the extra work. Ultimately it is what the Board's policy is and it needs to be complied with. Motion was made to pay the overtime hours and this is her last warning. If it continues then she will be dealt with in a disciplinary action.

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

- **JPR**

kenjones@jpr1source.com

- DT Contract - Ken will forward a draft order to Dave. Final payment \$8,752.00 payable to DT construction to close out the contract. Warranties at this time are between vendors and the District. Chairman would like everything written down and provided to the Board to review prior to making a decision as a Board; prior to September's Board meeting and then the Board can be educated to make a decision in the September Board Meeting.
- Roof - Brumbaugh requested the roof on the administration building be inspection because of the buckling. Steel Master's roofing and JPR looked at the roof; and states that it does need to be addressed. Ken will get back to us on repairing; and the warranty issue.
- Railroad - What happened in the last week; called out manhole left of the tracks; Veada; sludge issue. Sewer doesn't flow. Blockage was before the manhole. The manhole itself was open. SR 15 and CR 46. East put in new manhole and it turns 90 degrees. Don looks at the lines once a week. The plug 18" prior to the manhole; Don is going to have a camera run down the line and will get the information to JPR.
- Sinkhole; Selge is going to look at the sink hole. Don put cones on the site and the cones sunk. JPR states that Selge has to dig up the sink hole to see what was the cause.
- Generator - Rodent damage. They ate the wires. Generators are cycled weekly. They take self tests. All rodent guide does is only protect one area of the motor. It is across the road from a feed mill. It is being repaired. Don had to go out and pump because the generator failed during the storm we had. Don will forward Todd (Insurance Trustees) photo's prior to repairing to see what he can be covered through insurance.

- **Insurance Trustees**

Todd Kidder

- Todd handed out the commercial policy for 2021. Increased the rate 2.7%. Blanket basis; means can pull from other line item limits to cover any claims.
- Premium up \$375.00; increase on property. Rates most part held flat. Asking quotes for employment practices liability coverage. And a quote on cyber liability coverage.
- Next year ask Todd to come in July instead of August.
- Motion to approve the insurance at a cost of \$17,144.00.

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

- **Register of Claims**

GARY

- Motion to approve register of claims as presented

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

• **Past Due Review**

GARY

- Past due accounts have went down substantially in August.

• **ASTBURY WATER TECHNOLOGIES GROUP REVIEW 2021 CONTRACT**

Tom Astbury

- Review of District - New monthly payment due of \$8,946.67. July 1, 2020 to July 1, 2021. Need to go back and cut Astbury a check for the increase of the contract.

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

Donn Neff

- Operations Report to approve report as presented

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Meandering Meadows has a hole in lift station. Waldron went out and seen this. Motion was to fix the hole in Meandering Meadows for up to \$2,250.00.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Generator - emailing photo's to Todd with Insurance Trustees
- Veada Blockage Don is to video the line and advise the Board.
- Gate/Keypad Don working on quotes.
- Painting Plant - Brumbaugh wants the entire plant painted. Don is obtaining quotes.

- Motion to approve Mapletronics to discard of the District's computer. Bringing the Mapletronics original computer over to Diane along with the Toshiba laptop.

CARRIED

Moved by AJ LANE, Seconded by GARY

- Projects 2021 - discuss and priority setting. Be prepared to discuss in September.

- Review July 2020 Board Minutes - Motion was to approve minutes as presented.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- FINANCIAL CLERK SECRETARY REPORT motion was to approve report as presented.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Verizon - Chairman not happy with service. It is not what was quoted when service began. Conference phone is unacceptable. Smith to get with Verizon and if they cannot correct the issue; the District will seek other options.

- Motion was to approve the Smith to purchase of the crates from the District at a cost of \$282.51 . (Folding storage totes)

CARRIED

Moved by AJ LANE, Seconded by GARY

- Motion was made to purchase apple charger at a cost of 29.59.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Motion to approve the approve membership Staples membership at a cost of \$49.00 a year.

CARRIED

Moved by AJ LANE, Seconded by GARY

- Purchase stamper.

CARRIED**Moved by AJ LANE, Seconded by GARY**

- Motion to approve extra time AJ rod

CARRIED**Moved by AJ LANE, Seconded by GARY**

- Approve vacation request of August 28 and August 31, 2020. Motion carried three to one, with Chairman voting against the motion. His question to Smith was if she knew the time taken off was not the Labor Day weekend. She stated that when she planned the pre planned vacation days as requested by the Board; she thought it was the Labor Day weekend; but did not change the dates because that was what she submitted to the Board in January.

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

- Customer Issues - Bishop, Fedorow, Spurlock Federow; Chairman met with her; and we were off \$3.00 off. She is understanding of new ordinance; and thankful; when she gets letter she understands has to sign the document. Spurlock happy with one statement with property listed.
- Evaluation 4 pm evaluation on September 3, 2020. The Chairman and the President of the Board of Finance will be giving Smith her review.

- **NEW BUSINESS:**

GARY

- Map of the new addition to Falcon's next.

- **UNFINISHED BUSINESS:**

GARY

- Signage front/parking
- Logo for Conference Room
- Computer Recycle - covered above
- Office supplies - Office Barn to come in and give us a quote
- Back up for office - tabled for now.
- Customer map project for locations - future goal
- District map uploaded - complete
- Key box - tabled for now.

- **September Board Meeting**

GARY

- Public Hearing on the proposed 2021 Budget
- EDU
- Combined Bills
- Inspections Burger Dairy, Land of Goshen, etc.
- Health Insurance Deductible

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

GARY

- ADJOURNMENT 9 22 pm

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

- The next Board of Director's meeting will be held on September 22, 2020. The meeting will be held at the Administration building. The meeting will commence following the Public Hearing on the proposed 2021 budget.

- Respectfully submitted by the New Paris Conservancy District Board of Directors. Attested by the Financial Clerk/Secretary.

Remarked by GARY

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Remarked by Gary Brumbaugh

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Remarked by AJ LANE

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Remarked by Rodney Waldron

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Remarked by Diane Smith

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