

Minutes New Paris Conservancy District Board Meeting MEETING MINUTES

TUESDAY JAN 26, 2021 6:30 PM-9:00 PM

Npcd New Administration Building

Chair GARY

Attendees AJ LANE
Diane Smith
Karl Cender

Brad Smith
Donn Neff
Robin Loucks

DAVE HOLLENBECK
Gary Brumbaugh
Rodney Waldron

• Open the meeting the meeting

GARY

- The meeting was opened at 6:31
- AJ Lane participated via telephone. Rod Waldron participated via telephone. The District's Attorney and CPA also attended via telephone.

• Welcome citizens in attendance

GARY

- Chairman welcomed citizen in attendance, Brad Smith, Jeramy Pallmar with Team Construction, and Robin Loucks.
- Dave confirmed can still vote by phone; Dave confirmed.

CARRIED

Moved by Gary Brumbaugh, Seconded by GARY

• Introduction of Robin Loucks

GARY

- Chairman Dausman would like to appoint Robin Loucks to represent District 1
- Motion was made to appoint Robin Loucks to represent District i of the NPCD Board of Directors

CARRIED

Moved by Gary Brumbaugh, Seconded by GARY

- FC Sec Smith administered oath of office to Robin Loucks to represent District I
-

• Jeremy Pallmar - Citizen in Attendance

DAVE HOLLENBECK, GARY

- The ten acres of land that the New Paris Development Corporation took out of the subdivision. Does he have to hook? What is involved? How much will it cost.

• INTERNAL CONTROLS REVIEW/LAST AUDIT

All

- Training needs to be completed and turned in; Rod Waldron, Robin Loucks and Diane Smith.
- Table the handbook until the February Board meeting. New employee evaluation form. Second under benefits; changed Holidays. We did not change the number; but changed Holidays to 8 for the new employee. Flexible Holidays. More in line with diversity. In February will set the new holidays with Smith in February to be more flexible. Missing the flexible holiday schedule. Dave will consult with Cheri and will advise. Computer programs added to District's equipment without prior Board approval becomes the property of the District.
- The Chairman went over the resolutions, current and past.
- Sewer use ordinance is part of the Internal Controls. Do you have any questions regarding the internal controls?

- Will review the last NPCD audit report: Dave had sent a letter back dated 2016. We have not been audited since. The District will review the monthly the cash journals. Need resolution; Diane does bank reconciliation by the 10th of the month that then reviews it; then given to the Chairman; and then once Chairman approved; the Cender and company sends it back; with all entities signs off. This will meet the requirements of the audit. Receipts or a Board member specifically the President of the Board of Finance. Who would compare the deposits; and follow the deposits through the general ledger. The Board of Finance signs and reports discrepancies or that his research is complete.
- Purchasing resolution.
- Board member approves Diane's time card.
- Annual Board member training.
- Public records retention taken care of; new building; and SBS portals saving it to the cloud.
- Fund compliance: Karl has been working on this and is very close.
- Board minutes have been approved by Hollenbeck.
- Approval of claims prior to purchases covered under purchase resolution.
- To close on the internal controls; the bank req; the training; and the daily work schedule. This will be available for the February board meeting.

• CENDER & CO. KARL CENDER

Karl Cender

- Bank Reconciliation December, 2020 Diane needs to post \$32.60.
 - Financials of December, 2020 Not complete; Karl is still working on.
 - Fund Compliance Karl is working on Goal to have completed for February Board of Director's meeting.
 - Karl does not have the 2021 rate schedule for the board. Chairman Dausman stated that we will need that in January for the internal controls review. Karl stated that the rate for 2021 will not change and he will get to us a letter stating that.
 - Allocated by fund; he has broken the funds down on the general ledger.
 - February analysis from 2020 to February 2021.
 - Karl will attend the February Board meeting.
 - Brumbaugh questioned whatever happened to the \$35,000.00 check. Smith stated that Interra informed us that the case was closed. Interra refunded the District the money and were able to reclaim the \$35,000.00 from the bank that cashed the check to the wrong vendor.
 - Karl is wanting to set up the investments separately with different names. He has cross references on how he came up with different balances. He is recommending to the Board that we keep the cash accounts separate. Chairman Dausman asked if this is what was required from the audit done in 2018. Karl believed that this would resolve their issues. They are reconciled in total. If we have to move money into the checking account in the future; it will have to be decided first which fund this is coming from and what fund it is going to. The transfer should be on a claim docket. And would require Board approval at the next Board meeting. Karl was hoping before to close out the year to make the necessary adjustments.
- Motion was to accept as presented.

CARRIED**Moved by Gary Brumbaugh, Seconded by Rodney Waldron****• NPCD ATTORNEY**

Dave

- Jeremy Pallmar Team Construction - Dave went over the history of Wes Culver removing the 10 acres from the housing development. Allow the house not to hook up to the sewer systems until the septic system fails; then they would have to pay to hook up to the sewer. In the interim sold the ten acres and the farm house has been sold to Susan Haney. She lives there now. What is happening at this point; this elderly lady's daughter would like to build a house adjacent to the current house. They would like to separate the parcel into two parcels. Dave has been told; would like to connect to the sewer system. One of two options. Violated sewer agreement; then you would have to connect both properties to the sewer system. They would like to break off three of the ten acres. Replace the words from ten acres to seven acres. Nearest sewer to connect the sewer line is a pressured line out to the sewer plant. Dave has talked to Jeremy and they engineers. Dave asked the Board how they would like to proceed. The sanitary system stops at the end of the New Paris Elementary. NPCD Board denied previous requests from this property. Whatever we come up with this property owner will have to incur the cost of hooking up to the sewer. Force main comes directly to the plant from the ten acres. Jeremy asked Dave; that he has the legal agreement with the prior land owner is carried to the new property owner. Jeremy is here looking for answers because he is not educated in this process. Placing another house on the property even sub divided to be put on a septic system. The Board thanked Jeremy for coming.
- Minutes of NPCD Board of Director's meeting for December 22, 2020; are minutes in compliance? Hollenbeck stated that they were.
- Rate structure for 2021 will be provided in February.
- Sewer Overflows has paused this until the first of the year due to COVID; along with the Holidays.
- Handbook is not completed. Discussing with the Chairman will get it to the Board for the February's Board of Director's meeting.
- Enforcement requirements; if Karl and Dave coming over.
- Diane asked Dave about the petitions verified by the Auditor. Rod and AJ's came back certified and Gary's did not.
- There was an accident on CR 25 & 46 between bicycle and car. Dave said not to concern ourselves until we receive something legally from someone.

• **Review/and/or/Approve December 22, 2020 Board Minutes**

Gary Dausman

- Approved as submitted.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

• **Register of Claims are from past meeting date to current meeting date.**

Rodney Waldron, AJ LANE

- To approve the Register of Claims as presented.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Gary turned in an expense report for the year end mailings which will be on the next register of claims.

• **Past Due Review**

GARY

- Liens Diane will resume the liens prior to scanning.
- Customer Issues:

• **2021 Projects**

All

- Led lights for the plant February
- Turtle Top

- Stand alone generators - Don is obtaining quotes
- Solar energy tabled till March - Tim Lehman and Mark Brookins
- Painting of the plant; Brumbaugh got with Donn; and are in process of receiving quotes.

• **Annual Billing - EDU**

All

- For the most part; everyone was happy with the combined bills. Veada sold to Lippert. Turtle Top - happy with one bill. Betterway - happy with one bill. Discovered one of the properties were not billed in the yearly billing. They are paying Flexsteel, Betterway, and Hoskins. World Missionary Press. Operations and Stewardship bill. Miller Poultry did not want a combined bill. Cutting Edge happy with one bill. Smokercraft when down \$1,000.00 per month. Smart Cabinetry went up to over 100 employees. Gaining Betterway building. Revenue is going to be down on the monthly collections due to the EDU's going down. Brumbaugh wanted to know if we needed to change our ordinance or just the resolution.
- Concerns: duplicates of billing
- Because of the yearly Billings; many people paying a year at a time.

• **Astbury Water Technologies Group - Plant Operations Don was called away by Astbury for another customer AJ has.**

Donn Neff

- Operations Report as presented

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Meandering Meadows
- Diane produces work orders and gives to Don. Diane will give Don a status report at the first of the month. And he is to respond prior to the Board meeting.
- IDEM was here and the inspection went very well.
- Ferric Chloride will need to be purchased.

- Motion to approve the purchase the purchase of 46k lbs of ferric chloride from Brenntag Great Lakes.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Already gas station near the golf course has been tore down. They are putting a 1k grease interceptor. Don to get with Diane to see how this is handled. Don would like to set up a grease clean out system that Astbury monitors.
- Valves at the reed beds have been started. They are working on this week. Cutting down the reed beds this week.

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

- Financial Clerk Report Approved as submitted. With Robin Loucks abstaining.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- The security camera has been Jeremy from 88 Security.
- 2022 plan for back up generator to office.
- Verizon Diane was able to locate handbook and was able to connect everyone tonight.
- Numbering resolutions. Date of approving. Date and if number if one or more are accepted.
- To waive the penalties for the EDU accounts that did not have their bill due to NPCD's process.

CARRIED

Moved by GARY, Seconded by Robin Loucks

- Evaluations will be given handed out in December, for review in January 2021. Will be held February 25, 2021 @ 3 pm.
- Table the IPAD purchase until February.
- Table the printer purchase until February.
- Robin to purchase two duplexes for the printer we have.

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

- **New Business**

Rodney Waldron

- SBS Portals - Gary is going to meet with them in South Bend in February to make sure that we are utilizing software correction.d
- Smart Cab
- Valves on weed beds
- NIPSCO gas leak was not evident.

- **Projects 2021**

Gary Dausman

- Solar Energy - Tim Lehman and Mark Brookins was rescheduled to the January board meeting.
- Led purchase order given to Superior Lightening; they will begin in February.
- Portable generator
- Turtle Top we need to decide if we want to do Meandering Meadows or 6 & 15 too. We need to get a quote on a stand alone generator for Turtle Top. Don will get the Board quotes. Tabled for COVID
- Painting Plant Don has three contractors coming in; S&L, McAlister, and Neff. Don does not believe all rooms need to be painted. Chairman asked if when Gary Brumbaugh made it out of quarantined and will get with Don. Tabled COVID
- There is no election. Diane is still going to verify the petitions. If for whatever reason that they are not verified; then the person would be thrown out and the Board would have to appoint someone to the Board for a year.
- KMC controls and Turtle Top; if they have someone in their organization to represent. Robin Loucks would like to serve again. Good member.

- **UNFINISHED BUSINESS:**

GARY

- Signage front/parking - AJ will take on signage.
- Logo for Conference AJ and Gary Bring price to the February meeting.
- Office supplies
- Back up for office - recommended temp agency Gary will bring a proposal to February's board meeting.
- Customer map project for locations Gary will get with SBS portals.
- Key box working on it (Dausman)
- Roof - Under the impression to just leave it and save the money. They will not do it under warranty. Warranty vendor says it is an installation warranty. Dead issue.
- Interra credit union why is the money market accounts different in interests.
- Reconfigure Districts - 2022 Budget
- Thanks to Brumbaugh for Standing up the rock.
- Chairman thanked Board and Smith; his opinion with all the changes positioned us in a very much better situation. Reduced taxes; monthly charges remained the same. Headed into 2021 he believes is headed into a good place. Brumbaugh stated he was happy that we did not have to go out and borrow money for any of the improvements that the District has made.

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

GARY

- ADJOURNMENT - meeting adjourned at 9:09 pm

CARRIED

Moved by Gary Brumbaugh, Seconded by Robin Loucks

- The next NPCD Board of Director’s meeting will be held on January 26, 2021. The meeting will commence promptly at 6:30 p.m. Covid policies will be enforced and followed. The Public is always welcomed to attend.
- Respectfully submitted by the New Paris Conservancy District Board Members. Attested by the Financial Clerk/Secretary.
Remarked by GARY
- Chairman of the Board: _____

- Vice Chairman of the Board: _____
Remarked by AJ LANE
- President of the Board of Finance: _____
Remarked by Rodney Waldron
- Board Member Appointed: _____

- Board Member AppointedL _____
Remarked by Diane Smith
- Attested by Financial Clerk/ Secretary _____