

# Minutes New Paris Conservancy District Board Meeting MEETING MINUTES

TUESDAY OCT 27, 2020 6:30 PM-9:00 PM

Npcd New Administration Building

**Chair** GARY  
**Attendees** AJ LANE  
Diane Smith  
Karl Cender

Brad Smith  
Donn Good# Neff  
Rodney Waldron

DAVE HOLLENBECK  
Gary Brumbaugh

## • **Open the meeting the meeting**

GARY

- The meeting was opened at 6:40 p.m.

## • **Welcome citizens in attendance**

GARY

- Chairman welcomed citizen in attendance, Brad Smith.

## • **CENDER & CO. KARL CENDER**

Karl Cender

- Brumbaugh question - The collections that were placed in the general tax fund; have been moved to the operations fund.
- Bank Reconciliation July, August and September - all current and up to date.
- July, August and September Financials - all current and up to date
- Fund Compliance Karl is working on
- Karl wanted to let the Board know of Smith's work to get books up to date. Let her know she was doing a good job.

## • **NPCD ATTORNEY**

Dave

- September Public Hearing on the proposed 2021 Budget for NPCD; are minutes in compliance ? Hollenbeck stated they were.
- September regular NPCD Board of Director's meeting for September 2020; are minutes in compliance? Hollenbeck stated that they were.
- Sewer Overflows Dave compiled two letters and emailed it to Chairman and copied Diane. Dave reviewed the two letters with the Board. Diane will get the letters and forward to all Board Members and then Chairman will get with Dave to instruct Diane on how to proceed. Chairman's suggestion for the letters to be sent out on the Attorney's letterhead and they will send it out certified mail.
- Handbook tabled. Brumbaugh and Dausman went over the handbook and there were other items that had to be implemented. Dausman stated that Cheri can email the handbook out to be approved in the November Board meeting. Brumbaugh brought up some very valid points that needed to be put in the handbook.
- COVID - FC/Sec pay? Chairman Dausman was questioning on how to pay her. If she would have missed time; she wouldn't have missed any PTO time or vacation time. Dave said that was the correct way to handle it.
- DT Contract Dave's recommendation to the Board is to approve the finalization of the contract.

## • **JPR**

GARY

- DT Contract - finalize Does not need to be approved by the Board again as it was approved in September Board of Director's meeting.
- By finalizing this contract; the District will assume all liabilities.
- Roof
- AJ questioned the roof warranty. Chairman stated that we are holding \$2,500.00 to cover this costs if we have to repair it ourselves.

- Invoices - Smith presented check's to match statements that were sent. With the invoices attached. Chairman stated that the payments and invoices were not correct. He took the checks so he can go over with them.

• **Review/and/or/Approve September 2020 Public Hearing on the Proposed 2021 Budget Minutes**

Gary Dausman

- Action was to approve as submitted.

**CARRIED**

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

• **Review/and/or/Approve September 2020 Board Minutes**

Gary Dausman

- Action was to approve as submitted.

**CARRIED**

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

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

GARY

- To approve the Register of Claims as presented.

**CARRIED**

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

• **Past Due Review**

GARY

- Liens - Seen dollar amounts going down.
- Agreements Smith reported paying on time
- Lien filing Diane is working on second batch

• **Projects 2021**

Gary Dausman

- Turtle Top - Donn said the quotes given to the Board already are the quotes received.
- Stand by Generator - Donn explained that he didn't want a generator that would start up two pumps at one time.
- Painting of Plant - Brumbaugh would like the plant painted asap. Donn did not do an upstairs quote; only a downstairs quote. We need a quote on the entire plant. Donn will get two more quotes and bring them to November Board Meeting. Earliest would be December/January.

- To approve installing LED lights in the plant.

**CARRIED**

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

- Solar Energy - AJ will be getting the information around for a quote.

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

Donn Neff

- Operations Report as presented

**CARRIED**

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

- Meandering Meadows

- Ferguson re Meandering Meadows I/I issue however no water coming out of wet well. Seams at the time. No charge; since they were to have taken care of this at the time of the lift station work.
- Generator
- Generator maintenance needs to be done. Donn strongly suggest this is done annually by a professional. Needs to get Cummins in here.
- Items to purchase. Do not have quotes on the items. Filters for blowers, belts for blowers, supplies for location utilities (paint, flags) and a pump for ferric chloride. It is at the end of it's lifecycle.
- Bethany tour of Plant - Donn suggested not allowing at this time due to COVID.
- Painting Plant
- Veada Blockage - Camera - JPR was to have brought a camera.
- Gate/Keypad done.
- Smart Cab

- **EDU Billing**

Gary Dausman

- Chairman has not been able to come out to the plant to get this done. He will have for November meeting.
- Combined bills
- Inspections
- Review of District in equal representation to the constituents in the District. We have had several housing editions and business going in since the District was formed. Tabled until 2022.

- **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

- Financial Clerk Report Approved as submitted.

**CARRIED**

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

- Customer Issues - Bishop, D&G Investments, Anthony & Deborah Chupp
- Diane informed the board in regards to Brian Ralston; and the delay in releasing of his lien.
- Speaker for window - ordered not here yet.
- Verizon update - by November

- **UNFINISHED BUSINESS:**

GARY

- Election - Three Districts; Four in total. If contested election, we will need to look for help for Diane.
- Reconfigure Districts - 2022 Budget
- Newsletter - Gary will be getting it around for next month.
- Verizon
- Signage front/parking
- Logo for Conference Room Donn and Gary
- Office supplies
- Back up for office - recommended temp agency
- Customer map project for locations
- Signs tabled

- **New Business**

All

- Interra credit union why is the money market accounts different in interests.

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

GARY

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- ADJOURNMENT - meeting adjourned at 8 p.m..

**CARRIED**

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

- Minutes Approved on \_\_\_\_\_ by the NPCD Board of Directors: Attest by Financial Clerk/Secretary
- Chairman \_\_\_\_\_
- Vice Chairman \_\_\_\_\_
- President Board of Finance \_\_\_\_\_
- Board Member Appointed \_\_\_\_\_
- Board Member District I is vacant
- Attested by: \_\_\_\_\_
- The next meeting of the New Paris Conservancy District Board will be on November 24, 2020. The location is the Administration building. The meeting will commence promptly at 6:30 p.m.
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