

TUESDAY SEP 22, 2020 6:45 PM-9:15 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 at 6:34 p.m.

## • Welcome citizens in attendance

GARY

- Chairman welcomed Brad Smith, citizen in attendance.

## • CENDER & CO. KARL CENDER

Karl Cender

- No questions by the Board to Karl on the budget.
- Bank Reconciliation. He will have the July bank reconciliation done hopefully by tomorrow. Credit that was on the credit card is what threw the books off. Gary said that with the changes they've implemented on the credit card postings; he believes that it will be a cleaner closing.
- July and August Financials will be available for the October Board meeting.
- Deferred payment on the New Paris Development Corporation. The amount was changed from \$1,200.00 to \$1,500.00. What is the Board's intent? Board decided to stay with the hook ups at \$1,200.00. The deferred liability is in regards to the agreement between the New Paris Conservancy and New Paris Development Corporation.
- Fund Compliance - Karl will address at October 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

- August minutes in compliance - Finds the August minutes in compliance.
- Sewer overflow violations. Our Sewer use Ordinance states clearly that groundwater dumping into the sewer is prohibited. Two situations; those that never responded to the certified letters; and those that failed the inspection. Send letters out to the customer's in violation giving them another due date. Then the Board was given several options to consider for those who will not comply in our request for an inspection of their sewer lines in their residence.. If the Board decided not to take action and in doing so causes a violation of our ordinance. Chairman stated that there were approximately 60 that have never been inspected; and about 15 that had failed. A freeholder in the District that came to a Board meeting, Quan spent \$4,000.00 to fix his sewer issue by hiring an outside contractor and run a trench around his house rerouting the sewer away from his house. The Chairman's recommendation is to send the failures a letter requiring them to contact us for a re-inspection. Hollenbeck stated that his concern was to make sure that the District has the manpower to get the inspections done by Astbury. Hollenbeck needs to defer to those with the wisdom of those to know who know how long it should take for the sewer corrections. Chairman suggested thirty days to fix the pump failure by date on letter. And to get it reinspected. On the sixty customer's with no response. Do we want to send another letter to the sixty that never contacted the District for the inspection. Motion to give the freeholder's 10 days to respond to the 60 that never responded to the District's request for inspection.
- Dave will send out letters to those 60 who never received an inspection, giving them 10 days to respond.

**CARRIED**

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

- The sewer failures they will have thirty days to respond to a re-inspection.

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

- Dave will send Diane the letter for her to send out.
- Handbook - Everyone was given the opportunity to email for changes to the handbook. Dausman will get with Brumbaugh to go through the handbook and will adopt it in October. Smith's question to the Board is why the paid Holidays were cut by one.

- **JPR**

kenjones@jpr1source.com

- DT contract (with Dave on the phone). \$8,217.00 as a final payment on the contract. Dave approved mythology that he used. Dave recommends that the Board adopt closing of the contract with the final payment of \$8,217.00.

- To approve closing of DT Contract with a final payment of \$8,217.00.

**CARRIED****Moved by Rodney Waldron, Seconded by GARY**

- Landscaping - Chairman asked Johnson's to give him an update before tonight's Board meeting. They are planning on getting ready to place the seeding on the ground and the pond. Along with the weed and feed. It is on the District now since we closed the DT Contract.
- Roof - What is the status of the roof? Kenny did not complete. He will get with ED and will send an email. Brumbaugh brought up there are potential leaks on the eaves.
- Railroad - Done. They repaired the problem. Don is go get back with Kenny to see if the blockage is due to the railroad project and Kenny is to get with Selge to repair it. Kenny thought Don was going to video the problem and email it to Kenny. Don just received the camera yesterday. He tried to run the camera and it did not work. Kenny is checking to see if they have a pole light.
- Selge should be paying for both of JPR's invoices for warranty on the railroad project. Selge already gave the District a credit of \$9,000.00. Chairman Dausman stated the Board had asked Selge for a credit on the project. Chairman questioned why the bill wasn't sent directly to Selge. With the same reason that it is going to the District? Kenny can send it to them. And see if they'll pay it. AJ agreed with the Chairman. Chairman doesn't want to loose relationship over \$385.00. Brumbaugh questioned why the sink hole occurred. After Selge got it dug up; the compaction on the side of the road was insufficient and the settling resulted in the small sinking area; it was repaired and reinspection by the highway department and passed their inspection. The invoices are in the register of claims. The general service contract with JPR - the District is not under contract with JPR. Why is JPR billing us for prep for Board meetings? Kenny looks at their services comparable to the Attorney and the CPA. Kenny wants to know from the Board what services that they want of JPR.

- **Insurance Trustees**

Todd Kidder

- Next year ask Todd to come in July instead of August.
- Cyber breach aka data breach. How the breach's affect liability side. Ransom ware usually due to a virus. They have three banks insured. The quote is \$500,000.00 aggregate amount; breaks down to several different
- Motion to purchase cyber insurance at \$1,000000.00.

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

- August Board Minutes Approved as Amended; On page 4 of the minutes the extra time refers to approving overtime for July to the August Board meeting.

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

• **Register of Claims**

GARY

- Register of Claims approved. Next month the Chairman wants the register of claims to be by Board meeting to Board meeting.

**CARRIED**

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

- Discussion on JPR's invoices. Do not pay the railroad charge. Should have been covered under warranty. The reason we have to video the line to see if it falls under the warranty or not. The invoice for preparation for Board meeting on JPR; should come off of what we pay to DT. Railroad discounted to \$385.00 needs to go to Selge. The \$440.00 deduct from DT check and cut check to JPR. AJ and Brumbaugh stated to pay the warranty - generator bill.

**CARRIED**

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

- Discussion is what does the District want to do in regards to JPR? AJ asked what happens in the event of an emergency? Brumbaugh would like to be able to consult with JPR in future projects. We are not signing a service agreement. They will need to quote us their services.

• **Past Due Review**

GARY

- Only three Customer's signed the six month payment agreements.
- Liens - Diane has this worked out at the County. If there is an issue, Diane can go to County and research instead of paying for the software. Diane to send out a lien letter. If they do not respond to the letter liens would be placed on the property. The lien notice was sent out for those past due at the End of August giving them until the 15th to either agree to a six month payment plan or a lien would be placed on their properties.

• **Project list for 2021**

GARY

- Projects to get quotes on; Turtle Top; Stand by generator; solar; painting of the plant; LED lights; This is not approving each project; this is a projection to get quotes and to make plans for the coming year.

**CARRIED**

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

- Turtle Top refurbish this year (\$150,000.00).
- Stand by generator (\$50,000.00) sized off of the largest generator we have.
- Painting plant. Walls need painting; not the pipes. Painting the pipes of the plant was \$23k. No quotes on painting the upstairs.
- LED lights in the plant (\$10,000 - \$12,000.00)
- Solar Energy (\$50,000.00). Quote for \$380,000. Immediate savings.
- Brumbaugh - questioned the clarifiers. Next three to five years.

• **Edu Billings**

GARY

- Chairman went through the list. Only about 10 letters need to be sent out. The Chairman will go and visit the companies that need employee counts. The reason why he is willing to do this is that he believes in the combined bill. Sending out yearly cards. Saving time in posting of payments. Smoker craft is already doing this. They only receive one bill. Brumbaugh would like the ordinances checked prior to making a decision. Chairman will get with Hollenbeck. On EDU's. Chairman is going to ask Astbury to go out and inspect Land o Goshen, and several other properties.
- Coupon Billings; the Chairman talked to Ampstun; they would have to change the program; and at this time they are not entertaining the project; due to COVID.

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

Donn Neff

- Operations Report to approve report as presented

**CARRIED**

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

- OVERHEAD DOOR QUOTE: \$1,775.00.

**CARRIED**

**Moved by Rodney Waldron, Seconded by GARY**

- Falcon’s Nest Omnisite radio upgrade \$1,100.00.

**CARRIED**

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

- Abes to come in and do tank cleaning. Abe gave verbal quote of \$3,200.00. Weed quoted \$2,400.00. May require 2 days if Board approves to have two tanks cleaned. The motion was to go with Weed at a cost not to exceed \$4,800.00.

**CARRIED**

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

- Basement flooded at the plant. Sub pumps quit working. Chairman approved one sub pump. Requesting purchase of \$289.

**CARRIED**

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

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

- Approve the Financial Clerk report as presented.

**CARRIED**

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

- AJ made a motion to purchase the speaker for the window that fits the window; up to \$1,500.00.

**CARRIED**

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

- Chairman will get with Donn on the Parking lot signs.

- Motion to approve Smith Vacation day of September 25, 2020.

**CARRIED**

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

• **NEW BUSINESS:**

GARY

- Election is coming up.
- Back up person for Office
- Reconfigure the District’s to make them more equal.
- Time of the Board meetings.
- Keith Miller on sewage dumping - AJ
- Newsletter

• **UNFINISHED BUSINESS:**

GARY

- Signage front/parking - tabled
- Verizon
- Bishop Needs to be contacted
- Evaluation went well
- Personal Items to be gone by September 30th.

- Health Care Deductible for 2021 - Motion to keep the HSA amount to contribute of \$6,000.00

**CARRIED**

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

- Logo for Conference Room
- Computer Recycle - Mapletonics pu
- Office supplies - Table it
- Back up for office
- Customer map project for locations - future goal
- Distruction of records tabled until after the audit

- Key box - under one lock box instead of two small ones. With the keys in one box.

**CARRIED**

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

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

GARY

- ADJOURNMENT 9:52 pm

**CARRIED**

**Moved by Rodney Waldron, Seconded by GARY**

- 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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