

# MINUTES New Paris Conservancy District Board Meeting

## MEETING MINUTES

THURSDAY DEC 19, 2019 6:30 PM-9:00 PM

NPCD NEW ADMINISTRATION BUILDING

<b>Chair</b>	Gary Dausman		
<b>Attendees</b>	AJ LANE Diane Smith Karl Cender	Brad Smith Donn Neff Neff Ken Jones, Jr.	Dave Gary Brumbaugh Rodney Waldron
<b>Absent</b>	TOBIE BECKWITH	Tony Neff	

- **Open the meeting at 6:30 p.m.**

Gary Dausman

- **Welcome citizens in attendance**

Gary Dausman

- Chairman Dausman welcomed Brad Smith citizen in attendance.

- **Dave Hollenbeck - NPCD Attorney**

All

- DLGF - 1782 notice. DLGF has received and approved.
- Hollenbeck stated the minutes of November 26, 2019 were in compliance.
- District III no petitions were turned in. The Board will have to appoint Waldron if they want him to serve on the Board for the remainder of the year then an election will have to be held at the annual meeting 2021 to run and then finish out the term.
- Hollenbeck has contacted Elkhart County Recorder who stated that we needed to talk with the Elkhart County Attorney. Dave made a call to Gordon Lord. He has not heard back yet.
- Hollenbeck Employee Handbook; tabled until January.
- Elkhart County Recorder on Liens; Liens being attached to people, program they want me to pay for, do we qualify to have access to their system for free?
- Hollenbeck will get with Smith on the properties that are violation of our sewer use ordinance. He looked over the letters and they met his approval. December 22, 2019; is the due date. January we will know the people who are still in violation of the sewer use ordinance.
- Hollenbeck will be at the January Board of Director's meeting.
- 2020 Hollenbeck's bill rate has been approved.

**CARRIED**

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

- **Update on DT, JPR & NPCD**

All

- Administration building; roof warranted; verbal that the roof was going to be warranted. No pay application in hand. Push to January; and the Board will have Ken give you the pay application for your review. They want him to sign the roof warranty again. Number one the date has to be changed; and number two; they need to sign the roof warranty first. Hollenbeck complimented the Chairman for his diligence in making sure the District received the service that the District is paying for. Weather tightness warranty report; DT put in writing that the issue has been resolved. JPR copied Hollenbeck on the latest correspondence with McElroy.

- **Board Review/Approve minutes of November 26, 2019.**

All

- Minutes approved as submitted.

**CARRIED**

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

• **CENDER & CO. KARL CENDER**

Karl Cender

- Does the Board want Cender to do a rate study for the Board? In preparation of the 2021 budget? Karl gave us a quote of \$4,500.00 for rate study. March meeting address with Board. Discussing in January.
  - Does the Board want Cender to break down the fund balances in the general ledger? Funds are grouped together right now. Will have to go back in time \$2,500.00. Breaking down investments into the proper accounts as required by the State.
  - Does the Board want Cender to input fixed assets into the general ledger? Nicole trying to get ahold of Ampstun; they have not called her back. Smith informed the Board that Cender and Co has permission with Ampstun for total control as we do. Ampstun is going to input all the existing fixed assets into the program; and Cender may have to help Diane go through and give Cender and Ampstun update. Costs will be tremendously lower since Ampstun is going to put in.
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- 2020 Cender bill rate has been approved.

**CARRIED**

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

• **JPR**

Ken Jones, Jr.

- Punch list on adm building is now a warranty list.
  - The change order to DT Construction; JPR's invoices after October were deducted from the cost of the contractor. \$445,630.00.
  - Pay application #5 takes the change order above listed above; hold the rest of the Retainage until spring is \$25,820.00. There are things outside. Sediment; construction settled. History in the last several months. Pay application was not received by the office in time for tonight's Board meeting. There is a \$65,000.00 that is on the register of claims. Need to forward all the paperwork to Dave. Damages reimposed until we moved in nine days later. Would accept the change order for the engineering costs; then give it to Dave and then advise the Board if the District should hold more in Retainage .
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- Giving the Chairman permission to sign the warranty on the roof.

**CARRIED**

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

- Electrical outlets; JPR has reached out to Office Interiors on their drawings of the electrical outlets. Chairman Dausman will follow through with this. Will contact JPR on Monday of next week.
  - Electrical heater in bathroom is not working. Heater has been replaced.
  - Facade will now fall into the warranty period. October 28, 2020 is when it expires.
  - Floor white dust coming through the walls. Changed the filter's; if it continues to be a problem; it would then be covered under the year warranty.
  - Outlet's in the mechanical room have been changed at a cost to us of \$150.00. The GFI outlet's were tripping the network and the camera's out. Outlet's are dedicated line.
  - Roof warranty; Board was the understanding that the roof was to have been a lifetime warranty; JPR states 20 year warranty.
  - Selge Construction is the only one who bid the job. Chairman and Vice Chairman met with JPR, Selge prior to tonight's Board meeting. Monday March 9th; being done April 24th. Road closed March 11th.
  - Seamless gutter's; AJ thought was to have been a seamless gutter; JPR got back with us and it was not spec'd that way.
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- JPR's 2020 contract tabled until January's Board meeting.

**CARRIED**

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

**• Astbury Contract Operations - Donn Neff**

Donn Neff Neff

- Motion was to approve Astbury’s report as submitted.

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

- #2 will not be discussed until January 2020’s board meeting.
- Smart Cabinetry; Astbury to get back with us on their fees.
- Ferguson quotes on Lutes Farm, Betterway and Turtletop. \$145,000.00. The three projects discussed are for 2020 projects.
- Astbury is going to give us the quotes on updating the lift stations
- Smart Cabinetry - Astbury will be pulling sludge samples from them this week. He will be looking over Smart’s
- DT Doors still working on pricing for garage doors; tabling till Spring. Replace vs paint; quote on replace doors.
- Lift Station Improvements
- RAS pump quotes. Good for six months. RAS pump three is starting to have bearing noise. Don greased it;
- Turtle Top is for 2021. Looking at all three Lutes, better way and Turtle top lift stations
- 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.
- Sump pump inspections to date: 95 inspections conducted to date. 19 failed inspections and 5 corrected of those 19 failures.
- 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.

**• SBS PORTALS**

TOBIE BECKWITH

- Not present

**• 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.
- Motion to go with Mapletonics on the battery backup at a cost of \$1,081.00.

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

- Motion to approve Smith’s vacation of November 25, 26,27 2019.

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

- Approved vacation request for December 23, 26 & 27, 2019.

**CARRIED**

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

- Johnson’s lawn snow plowing and lawn mowing. Tabled till we get a quote.
- Landscape tabled. Until Spring.
- EDU letters were sent out in November with a due date of 12.31.19

**• NPCD Register of Claims**

Diane Smith

- Upgrades to the software were performed by Ampstun. Due to this upgrade; the register of claims was not the same format as was in the past. Smith to get with Ampstun to get this done.
- Motion was to approve December’s payables.

**CARRIED**

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

- The Board took action to approve the November invoices already paid.

**CARRIED**

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

- Resolution 2020-01; Payroll and Board Pay was approved.

**CARRIED**

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

- Resolution 2020-02; Giving the FC/Sec permission to pay certain payables along with payroll was approved.

**CARRIED**

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

- Approved DT Claim deductions were taken by the Board; The Board requested that Kenny contact DT on those deductions.

**CARRIED**

**• Administration Tickler List:**

Gary Dausman

- Verizon VOIP
- Administration building handicap cement pad needed. AJ received a quote to do this for \$1,000.00.

**CARRIED**

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

- Battery Backup for the network; Smith brought back up battery quotes to the Board; The Board chose to go with Mapletonics quote and have them install.

**CARRIED**

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

- Security Camera update: Dausman stated that 88 security came out and reset the parameters; and have not had any further issues.
- Landscaping & Rock - Tabled until Spring.
- 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
- Electrical Issues

• **NEW BUSINESS:**

Gary Dausman

- New Paris Cemetery; Chairman Dausman met with them on Monday night. Special benefits tax. Everyone inside the District pays it. All those outside of it doesn't. What kind of property is exempt; the starting point is that all properties in the District. Property held in trust for use in church or religious worship. Only kind of property deemed exempted from the Conservancy tax. It does not lie with the NPCD Board of Directors. The Board of Director's does not make that decision. The entity that wants the exemption and request an exemption tax. Assessor and Auditor to determine that. School district's in the District are not exempt.
- 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

- Audit expense charged by the State: Todd Caldwell was to have gotten back with NPCD; update; AJ volunteered to follow through with Nisley sent a letter on the District's behalf in regards to the Audit costs.
- Internal Controls Manual review and update:

- Motion was made to approve the Pay Ordinance for 2020; as required by our internal controls manual.

**CARRIED**

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

- Motion was made to approve the Payable Ordinance for 2020; as required by our internal controls manual.

**CARRIED**

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

- Board Member annual training needs to be completed by January's Board meeting; and turn in the form to Smith for upload into DLGF'S Website.
- Change locks on plant
- Change Gate Key Pad
- Sewer overflow's violation
- Brumbaugh to address District 1
- 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.
- 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 8:55 p.m.

**CARRIED**

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

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

Gary Dausman

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- The next Board of Director's meeting will be held on January 28, 2020; at the New Paris Conservancy District's Administration Building. The meeting will commence at 6:30 p.m.
- **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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