

MINUTES New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY NOV 26, 2019 6:30 PM-9:00 PM

NPCD NEW ADMINISTRATION BUILDING

Chair	Gary Dausman		
Attendees	AJ LANE Dave Gary Brumbaugh	Brad Smith Diane Smith Karl Cender	Dan Fox Donn Neff Neff Ken Jones, Jr.
Absent	Rodney Waldron	Tony Neff	

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

Gary Dausman

- **Welcome citizens in attendance**

Gary Dausman

- Brad Smith

- **Dave Hollenbeck - NPCD Attorney**

All

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

All

- Hollenbeck stated the minutes of October 22, 2019 were in compliance.
- 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.
- Wes Culver: modification of prior agreements; specifically addressing the ten acres of farm house property that they cannot develop into a sub division. Hollenbeck recommended to the Board to accept this modification.

- Motion is to accept the modification of prior agreement with Wes Culver.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- 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.
- 2020 Hollenbeck's bill rate will be reviewed by the Board in December.

- **CENDER & CO. KARL CENDER**

Karl Cender

- 1782 Notice has been approved. Tax rate is .10 cents lower on both funds.
- 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.
- 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.
- 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.
- 2020 Budget
- 2020 Cender bill rate Will be reviewed in the December Board meeting.

- **JPR**

Ken Jones, Jr.

- December 12TH is the inspection date for the roof to see if the manufacturer will warranty the roof. DT roofer’s were here Sat and Sun. Ron had sent an email that he was going to cut the wireless router cable through the roofing and he was going to cut the cable if he didn’t receive a response. A email was sent out Monday at 6;49 a.m. by Ron; stating that if we didn’t response; this goes to prove that DT isn’t the only part of this construction project that does not communicate. Dennis sent an email apologizing for Ron and letting us know that Ron has been taken off this project. Roofer is coming back December 7th & 8th. Dave was involved in the emails. December 12TH is the date; that if the roof does not get warranted; then they do not get paid. Kenny stated that he talked to Dennis prior to tonight’s Board meeting and he was agreeable to not have Ron on any of the District’s property. AJ questioned charging the builder \$250.00 per day; Kenny stated that at the December pay out; that he will have that spelled out in the December pay request. A.J. Cannot do liquidated along with fines; the \$250.00 goes by the date we moved in. The additional attorney, engineering fees that is still incurring; we can still recoup.
- Punch list updates: Roof; Heat; Dropbox; Outlet; Roof does not have a lifetime warranty. Steelmaster roofing is the District’s backup plan.
- Board was under the understanding that floor heat was to have been hot water heat. Floor discussion done.
- Dropbox discussion. Commitment by JPR will cover the cost of fixing the drop box.
- JPR will be paying to make the drop box look better.

CARRIED

Moved by Gary Brumbaugh, 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.
- Facade will now fall into the warranty period. October 28, 2020 is when it expires.
- Floor white dust coming through the walls.
- Roof warranty; Board was the understanding that the roof was to have been a lifetime warranty; JPR states 20 year warranty.
- Opening Bids on the Railroad Project on County Road 46 Only one bid received.
- Selge Construction is the only one who bid the job.
- Motion to move ahead with Selge at a cost of \$257,800.00.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Tabling JPR’s 2020 contract until December’s Board meeting.

Board Review/Approve minutes of October 22, 2019.

All

- Approve minutes as presented.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

Astbury Contract Operations - Donn Neff

All

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

CARRIED

Moved by Gary Dausman, 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

- Motion to approve placing privacy fence.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- 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.

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.
- Verizon: Board meeting in the new building. Savings. Out of Diane's name.
- Johnson's lawn snow plowing and lawn mowing. Tabled till we get a quote.
- Landscape tabled until spring.

EDU letter needs to go out in November

Gary Dausman

NPCD Register of Claims

Diane Smith

- Approved minus DT Construction and JPR as stated.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

Administration Tickler List:

Gary Dausman

- 88 Security Solutions
- Landscaping
- 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

• **NEW BUSINESS:**

Gary Dausman

• **UNFINISHED BUSINESS:**

Gary Dausman

- District I Brumbaugh to follow through with Neff
- Audit expense charged by the State: Todd Caldwell was to have gotten back with NPCD; update; AJ volunteered to follow through with this.
- 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 9: 44 p.m.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

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

Gary Dausman

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- 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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