

# MINUTES NEW PARIS CONSERVANCY DISTRICT BOARD MEETING AGENDA

TUESDAY OCT 25, 2022 6:30 PM-9:00 PM

NPCD ADMINISTRATION BLDG

<b>Chair</b>	Gary Brumbaugh		
<b>Attendees</b>	BOB STUTZMAN Diane Clerk/Secretary Karl Cender Rod Waldron	Brad Smith Eric Cender KENNY JONES JR Todd Kidder	Dave Hollenbeck Josh Koontz Robin Loucks TOM ASTBURY

## ▶ OPEN MEETING

Gary Brumbaugh

## ▶ GARY OPENED THE MEETING AT 6:30 PM

## ▶ WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

## ▶ GARY WELCOMED CITIZEN BRAD SMITH IN ATTENDANCE.

## ▶ NPCD ATTORNEY

Dave Hollenbeck

## ▶ BOARD ELECTIONS. DISTRICT II - GARY BRUMBAUGH; DISTRICT IV - CURRENTLY VACANT-YOU FILL THE VACANCY BY THE APPOINTMENT OF THE BOARD; SINCE THERE WAS NO ONE APPOINTED; THEN WE WILL NEED HAVE TO HAVE AN ELECTION FOR THE EXPIRED TERM WHICH IS TWO YEAR TERM. DISTRICT V BOARD APPOINTED BOB STUTZMAN. DIANE PUBLISHED THE PUBLIC NOTICES IN THE GOSHEN NEWS, ON FACEBOOK AND THE DISTRICT'S WEBSITE. DAVE SUGGESTED THAT MORE THAN FIVE SIGNATURES ARE RECEIVED TO MAKE SURE THEY ARE VERIFIABLE IN YOUR DISTRICT. CHAIRMAN REQUESTED CLARIFICATION ON SIGNATURE; THEY HAVE TO BE IN YOUR OWN DISTRICT.

## ▶ MINUTES OF THE SEPTEMBER 27, 2022 NPCD ADOPTION OF THE 2023 BUDGET MEETING IN COMPLIANCE?

## ▶ DAVE STATED THAT THE MINUTES WERE IN COMPLIANCE FOR THE ADOPTION OF THE 2023 BOARD MEETING.

## ▶ MINUTES OF THE SEPTEMBER 27, 2022 NPCD BOARD MEETING IN COMPLIANCE?

## ▶ DAVE STATED THAT THE MINUTES WERE IN COMPLIANCE FOR THE REGULAR BOARD MEETING.

## ▶ ASTBURY

## ▶ INFLATION REDUCTION ACT: IN REGARDS TO SOLAR ENERGY. THERE IS A POTENTIAL OF RECEIVING FUNDING FOR SOLAR ENERGY. HE DID NOT LOOK AT THE DEPARTMENT OF ENERGY'S REGULATION. UNTIL HE RESEARCHES FURTHER; WE MAY BE AVAILABLE FOR FUNDING.

## ▶ KARL'S ON PURCHASING POLICIES; IS THAT SOMETHING THAT WE WANT TO ACT ON THOSE TONIGHT OR LOOK INTO FURTHER. SO THAT ALL ARE ON THE SAME PAGE IN REGARDS TO PURCHASING.

## ▶ THE REMAINING MEMBERS OF THE GOVERNING BOARD HAS DESCRETION ON APPOINTING REPRESENTATIVES TO THE BOARD. OR IF THE COUNTY COMMISSIONERS ARE PETITIONED BY A FREEHOLDER IN THE DISTRICT; THEN THE COUNTY COMMISSIONERS CAN APPOINT ONE.

## ▶ DIANE ASKED HOW TO GO FROM DISTRICT REPRESENTATION TO AT LARGE. DAVE STATED HE HAS DONE THIS FOR VERY SMALL DISTRICT'S. IT CONSISTS OF DAVE FILING PAPERWORK WITH THE CIRCUIT COURT. IT MAY BE SOMETHING THE BOARD WOULD LIKE TO CONSIDER.

## ▶ CENDER & CO. - NPCD CPA

Karl Cender

## ▶ SEPTEMBER FINANCIALS

Karl Cender

- ▶ OUTSTANDING ON THE BALANCE SHEETS ARE CAPITAL INVESTMENTS THAT CENDER WOULD LIKE TO TALK WITH ASTBURY REPRESENTATIVE TO MOVE ITEMS TO CAPITAL ASSETS. ERIC STATED THAT HE IS TRYING TO GET A STEP AHEAD PRIOR TO YEAR END.
- ▶ ERIC REMINDED THE BOARD THAT WE WERE OPERATING ON A NEGATIVE CASH FLOW IN THE OPERATING ACCOUNT.

▶ **SEPTEMBER BANK REC**

Karl Cender

- ▶ CHAIRMAN BRUMBAUGH QUESTIONED WHAT THE \$129.34 ADJUSTMENT IS. NET AMOUNT OF OUTSTANDING CHECKS AND OUTSTANDING DEPOSITS.



▶ **ASTBURY WATER TECHNOLOGIES GROUP - PLANT OPERATIONS**

TOM ASTBURY

- ▶ OPERATIONS REPORT

- ▶ MOTION TO APPROVE REPORT AS PRESENTED.

**CARRIED**

**Moved by Rod Waldron, Seconded by BOB STUTZMAN**

- ▶ DIANE QUESTIONED THE REFRIGERATED UNIT THAT WAS SENT BACK, THEN WE WERE SENT A NEW UNIT; AND THE NEW UNIT WAS BAD. WE PAID FOR ANOTHER SYSTEM.
- ▶ TOM STATED THAT THEY ARE REISSUE INVOICES FOR ASTBURY WITH THE BACK UP PAPERWORK. SIGNING OFF AND SHOWING RECEIPT OF GOODS AND SERVICES. HE IS EMAILING CENDER.
- ▶ FULL PERMIT COMPLIANCE. 35% OF PLANT CAPACITY.
- ▶ ANALYTICAL DATA ENCLOSED IN REPORT
- ▶ ON-SITE MAN HOURS LOGGING ON SITE
- ▶ GARY ASKED TOM WHAT PROJECTS DOES NPCD NEED AN ENGINEER FOR? KENNY JONES STATED IT WAS MOSTLY REGULATED BY IDEM.
- ▶ ASTBURY IS WANTING NPCD TO HIRE ENGINEERING FIRM TO GO AND INSPECT NEW CONSTRUCTION.
- ▶ TOM STATED 6 & 15 AND MEANDERING MEADOWS. QUOTES FROM FERGUSON.
- ▶ BOY SCOUT CABIN
- ▶ FALCONS NEST LIFT STATION
- ▶ BLOWER QUOTES - REPLACEMENT BLOWERS WOULD LIKE ENGINEER INVOLVED
- ▶ HOMEOWNERS CONNECTING INTO THE SYSTEM. ASTBURY WILL LOOK AT THE CONNECTION. DIANE STATED WE HAVE A SEWER USE CONNECTION PACKAGE THAT THE BUILDER'S COMPLETE AND THAT THEY ARE EMAILED TO ASTBURY ALONG WITH THE WORK ORDER. TOM IS WANTING NPCD TO HIRE ENGINEERING FIRM TO HANDLE THE HOOK UP INSPECTIONS. NEVER IN ASTBURY'S SCOPE OF WORK.
- ▶ MOTION TO REMOVE ASTBURY FROM THE HOOK UP INSPECTIONS; TO JPR? JPR DOESN'T WANT TO WORK FOR CONTRACTOR'S BUT FOR NPCD. SERVICE CONTRACT WOULD NEED TO BE DONE. MOTION FOR JPR TO BE HIRED TO OVERSEE INSPECTION FOR CURRENT AND FUTURE PROJECTS INSPECTIONS OF COLLECTION LATERALS AND ANY OTHER PROJECTS. THAT THE BOARD DEEMS NECESSARY. WITH THE EXPECTATION THAT JPR AND ASTBURY COORDINATE AND GIVE JPR ANYTHING THEY WOULD NEED IN ORDER FOR A SMOOTH TRANSACTION.

**CARRIED**

**Moved by Robin Loucks, Seconded by BOB STUTZMAN**

- ▶ KENNY WILL SEND AN UPDATED SERVICE CONTRACT TO THE BOARD AND TO DAVE HOLLENBECK TO GO OVER AT THE NOVEMBER BOARD MEETING. DIANE IS TO REMIND THE CHAIRMAN.

- ▶ WORLD MISSIONARY CHURCH AND MEANDERING MEADOWS THE PUMPS WENT OUT TWO TIMES LAST MONTH. MOTION WAS TO HAVE L & M TO COME OUT AND LOOK AT. AND DIAGNOSE ISSUES.

**CARRIED**

**Moved by BOB STUTZMAN, Seconded by Rod Waldron**

- ▶ GENERATOR ISSUES: ROD WANTED TO KNOW WHAT THE ISSUES WERE; EVAPAR CAME OUT TO DO THE YEARLY MAINTENANCE. AND NOTICED ELECTRICAL ISSUES. ROD STATED THAT THE GENERATORS SHOULDN'T BE HAVING ANY ISSUES. ROD THOUGHT IT WAS COVERED UNDER THEIR GENERAL MAINTENANCE CONTRACT. USE EVAPAR FOR ALL MAINTENANCE ON GENERATORS. SUB CONTRACTOR PARTNERS IS WHO ASTBURY USES. ROBIN STATED THAT QUOTES WERE RECEIVED ON ASTBURY'S REPORT. JOSH HAS QUOTE COPIES.
- ▶ OAK STREET SEWER; SEVERAL INSTANCES. SIGNIFICANT EVENT THE SEWER LINE BLOCKAGE; ROOTS HAS CAUSED SEVERE BACK UPS THERE. NEED TO DO ADDITIONAL CAMERA LINING AND JET VAC THE LINE. ROD WANTS TO KNOW IF THAT IS SOMETHING THAT THEY CAN GET UNDER THEIR 20% ANNUAL CLEANING. ROD STATED IF IT IS THE 20% YEARLY INSTEAD OF MAKING IT AN SPECIAL OCCURRENCE.
- ▶ LIFT STATIONS ADDING AUTO START
- ▶ RECYCLING
- ▶ SBS MAP PROJECT
- ▶ PURCHASE ORDER FLOW/SBS PORTALS
- ▶ PURCHASE ORDER APPROVAL
- ▶ PUMP AT FALCONS NEST HAS THE PRESSURE POINT BEEN PULLED IT HAS THE 7 1/2 PUMP NOW; AND IT HAS THE CAPACITY OF REACHING LIMIT FOR THE LARGER PUMP.
- ▶ ROBIN WANTS TO KNOW HOW THEY LOG THE HOURS ON THE PUMPS. HOW LONG IS THE HISTORY KEPT ON THE PUMPS LOGGING.

- ▶ ORDER UV BULBS AND SLEEVES; \$2,624.00 FROM TROJAN APPROVED.

**CARRIED**

**Moved by Robin Loucks, Seconded by Rod Waldron**

▶ **SOLAR ENERGY SYSTEMS**

Gary Brumbaugh

- ▶ KEITH STEIDLEY KENNY STEVENS
- ▶ PRESENTED WITH 2 DIFFERENT QUOTES.



▶ **JPR**

KENNY JONES JR



KENNY JONES JR

▶ **PRESIDENT OF THE BOARD OF FINANCE REPORT**

Robin Loucks

- ▶ PLEASE REFER TO THE PRESIDENT OF THE BOARD OF FINANCE REPORT ATTACHED FILE
- ▶ DEPOSIT TRACING
- ▶ INTERRA FINANCES

▶ **REVIEW AND OR APPROVE SEPTEMBER 27, 2022 BOARD MINUTES**

Gary Brumbaugh

- ▶ APPROVE SEPTEMBER 27, 2022 BOARD MINUTES

**CARRIED**

**Moved by Robin Loucks, Seconded by BOB STUTZMAN**



Gary Brumbaugh

- ▶ **REGISTER OF CLAIMS**

Gary Brumbaugh

- ▶ **SO MOVED ON APPROVAL OF REGISTER OF CLAIMS**

**CARRIED**

**Moved by Robin Loucks, Seconded by Rod Waldron**

- ▶ **PAST DUE REVIEW**

Gary Brumbaugh, Karl Cender

- ▶ **LIENS**

Gary Brumbaugh

- ▶ **CUSTOMER ISSUES**

Gary Brumbaugh

- ▶ **PROJECTS 2022**

Gary Brumbaugh

- ▶ PAINTING OF PLANT TABLED UNTIL PLANT UPGRADES DISCUSSED
- ▶ TURTLE TOP REHAB (2021)
- ▶ INFORMATION TECHNOLOGY - OFFICE - SBS PORTALS ROBIN WAS ASKED TO GIVE UPDATE IN SEPTEMBER
- ▶ SOLAR ENERGY FOR PLANT
- ▶ FERRIC TANKS
- ▶ CLEANING OF SEWER FLOW SYSTEM 20%
- ▶ UV PROJECT
- ▶ LIFT STATION REHABILITATION 6 & 15 AND MEANDERING MEADOWS

- ▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK SECRETARY REPORT

- ▶ MOTION TO APPROVE REPORT AS PRESENTED

**CARRIED**

**Moved by Robin Loucks, Seconded by BOB STUTZMAN**

- ▶ MOTION TO TAKE A VACATION DAY FOR THE 27TH.

**CARRIED**

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

- ▶ HIMCO CONTRACT OK IF PRICES REMAIN THE SAME AS LAST YEAR.

**CARRIED**

**Moved by Robin Loucks, Seconded by Gary Brumbaugh**

- ▶ JOHNSON LAWN MAINTENANCE. CONTRACT.

**CARRIED**

**Moved by Rod Waldron, Seconded by BOB STUTZMAN**

- ▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ TRAIL PLAN - ROD WALDRON WAS ASKED TO WORK ON THIS
- ▶ SBS PORTALS - ROBIN LOUCKS WAS ASKED TO TAKE THIS OVER
- ▶ CREDIT CARD REWARDS

- ▶ **NEW BUSINESS**

Gary Brumbaugh



- ▶ **ADJOURNMENT**

Gary Brumbaugh

- ▶ ROD MADE MOTION TO CLOSE.

**CARRIED**

**Moved by Rod Waldron, Seconded by BOB STUTZMAN**

- ▶ **THE NEXT NPCD BOARD OF DIRECTOR'S MEETING WILL BE HELD AT THE NPCD ADMINISTRATION BUILDING ON NOVEMBER 22, 2022. THE MEETING WILL COMMENCE AT 6:30 P.M.**

Gary Brumbaugh



- ▶ **PLEASE SIGN BELOW YOUR PRINTED NAME**

Diane Clerk/Secretary

*Remarked by Gary Brumbaugh*



*Remarked by Robin Loucks*



*Remarked by Rod Waldron*



*Remarked by BOB STUTZMAN*



*Remarked by BOB STUTZMAN*

- ▶ ATTESTED BY: DIANE SMITH, FINANCIAL CLERK SECRETARY FOR THE NEW PARIS CONSERVANCY DISTRICT.

*Remarked by BOB STUTZMAN*



*Remarked by BOB STUTZMAN*

