

NPCD BOARD OF DIRECTORS MINUTES

MEETING MINUTES

TUESDAY JUN 24, 2025 6:30 PM-8:30 PM

Chair Gary Brumbaugh
Attendees Brad Smith
DONN NEFF
Robin Loucks
Absent BOB STUTZMAN

Dave Hollenbeck
Eric Cender
Rod Waldron
Karl Cender

Diane Clerk/Secretary
KENNY JONES JR
Thomas B. Astbury

▶ OPEN MEETING

Gary Brumbaugh

- ▶ Chairman Brumbaugh opened the meeting at 6:30 pm

▶ WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

- ▶ WELCOMED BRAD SMITH

▶ JPR - NPCD ENGINEER

KENNY JONES JR

▶ REVIEW LIFT STATION PROJECT

KENNY JONES JR

- ▶ No communication with INDOT
- ▶ NPCD DISTRICT MAP - MUNICIPAL BOUNDARY IS NOW VIEWABLE ON THE GIS WEBSITE
- ▶ NO NEW CONNECTIONS
- ▶ PUMP PROJECT ALL DONE STILL NEED TO GET LOCKS TO THE OPERATOR.
- ▶ WAITING FOR PAPERWORK FROM SELGE TO FINALIZE THE LIFT STATION PROJECT.
- ▶ SEWER WAS RAN UNDER THE ROAD BY THE DENTIST OFFICE
- ▶ LARGE SUPPORT FACILITY FOR NIPSCO GOING ON PROPERTY BEHIND DENTIST OFFICE. WILL INCLUDE FOUR BUILDINGS AND A SUBSTATION; MATERIAL PARKING AREA; PARKING LOT. ELKHART COUNTY IS MANDATING NIPSCO TO APPLY FOR REZONING. 58.8 ACRE PARCEL. 1/2 MILE NORTH AND SOUTH. VEHICLE ACCESS FROM CR 142. 200 TO 250 EMPLOYEES ON SITE. TO RECLASSIFY THE ZONING OF THE PROPERTY. LAND USE - NOT LAND ZONING. THEY WILL HAVE TO BUFFER WHATEVER THEY HAVE PLANNED IN A RESIDENTIAL OFFICE. START CONSTRUCTION IN 2026 COMPLETION NOT UNTIL 2027 OR 2028. EARLY COORDINATION STAGES.
- ▶ ROBIN ASKED IF THE GRADE IS PUT DOWN AT THE MEADOWFLOWER LIFT STATION? KENNY WILL CHECK INTO IT

▶ NPCD ATTORNEY

Dave Hollenbeck

- ▶ REVIEW MAY 27, 2025 BOARD MINUTES REVIEW. DAVE STATED THE MINUTES ARE IN COMPLIANCE. HE HAS REVIEWED AND THEY ARE IN PROPER FORM.
- ▶ MAY 28TH SENT DRAFT LETTER CUSTOMER INFORMATION FOR THE BOARD TO REVIEW. TO DISCUSS THE LETTER TONIGHT. FOCUS ON LETTER IS TO INFORM CUSTOMERS WHAT NOT TO PUT INTO THE SANITARY SEWER. COMES FROM THE NPCD SEWER USE ORDINANCE. DAVE RECOMMENDS CHAIRMAN TO ENTERTAIN A MOTION TO ACCEPT. DISCUSSION WAS THAT SMITH THOUGHT THE LETTER WAS TO BE ON DAVE'S LETTERHEAD.
- ▶ MOTION WAS TO APPROVE THE LETTER DAVE HAD WRITTEN; AND ASK THAT IT BE PUT ON HIS LETTERHEAD.

CARRIED

Moved by Robin Loucks, Seconded by Rod Waldron

- ▶ ROBIN HAS SOMETHING FOR DAVE; RELIGIOUS EXEMPTION. NEW PARIS MISSIONARY CHURCH WENT TO COUNTY FOR THE EXEMPTION. AUDITOR VAGUELY REMEMBERS THE DISCUSSION ON RELIGIOUS EXEMPTIONS. ROBIN WANTED TO KNOW IF THE BOARD SIGNED A LETTER; THAT HE HAS ALREADY TYPED UP. GIVEN TO DIANE FOR HER TO RETYPE ON LETTERHEAD. DAVE DID NOT HAVE A PROBLEM WITH NPCD SIGNING THE LETTER AND GIVING IT TO THE AUDITOR'S OFFICE.

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▶ **CENDER & CO. - NPCD CPA**

Karl Cender

- ▶ MAY BANK RECONCILIATION NO ISSUES NOTED. ALL OUTSTANDING ITEMS WERE POSTED.
- ▶ ERIC WENT THROUGH THE BALANCE & INCOME SHEET.
- ▶ BUDGET REVIEW; AN INFORMATIONAL FORM IS DUE BY THE EOM. ASKS A FEW QUESTIONS ABOUT THE SCHEDULING OF THE PUBLIC HEARING AND THE BUDGET ADOPTION MEETING. RECOMMEND TO THE BOARD SAME TIME FRAME AS LAST YEAR. PUBLIC HEARING AUG 26TH; BUDGET ADOPTION MEETING SEPT 23RD. HE WILL PRESENT DRAFT IN THE JULY BOARD MEETING.

- ▶ MOTION FOR PUBLIC HEARING ON AUG 26TH AND SEPT 23 ADOPTION.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rod Waldron

- ▶ RATE INCREASE DISCUSSION; CAPITAL IMPROVEMENT ITEMS THAT WE HAVE GOING ON NOW; SAVING MONEY ON UTILITIES. ERIC HAS COMMUNICATED WITH TOM AND DAN WITH ASTBURY THEY HAVE A COUPLE PROJECTS COMING UP; GENERATOR AND HEADWORKS UPGRADES. ERIC STATED LARGER PROJECTS WILL NEED TO INCREASE THE RATES. CENDER PROBABLY GET THE STUDY DONE IN TWO MONTHS. THE PROCESS INVOLVES A PUBLIC HEARING. WOULD HAVE TO ADOPT RATES PRIOR TO NOVEMBER 28TH. NEW RATES WOULD GO IN AFFECT THE FIRST OF THE YEAR. IF BOARD CHOOSES TO WAIT FOR RATE INCREASES UNTIL NEXT YEAR. THAT WAS HIS RECOMMENDATION AT THIS TIME. RATE STUDY DONE IN 2020. THEY LOOK AT THREE YEARS OF FINANCIALS; AND LOOK AT THE FUTURE NEEDS; AND TAKE IN CONSIDERATION WITH THE PROJECTS THAT WOULD NEED DONE. AND THEN SEE IF THE RATES WOULD NEED TO BE INCREASED. THE LAST STUDY THEY DID; THEY LOOKED AT THREE OPTIONS.

- ▶ APPROVAL TO MOVE AHEAD WITH RATE STUDY; THE MOTION PASSED THREE TO ONE WITH RODNEY VOTING AGAINST THE MOTION.

CARRIED

Moved by Robin Loucks, Seconded by DONN NEFF

▶ **PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks, BOB STUTZMAN

- ▶ PRESIDENT BOARD FINANCE REPORT

CARRIED

Moved by Rod Waldron, Seconded by DONN NEFF

- ▶ MAY BANK TRACING - NO EXCEPTIONS FOUND

- ▶ **REVIEW AND OR APPROVE MAY 27, 2025 BOARD MINUTES AS PRESENTED**

All

- ▶ APPROVE AS PRESENTED

CARRIED

Moved by Robin Loucks, Seconded by Rod Waldron

- ▶ **ASTBURY WASTER TECHNOLOGIES GROUP - PLANT OPERATIONS - TOM ASTBURY**

All

- ▶ ASTBURY WATER TECHNOLOGIES GROUP - PLANT OPERATIONS REPORT APPROVED AS PRESENTED.

CARRIED**Moved by Rod Waldron, Seconded by DONN NEFF**

- ▶ STILL HAVING ISSUES WITH BETTER WAY PRODUCTS. CHAIRMAN STATED THAT WE SEND THEM A LETTER; AND THEN SEND ASSESS A FINE FOR THE VIOLATION. DAMAGE WAS PROBABLY ALREADY DONE WITH THE CLOGS; THEY OPERATORS WILL TAKE PICTURES AND THEN FORWARD THEM TO THE BOARD FOR ACTION.

- ▶ L&M QUOTE FOR \$1020.00 TO INSTALL ALARM FOR THE AERATION AND RAS PUMPS.

CARRIED**Moved by Robin Loucks, Seconded by DONN NEFF**

- ▶ TECH TOP MOTOR; AND US MOTOR FOR \$1637.00. REQUEST PERMISSION TO REPLACE BLOWER TECH TOP FOR \$1,470.00. . T

CARRIED**Moved by Robin Loucks, Seconded by DONN NEFF**

- ▶ MIKES FENCING QUOTE TO PROVIDE AND INSTALL 172' WINGED SLATS TO EXISTING 6" TALL CHAIN LINK FENCE. TOM SUGGEST CONTACTED MIKES FENCING AND ASK IF THEY WILL HONOR THE QUOTE OF \$4,096.00.

- ▶ ROD MADE MOTION TO CONTACT MIKES FENCING TO SEE IF THEY WILL HONOR THEIR \$4,096.00. IF THEY DO APPROVE PURCHASE.

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

- ▶ TOM STATED HE HAD RESEARCHED THE TWO DIFFERENT CORDS AND WE WERE CREDITED. GARY ASKED IF MATT LOOKED AT IT AND GAVE HIS APPROVAL WOULD THAT BE ACCEPTABLE? TOM STATED YES. GARY STATED HE WILL BRING THE QUOTE IN NEXT MONTH. GARY WILL GET WITH MATT TO MAKE SURE WHAT WE ARE ORDERING IS CORRECT. GARY STATED IT WAS LIKE A \$6K QUOTE.

- ▶ PORTABLE PUMP. WELD REPAIR DONE SIX YEARS AGO; WELD DID NOT HOLD. NEED TO GET REPAIRED. THEY RECOMMEND REPAIRING BACK PLATE. DON ASKED IF QUOTE FOR WELDING - TOM REPLIED YES. J & J WELDING PRETTY GOOD. DONN SAID POP METAL. PART OF THE PUMP HOUSING. MAYBE RECEIVE QUOTE ON A PUMP HOUSING? TOM STATED IT IS OUR EMERGENCY GENERATOR.

- ▶ GARY ASKED ABOUT THE GATE? TOM HAS NOT TALKED WITH THE OPERATORS TO GIVE AN UPDATE.

▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED AS PRESENTED.

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

- ▶ REGISTER OF CLAIMS AS PRESENTED

CARRIED**Moved by Robin Loucks, Seconded by DONN NEFF**

- ▶ AR REPORT
- ▶ AR FUNDS RECEIVED
- ▶ AR PAST DUES
- ▶ CERTIFIED LIENS

▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ GATE OPENER - GARY STATED TO REMOVE THIS FROM THE LIST.
- ▶ THE COVERING OVER THE FERRIC CHLORIDE TANKS - BOB WANTED TO KNOW IF THERE WAS A BUDGET FOR THIS PROPERTY. HE DOES NOT WANT TO BUILD SOMETHING THAT WILL HAVE TO BE REPLACED IN TWO YEARS. BOB GAVE US ROUGH ESTIMATE ORIGINAL OF \$5K NOW WE'RE LOOKING AT DOUBLE THAT COSTS. LINING THE INSIDE TO TRY TO KEEP IT FROM EROSION. BOB STILL WORKING ON GARY WOULD LIKE TO GET ASTBURY'S OPINION BEFORE BRINGING TO VOTE.

▶ **NEW BUSINESS**

Gary Brumbaugh

- ▶ INSPECTION COSTS - ROBIN STATED THAT THERE IS TWO PROCESSES ONE INSPECTION AND MAPPING AND THEN PUTTING ON THE COMPUTER.

▶ **ADJOURNMENT**

Gary Brumbaugh

- ▶ MOTION WAS MADE TO ADJOURNMENT 7:59 PM

CARRIED

Moved by Rod Waldron, Seconded by BOB STUTZMAN

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Gary Brumbaugh

- ▶ PLEASE SIGN BELOW YOUR NAME.

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Gary Brumbaugh

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Rod Waldron

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Robin Loucks

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BOB STUTZMAN

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DONN NEFF

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- ▶ **ATTESTED BY:**

Diane Clerk/Secretary

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