

TUESDAY AUG 27, 2024 6:30 PM-9:00 PM

<b>Chair</b>	Gary Brumbaugh		
<b>Attendees</b>	BOB STUTZMAN Diane Clerk/Secretary KENNY JONES JR Thomas B. Astbury	Brad Smith DONN NEFF Robin Loucks	Dave Hollenbeck Eric Cender Rod Waldron
<b>Absent</b>	Karl Cender		

## ▶ OPEN MEETING

Gary Brumbaugh

- ▶ Chairman Brumbaugh opened the meeting at 6:35 pm

## ▶ WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

- ▶ Chairman welcomed Brad Smith & Tom Miller citizens in attendance.

## ▶ JPR - NPCD ENGINEER

KENNY JONES JR

- ▶ SR 15 RESURFACING
- ▶ ELKHART COUNTY AND JPR FOR ESR SOFTWARE TO CONVERT NPCD DISTRICT INFO INTO THE MAPPING SYSTEM.

## ▶ REVIEW LIFT STATION PROJECT

KENNY JONES JR

- ▶ EVERYTHING IS STILL ON SCHEDULE TO BEGIN THIS FALL.
- ▶ PUMP DRAWINGS; AND WOULD LIKE DONN NEFF TO LOOK OVER THE PLANT INFORMATION TO MAKE SURE NOTHING IS MISSED. KENNY WILL ASK THAT DONN AND GARY BE INCLUDED IN THE EMAIL TO REVIEW SPECS.
- ▶ THE CONTRACTORS ARE ANTICIPATING ON BEGINNING IN NOVEMBER 2024.

## ▶ F&V OPERATIONS - THOMAS A MILLER

All

- ▶ WANTED TO INTRODUCE HIS COMPANY TO THE BOARD. THEY ARE EMPLOYEE OWNED COMPANY. THEY ARE A YOUNG COMPANY. HAS OVER 70 YEARS OF EXPERIENCE. THEY HAVE 125 EMPLOYEES. CEO IS IN HIS MID 40'S. AGGRESSIVE YOUNG COMPANY. WANTED TO LET THE BOARD KNOW THAT THERE ARE OTHER OPTIONS FOR THE DISTRICT IN OPERATIONS OF THE PLANT. RESPONSE TIME IS 30 MINUTES. HUNTINGTON IS 30 MINUTES. HE IS ONE HOUR AWAY. ON THE CARD THEY HANDED OUT IS THEIR WEBSITE. AT A LATER DATE ROBIN WANTED TO KNOW IF THEY COULD PROVIDE REFERENCES. TOM ASKED ROBIN TO SEND HIM AN EMAIL REQUEST. TOM WAS WITH SVERN TRENT AND HAD QUOTED THE DISTRICT BACK WHEN WE HAD MCO OPERATIONS. DIANE EXPLAINED THAT TOM CAME IN AS A COLD CALL AND DIANE PUT TOM IN TOUCH WITH THE CHAIRMAN.

## ▶ NPCD ATTORNEY

Dave Hollenbeck

- ▶ REVIEW JULY 23, 2024 BOARD MINUTES REVIEW minutes and find them in compliance with the state board of accounts compliance.
- ▶ DIANE FORWARDED TO DAVE A COURT SUMMONS IN REGARDS TO FORECLOSING ON A PROPERTY.
- ▶ UPDATES WITH 811 DIGGING PROGRAM - DAVE IS PUTTING A MEMO TOGETHER AND WILL SEND IT ONCE COMPLETED.

▶ **CENDER & CO. - NPCD CPA**

Karl Cender

- ▶ JULY FINANCIALS
- ▶ JULY BANK RECONCILLIAITON
- ▶ SIGNATURE RECONCILIATIONS NEEDED FOR JUNE & JULY
- ▶ REMINDED THE BOARD THAT THEY CAN MAKE CHANGES TO THE BUDGET. WE CAN GO LOWER; JUST NOT HIGHER. HIS RECOMMENDATION IS THAT WE KEEP THE BUDGET AS IS.

▶ **INSURANCE TRUSTEES - TODD KIDDER**

All

- ▶ DIANE MET WITH TODD THIS AFTERNOON AND WENT THROUGH THE REQUIRED FORMS FOR THE INSURANCE PACKAGE FOR 2025.

▶

Robin Loucks

▶ **PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks

- ▶ PRESIDENT BOARD FINANCE REPORT

**CARRIED**

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

- ▶ JULY BANK TRACING
- ▶ ROBIN WENT THROUGH THE PAYGOV ERROR EXPLAINED FURTHER IN DIANE'S REPORT.

▶

▶ **REVIEW AND OR APPROVE JULY 23, 2024 BOARD MINUTES**

Gary Brumbaugh

- ▶ KENNY JONES AND BOB STUTMAN WERE NOT PRESENT. MINUTES WERE APPROVED AS CORRECTED.

**CARRIED**

**Moved by DONN NEFF, Seconded by BOB STUTZMAN**

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

All

- ▶ ASTBURY WATER TECHNOLOGIES GROUP - PLANT OPERATIONS

**CARRIED**

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

- ▶ TOM HAS TO GO TO AT AN ANNIVERSARY MEETING. JOSH WILL BE TAKING OVER. IS THE 4K PER LIFT STATION; NO IT IS FOR BOTH LIFT STATIONS. GARY RECOMMENDED TO WAIT UNTIL THE LIFT STATION PROJECT IS DONE. DONN ASKED HOW LONG THE QUOTE WAS GOOD FOR. JOSH SAID 30 DAYS. GARY STATED HE WOULD LIKE TO WAIT UNTIL THE LIFT STATION IS DONE.
- ▶ NEW BUSINESS: JOSH WAS ABLE TO GET QUOTE FOR BLOWER INSTALLATION IS \$44K FROM MASON; JOSH SENT A LINE OVER TO HASKINS AND WE ARE WAITING THEIR REPLY. \$16K WAS THE COST LAST YEAR. JOSH RECOMMENDS WAITING ON MARK TO SEE WHAT PRICE HE COMES BACK WITH. DONN RECOMMENDED GIVING HASKINS SOME TIME.
- ▶ AERATION TANK CLEANING. TANK 2 EMPTY WAITING FOR ABES TO COME AND CLEAN IT.

- ▶ BETTERWAY - PULLED PUMP 2 HAD A LOT OF RUBBER OR LATEX GLOVES ALONG WITH A T SHIRT WRAPPED AROUND IT. DISTRICT NEEDS TO HAVE DISCUSSION WITH BETTERWAY. ROBIN ASKED IF WE STILL HAD DEBRIS. ROBIN SUGGESTED PUTTING IN PLASTIC BAGS AND HAND DELIVERING WITH A LETTER. GARY WENT AND HAD CONVERSATION WITH MANAGER AND DISCUSSED THE SERIOUSNESS OF SUCH WASTE BEING CAUGHT IN THE SEWER SYSTEM.
  - ▶ LED LIGHTING - L&M OUT TODAY TO FIX LIGHT'S AND FANS.
  - ▶ SCRUBBER AT THE LIFT STATIONS; THEY END UP IN THE HEADWORKS WHEN THEY FALL OUT. DO WE WANT TO UPGRADE? OR REPLACE. ROBIN QUESTIONED IF THERE HAVE BEEN ANY COMPLAINTS ON THE SMELL; GARY SURMISED THAT THE HAVE NOT BEEN USED.
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- ▶ MOTION TO REMOVE THE SCUBBERS. NOT TO REPLACE THEM AT THIS TIME.

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

- ▶ RECOMMENDED TO THE BOARD TO REPLACE THE INTERIOR GENERATOR. AT THE PLANT TO AN OUTSIDE UNIT.
- ▶ ASTBURY HIRED TWO LOCATORS TO HANDLE THE LOCATES AND GARY NOTICED THAT THEIR WERE 811 FLAGS AT BETTERWAY AND NONE FROM NPCD. JOSH WILL LOOK INTO.

#### ▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED WITH CHAIRMAN'S NOTES ON ITEM 10.
- ▶ GARY STATED THAT AMERICAN PUMP WAS NOT GOING TO BEND IN REDUCING THE INVOICE FOR THE HAZ MAT CLEAN UPS. WITHOUT POSSIBILITY OF LITIGATION. IT WOULD COST MORE TO LITIGATE THAN TO JUST PAY THE INVOICE. ROBIN STATED THAT HE WILL BACK GARY UP BECAUSE HE WAS ONSITE.

- ▶ GARY MADE A MOTION TO APPROVE THE PURCHASE OF A CHAIR NOT TO EXCEED 400.00

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

- ▶ REGISTER OF CLAIMS AS PRESENTED

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

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

#### ▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ HOOKS FOR BOUYS
- ▶ LIFE SAVING HOOK
- ▶ BUILDING AND PLT DRAWINGS FOR EMERGENCIES TO POST
- ▶ SAFETY COURSE FOR ADM
- ▶ ROOF OVER TANKS CONSENSUS OF THE BOARD WAS TO PROCEED FORWARD. GARY WANTS BOB INVOLVED.
- ▶ BOB SAID 13' X 20' STRUCTURE WITH A 3' SIDEWALL, MAN DOOR TO THE WEST. MATERIALS ONLY AND ANY ELECTRICAL LIGHTING WITH 2'X4 ' WALL \$5,500 IN MATERIAL ONLY. NO DECISION TONIGHT.
- ▶ INSURANCE TRUSTEE CLAIM CANNOT BE CLOSED UNTIL WE RECEIVE THE COSTS OF THE TANKS REMOVAL.
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▶ **NEW BUSINESS**

Gary Brumbaugh

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▶ **ADJOURNMENT**

Gary Brumbaugh

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▶ MOTION WAS MADE TO ADJOURNMENT 8:02 PM

**CARRIED**

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

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Gary Brumbaugh

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▶ PLEASE SIGN BELOW YOUR NAME.



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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