

1. 10:00 A.M. Sanitary Sewer Board Meeting

Documents:

[SANITARY BOARD AGENDA 02.01.2022.PDF](#)
[MINUTES 1-27-22.PDF](#)
[MINUTES 1-27-22EX.PDF](#)
[CLAIMS.PDF](#)
[FUND-APPROP REPORT.PDF](#)
[PR VOUCHER.PDF](#)

CITY OF CHARLESTOWN
SANITARY SEWER BOARD MEETING

February 3, 2022

10:00 A.M.

Agenda

1. Opening
 - a. Call to Order/Pledge of Allegiance
 - b. Roll Call – Determination of a Quorum
 - c. Approval of Agenda
2. Standing Business
 - a. Approval or Correction of Prior Meeting's Minutes from 01/27/2022 regular session and executive session
 - b. Current Claims
 - c. Payroll Allowance Docket from 01/23/2022-01/29/2022
3. Public Comment Period
4. Old Business
 - a. Blower Silencers Price Quote
5. New Business
 - a. Operator's Report
 - b. Intent to Serve and Capacity Approval Process Discussion
 - c. Personnel changes and vacant position notice
6. Adjournment

SANITARY BOARD
January 27, 2022
1:00 P.M.

THE MEETING OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN WAS HELD ON THURSDAY, JANUARY 27, 2022 AT 1:00 P.M. AT CITY HALL WITH MAYOR TREVA HODGES PRESIDING.

Board members present were: Ryan Hodskins and Nathan Grimes. Also present were Clerk Treasurer Donna Coomer and Attorney Beau Zoeller. Lori Wyatt and Jim Hagerty from JTL were present via Zoom.

Pledge of Allegiance

Agenda

Treva Hodges entertained a motion to approve the agenda. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

Standing Business

Treva Hodges entertained a motion to approve the minutes from the January 6, 2022 meeting, the payroll voucher from January 1 to January 22, and the claims. Motion made by Nathan Grimes, second by Ryan Hodskins. Passed 3-0.

Public Comment-none

Treatment Plant RFQ

The meeting date was changed to accommodate the receipt date for the RFQs to be in compliance with federal procurement rules. All notifications were posted in the newspaper. Only one RFQ was received from Jacobi, Toombs and Lanz (JTL).

Treva Hodges entertained a motion to approve the professional services agreement from JTL to complete 100% of the plant design in the amount of \$2.3 million pending final legal review. Ryan Hodskins made a motion to approve the contract, second by Nathan Grimes. Passed 3-0.

Operator Update

Rodger Fain provided an update of operations at the treatment plant.

There was an emergency roof repair at the headworks building. There was a structural report completed and it was determined that the roof was only being supported by the roof itself. Due to the safety issues this presented, Mayor Hodges authorized JTL to proceed with repairs in the amount of \$16,500, but due to the significant costs, she requested getting a formal motion from

the Board. There is not any temporary shoring, but the repairs are happening very quickly and are expected to be done this week.

Treva Hodges entertained a motion to approve the repairs to the roof of the headworks building in the amount of \$16,500. Ryan Hodskins made a motion to approve the repair, second by Nathan Grimes. Passed 3-0.

The repairs at Denham lane were discussed. Since the road has been repaired, the Board will move forward with flow monitoring to determine where other SSOs are occurring and identifying issues around that area and other critical areas.

Treva Hodges entertained a motion to approve contract for JTL in the amount of \$47,170 for 3 months of flow monitoring in 9 locations. Ryan Hodskins made a motion to approve the JTL contract not to exceed \$47,170, second by Nathan Grimes. Passed 3-0.

Operator Rodger Fain presented an operations update document. One of the noted items was the use of RX300 to treat phosphorus. It appears to be working well and reflects a significant cost savings. Mayor Hodges reinforced the need to get written confirmation that IDEM is aware of and authorized the change. There were noted repairs, including quotes from Apex for silencers for the blowers and Dan Cristiani for manhole repair.

The silencers are \$3,440 each and there are 6 for a total cost of \$20,640. The quote does not include materials or labor. The Board wants to get a total cost before authorizing the expense. It will be placed under old business for the next meeting.

The Dan Cristiani quote is for the repairs for a sinkhole that is developing around a manhole at 143 High Street. It's an old brick manhole that has been extended to accommodate paving. Water is seeping in the extension and creating a sinkhole. Option 2 is for a quick fix, but option 1 would be a more robust, permanent fix. The recommendation was made that due to the high traffic nature of the area, including buses, that option 1 be considered.

Treva Hodges entertained a motion to approve the repair for \$11,285.00 for option 1 at 143 High Street. Ryan Hodskins made a motion to approve the Dan Cristiani repair, second by Nathan Grimes. Passed 3-0.

Rodger continued with operations update including new lights installed at the plant and the goal to implement a preventative maintenance plan. He commended the employees on their work.

Mayor Hodges mentioned the announcement that 4 parcels have potentially been sold at River Ridge and discussed the impact this could potentially have on the treatment plant.

Attorney Letter

Attorney Beau Zoeller received a letter from the Council attorney asking questions about the responses to IDEM from the notice of violations. The Board feels that most of the items have been addressed at public meetings and the items that haven't been are still involved in pending

litigation and not available under the access to public records. Once a final agreed order has been reached, the information will be made available.

Adjournment

Treva Hodges entertained a motion to adjourn. Ryan Hodskins made a motion to adjourn, second by Nathan Grimes. Passed 3-0.

TREVA HODGES, MAYOR

DATE

ATTEST:

DONNA COOMER, CLERK TREASURER

DATE

SANITARY BOARD
January 27, 2022
2:00 P.M.

THE EXECUTIVE SESSION OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN WAS HELD ON THURSDAY, JANUARY 27 AT 2:00 P.M. AT CITY HALL WITH MAYOR TREVA HODGES PRESIDING.

Board members present were: Nathan Grimes and Ryan Hodskins. Also present was Clerk Treasurer Donna Coomer.

Meeting Type: Executive Session IC 5-14-1.5-6.1 lists the circumstances under which and executive session may be held, including the following:

The Sanitary Board met in executive session per I.C. §5-14-1.5-6.1(b)(9), which authorizes executive session to discuss a job performance evaluation of individual employees.

THIS IS TO CERTIFY PER STATUE IC 5-14-1.5-6.1 THERE WAS NO OTHER SUBJECT MATTER OTHER THAN WHAT WAS SPECIFIED IN THE PUBLIC NOTICE DISCUSSED AT THIS MEETING.

TREVA HODGES, PRESIDENT

DATE

NATHAN GRIMES, VICE PRESIDENT

DATE

RYAN HODSKINS, SECRETARY/TREASURER

DATE

ATTEST:

CLERK TREASURER, DONNA S. COOMER

DATE

Accounts Payable Register

APV Register Batch - SANITARY SEWER MEETING 02/03/2022

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
01/26/2022	98725	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES EMPLOYE	SEWER SALARY	8333.66	17740	01/26/2022	
01/26/2022	98725	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	504.10	17740	01/26/2022	
01/26/2022	98726	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND MEDICARE	SEWER FICA/MEDI	663.44	17741	01/26/2022	
01/26/2022	98727	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE BENEFITS	SEWER PERF	922.64	17742	01/26/2022	
01/26/2022	98738	CLARK COUNTY REMC		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	939.58	17743	01/26/2022	
01/26/2022	98739	CARD SERVICES		606001230.000	SEWER - MATERIALS /SUPPLIES	MATERIALS	59.94	17744	01/26/2022	
01/26/2022	98740	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	55.23	17745	01/26/2022	
01/26/2022	98740	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	41.52	17745	01/26/2022	
01/26/2022	98740	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	18.12	17745	01/26/2022	
01/26/2022	98740	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	42.41	17745	01/26/2022	
01/26/2022	98740	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	61.37	17745	01/26/2022	
01/26/2022	98741	AT&T		606001356.000	SEWER -TELEPHONE/CELL PHONE/INTERNET	MONTHLY SERVICE	566.73	17746	01/26/2022	
01/26/2022	98742	RIVERLINK		606001323.000	SEWER - TRAINING/TRAVEL - CERT	BRIDGE TOLLS	13.26	17747	01/26/2022	
01/26/2022	98743	CLARK COUNTY REMC		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	292.82	17748	01/26/2022	
02/03/2022	98745	MICHAEL CONWELL		606001363.000	SEWER - SLUDGE /SANI	DRAIN NETTING/ 55 GALLON DRUM POLYMER/ DEWATER BAG	3067.00		/ /	
02/03/2022	98746	APEX SALES & REPAIR LLC		606001440.000	SEWER - EQUIP PURCHASE/ RENT	CAPACITOR KIT/ MYERS 2HP PUMP QUARRY LIFT	4989.60		/ /	
02/03/2022	98746	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	NEW PUMP QUARRY LIFT STATION	1625.30		/ /	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
02/03/2022	98746	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	QUARRY LIFT STATION REPAIR	599.00	/ /		
02/03/2022	98746	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	ABBY COURT PUMP REPAIR	4441.20	/ /		
02/03/2022	98747	DAN CRISTIANI EXCAVATING INC		606001362.000	SEWER-EQUIPMENT REPAIR	MOBILIZED & DEMOBILIZED EQUIPMENT	14620.00	/ /		
02/03/2022	98748	IDEM		606001361.000	SEWER - DISCHARGE FEE IDEM	BASE FEE/ FLOW FEE	8500.00	/ /		
02/03/2022	98756	IUPPS		606001360.000	SEWER - CONTRACTUAL EXPENSE	4TH QTR 2021 PER TICKET FEE	485.45	/ /		
*** GRAND TOTAL ***							50842.37			

Installed by the CITY OF CHARLESTOWN-2012

Fund Report

Selected Funds

From 01/01/2022 Thru 01/31/2022

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
606 WASTEWATER OPERATING	571781.48	130430.61	190818.78	571781.48	130430.61	190818.78	511393.31
607 WASTEWATER BOND & INT	110500.27	25327.09	0.00	110500.27	25327.09	0.00	135827.36
608 WASTEWATER DEBT SERVICE	306500.00	0.00	0.00	306500.00	0.00	0.00	306500.00
636 SEWER CAPACITY FEES FUND	640830.33	0.00	0.00	640830.33	0.00	0.00	640830.33
*** GRAND TOTAL ***	1629612.08	155757.70	190818.78	1629612.08	155757.70	190818.78	1594551.00

Installed by the CITY OF CHARLESTOWN-2012

Appropriation Report

Fund 606 Thru 608

Check Date From 01/01/2022 Thru 01/31/2022

Grouped By Fund Number

Ordered By Appropriation

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
**Fund Number 606												
606001111.000	SEWER- SALARIES/WAGES	0.00	0.00	0.00	0.00	0.00	26885.28	26885.28	0.00	-26885.28	-26885.28	***.***%
606001112.000	SEWER - OVERTIME SALARY	0.00	0.00	0.00	0.00	0.00	1127.47	1127.47	0.00	-1127.47	-1127.47	***.***%
606001130.000	SEWER- EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	3117.74	3117.74	0.00	-3117.74	-3117.74	***.***%
606001131.000	SEWER- EMP. FICA AND	0.00	0.00	0.00	0.00	0.00	2097.71	2097.71	0.00	-2097.71	-2097.71	***.***%
606001210.000	SEWER - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	649.53	649.53	0.00	-649.53	-649.53	***.***%
606001211.000	SEWER - LAB SUPPLIES	0.00	0.00	0.00	0.00	0.00	8615.30	8615.30	0.00	-8615.30	-8615.30	***.***%
606001212.000	SEWER - UNIFORMS	0.00	0.00	0.00	0.00	0.00	183.60	183.60	0.00	-183.60	-183.60	***.***%
606001221.000	SEWER - VEHICLE FUEL	0.00	0.00	0.00	0.00	0.00	373.65	373.65	0.00	-373.65	-373.65	***.***%
606001230.000	SEWER - MATERIALS /SUPPLIES	0.00	0.00	0.00	0.00	0.00	7986.28	7986.28	0.00	-7986.28	-7986.28	***.***%
606001312.000	SEWER CONST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001320.000	SEWER - VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001323.000	SEWER - TRAINING/TRAVEL -	0.00	0.00	0.00	0.00	0.00	592.26	592.26	0.00	-592.26	-592.26	***.***%
606001340.000	SEWER - INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00	7894.18	7894.18	0.00	-7894.18	-7894.18	***.***%
606001341.000	SEWER-WORK COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001343.000	SEWER- PROP/CAS INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001351.000	SEWER - PURCHASED POWER	0.00	0.00	0.00	0.00	0.00	23085.98	23085.98	0.00	-23085.98	-23085.98	***.***%
606001356.000	SEWER -TELEPHONE/CELL	0.00	0.00	0.00	0.00	0.00	763.97	763.97	0.00	-763.97	-763.97	***.***%
606001360.000	SEWER - CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	28525.11	28525.11	0.00	-28525.11	-28525.11	***.***%
606001361.000	SEWER - DISCHARGE FEE IDEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001362.000	SEWER-EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00	23803.32	23803.32	0.00	-23803.32	-23803.32	***.***%
606001363.000	SEWER - SLUDGE /SANI	0.00	0.00	0.00	0.00	0.00	1027.10	1027.10	0.00	-1027.10	-1027.10	***.***%
606001399.000	SEWER - LAB/SAFETY/OSHA	0.00	0.00	0.00	0.00	0.00	8455.17	8455.17	0.00	-8455.17	-8455.17	***.***%
606001430.000	SEWER CAPITAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001440.000	SEWER - EQUIP PURCHASE/	0.00	0.00	0.00	0.00	0.00	15532.88	15532.88	0.00	-15532.88	-15532.88	***.***%
606001441.000	SEWER - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001491.000	SEWER - INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	66.10	66.10	0.00	-66.10	-66.10	***.***%
606001492.000	SEWER LOANS PAYABLE	0.00	0.00	0.00	0.00	0.00	2417.31	2417.31	0.00	-2417.31	-2417.31	***.***%
606001511.000	SEWER - AUDIT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001520.000	SEWER - BOND & INTEREST	0.00	0.00	0.00	0.00	0.00	25327.09	25327.09	0.00	-25327.09	-25327.09	***.***%
606001521.000	SEWER - DEBT SER RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001530.000	SEWER- TEMPORARY LOAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001590.000	SEWER - MISC EXPENSE	0.00	0.00	0.00	0.00	0.00	2291.75	2291.75	0.00	-2291.75	-2291.75	***.***%

Appropriation Report

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
SubTotal Fund Number 606		0.00	0.00	0.00	0.00	0.00	190818.78	190818.78	0.00	-190818.78	-190818.78	***.***%
**Fund Number 607												
607001381.000	SEWER BD & INT - BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
607001382.000	SEWER BD & INT - BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
607001383.000	SEWER BD & INT - PAYING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
SubTotal Fund Number 607		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
**Fund Number 608												
608001540.000	DEBT SER RES (SEWER) -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
608001590.000	DEBT SER RES (SEWER) - MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
SubTotal Fund Number 608		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
*** GRAND TOTAL ***		0.00	0.00	0.00	0.00	0.00	190818.78	190818.78	0.00	-190818.78	-190818.78	***.***%

Allowance Docket
For check dates 01/23/2022 - 01/29/2022
Selected Departments - Sewer
Ordered by Employee Name

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
02/28/2022	100	Coomer, Donna S.	Clerk-treas Sal	\$3595.50	\$0.00
02/28/2022	100	Coomer, Donna S.	Sewer Sal	\$1346.41	\$0.00
01/31/2022	100	Coomer, Donna S.	Sewer Sal	\$150.00	\$0.00
01/23/2022	888	Fain Jr., Rodger L.	Sewer Sal	\$1730.77	\$0.00
01/23/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.00	\$0.00
01/23/2022	328	Gomez, Dorothea	Sewer Sal	\$396.00	\$0.00
01/31/2022	886	Grimes, Nathan R.	Sewer Sal	\$150.00	\$0.00
01/23/2022	408	Hebner, Robin E.	Sanit Salaries	\$413.80	\$0.00
01/23/2022	408	Hebner, Robin E.	Sewer Sal	\$413.81	\$0.00
02/28/2022	849	Hodges, Treva E.	Mayor's Salary	\$3990.00	\$0.00
02/28/2022	849	Hodges, Treva E.	Sewer Sal	\$1298.66	\$0.00
01/31/2022	849	Hodges, Treva E.	Sewer Sal	\$150.00	\$0.00
01/31/2022	887	Hodskins, James R.	Sewer Sal	\$150.00	\$0.00
01/23/2022	863	Ikerd, Nathanael A.	Sewer Sal	\$728.00	\$0.00
01/23/2022	863	Ikerd, Nathanael A.	Sewer Sal OT	\$0.00	\$375.38
01/23/2022	501	Knight, Paul G.	Sewer Sal	\$858.41	\$0.00
01/23/2022	501	Knight, Paul G.	Sewer Sal OT	\$0.00	\$128.72
01/23/2022	258	Schrimp, Heather N	Deputy Clerk-treas	\$861.20	\$0.00
01/23/2022	258	Schrimp, Heather N	Sewer Sal	\$150.00	\$0.00
01/23/2022	363	Slaughter, Donald L	Sewer Sal	\$811.60	\$0.00
Total				\$17590.16	\$504.10

I hereby certify that each of the above listed vouchers and the invoices or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1-6.

_____ Date _____ Fiscal Officer

Allowance Of Accounts Payable Vouchers
 City Of Charlestown

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of _____ pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$_____

Dated this _____ day of _____

Signatures of Governing Board