

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

Documents:

SANITARY SEWER BOARD AGENDA 02.17.2022.DOCX
CLAIMS.PDF
PR VOUCHER 2-17-22.PDF
FUND-APPROP REPORT.PDF
SANITARY BOARD 02032022.PDF

CITY OF CHARLESTOWN
SANITARY SEWER BOARD MEETING

February 17, 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 02/03/2022
 - b. Current Claims
 - c. Payroll Allowance Docket from 01/30/2022-02/12/2022
3. Public Comment Period
4. Old Business
5. New Business
 - a. Operator's Report
6. Adjournment

Accounts Payable Register

Date: 02/14/2022 09:52:51 AM

APV Register Batch - SANITARY SEWER MEETING 02/17/2022

APVREGISTER.FRX

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
02/01/2022	98812	NEW WASHINGTON STATE BANK		606001491.000	SEWER - INTEREST EXPENSE	INTEREST DUE	56.86	17764	02/01/2022	
02/01/2022	98812	NEW WASHINGTON STATE BANK		606001492.000	SEWER LOANS PAYABLE	PRINCIPAL DUE	2426.55	17764	02/01/2022	
02/01/2022	98813	SEWER BOND & INTREST		606001520.000	SEWER - BOND & INTEREST	MONTHLY BD&INT TRANSFER CASH/TRANSFER	25327.09	17765	02/01/2022	
02/02/2022	98825	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES	SEWER SALARY EMPLOYE	4938.56	17766	02/02/2022	
02/02/2022	98825	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	450.45	17766	02/02/2022	
02/02/2022	98826	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND	SEWER FICA/MEDI MEDICARE	402.04	17767	02/02/2022	
02/02/2022	98827	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE	SEWER PERF BENEFITS	603.57	17768	02/02/2022	
01/04/2022	98859	INVOICE CLOUD		606001360.000	SEWER - CONTRACTUAL	MONTHLY SITE FEES EXPENSE	125.00	98859	01/04/2022	
02/02/2022	98860	INVOICE CLOUD		606001360.000	SEWER - CONTRACTUAL	MONTHLY SITE FEES EXPENSE	215.00	98860	02/02/2022	
02/09/2022	98878	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES	SEWER SALARY EMPLOYE	4080.17	17774	02/09/2022	
02/09/2022	98878	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	689.74	17774	02/09/2022	
02/09/2022	98879	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND	SEWER FICA/MEDI MEDICARE	357.32	17775	02/09/2022	
02/09/2022	98880	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE	SEWER PERF BENEFITS	534.22	17776	02/09/2022	
02/10/2022	98910	BAPTIST HEALTH MEDICAL GROUP INC		606001590.000	SEWER - MISC EXPENSE	INSTANT SCREEN NATHANIEL IKERD	40.00	17777	02/10/2022	
02/10/2022	98910	BAPTIST HEALTH MEDICAL GROUP INC		606001590.000	SEWER - MISC EXPENSE	DOT PHYSICAL RODGER FAIN	45.00	17777	02/10/2022	
02/10/2022	98911	JACOBI OIL SERVICE INC		606001221.000	SEWER - VEHICLE FUEL	VEHICLE FUEL	227.02	17778	02/10/2022	
02/17/2022	98938	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	HWY 62 LIFT STATION REPAIR	3261.40		/ /	
02/17/2022	98938	APEX SALES & REPAIR LLC		606001399.000	SEWER - LAB/SAFETY/OSHA	INSTALL LIGHT FIXTURES ON OFFICE AND PLANT	2673.51		/ /	
02/17/2022	98939	WATER SOLUTIONS UNLIMITED INC		606001230.000	SEWER - MATERIALS	SUPPLIES /SUPPLIES	2840.00		/ /	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
02/17/2022	98940	STRAEFFER PUMP & SUPPLY INC		606001440.000	SEWER - EQUIP PURCHASE/ RENT	ARI VALVES/ NON SLAM ATTACHMENT	4724.00		//	
02/17/2022	98941	BIG G SUPPLY		606001230.000	SEWER - MATERIALS /SUPPLIES	GREEN PAINT	20.97		//	
02/17/2022	98941	BIG G SUPPLY		606001230.000	SEWER - MATERIALS /SUPPLIES	GREEN FLAGS	33.90		//	
02/17/2022	98942	JACOBI TOOMBS AND LANZ INC		606001360.000	SEWER - CONTRACTUAL EXPENSE	PS & FM UPGRADES	17000.00		//	
02/17/2022	98943	USABLUEBOOK		606001230.000	SEWER - MATERIALS /SUPPLIES	TUBING ROLL	577.75		//	
02/17/2022	98943	USABLUEBOOK		606001440.000	SEWER - EQUIP PURCHASE/ RENT	30' PIPE MOUNT FLOAT SWITCH W/PLUG	120.07		//	
02/17/2022	98943	USABLUEBOOK		606001399.000	SEWER - LAB/SAFETY/OSHA	3 PC PORTABLE BASE ONLY	2802.45		//	
02/17/2022	98943	USABLUEBOOK		606001399.000	SEWER - LAB/SAFETY/OSHA	2 DRUM ULTRA SPILL PALLET	445.21		//	
02/17/2022	98943	USABLUEBOOK		606001399.000	SEWER - LAB/SAFETY/OSHA	LOWER MAST FOR DAVIT ARM SYSTEM	1063.95		//	
02/17/2022	98943	USABLUEBOOK		606001211.000	SEWER - LAB SUPPLIES	KIMWIPES DISPOSABLE WIPES	368.80		//	
*** GRAND TOTAL ***							76450.60			

Allowance Docket
For check dates 01/30/2022 - 02/12/2022
Selected Departments - Sewer
Ordered by Employee Name

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
01/30/2022	888	Fain Jr., Rodger L.	Sewer Sal	\$1730.77	\$0.00
02/06/2022	888	Fain Jr., Rodger L.	Sewer Sal	\$1730.77	\$0.00
01/30/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.01	\$0.00
01/30/2022	328	Gomez, Dorothea	Sewer Sal	\$395.99	\$0.00
02/06/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.00	\$0.00
02/06/2022	328	Gomez, Dorothea	Sewer Sal	\$396.00	\$0.00
01/30/2022	408	Hebner, Robin E.	Sanit Salaries	\$413.80	\$0.00
01/30/2022	408	Hebner, Robin E.	Sewer Sal	\$413.80	\$0.00
02/06/2022	408	Hebner, Robin E.	Sanit Salaries	\$413.80	\$0.00
02/06/2022	408	Hebner, Robin E.	Sewer Sal	\$413.80	\$0.00
01/30/2022	863	Ikerd, Nathanael A.	Sewer Sal	\$728.00	\$0.00
01/30/2022	863	Ikerd, Nathanael A.	Sewer Sal OT	\$0.00	\$450.45
02/06/2022	863	Ikerd, Nathanael A.	Sewer Sal	\$728.00	\$0.00
02/06/2022	863	Ikerd, Nathanael A.	Sewer Sal OT	\$0.00	\$354.90
01/30/2022	363	Slaughter, Donald L	Sewer Sal	\$811.60	\$0.00
02/06/2022	363	Slaughter, Donald L	Sewer Sal	\$811.60	\$0.00
02/06/2022	363	Slaughter, Donald L	Sewer Sal OT	\$0.00	\$334.84
Total				\$9779.94	\$1140.19

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

Installed by the CITY OF CHARLESTOWN-2012

Fund Report

Selected Funds

From 02/01/2022 Thru 02/28/2022

Grouped By Bank Number

Ordered By Fund Number

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
**Bank Number 5							
607 WASTEWATER BOND & INT	110500.27	50654.18	0.00	135827.36	25327.09	0.00	161154.45
608 WASTEWATER DEBT SERVICE	306500.00	0.00	0.00	306500.00	0.00	0.00	306500.00
SubTotal Bank Number 5	417000.27	50654.18	0.00	442327.36	25327.09	0.00	467654.45
**Bank Number 6							
606 WASTEWATER OPERATING	571781.48	150355.14	269664.92	531192.84	0.00	78721.14	452471.70
636 SEWER CAPACITY FEES FUND	640830.33	0.00	0.00	640830.33	0.00	0.00	640830.33
SubTotal Bank Number 6	1212611.81	150355.14	269664.92	1172023.17	0.00	78721.14	1093302.03
*** GRAND TOTAL ***	1629612.08	201009.32	269664.92	1614350.53	25327.09	78721.14	1560956.48

Installed by the CITY OF CHARLESTOWN-2012

Appropriation Report

Fund 606 Thru 608

Check Date From 02/01/2022 Thru 02/28/2022

Grouped By Fund Number, Department

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												
**Department 001												
606001111.000	SEWER- SALARIES/WAGES	0.00	0.00	0.00	0.00	0.00	9018.73	35904.01	0.00	-35904.01	-35904.01	***.***%
606001112.000	SEWER - OVERTIME SALARY	0.00	0.00	0.00	0.00	0.00	1140.19	2267.66	0.00	-2267.66	-2267.66	***.***%
606001130.000	SEWER- EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	1137.79	4255.53	0.00	-4255.53	-4255.53	***.***%
606001131.000	SEWER- EMP. FICA AND	0.00	0.00	0.00	0.00	0.00	759.36	2857.07	0.00	-2857.07	-2857.07	***.***%
606001210.000	SEWER - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	649.53	0.00	-649.53	-649.53	***.***%
606001211.000	SEWER - LAB SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	8615.30	0.00	-8615.30	-8615.30	***.***%
606001212.000	SEWER - UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	183.60	0.00	-183.60	-183.60	***.***%
606001221.000	SEWER - VEHICLE FUEL	0.00	0.00	0.00	0.00	0.00	227.02	600.67	0.00	-600.67	-600.67	***.***%
606001230.000	SEWER - MATERIALS /SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	592.26	0.00	-592.26	-592.26	***.***%
606001340.000	SEWER - INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	23085.98	0.00	-23085.98	-23085.98	***.***%
606001356.000	SEWER -TELEPHONE/CELL	0.00	0.00	0.00	0.00	0.00	0.00	763.97	0.00	-763.97	-763.97	***.***%
606001360.000	SEWER - CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	700.45	29350.56	0.00	-29350.56	-29350.56	***.***%
606001361.000	SEWER - DISCHARGE FEE IDEM	0.00	0.00	0.00	0.00	0.00	8500.00	8500.00	0.00	-8500.00	-8500.00	***.***%
606001362.000	SEWER-EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00	21285.50	45088.82	0.00	-45088.82	-45088.82	***.***%
606001363.000	SEWER - SLUDGE /SANI	0.00	0.00	0.00	0.00	0.00	3067.00	4094.10	0.00	-4094.10	-4094.10	***.***%
606001399.000	SEWER - LAB/SAFETY/OSHA	0.00	0.00	0.00	0.00	0.00	0.00	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	4989.60	20522.48	0.00	-20522.48	-20522.48	***.***%
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	56.86	122.96	0.00	-122.96	-122.96	***.***%
606001492.000	SEWER LOANS PAYABLE	0.00	0.00	0.00	0.00	0.00	2426.55	4843.86	0.00	-4843.86	-4843.86	***.***%
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	50654.18	0.00	-50654.18	-50654.18	***.***%
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	85.00	2376.75	0.00	-2376.75	-2376.75	***.***%

Appropriation Report

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
SubTotal Department 001		0.00	0.00	0.00	0.00	0.00	78721.14	269664.92	0.00	-269664.92	-269664.92	***.***%
SubTotal Fund Number 606		0.00	0.00	0.00	0.00	0.00	78721.14	269664.92	0.00	-269664.92	-269664.92	***.***%
**Fund Number 607												
**Department 001												
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 Department 001		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												
**Department 001												
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 Department 001		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	78721.14	269664.92	0.00	-269664.92	-269664.92	***.***%

SANITARY BOARD
February 3, 2022
10:00 A.M.

**THE MEETING OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN
WAS HELD ON THURSDAY, FEBRUARY 3, 2022 AT 10:00 A.M. AT CITY HALL
WITH MAYOR TREVA HODGES PRESIDING.**

Board members present were: Ryan Hodskins (via Zoom) and Nathan Grimes (via Zoom). Also present were Clerk Treasurer Donna Coomer (via Zoom) and Attorney Beau Zoeller (via Zoom).

Pledge of Allegiance

Agenda

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

Standing Business

Treva Hodges entertained a motion to approve the minutes from the January 27, 2022 meeting and January 27, 2022 executive session, the payroll voucher from January 23 to January 29, and the claims. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

Public Comment-none

Blower Silencer Quote

Mayor Hodges presented an updated version of the quote to install silencers on the blowers in the headworks building. The cost was \$20,640 for 6 silencers, \$5,320 for labor, and \$747.89 for parts, for a total cost of \$26,707.89 (not to exceed \$28,000). The Board discussed the possibility of other options, such as noise cancelling headphones. Rodger Fain (operator) explained that it is not only loud for the employees and could potentially be an issue with OSHA, but it is also loud for the neighbors and he has had some complaints. It also increases wear and tear on the equipment. It was noted that at this time, it is unclear if the blowers will be able to be reused when the new plant is constructed. Since there have been repairs performed, it may be more likely they are reused, although typically they go with higher efficiency blowers. JTL has a meeting with Rodger on Monday, February 7 at 1:00 p.m. to discuss equipment and determine what can be reused or repurposed.

Mayor Hodges entertained a motion to table the quote for the silencers until after the JTL meeting. Motion made by Nathan Grimes, second by Ryan Hodskins. Passed 3-0.

In the meantime, Rodger will purchase internal/external ear protection as a stop gap.

Lori Wyatt with JTL said they would have regular meetings with Rodger and could possibly add those on to the end of Board meetings to keep everyone up-to-date.

Operator Update

Rodger Fain provided an update of operations at the treatment plant. Due to the large amount of rain received last month there were some high numbers reported, but by dosing extra chemicals and taking additional samples they were able to keep the average within limits so there was no exceedance to be reported.

There was an issue with a grinder pump at a residence on Church Street, but it was not on the City. Rodger explained how it functioned to the homeowner and that the repairs would be their responsibility.

Apex has continued performing maintenance on equipment.

Intent to Serve/Capacity Approval Process

There was discussion about the process to issue the preliminary intent to serve letters and capacity approval process. Attorney Beau Zoeller recommended allowing Rodger to issue the letters and then the Board approve them at the next meeting so as not to delay the developers.

Treva Hodges entertained a motion to allow operator Rodger Fain to issue preliminary intent to serve letters pending approval by the Board at following meeting. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

The next item is the process for sewer capacity requests approval. Tony Jackson is currently using a sewer capacity request form. Then the engineers review them and present them to the Board in the form of a sewer permit. Those would continue to be approved by the Board. The need for the 2 steps is due to the fact that there may be a significant amount of time between the notice of intent to serve and the request for capacity.

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

Jason Sams with ARC is present today to request capacity for Renaissance Lot 2 which will house 24 apartments. The average daily flow will be approximately 7,440. They are planning on connecting to the sewer at High and Market Streets. Rodger Fain has determined there is sewer in that area. The capacity will be approved pending engineering review.

Treva Hodges entertained a motion to approve the intent to serve and the capacity request for Renaissance Lot 2 pending engineering review. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

Personnel Changes

Lead Laborer Paul Knight has recently been relocated to fill a vacant position in another department leaving an opening in the Sewer department. Mayor Hodges is also requesting that the Board hire an additional laborer to have enough staff to implement a full maintenance plan.

Treva Hodges entertained a motion to approve the hiring of 2 laborers for the wastewater department. Motion made by Nathan Grimes, second by Ryan Hodskins. Passed 3-0.

The position will be posted internally first, then be opened for candidates externally.

Mayor Hodges also requested that the Board not enforce the essential function of a CDL for the director until further notice due to the staffing changes. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

Engineering Update

Lori Wyatt with JTL said they have conducted an internal kickoff meeting for the new treatment plant and will schedule ongoing meetings with Rodger Fain and the Board.

She also stated that the design for the new roof for the headworks building has been completed and they are currently pursuing contractors that can complete the work as soon as possible.

Other Updates

Ryan Hodskins commended Paul on his job and is confident he will transition well into his new position.

Mayor Hodges noted that the employees are currently undergoing performance evaluations.

Adjournment

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

TREVA HODGES, MAYOR

DATE

ATTEST:

DONNA COOMER, CLERK TREASURER

DATE