

1. 4:30 P.M. Sanitary Sewer Board Meeting

Documents:

SANITARY SEWER BOARD AGENDA 03.02.2022.DOCX  
CLAIMS.PDF  
FUND-APPROP REPORT.PDF  
PR VOUCHER.PDF  
SANITARY BOARD 02172022.PDF  
CHARLESTOWN SSB - RESOLUTION RE EXPENDITURE POLICY - 4850-8660-  
4785.2.DOCX  
CHARLESTOWN SSB-RESOLUTION ESTABLISHING PROCEDURES FOR  
ISSUING LOI AND APPROVING CAPACITY REQUESTS - 4890-9617-  
8448.2.DOCX

CITY OF CHARLESTOWN  
SANITARY SEWER BOARD MEETING

March 2, 2022

4:30 P.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 02/17/2022
  - b. Current Claims
  - c. Payroll Allowance Docket from 02/13/2022-02/26/2022
3. Public Comment Period
4. Old Business
  - a. Headworks Roof Repair
  - b. Resolution 2022-R-01 – Expenditure Approval Policy
5. New Business
  - a. Resolution 2022-R-02 - Will Serve and Capacity Fulfillment Policy
  - b. Engineering Update – JTL
  - c. Operator's Report- Rodger Fain
6. Adjournment

Accounts Payable Register

Date: 02/25/2022 01:11:32 PM

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

APVREGISTER.FRX

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK		MEMORANDUM
								CHECK #	DATE	
02/15/2022	98964	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES EMPLOYE	SEWER SALARY	4080.17	17779	02/15/2022	
02/15/2022	98964	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	232.29	17779	02/15/2022	
02/15/2022	98965	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND MEDICARE	SEWER FICA/MEDI	322.35	17780	02/15/2022	
02/15/2022	98966	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE BENEFITS	SEWER PERF	482.99	17781	02/15/2022	
02/15/2022	98973	AMERICAN WATER		606001360.000	SEWER - CONTRACTUAL EXPENSE	USAGE DATA BASE JAN 2022	575.00	17782	02/15/2022	
02/15/2022	98973	AMERICAN WATER		606001360.000	SEWER - CONTRACTUAL EXPENSE	MUNICIPALITY SHUTOFFS/ RECONNECTS	130.00	17782	02/15/2022	
02/18/2022	98996	BENEFIT MARKETING SOLUTIONS		606001340.000	SEWER - INSURANCE EXPENSE	HRA FEE FEB 2022	13.50	17789	02/18/2022	
02/15/2022	98997	ANTHEM LIFE		606001340.000	SEWER - INSURANCE EXPENSE	MARCH 2022 PREMIUMS	52.50	17790	02/18/2022	
02/18/2022	98998	HOLMES ACE HARDWARE		606001230.000	SEWER - MATERIALS /SUPPLIES	EPOXY/ ELBOW PVC/ SAW HOLE/ COUPLING	47.50	17791	02/18/2022	
02/18/2022	98998	HOLMES ACE HARDWARE		606001230.000	SEWER - MATERIALS /SUPPLIES	CABLE/ PENS/ ATTERY/ EXT CORDS/ FLASHLIGHT	247.90	17791	02/18/2022	
02/18/2022	98998	HOLMES ACE HARDWARE		606001230.000	SEWER - MATERIALS /SUPPLIES	STARTER CORD	7.59	17791	02/18/2022	
02/18/2022	98998	HOLMES ACE HARDWARE		606001230.000	SEWER - MATERIALS /SUPPLIES	AIR COUPLER/ AIR PLUG	9.78	17791	02/18/2022	
02/18/2022	98998	HOLMES ACE HARDWARE		606001230.000	SEWER - MATERIALS /SUPPLIES	DSP GLOVES/ PAINT TAPE	37.98	17791	02/18/2022	
02/18/2022	98998	HOLMES ACE HARDWARE		606001230.000	SEWER - MATERIALS /SUPPLIES	MARKER ASST	6.99	17791	02/18/2022	
02/18/2022	98999	ANTHEM INSURANCE COMPANIES INC		606001340.000	SEWER - INSURANCE EXPENSE	MARCH 2022 PREMIUMS	5879.50	17792	02/18/2022	
02/18/2022	99000	CHARLESTOWN AUTO PARTS AND PAINT		606001230.000	SEWER - MATERIALS /SUPPLIES	MATERIALS/ SUPPLIES	641.66	17793	02/18/2022	
02/18/2022	99001	TYLER MOUNTAIN WATER CO INC		606001211.000	SEWER - LAB SUPPLIES	LAB SUPPLIES	64.13	17794	02/18/2022	
02/18/2022	99002	O'REILLY AUTOMOTIVE INC		606001230.000	SEWER - MATERIALS	MAINTENANCE SUPPLIES	11.48	17795	02/18/2022	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
					/SUPPLIES					
02/18/2022	99003	VERIZON WIRELESS		606001356.000	SEWER -TELEPHONE/CELL PHONE/INTERNET	MONTHLY CELL SERVICE	216.70	17796	02/18/2022	
02/18/2022	99004	AMAZON CAPITAL SERVICES		606001356.000	SEWER -TELEPHONE/CELL PHONE/INTERNET	PHONE CASE	24.40	17797	02/18/2022	
02/18/2022	99004	AMAZON CAPITAL SERVICES		606001356.000	SEWER -TELEPHONE/CELL PHONE/INTERNET	CREDIT MEMO	-20.74	17797	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	230.61	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	3318.82	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	166.07	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	42.41	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	42.63	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	16.56	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	88.15	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	53.87	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	12982.71	17798	02/18/2022	
02/18/2022	99005	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	40.64	17798	02/18/2022	
02/23/2022	99024	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES	SEWER SALARY EMPLOYE	8975.24	17799	02/23/2022	
02/23/2022	99024	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	513.93	17799	02/23/2022	
02/23/2022	99025	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND MEDICARE	SEWER FICA/MEDI	714.95	17800	02/23/2022	
02/23/2022	99026	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE BENEFITS	SEWER PERF	861.19	17801	02/23/2022	
03/03/2022	99052	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	MAPLE COURT LIFT STATION	342.80		/ /	
03/03/2022	99052	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	SPRING STREET LIFT STATION	1049.00		/ /	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/03/2022	99053	ENVIRONMENTAL LABORATORIES INC		606001399.000	SEWER - LAB/SAFETY/OSHA	TESTING	100.00	//		
03/03/2022	99053	ENVIRONMENTAL LABORATORIES INC		606001399.000	SEWER - LAB/SAFETY/OSHA	TESTING	70.00	//		
03/03/2022	99053	ENVIRONMENTAL LABORATORIES INC		606001399.000	SEWER - LAB/SAFETY/OSHA	TESTING	100.00	//		
03/03/2022	99054	HACH COMPANY		606001211.000	SEWER - LAB SUPPLIES	LAB SUPPLIES	1492.20	//		
03/03/2022	99055	DAN CRISTIANI EXCAVATING INC		606001362.000	SEWER-EQUIPMENT REPAIR	LABOR/ SUPERINTENDENT/ VAC TRUCK	4110.00	//		
03/03/2022	99056	DCEC HOLDING CO INC		606001363.000	SEWER - SLUDGE /SANI	MONTHLY SERVICE	100.00	//		
03/03/2022	99057	JACOBI TOOMBS AND LANZ INC		606001360.000	SEWER - CONTRACTUAL EXPENSE	ENGINEERING FEES	1898.48	//		
03/03/2022	99058	AUS CENTRAL LOCKBOX		606001230.000	SEWER - MATERIALS /SUPPLIES	MATS	28.33	//		
03/03/2022	99058	AUS CENTRAL LOCKBOX		606001230.000	SEWER - MATERIALS /SUPPLIES	MATS	28.33	//		
03/03/2022	99058	AUS CENTRAL LOCKBOX		606001230.000	SEWER - MATERIALS /SUPPLIES	MATS	28.33	//		
03/03/2022	99059	USABLUEBOOK		606001230.000	SEWER - MATERIALS /SUPPLIES	LAB SUPPLIES	367.95	//		
03/03/2022	99059	USABLUEBOOK		606001230.000	SEWER - MATERIALS /SUPPLIES	LAB SUPPLIES	559.41	//		
03/03/2022	99059	USABLUEBOOK		606001399.000	SEWER - LAB/SAFETY/OSHA	LAB SUPPLIES	2327.45	//		
03/03/2022	99059	USABLUEBOOK		606001211.000	SEWER - LAB SUPPLIES	LAB SUPPLIES	230.55	//		
03/03/2022	99059	USABLUEBOOK		606001211.000	SEWER - LAB SUPPLIES	LAB SUPPLIES	540.69	//		
*** GRAND TOTAL ***							54484.97			

Installed by the CITY OF CHARLESTOWN-2012

**Fund Report**

Date: 02/25/2022 01:13:42

**Selected Funds**

FUNDACCOUNTS.FRX

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

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	245874.55	346708.38	531192.84	95519.41	155764.60	470947.65
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
636 SEWER CAPACITY FEES FUND	640830.33	0.00	0.00	640830.33	0.00	0.00	640830.33
<b>*** GRAND TOTAL ***</b>	<b>1629612.08</b>	<b>296528.73</b>	<b>346708.38</b>	<b>1614350.53</b>	<b>120846.50</b>	<b>155764.60</b>	<b>1579432.43</b>

# 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	22074.14	48959.42	0.00	-48959.42	-48959.42	***.***%
606001112.000	SEWER - OVERTIME SALARY	0.00	0.00	0.00	0.00	0.00	1886.41	3013.88	0.00	-3013.88	-3013.88	***.***%
606001130.000	SEWER- EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	2481.97	5599.71	0.00	-5599.71	-5599.71	***.***%
606001131.000	SEWER- EMP. FICA AND	0.00	0.00	0.00	0.00	0.00	1796.66	3894.37	0.00	-3894.37	-3894.37	***.***%
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	432.93	9048.23	0.00	-9048.23	-9048.23	***.***%
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	4483.50	12469.78	0.00	-12469.78	-12469.78	***.***%
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	5945.50	13839.68	0.00	-13839.68	-13839.68	***.***%
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	16982.47	40068.45	0.00	-40068.45	-40068.45	***.***%
606001356.000	SEWER -TELEPHONE/CELL	0.00	0.00	0.00	0.00	0.00	220.36	984.33	0.00	-984.33	-984.33	***.***%
606001360.000	SEWER - CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	18405.45	47055.56	0.00	-47055.56	-47055.56	***.***%
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	24546.90	48350.22	0.00	-48350.22	-48350.22	***.***%
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	6985.12	15440.29	0.00	-15440.29	-15440.29	***.***%
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	9833.67	25366.55	0.00	-25366.55	-25366.55	***.***%
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
<b>SubTotal Department 001</b>		0.00	0.00	0.00	0.00	0.00	155764.60	346708.38	0.00	-346708.38	-346708.38	***.***%
<b>SubTotal Fund Number 606</b>		0.00	0.00	0.00	0.00	0.00	155764.60	346708.38	0.00	-346708.38	-346708.38	***.***%
<b>**Fund Number 607</b>												
<b>**Department 001</b>												
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	***.***%
<b>SubTotal Department 001</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
<b>SubTotal Fund Number 607</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
<b>**Fund Number 608</b>												
<b>**Department 001</b>												
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	***.***%
<b>SubTotal Department 001</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
<b>SubTotal Fund Number 608</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
<b>*** GRAND TOTAL ***</b>		0.00	0.00	0.00	0.00	0.00	155764.60	346708.38	0.00	-346708.38	-346708.38	***.***%





**Allowance Docket**  
**For check dates 02/13/2022 - 02/26/2022**  
**Selected Departments - Sewer**  
**Ordered by Employee Name**

Pay Period		Employee Name	Distribution Name	All Paytypes Except	
Ending Number	Employee Name			Overtime	Overtime Only
02/28/2022	100	Coomer, Donna S	Sewer Sal	\$450.00	\$0.00
03/31/2022	100	Coomer, Donna S	Clerk-treas Sal	\$3595.50	\$0.00
03/31/2022	100	Coomer, Donna S	Sewer Sal	\$1346.41	\$0.00
02/13/2022	888	Fain Jr., Rodger L	Sewer Sal	\$1730.77	\$0.00
02/20/2022	888	Fain Jr., Rodger L	Sewer Sal	\$1730.77	\$0.00
02/13/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.00	\$0.00
02/13/2022	328	Gomez, Dorothea	Sewer Sal	\$396.00	\$0.00
02/20/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.00	\$0.00
02/20/2022	328	Gomez, Dorothea	Sewer Sal	\$396.00	\$0.00
02/28/2022	886	Grimes, Nathan R	Sewer Sal	\$450.00	\$0.00
02/13/2022	408	Hebner, Robin E	Sanit Salaries	\$413.80	\$0.00
02/13/2022	408	Hebner, Robin E	Sewer Sal	\$413.80	\$0.00
02/20/2022	408	Hebner, Robin E	Sanit Salaries	\$413.80	\$0.00
02/20/2022	408	Hebner, Robin E	Sewer Sal	\$413.80	\$0.00
02/28/2022	849	Hodges, Treva E	Sewer Sal	\$450.00	\$0.00
03/31/2022	849	Hodges, Treva E	Mayor's Salary	\$3990.00	\$0.00
03/31/2022	849	Hodges, Treva E	Sewer Sal	\$1298.66	\$0.00
02/28/2022	887	Hodskins, James R	Sewer Sal	\$450.00	\$0.00
02/13/2022	863	Ikerd, Nathanael A	Sewer Sal	\$728.00	\$0.00
02/13/2022	863	Ikerd, Nathanael A	Sewer Sal OT	\$0.00	\$163.80
02/20/2022	863	Ikerd, Nathanael A	Sewer Sal	\$728.00	\$0.00
02/20/2022	863	Ikerd, Nathanael A	Sewer Sal OT	\$0.00	\$361.73
02/20/2022	258	Schrimp, Heather N	Deputy Clerk-treas	\$561.20	\$0.00
02/20/2022	258	Schrimp, Heather N	Sewer Sal	\$450.00	\$0.00
02/13/2022	363	Slaughter, Donald L	Sewer Sal	\$811.60	\$0.00
02/13/2022	363	Slaughter, Donald L	Sewer Sal OT	\$0.00	\$68.49
02/20/2022	363	Slaughter, Donald L	Sewer Sal	\$811.60	\$0.00
02/20/2022	363	Slaughter, Donald L	Sewer Sal OT	\$0.00	\$152.20

# Allowance Docket

For check dates 02/13/2022 - 02/26/2022

Selected Departments - Sewer

Ordered by Employee Name

Page : 2

Date: 02/25/2022 02:52:05 PM

EMPDOCK.FRX

Pay Period Employee Ending Number Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
**Total**		\$22821.71	\$746.22

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

**SANITARY BOARD**  
**February 17, 2022**  
**10:00 A.M.**

**THE MEETING OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN WAS HELD ON THURSDAY, FEBRUARY 17, 2022 AT 10:00 A.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.

**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 February 3, 2022, the payroll voucher from January 30 to February 12, and the claims. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

**Public Comment**-none

**Operator Report**

Operator Rodger Fain provided an operational update report. He is currently preparing the monthly report. There was an e-coli exceedance as the result of an equipment failure during a peak hydraulic event. Rodger is continuing to get quotes for blower silencers, including one from HP Thompson. He also presented a quote for the Board's consideration at a later time for a pipe that is broken at the 62 pump station to eliminate inflow/infiltration of storm water to the station. An additional quote from Gripp is for a flow meter for the digester/dewatering operation. Evoca provided a quote to replace the gaskets on the clarifiers but it doesn't need the Board's approval.

**Intent to Serve-Woodstream Development LLC**

Operator Rodger Fain issued an intent to serve letter to Woodstream Development LLC and it needs to be ratified by the Board. The development will be behind Highview-Lakeview off Charlestown-Memphis Road.

Treva Hodges entertained a motion to ratify the intent to serve letter for Woodstream Development LLC. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

**Attorney Update**

Attorney Beau Zoeller noted that he is currently working with Clerk Treasurer Donna Coomer on an adjustment policy. It creates an official policy if there is an error in the readings provided by Indiana American Water. It will likely be presented at the next meeting.

**Engineering Update**

Jim Hagerty with JTL met with the contractor for the headworks roof, McCormick, and because of delays obtaining steel purloins, they are looking at putting in wood trusses.

Richard Miller with IAW reached out about their permanent installation for the new green sand filters and sanitary sewers. We should see plans soon. They are hoping to be up by April. We also need to reach a maintenance agreement with them.

**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

BEFORE THE CHARLESTOWN SANITARY SEWER BOARD

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CHARLESTOWN SANITARY SEWER BOARD ESTABLISHING AN EXPENDITURE APPROVAL POLICY FOR THE OPERATOR OF THE WASTEWATER UTILITY OF THE CITY OF CHARLESTOWN, INDIANA**

**WHEREAS**, the City of Charlestown, Indiana (the “City”), owns and operates a sanitary sewage utility works (the “Utility”) for purposes of collection and treatment of wastewater;

**WHEREAS**, the Charlestown Sanitary Sewer Board (the “Board”) has been created as a body corporate and politic, in and under the authority of IC 36-9-23, to supervise and control the Utility;

**WHEREAS**, the Utility is operated by an employee of the City who is a licensed operator (the “Operator”); and

**WHEREAS**, in an effort to provide efficiencies for operations, repairs, and maintenance of the Utility by the Operator, the Board seeks to establish a policy granting preliminary approval to the Operator, or if the Operator is unavailable the Chairperson of the Board (“Chairperson”), of expenditures related to the Utility of up to \$5,000.00 per individual expenditure.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHARLESTOWN SANITARY SEWER BOARD, THAT:**

1. The Board hereby adopts the policy of granting the Operator, or if the Operator is unavailable the Chairperson, preliminary approval for expenditures of up to \$5,000.00 per individual expenditure.
2. The Board hereby ratifies any and all such expenditures previously made by the Operator or Chairperson as the case may be.
3. The Operator or Chairperson, as the case may be, shall submit such expenditures to the Board for ratification and approval consideration at the next subsequent meeting following the expenditure date.
4. The Operator, Chairperson, and Board shall comply with any and all notice, advertising, or other requirements for such expenditures as provided for in the Indiana Code.

**ADOPTED BY THE CHARLESTOWN SANITARY SEWER BOARD** this \_\_\_\_\_  
day of \_\_\_\_\_, 2022.

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Mayor Treva Hodges, Chairperson

ATTEST:

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Ryan Hodskins, Secretary/Treasurer

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BEFORE THE CHARLESTOWN SANITARY SEWER BOARD

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CHARLESTOWN SANITARY  
SEWER BOARD ESTABLISHING PROCEDURES FOR  
ISSUING LETTERS OF INTENT AND APPROVING  
CAPACITY REQUESTS**

**WHEREAS**, the City of Charlestown, Indiana (the “City”), owns and operates a sanitary sewage utility works (the “Utility”) for purposes of collecting and treating wastewater;

**WHEREAS**, the Charlestown Sanitary Sewer Board (the “Board”) has been created as a body corporate and politic, in and under the authority of I.C. 36-9-23, to supervise and control the Utility;

**WHEREAS**, from time to time developers, property owners, or agents thereof (the “Requesting Parties”) seek confirmation from the Board that the Utility is accessible for a particular lot or parcel of land for which the Board may issue a preliminary letter of intent to serve said lot or parcel pending further approvals and the grant of capacity (“Letters of Intent”);

**WHEREAS**, the Utility is operated by an employee of the City who is a licensed operator (the “Operator”);

**WHEREAS**, Ordinance No. 2020-OR-18 (the “Ordinance”) requires a developer of a multi-lot or multi-structure development within the Utility’s service area that wishes to reserve sewer capacity for the entire proposed development/project within the City to pay the City (i) 1/6<sup>th</sup> of the total Capacity Fee (as defined in the Ordinance) at the time of approval of the preliminary plat or development plan; (ii) 1/6 of the total Capacity Fee upon approval of the final plat or development plan; and (iii) the remaining 2/3 of the total Capacity Fee at the time the building permit is applied for and issued for each lot or property contained in the final plat or development;

**WHEREAS**, the Ordinance states that the City, upon payment of 1/3 of the total Capacity Fee, shall certify capacity for those EDUs (as defined in the Ordinance) included in the developer’s final plat or development plan; and

**WHEREAS**, the Board wishes to clarify the processes by which the (i) City issues Letters of Intent and (ii) approves capacity requests for multi-lot or multi-structure developments within the Utility’s service area.



**NOW, THEREFORE, BE IT RESOLVED BY THE CHARLESTOWN SANITARY SEWER BOARD, THAT:**

1. The Operator, or if the Operator is unavailable, the Chairperson of the Board (“Chairperson”), may provide upon reasonable request Letters of Intent to Requesting Parties for each lot or parcel of property.

2. Letters of Intent shall be brought before the Board by the Operator or Chairperson and ratified at the next regularly scheduled meeting.

3. Any and all capacity requests shall be in compliance with the Ordinance and approved by the Board at a duly called meeting of the Board.

**ADOPTED BY THE CHARLESTOWN SANITARY SEWER BOARD** this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Mayor Treva Hodges, Chairperson

ATTEST:

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Ryan Hodskins, Secretary/Treasurer