

**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.

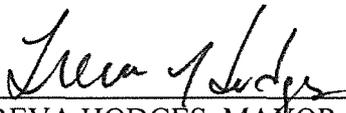
**Other Updates**

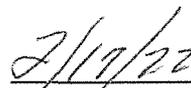
Ryan Hodskins commended Paul on his job and is confident he will transition well into his new position.

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

**Adjournment**

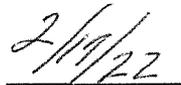
Treva Hodges entertained a motion to adjourn. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

  
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TREVA HODGES, MAYOR

  
\_\_\_\_\_  
DATE

ATTEST:

  
\_\_\_\_\_  
DONNA COOMER, CLERK TREASURER

  
\_\_\_\_\_  
DATE