

**SANITARY BOARD**

**June 16, 2022**

**10:00 A.M.**

**THE MEETING OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN WAS HELD ON THURSDAY, JUNE 16, 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 Deputy Clerk Treasurer Nancy Rogers 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 June 2 and May 31 joint executive session with the Common Council, the payroll voucher from May 29 to June 11, and the claims. Motion made by Nathan Grimes, second by Ryan Hodskins. Passed 3-0.

**Public Comment-none**

**CDL Reimbursement Policy/Agreement**

New regulations require employees to complete formal training at a cost of approximately \$4,000 per employee. Yesterday the BPW passed a CDL Reimbursement Policy and corresponding agreement, and the attorney thought it would be prudent for this Board to do the same. It will be added as addendum to the Personnel Policy Manual stating employees may be required to reimburse the City of Charlestown for costs associated with CDL training if he or she were to leave the department by means of termination or resignation. If that is the case, an employee will be required to review and sign a separate agreement regarding the same. Agreements will be on an individual basis with each employee to which it applies. This policy would protect the City if it invests the money for an employee to obtain a CDL and the employee leaves employment. It would allow an employee to reimburse the City for expenses on a graduated scale: employment ends before one year, reimbursement 100%; employee leaves after 1 year but less than 2 years, reimbursement 75%; employee leave after 2 years but less than 3 years, reimbursement 50%; employee leave after 3 years but less than 4 years, reimbursement 25%. Attorney Beau Zoeller stated that their employment lawyer has reviewed the policy and it is common in the transportation sector and with other governmental entities to protect themselves given the high cost of CDL training.

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

### **HWC Engineering Work Order**

Due to the number of projects occurring, including the Shadowlake project which will include commercial/industrial/residential developments, the Mayor thought it would be beneficial to have another set of eyes look at the Spring Street lift station project compared to the possibility of a regional lift station and looking at the possibility to improve utility services in that area. Appendix A outlines the scope of the work including: coordinating with developers; reviewing flow data; determine capacity requirements, provide cost estimates for new regional lift station; evaluate options for surge basin; providing a feasibility study. Appendix B outlines the information to be provided by the client. Appendix C is the notice to proceed and schedule which is 45 days following the Notice to Proceed. Appendix D is the Compensation which will not exceed \$5,000.

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

### **Operator Update**

Operator Tim Crawford is out of town. Mayor Hodges presented an update. There are no issues. Clean-up is occurring in the office. Safety procedures are being implemented.

### **Engineering Report**

Lori Wyatt with JTL provided an update. She is looking at scheduling a time to take a field trip to make decisions about the appearance of the site.

They are still awaiting the results of the flow monitoring from Hydromax. Both pump station designs are on schedule and will be complete by October 31.

The Brysonwood project is moving along, but there have been delays in receiving materials, including the control panel. However, Cristiani has received the parts and progress will resume.

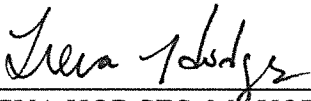
### **Funding Update**

Lori Wyatt and Mayor Hodges gave updates on the SRF application and RDA funding. The RDA passed a methodology for funding and sent an email explaining the process. There are discussions about READI grant 2.0.

River Hills will be conducting a salary survey to make a case for the City's Utility.

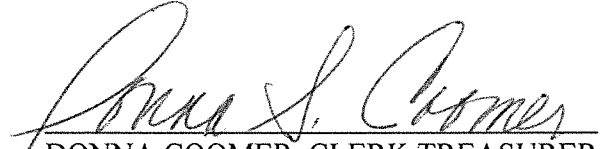
**Adjournment**

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:

  
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DONNA COOMER, CLERK TREASURER

  
\_\_\_\_\_  
DATE