



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Annual Business Meeting
January 5, 2022
5:30pm

The January 5th Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Bruce Herdt, with the following persons present:

Bruce Herdt – Chairman
Marshall Johnson– Vice Chairman
Wayne Storz – Board Member
Keith Ingram – Superintendent
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on December 8th were approved as submitted.

Ms. Jackson was present to discuss a recent sanitary sewer backup into her home on Capitol Hills Drive. Ms. Jackson was asking the board to assist with clean up costs associated with the backup. It was discussed that there was not a back-flow prevention device on Ms. Jackson’s lateral. It was explained that the board does not provide financial assistance for damages caused by backups.

Marshall Johnson took his oath of office for a new four-year term. The Meeting was turned over to Secretary Amy Burton for the election of officers. There were no changes in the current offices held and Ms. Burton was again appointed as Secretary of the Board. The meeting was then returned to Chairman, Bruce Herdt.

Mr. Herdt requested old business. Any old business will be discussed in the departmental reports below.

Mr. Herdt requested the Wastewater and Stormwater Reports. On December 27th Black Equipment, formerly Yale of Kentuckiana was contacted to service the newer forklift. It was found that the radiator was cracked and needs replacing. That piece of equipment has been locked out until the needed repairs are made.

On December 28th Mr. Ingram spoke with Mr. Ragsdale from Advanced Fabricators regarding the screw conveyors. The conveyors are being fabricated however the drive units are scheduled to be delivered on February 10th. It was agreed that the conveyors can be installed upon their completion and the drives will be mounted when they arrive.

On December 29th Mr. Ingram was informed that the internal temperature of the samplers was running high. The units will be monitored to determine what repairs if any need to be performed.

On January 3rd Ms. Trenchard with Huber informed Mr. Ingram there was a March 21st opening for the startup of the screw press. Mr. Ingram also contacted BMV to ensure an electrician is present to address any concerns that may arise during the startup.

On December 30th OPCD personnel responded to a high-level alarm at the Allison Ln lift station. Both pumps were found to be obstructed. The obstructions were cleared, and the pumps were returned to service. On December 31st Aspire Industries repaired one of the check valves at the Allison Lane lift station.

On December 30th OPCD personnel were informed of the approved wage adjustment.

On December 30th Mr. Ingram received the annual training schedule from Bailey Safety.

Mr. Herdt requested the Secretary/Treasurer's Report. Mr. Swinney has requested his Longevity pay for this meeting.

Resolution 2022-01 was presented to approve end of year categorical transfers to the 2021 Budget Line Items. The 2022 budget categories have been entered along with the encumbrances from 2021 to 2022. Resolution 2022-02 was presented to approve the Encumbrances for two purchase orders. 2020-1019 in the amount of \$31,264.50 and 2021-1007 in the amount of \$50,870.00. Both resolutions were approved and signed as submitted.

Form 99A has been completed for 2021. This form is an annual report on attendance. Vacation request forms have been given to employees for the 2022 year.

Bank Statements were balanced for all accounts as of December 31, 2021. Wesbanco accounts should be closed within the next month.

Payroll rates have been updated as to the approved increases from the last meeting.

The payroll system had to be renewed and verified prior to completing the first payroll of the new year.

Due to the short break between meetings and the holiday closures, the non-profit service fees have not been completed but should be available to mail within the upcoming week.

A motion to approve all submitted claims and financial reports was made and carried with a 3-0.

Mr. Herdt requested any new business. Mr. Ingram reported that there is another spike in COVID cases locally. New at-home tests were purchased for the employees to use. It was decided by the board to only pay COVID absences if the employee tests positive. If the test is negative, the employee will use banked sick time to cover any absences.

Mr. Ingram will be reaching out to set up an onsite training for the wastewater certification exam within the 2022 calendar year.

Mr. Storz asked if there was any update from Munich on the completion of Lancassange Station. Mr. Ingram reported there is no update due to holiday closures.

Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

Respectfully Submitted,

Amy Burton *Amy Burton*
Secretary & Financial Clerk,
Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on January 5, 2022, and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



Bruce Herdt, Chairman



Marshall Johnson, Vice Chairman



Wayne Storz, Board Member