



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
January 18, 2023
5:30pm

The January 18 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
Charlie Milburn- Board Member
Keith Ingram – Superintendent
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on January 4th were approved by the Board as submitted.

Mr. Herdt requested Old Business. Training on the Boyce System continues. Payroll will be the next topic to learn. Lisa from Boyce will be onsite for training on February 7th.

The Assistant Superintendent and Foreman presented reports for the Board to review.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports. Vacation request calendars for 2023 have been provided to all personnel and are due by January 31st. This will help with scheduling personnel for this calendar year.

On January 4th an email was sent to Ms. McDaniel with IDEM requesting clarification on reporting requirements for the renewed NPDES permit. The current MRO supplied by IDEM does not provide a location for entering the test results for Coliform.

Mr. Ingram has begun working on employee evaluations for the 2022 calendar year.

On January 6th Mr. Ingram began reviewing the current employee policy for updates and revisions.

On January 9th the MRO/DMR for December was submitted electronically. There was a 98% removal of SS and CBOD. There were no violations during the month of December.

On January 5th Mr. Ingram issued a purchase order to SIR, LLC for a new security camera system. An installation date will be scheduled once all the materials have been received by the contractor.

On January 10th Excel Excavating was instructed to fabricate a new entry lid for the Allison Lane lift station. The current entry lid is becoming unsafe due to its age. It was originally installed in 1972.

On January 11th Sellersburg Water contacted the office with concerns of standing water in their meter vault. Their concern was that the water was from a sanitary backup. Mr. Ingram agreed to collect a sample of the water for evaluation. Constant rains have delayed the collection of the water sample due to concerns of additional contamination within the meter vault.

On January 4th a copy of SWQMP (Storm-Water Quality Management Plan) was provided to OHM for review prior to being submitted to IDEM on January 5th. With no concerns the SWQMP was submitted to Ms. Goodwin on the 5th.

On January 10th a copy of the easement request at 17 Beechwood Road was mailed to the property owner. Mr. Ingram has not yet received any response from the property owner.

On January 3rd the resident at 320 Hawthorn reported that their basement was flooding. An inspection found that stormwater was entering the home through a basement window. The resident was informed that the drainage on the property needed to be redirected to prevent this situation from occurring in the future.

Mr. Herdt requested the Secretary and Financial Reports. Payables were completed in the new system. The financial reports were not done since the payroll had to be run through Quickbooks and that would have made the reports incorrect.

Resolution 2023-01 was presented to the Board for approval of the 2022 Budget Categorical Transfers. The Board moved and approved with a 3-0 vote, the motion to accept the resolution as presented.

Ms. Burton will continue to work on the end of year report until are complete. The latest deadline is March 1st.

Bank Statements were balanced in Quickbooks for December and was presented for Board review. W-2's for 2022 were completed and disbursed.

The Quickbooks program currently being used will expire on May 1st. All work should be switched to the new system to beat the expiration.

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. Herdt asked about the status of new trucks. Mr. Ingram will move forward on replacing the 2500 truck.

Mr. Ingram presented information on some upcoming projects at the plant. Excel will be contracted to place a concrete pad in the bleach area. A pad will also be placed on the back side of the sludge building to accommodate the length of the large dumpsters. Concrete will also be added to cut down on gravel entering the clarifier. Aspire will re-deck the bridge at the holding tank rails and crane system.

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

Respectfully Submitted,



Amy Burton

Secretary & Financial Clerk,

Oak Park Conservancy District


We the undersigned, have examined the minutes of the Regular Board Meeting held on January 18, 2023, 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

(absent)

Marshall Johnson, Vice Chairman



Charlie Milburn, Board Member