



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

Board of Directors  
Regular Business Meeting  
December 29, 2021  
5:30pm

The December 29, 2021, 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
- Wayne Storz – Board Member
- Marshall Johnson– Vice Chairman
- Keith Ingram – Superintendent
- Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on December 8<sup>th</sup> were approved as submitted.

**Mr. Herdt requested old business.** Any old business was discussed in the departmental reports. The Foreman and Assistant Superintendent submitted up to date reports for Board review.

**Mr. Herdt requested the Wastewater and Stormwater Reports.** On December 21<sup>st</sup> an email was received from Ms. Trenchard, project coordinator with Huber Technology, stating that the commissioning date for the new press has been moved to April or May. Mr. Ingram responded to the proposed dates and unfortunately Huber is shut down until January 4<sup>th</sup>. Mr. Ingram will be pursuing an earlier commissioning date for the press. Mr. Ingram also instructed Ms. Burton to void the check for the final installment payment of the press and to encumber those funds as the payment will be invoiced during the 2022 calendar year. The encumbrance resolution will be presented on January 5<sup>th</sup>, 2022.

On December 21<sup>st</sup> Mr. Herdt informed Mr. Ingram that the Oak Park website had been locked out. GoDaddy was contacted and it was determined that the OPCD website had been disabled due to the IP address information not being properly updated. To resolve the issue and prevent this from occurring in the future, Mr. Ingram upgraded the SSL account to a Managed SSL account for the website. The annual managed service fee is approximately \$150.00.

While completing the connection of the screw press to the control cabinet, questions and concerns arose regarding the power supply to the polymer skid and the sludge pump. Huber was contacted to resolve these issues. Mr. Ingram received instructions to land the power supply lines for the polymer skid to a provided 20-amp breaker in the control cabinet, which should resolve that concern. The sludge pump was shipped with an intergraded dry-run sensor to protect that piece of equipment; however, the schematic did not indicate that the sensor was being connected to the control cabinet. It was

determined by the pump supplier that due to the programmed controls for the Huber Press the sensor was not needed. BMV has completed wiring the new press to the control cabinet. Sludge, air, and water lines will be completed by December 30<sup>th</sup>.

On December 14<sup>th</sup> it was found that an auxiliary sanitary line on Webster Blvd was damaged and in need of repair. Excel Excavating was contacted to perform an emergency repair to restore sanitary services to the effected homes. The repair was completed on December 15<sup>th</sup>. A cleanout was added to the auxiliary line to allow future maintenance.

Excel Excavating replaced the manhole riser at 11 Beechwood Rd due to safety and operational concerns.

On December 11<sup>th</sup> Mr. Herdt reported a sinkhole at 3010 Seminole Drive. OPCD personnel dye tested the hole and determined there was infiltration into the nearby manhole. Excel excavating was contacted to make needed repairs. It was determined that due to the close location of the manhole to the roadway and the natural gas main for the subdivision it was safer to make repairs on the inside of the structure. This manhole will be put on a list for rehabilitation should the sinkhole become an ongoing issue.

On December 13<sup>th</sup> the resident at 302 Fairwood Dr reported a possible backup. Responding OPCD personnel found the collection lines to be clear and flowing. The resident requested a meeting to discuss their concerns about making additional repairs to the existing lateral which was replaced in 2016. The current blockage is between the backflow preventer and the home.

On December 23<sup>rd</sup> the resident at 1810 Flintlock Dr. reported a possible backup of the sanitary lines. Responding OPCD personnel found the lines to be clear and flowing. The resident was informed of those findings.

During the week of December 6<sup>th</sup> Mr. Brunson was added to the weekend worker rotation. Mr. Brunson has adapted quickly to the operational needs of Oak Park and is proving to be a reliable employee.

On December 17<sup>th</sup> OPCD personnel participated in "Harness Safety" training. The training was conducted by Bailey Safety.

The Indiana Construction General Permit has been issued and is effective as of 12/18/2021. To date, a request for an updated NOI has not been issues.

On December 15<sup>th</sup> the resident at 1302 Acorn Ln contacted the office with concerns of debris blocking the drainage in the Acorn Park area. On December 16<sup>th</sup> OPCD personnel cleared debris from the drainage ditch passing through Acorn Park running from Dogwood Rd to the Riverside drainage ditch.

**Mr. Herdt requested the Secretary/Treasurer's Report.** Director's pay through the end of 2021 was paid out in today's meeting.

There was an error on the online Thornton's payment. Ms. Burton found the issue promptly and a refund check was received within days.

Bank Statements for November have been reconciled and balanced. Mr. Storz reviewed and signed the reconciliation forms.

Resolutions for categorical transfers and encumbered funds will be presented at the next meeting.

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

The 2021 bills for the non-profit sewer service fees have not been billed yet. Ms. Burton will get those bills sent as soon as possible.

**Mr. Herdt requested any new business.** Mr. Ingram presented information for starting wage increases and for cost-of-living increases for hourly employees. After discussion, Mr. Storz moved to increase the starting wage for new employees by \$1.50 per hour and increase all current hourly employees by \$2.88 per hour (\$1.50 for wage increase and \$1.33 for cost-of-living increase) and salary employees increase by \$1.33 for cost of living. Motion carried 3-0.

The customer at 812 Capitol Hills Drive has requested to be put on the agenda for the January 5<sup>th</sup> meeting to discuss recent damage to her home during a sewer back up.

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 December 29, 2021, 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