



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

WASTEWATER / STORMWATER

Board of Directors  
Annual Business Meeting  
January 15, 2025  
5:30pm

The January 15<sup>th</sup> Annual 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 (absent)  
Keith Ingram – Superintendent  
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on December 19<sup>th</sup> were tabled until next meeting due to Mr. Milburn's absence.

Due to Mr. Herdt being the sole nominee for Area 2, the board petition the Court to dispense with the election and declare the sole nominee, director.

Mr. Herdt read aloud the Oath of Office and signed the Oath documents.

Mr. Herdt turned the meeting over to Ms. Burton to hold an election of officers. Mr. Johnson moved that Mr. Herdt remain as Chairman and Mr. Johnson remain as Vice Chairman; motion carried 2-0. The meeting was turned back over to Chairman Herdt. Ms. Burton was appointed to remain as Secretary and Financial Clerk to the Board.

**Mr. Herdt requested Old Business.** All old business was presented in the departmental reports.

**Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.**

On December 30<sup>th</sup> the office was contacted by a realtor representing the property owner at 2214 Allison Ln regarding the possibility of connecting to the OPCD sewer system. It was explained that following the annexation in 2009 the property in question would receive sanitary service from the City of Jeffersonville.

On January 6<sup>th</sup> the decision was made to opt out of the Indiana-811 automated notification for after-hour emergency locates. The reason for withdrawing from that service is their process is not functioning correctly at this time and additional fees are

to be imposed for additional contact attempts. Once Indiana-811 corrects their issues OPCD can choose to reestablish that service.

On January 9<sup>th</sup> Mr. Ingram updated the meeting dates on the OPCD website and made additional slight changes.

On January 10<sup>th</sup> Mr. Ingram completed the Annual Fiscal Narratives for the 2024 calendar year.

On December 19<sup>th</sup> Beckmar Environmental collected the final effluent sample for this calendar year. The test results were received on December 31<sup>st</sup>.

On December 26<sup>th</sup> the new RAS pumps were received from Straeffler Pump. The payment for the pumps was processed for the December 30<sup>th</sup> payouts. This completed the disbursements for the additional appropriation funds.

On January 3<sup>rd</sup> one of the three RAS pumps controlling VFD's was installed by the Allen Bradley service representative.

On December 16<sup>th</sup> OPCD personnel completed the Hepatitis B vaccine regiment. All personnel are up to date on this vaccine.

On December 19<sup>th</sup> the City of Jeffersonville drainage department reported finding an unmarked pipe in the ditch line along Wildwood Road. It was determined that the pipe was not the lateral for the home and that it may have been an abandoned drainage line.

***Mr. Herdt requested the Secretary and Financial Reports.*** Lien documents for the two unpaid properties were presented to the Board for review. Ms. Burton will file the liens at the Recorder's Office.

Resolution 2025-01 was presented to make categorical transfers to balance out the 2024 budget line items. Mr. Herdt suggested naming the categories. Ms. Burton will put the transfer report with the resolution for clarification.

Monthly and quarterly tax forms have been completed as part of the end of year process for December 2024.

December bank statements have been balanced. Adjustments were made to remove old imbalances.

Paid time off balances have been entered into the payroll system.

As part of the end of year process, the annual SDAR has been uploaded to gateway. Ms. Burton will continue to process the report for accuracy before submitting the report. This report is due by March 1<sup>st</sup>.

The 100 R report has been submitted through the gateway.

Mr. Swinney requested his longevity pay with this meeting's payouts.

W-2 forms have been printed and submitted. Copies will be hand delivered to all employees.

A motion to approve all submitted claims and financial reports was made and approved by a 2-0 vote.

***Mr. Herdt requested new business.*** Mr. Ingram suggested an across the board cost of living raise for all hourly employees at \$ .76. this amount is the average of a

3% increase. Mr. Herdt added that Mr. Ingram should also receive \$1000 annually. A motion was made and carried with a 2-0 vote.

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

Respectfully Submitted,



Amy Burton

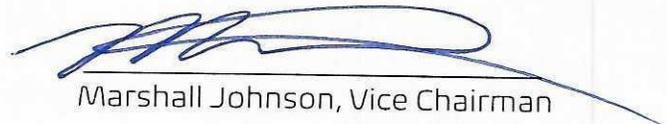
Secretary & Financial Clerk,

Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on January 15, 2025, 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

ABSENT

Charlie Milburn, Board Member