



3847 Country Manor West - P.O. Box 18 - North Vernon, Indiana 47265

Office: (812) 346-5500 - Fax: (812) 346-0838 - www.JNRU.org

Jennings Northwest Regional Utilities

Meeting Minutes Country Squire Lakes Clubhouse December 7, 2022

President Brian Hatfield called the meeting to order at **6:40 PM**

Roll call was performed. The following members were present: Brian Hatfield, Mike Gerth, and Marshall Jenkins. Also in attendance: Jeff Maddux (Utilities Superintendent), Andrew Klescht (Utilities Manager), Jordan Day (Customer Service Representative), and Kayla Zimmerman (Attorney).

The November 9th public meeting minutes were presented. Brian Hatfield called for a motion to approve the minutes as written. Marshall Jenkins motioned, and Mike Gerth seconded the motion. **(3-0)**.

Utility Superintendent:

Jeff Maddux presented a verbal report. Jeff Maddux stated that the screen was repaired at the sewer plant on November 12th & 13th. The total cost of the screen repair was \$3,841. The housing is now put back together. There was one emergency stop sensor that was damaged and has been replaced. We also put on another roller chain on the screen sprocket. The November Compliance letter was sent to IDEM on November 30th. Delaney with IDEM requested I change the action plan to November. Delaney is very pleased with how the reports are being sent. Jeff Maddux stated that we need AIRVAC parts. Currently having trouble with the rubber diaphragm. \$2,061 would be the price for at least 20 rubber diaphragms and items to replace enough valves. There are currently 700 in the field however we have only 2 that are built and ready to replace others. Marshall made motion to purchase parts from AIRVAC, and Mike Gerth seconded the motion. **(3-0)**.

Utility Manager:

Andrew Klescht presented a verbal report. Andrew issued a copy of the updated PayScale for 2023. Marshall Jenkins made motion to approve the pay scale and Mike Gerth seconded the motion **(3-0)**.

Andrew Klescht gave review of new updates to the employee handbook. First, he mentioned that going to 80/20 on the insurance the first of the new year. Currently the insurance



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costing is 85/15. Next, Andrew stated that he has come up with a new parent leave plan since JNRU has never had one. Stated that employee male or female would receive 3 weeks (120) hours of PTO after the baby's arrival that can go towards their time off. They can use it right after the arrival of the child or they can use it anytime within the same year given. Andrew also stated that currently the probationary period for a new employee is 90 days but would like to change it to 30 days. 30 days would be just enough time to be able to start the process of receiving insurance, etc. Mike Gerth made motion to approve all changes, Marshall Jenkins seconded the motion **(3-0)**.

Andrew stated that the sales tax to the state of Indiana is now paid off. We are still working on paying off Pitney Bowes. Once the payoff is complete, they can come get their stamp machine. We are still waiting to hear from Cintas on payoff from that debt. Brian read the ordinance of Board of Trustees update to be able to use Mike Gerth's stamp when he is unavailable on certain things. Mike Gerth made motion and Marshall Jenkins seconded the motion. **(3-0)**.

Treasurer:

Mike Gerth presented a verbal report. Mike stated that as of now everything has been paid up to date that has needed to be paid. Approval of payroll and claims was issued. Brian made motion to approve payroll and claims, and Marshall seconded the motion. **(3-0)**. Mike Gerth is going to reach out to survey for the land near the plant to see about getting it surveyed before we have the land assessed. Kayla stated that the area would probably have to be re-zoned because currently it is under a utility. Andrew stated that it would be a good idea for at least 2 of the board members to come view the area to see what all needs to be surveyed off. The cost would be \$2,500 to complete the survey and they are a couple of weeks out.

Adjournment:

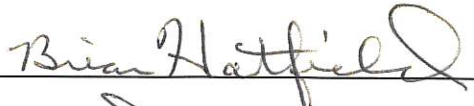
There was a call for the meeting to be adjourned. **Marshall Jenkins made motion to Adjourn the meeting, and Mike Gerth Seconded the motion to adjourn. Motion passed (3-0). Meeting was adjourned at 8:15 PM.**


Members

Brian Hatfield

Marshall Jenkins

Signatures







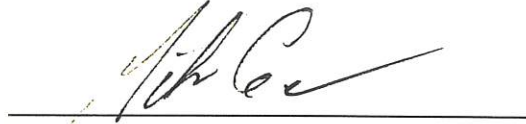
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Mike Gerth

Dale Boyd

Vacant





ATTEST: January 11th, 2023



Mike Gerth, Secretary/Treasurer