



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

January 11, 2023

Acting President Brian Hatfield called the meeting to order at **6:41 PM**

Roll call was performed. The following members were present: Brian Hatfield, Mike Gerth, Marshall Jenkins, and Dale Boyd. Also in attendance: Jeff Maddux (Utilities Superintendent), Andrew Klescht (Utilities Manager), Cindy Summerfield (Office Manager), Jordan Day (Customer Service Representative), Kayla Zimmerman (Attorney), and (4) members of the public.

#### **Election of Officers:**

Marshall Jenkins made the motion to nominate Brian Hatfield as Board President, Mike Gerth seconded the nomination. **(4-0)**

Mike Gerth made the motion to nominate Marshall Jenkins as Board Vice President and board Secretary, Dale Boyd seconded the nominations. **(4-0)**

Marshall Jenkins nominated Mike Gerth as Treasurer; Dale Boyd seconded the nomination. **(4-0)**

**Legal Council:** Marshal Jenkins made the motion to retain Kayla Zimmerman as Legal Council Dale Boyd seconded the motion. **(4-0)**

#### **Approval of Minutes:**

The December 7<sup>th</sup> public meeting minutes were presented. Brian Hatfield called for a motion to approve the minutes as written. Mike Gerth motioned, and Marshall Jenkins seconded the motion. **(4-0).**

#### **Utility Superintendent:**

Jeff Maddux presented a verbal report. Jeff Maddux stated that the sanitary water survey inspection was recently conducted. There were (3) minor deficiencies noted. Those items were the connection control valves, backup water source, and cross connection control policy. Jeff received a quote to connection valves maintained annually for \$400 annually. One of the minor deficiencies was that the emergency response is not up to date because there is no backup water supply, and we need to get ahold of Walmart for backup water supply, and investigate further.



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The new actuator was set to open at 500 gallons a minute. When the INI became significant the last time we had rainfall, the valve only opened up to 9%. Jeff adjusted to 300 gallons a minute and it still did not open enough. Jeff then adjusted it down to 100 gallons a minute. 273,000 came into the plant and approximately 100,000 went out. The actuator can be adjusted to where it can open more, but it must be done by Toric. Marshall Jenkins made a motion for Toric to make needed adjustments. Dale Boyd seconded the motion. (4-0). Jeff also stated that the motor on the press is now going out. Watts may be able to order a backup and the quote will be around \$2,000. Jeff stated that it would be nice to have on site that way we are prepared for when it does go out. Marshall Jenkins made a motion for ordering the motor, as a backup, Mike Gerth seconded the motion. (4-0). The cost of that motor would be a part of the plant maintenance budget.

#### Utilities Manager:

Andrew Klescht presented a verbal report. Andrew stated that he knows that at a previous board meeting there was a vote for the employee pay to go bi-weekly, however all staff have voiced concerns, and they believe the pay should stay weekly as they have never had to go to bi-weekly as long as they have worked at JNRU. Andrew spoke with ADP, the payroll processor, and they were able to give us a discount and stated that if we were to go to bi-weekly pay it would save \$13 a week and \$654 annually. Mike Gerth made a motion for the pay to stay weekly, Dale Boyd seconded the motion. (4-0). Andrew stated that ever since a part-time employee has went to part-time, he has not received PTO per JNRU handbook, he has now been granted all back PTO. Andrew stated that the land survey has been completed, and we are waiting for its completion to move forward with the appraisal. Andrew also stated that the cell phone tower can be placed right behind our gate where it can still easily be accessed and would help provide better service to everyone in the area. Mike Gerth made a motion to allow the cellphone tower to be located on our back hill area, Dale Boyd seconded the motion. (4-0). Marshall stated that it needs to be looked into having all employees keep track of their time, even salaried employees as it is a requirement by state and would be something that we would be covered if State Board of Accounts needed the information. Andrew stated that we need another full-time employee as currently we have two people injured, only two men on call, and we currently have 4 full time and 1 part-time employee, we would like to move forward with 5 fulltime employees. Marshall Jenkins made a motion to table the employee discussion until next month for Andrew gather more financial information. Mike Gerth seconded the motion. (4-0). Andrew stated that Cintas has given us a buyout amount of \$5,375 to pay off our debt to them. Marshall Jenkins made a motion to payoff the Cintas balance, and Mike Gerth seconded the motion. (4-0). Andrew presented a vacant lot list that has a total balance of \$14,692.87. Marshall Jenkins made a motion to table the vacant list to give Kayla time to look over the list of individuals, Mike Gerth seconded the motion. (4-0). Andrew presented Kayla with a list of accounts that a specific property owner owes over \$5,000. Marshall Jenkins made a motion to send a demand letter and Mike Gerth seconded the motion. (4-0)



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**Secretary/Treasurer:**

Mike Gerth presented a verbal report. Marshall Jenkins made a motion to pay claims, Dale Boyd seconded the motion. **(4-0)**.

**Old Business:**

Andrew stated that there could be a new meter reading system in the future that we can investigate over the long-term that would be highly beneficial. Andrew believes that the company will help with funding options or may even have a leasing option. Kayla stated that each board member needs to propose a person for the commissioners to vote on as a potential board member. Brian stated that he thinks we should put a sign on the marquee to be able to propose potential members.

**New Business:**

Mike Gerth questioned as to why meetings are held at Country Squire Lakes Clubhouse. Marshall Jenkins made a motion to move the meeting back to Jennings Northwest Regional Utilities and be held at an earlier time, 5:00 PM. Mike Gerth seconded the motion, and Dale Boyd a third motion. **(4-0)**.

**Adjournment:**

Marshall Jenkins made a motion to adjourn the meeting, and Mike Gerth seconded the motion. The meeting was adjourned at 7:53 P.M. **(4-0)**.

**Members**

Brian Hatfield

Marshall Jenkins

Mike Gerth

Dale Boyd

**Signatures**

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*Marshall Jenkins*  
\_\_\_\_\_  
*Mike Gerth*  
\_\_\_\_\_  
*Dale Boyd*



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Vacant

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ATTEST: February 8<sup>th</sup>, 2023

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Marshall Jenkins, Secretary