



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

September 14, 2022

President Brian Hatfield called the meeting to order at 6:31 PM.

Roll call was performed. The following members were present: Brian Hatfield, Marshall Jenkins, and Dale Boyd. Also in attendance: Jeff Maddux (Utilities Superintendent), Andrew Klescht (Assistant Utilities Manager), Debbie Brown (Auditor), Jordan Champion (Customer Service Representative), Kayla Zimmerman (Attorney), and (2) members of the public.

The August meeting minutes were presented. Brian Hatfield called for a motion to approve the minutes as written. Marshall Jenkins motioned, and Dale Boyd seconded the motion, and the minutes were approved **(3-0)**.

Utility Superintendent, Jeff Maddux presented a verbal report. Jeff discussed different events that took place throughout the month. Jeff informed the board that the long-term compliance update was submitted August 31, 2022. The final IDEM report was sent on August 24, 2022. In the month of August, there were seven (7) service line leaks that were found and repaired. In the month of August, the wastewater plant was managed with no compliance. Jeff informed the board that the logging company that is working near the wastewater plant road would like to know if we would like to purchase the property for \$97,500. In addition to the question of purchasing the property, Jeff also stated that there is an easement on the property that whoever may own it would have to grant access to. Jeff explained on how the property lays and that the creek rises. After discussion Brian and Marshall both stated that the land is something we do not have a current need to acquire.

Assistant Utilities Manager, Andrew Klescht presented a verbal report. Andrew stated that he has been in contact with Mike Miller, and he is going to use grant money to dredge the lake. Mike asked Andrew if silt can be dumped onto our property across the road near the sewer plant. Last time the lake had been dredged was in 1985. Brian stated that if we were to allow the soil to be dumped that we would almost have to put something else on top of the soil so that it does not kill the land or vegetation. Brian



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

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

asked if they would be doing any work with dry dirt. Marshall stated that any liability would need to come back to the person that would be completing the work. At this time, Kayla cannot advise on the topic. Andrew discussed the work clothing allowance for the field crew as well as using the work truck when on-call. Marshall stated that it would be beneficial for the on-call employee to use the truck as the person on-call at the time could respond to calls quicker. Jeff stated that the reasoning for doing away with the on-call truck was because of fuel usage. Marshall stated that he would prefer employees that are currently receiving the phone stipend to have a company paid phone rather than an allowance of \$100 a month. Marshall discussed the option of moving to a \$50 per month phone stipend. Brian called for a motion to allow the truck back for individuals on-call, clothing allowance of \$400 annually as well as \$50 monthly for phone stipend or join company phone plan. Marshall Jenkins made the motion, and Dale Boyd seconded. (3-0).

Internal Audit, Debbie Brown presented a verbal report. Debbie stated that the current office printer that JNRU has is 9 years old and the maintenance contract is approximately \$200 per month. Debbie stated that she has found a Lexmark printer that could be on a monthly payment plan, or we could buy it outright. The maintenance agreement would be \$15 per month and that would be for maintenance and toner. Debbie suggested replacing the printer due to constant and no longer needing a printer with such high-volume capabilities. The company for the printer as well as maintenance is Gordon Flesh and they are based out of Columbus, Indiana. Brian stated that he would like to buy to new printer outright and just do the monthly maintenance agreement. Marshall motioned to replace the printer for \$2,000. Dale seconded the motion (3-0).

Debbie informed the board that office staff have been in contact with Ampstun, the utility billing system and they are able to generate and print the monthly utility bills at a cost of 77.3 cents per bill. If the office were to need to send out a mailer it would go in with the bills. Currently, we are under a 3-year lease on the postage machine. The buyout on the postage machine is \$8,200. She also stated that all we would have to do for the bills then would be to generate a PDF file to save and Ampstun would do the rest from there. Marshall stated that if we have to keep the lease then we can use the monthly postage and pay over the next several quarters. Marshall motioned to have Ampstun generate and print the monthly utility bills as well as maintain the postage machine. Dale Boyd seconded the motion and the motion passed unanimously (3-0).

Next discussed was switching the credit card system to Ampstun where customers can then make their payments through Ampstun's portal. Marshall motioned to move forward with Ampstun to use their credit card system as well as the online portal, and JNRU will still pay the processing fee. Dale Boyd seconded the motion (3-0).



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

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

Next discussed was the question if we need four (4) different bank accounts and combining them and using one (1) account. Brian stated that he did not see an issue with have not having multiple accounts. Marshall motioned to start only using the clearing account. Dale Boyd seconded the motion. **(3-0).**

Marshall motioned to do away with the folding machine since we will not need it any longer for bills and to have Andrew place it for sale and relinquish the money to JNRU. Dale Boyd seconded the motion **(3-0).**

Debbie discussed hiring Blue & Company to take over the accounts payable, 1099's, bank recs, etc. A new style accounts payable voucher example was passed around. Marshall motioned for Blue & Company to take care of our accounting, bookkeeping, and tax forms. Dale Boyd seconded the motion **(3-0).**

Debbie also discussed that there are multiple accounts from the previous billing system that have a balance but no history with the account. Marshall motioned to write off the keystone accounts. Dale Boyd seconded the motion **(3-0).**

Marshall motioned to move forward on sending the inactive accounts to collections. Dale Boyd seconded the motion. **(3-0).**

The farmer that leases the land across the road, Thomas Low, presented a new contract for \$50 an acre on the 45 tillable acres. Thomas has proposed a 3- and 5-year contract. Brian stated to tell him that we are going to put it up for bid during off season. Marshall motioned to put up leasable farmland. Dale Boyd seconded the motion. **(3-0).**

Debbie presented bi-weekly payroll option to the board. JNRU would be saving \$4,700 a year and it would be saving \$208 a month on ADP processing. Marshall motioned to go to bi-weekly pay starting January of 2023. Dale Boyd seconded the motion. **(3-0).**

There was discussion about the PTO policy that will be revisited later. Marshall motioned to allow a buyout of 120 PTO hours for Jeff Maddux. Dale Boyd seconded the motion. **(3-0).**

Marshall motioned for Andrew and Debbie to work with all-covered on a buyout plan. Dale Boyd seconded the motion. **(3-0).**



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

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

Andrew stated that Cintas is supposed to be sending over an option for buyouts.

Payment Of Claims:

Marshall motioned to approve all claims and pay them. Dale Boyd seconded the motion. **(3-0)**.

Adjournment:

There was a call by President Hatfield to adjourn the meeting, Dale Boyd made the motion and Marshall seconded the motion, motion passed **(3-0)**. The meeting adjourned at 8:15 PM.

Brian Hatfield
President

Attest:

Mike Gerth
Secretary/Treasurer
