

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
JANUARY 16, 2024**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Tuesday, January 16, 2024.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

<u>ROLL CALL:</u>	<u>In Person</u>	<u>By Zoom</u>
Roger Seng – Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Eckman – Vice Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Hale – Water Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Hostetter – Gas Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Auffart – Wastewater Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ALSO PRESENT:

Stan Seifert – Electric Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Doersam – Gas & Water Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bud Hauersperger – General Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Kiefer – Office Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ABSENT:

Phil Schmidt – Electric Commissioner
Bibianna Green – Secretary

APPOINT ACTING SECRETARY

Chairman Roger Seng recommended Brian Hostetter be appointed as acting secretary for this meeting. Adam Auffart made a motion to approve Brian Hostetter as acting secretary for this meeting, Tara Eckman seconded the motion. Motion Approved, 5-0.

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

**REORGANIZATION OF THE UTILITY SERVICE BOARD FOR 2024 & APPOINT
COMMISSIONERS & COMMITTEES FOR 2024**

Tara Eckman announced that it is time for election of Officers and Utility Commissioners and suggested the nominations as follows: Roger Seng for Chairman, Adam Auffart for Vice Chairman, and herself for Secretary.

Tara Eckman also suggested the nominations of Steve Hale as Wastewater Commissioner, Bibianna Green as Gas Commissioner, Brian Hostetter as Electric Commissioner, and Phil Schmidt as Water Commissioner.

Tara Eckman also stated that Committee Assignments will remain the same for 2024.

Brian Hostetter made a motion to approve the nominations as presented. Adam Auffart seconded the nomination. Motion approved, 5-0.

APPROVAL OF MINUTES: DECEMBER 18, 2023 REGULAR MEETING

Chairman Roger Seng presented the minutes from the December 18, 2023 Regular Meeting and there were no corrections or amendments. Seng asked for a motion to approve the minutes as presented.

Steve Hale made a motion to approve the minutes as presented. Tara Eckman seconded the motion. Motion approved, 5-0.

REQUEST FOR NON-RESIDENT WATER CONNECTION – ETHAN HOPF FROM TRI-MARK SURVEYING FOR LINDA UEBELHOR – SOUTH MERIDIAN ROAD

Ethan Hopf from Tri-Mark Surveying requested a non-resident water connection on behalf of Linda Uebelhor. Hopf stated he had already spoke with Tim Doersam and Brad Thomas and there were no issues. It is for the corner of Mendel Lane and South Meridian Road and they are requesting a 20 ft PU & DE & private extension. Gas and Water Manager Tim Doersam stated that he had no issues with this.

Adam Auffart made a motion to approve this request, Steve Hale seconded the motion. Motion Approved, 5-0.

ELECTRIC COMMITTEE REPORT

Roger Seng, Chairman of the Utility Service Board, stated the Electric Committee did not meet during the past month.

GAS PLANNING COMMITTEE REPORT

Brian Hostetter, Chairman of the Gas Planning Committee, stated the Gas Committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Water Planning Committee, stated the Water Committee did not meet during the past month.

WASTEWATER DEPARTMENT – ACCEPT SECOND LOWEST QUOTE FOR UNDERGROUND STORAGE TANK REMOVAL – (LOW QUOTE DID NOT MEET SPECIFICATIONS)

Ed Hollinden asked for the Board’s approval to accept the second lowest quote for underground storage tank removal as the lowest quote did not meet the specifications required. Second lowest quote was from Hinderliter for \$41,900, with IDEM to pay half.

Brian Hostetter made a motion to approve the Hinderliter quote, Adam Auffart seconded the motion. Motion approved, 5-0.

WASTEWATER PLANNING COMMITTEE REPORT

Adam Auffart, Chairman of the Wastewater Planning Committee, stated the Wastewater Committee did not meet during the past month.

BUSINESS OFFICE – APPROVE CONFLICT OF INTEREST DISCLOSURE STATEMENT – PHIL SCHMIDT

Ashley Kiefer presented a Conflict of Interest Disclosure Statement to the Board on behalf of Utility Service Board member Phil Schmidt. Kiefer informed the Board that Phil Schmidt is the owner of Schmidt Contracting in Jasper. Jasper Municipal Utilities obtains supplies and services from Schmidt Contracting, which include heating and air-conditioning, plumbing, sheet metal, roofing, welding, and miscellaneous services.

Adam Auffart made a motion to approve the Conflict of Interest Disclosure Statement from Utility Service Board member Phil Schmidt. Steve Hale seconded the motion. Motion approved, 5-0.

UPDATE ON CUSTOMER SERVICE CLERK HIRING PROCESS

Ashley Kiefer advised that they are currently in the process of hiring and have conducted interviews.

ALL UTILITIES – REMINDER NEXT MEETING ON TUESDAY, FEBRUARY 20th

Ashley Kiefer reminded the Board that next month’s Utility Service Board meeting will be held on Tuesday, February 20th, due to the President’s Day holiday on Monday, February 19th.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET

Acting Secretary Brian Hostetter reported the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Tara Eckman made a motion to approve the claims as presented. Adam Auffart seconded the motion. Motion approved, 5-0.

There being no further business to come before the Board, the meeting was adjourned at 7:11PM upon motion by Brian Hostetter and seconded by Tara Eckman. Motion approved, 5-0.

The minutes were hereby approved _____ with without corrections this 20th day of February, 2024.

Attest:

Tara Eckman
Secretary

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Chairman