

1. 10:00 A.M. Sanitary Sewer Board Meeting

Documents:

SANITRAY SEWER BOARD AGENDA 04.06.2023.PDF  
SANITARY BOARD 031623.PDF  
REPORTS.PDF  
CLAIMS.PDF  
ALLOWANCE REPORT.PDF  
CHARLESTOWN SSB - RESOLUTION APPROVING SEWER LATERAL  
MAINTENANCE POLICY - 4853-5247-8298.1.PDF  
EXHIBIT A-CHARLESTOWN SEWER LATERAL MAINTENANCE POLICY - 4871-  
7253-0777.7.PDF  
P\_L.PDF

CITY OF CHARLESTOWN  
SANITARY SEWER BOARD MEETING

April 6, 2023

10:00 A.M.

Agenda

1. Opening
  - a. Call to Order/Pledge of Allegiance
  - b. Roll Call – Determination of a Quorum
  - c. Approval of Agenda
2. Standing Business
  - a. Approval or Correction of Prior Meeting's Minutes from March 16, 2023
  - b. Current Claims
  - c. Payroll Allowance Docket from 03/12/2023-04/01/2023
3. Public Comment Period
4. Old Business
5. New Business
  - a. Lateral Line Resolution 2023-R-01
  - b. WWTP Operator Report
  - c. WWTP Engineering Report
6. Adjournment

**SANITARY BOARD**  
**March 16, 2023**  
**10:00 A.M.**

**THE MEETING OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN  
WAS HELD ON THURSDAY, MARCH 16, 2023 AT 10:00 A.M. AT CITY HALL WITH  
MAYOR TREVA HODGES PRESIDING.**

Board members present were Ryan Hodskins and Nathan Grimes. Also present were Deputy Clerk Treasurer Heather Schrimp and Attorney Beau Zoeller.

**Pledge of Allegiance**

**Agenda**

Treva Hodges entertained a motion to approve the agenda. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

**Standing Business**

Mayor Treva Hodges presented the minutes from March 2, the payroll voucher from February 26 to March 11 and the claims. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

**Public Comment-none**

**Operator Update**

Operator Tim Crawford presented the operator report. The plant is operating well. There were a few SSOs during the heavy rain event. The new staff member has started working. With the added staff member, they were able to clean more than 1500 linear feet of pipe. He also presented some preliminary graphs from the flow monitoring. It is very comparable from the information obtained during the previous flow monitoring. They are meeting next week to determine if further monitoring is necessary and review the results.

Mr. Crawford also presented a construction plan for the Highway 62 lift station. There are 3 phases. Phase 1 will be the relocation of the gravity line from the current to new location. Phase 2 would be the construction of the actual lift station. Phase 3 would be the new force main to the new treatment plant, which will require the completion of the plant. Phase 1 would be best coordinated with the Forest Edge project due to the impact on Highway 62. Phase 1 would not impact the current lift station. Phase 1 could possibly happen this year, phase 2 possibly next year, and phase 3 in 2025. There are not easements in place currently, but only phase 3 would require them.

**Engineering Update**

Lori Wyatt with JTL presented an engineering update. The compliance plan has been updated to revise the timeline and IDEM has approved. The first quarterly report is being submitted today. JTL has created a template so Mr. Crawford can complete the report going forward. They are ready to submit the treatment plant construction permit application tomorrow. The attorney needs to review.

Mayor Treva Hodges entertained a motion to allow her to execute the permit application pending legal review. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

All the responses have been provided to HWC regarding the value engineering.

There was additional discussion regarding the Highway 62 lift station costs and coordination with the redevelopment commission.

**Mayor’s Update**

Mayor Treva Hodges provided a funding update. The timeline for the EDA grant will not work for our project. She had a good meeting with the IEDC regarding the increased interest in the Charlestown River Ridge locations.

**Adjournment**

Treva Hodges entertained a motion to adjourn. Motion made by Ryan Hodskins, second by Nathan Grimes. Passed 3-0.

\_\_\_\_\_  
TREVA HODGES, MAYOR

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
DONNA COOMER, CLERK TREASURER

\_\_\_\_\_  
DATE

Installed by the CITY OF CHARLESTOWN-2012

Fund Report

Selected Funds

From 03/01/2023 Thru 03/31/2023

Grouped By Bank Number

Ordered By Fund Number

| FUND TITLE                    | BALANCE BEG<br>OF YEAR | REVENUE<br>YTD   | DISBURSED<br>YTD | BALANCE BEG<br>OF MONTH | REVENUE<br>MTD   | DISBURSED<br>MTD | CURRENT<br>BALANCE |
|-------------------------------|------------------------|------------------|------------------|-------------------------|------------------|------------------|--------------------|
| <b>**Bank Number 5</b>        |                        |                  |                  |                         |                  |                  |                    |
| 3308 WASTEWATER DEBT SERVICE  | 306500.00              | 0.00             | 0.00             | 306500.00               | 0.00             | 0.00             | 306500.00          |
| 6202 WASTEWATER BOND & INT    | 115500.34              | 75766.89         | 0.00             | 166011.60               | 25255.63         | 0.00             | 191267.23          |
| SubTotal Bank Number 5        | 422000.34              | 75766.89         | 0.00             | 472511.60               | 25255.63         | 0.00             | 497767.23          |
| <b>**Bank Number 6</b>        |                        |                  |                  |                         |                  |                  |                    |
| 6201 WASTEWATER OPERATING     | 776319.61              | 491021.98        | 504181.48        | 824210.92               | 171877.28        | 232928.09        | 763160.11          |
| 6206 SEWER CAPACITY FEES FUND | 196834.53              | 20589.68         | 64420.76         | 180813.45               | 0.00             | 27810.00         | 153003.45          |
| SubTotal Bank Number 6        | 973154.14              | 511611.66        | 568602.24        | 1005024.37              | 171877.28        | 260738.09        | 916163.56          |
| <b>** GRAND TOTAL ***</b>     | <b>1395154.48</b>      | <b>587378.55</b> | <b>568602.24</b> | <b>1477535.97</b>       | <b>197132.91</b> | <b>260738.09</b> | <b>1413930.79</b>  |



### Appropriation Report

| APPROP                           | TITLE                         | FORWARDED   | CURRENT     | TRANSFRD    | ADDL/ADJ    | ENCUM       | EXP-MTD          | EXP-YTD          | LIQ NOT<br>EXP FWD | UNENCUM<br>BAL    | UNEXPEND<br>BAL   | %<br>LEFT  |
|----------------------------------|-------------------------------|-------------|-------------|-------------|-------------|-------------|------------------|------------------|--------------------|-------------------|-------------------|------------|
| 6201001441.000                   | SEWER - OFFICE EQUIPMENT      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6201001491.000                   | SEWER - INTEREST EXPENSE      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6201001492.000                   | SEWER LOANS PAYABLE           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6201001511.000                   | SEWER - AUDIT FEES            | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 3609.00          | 3609.00          | 0.00               | -3609.00          | -3609.00          | 0.00%      |
| 6201001520.000                   | SEWER - BOND & INTEREST       | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 25255.63         | 75766.89         | 0.00               | -75766.89         | -75766.89         | 0.00%      |
| 6201001521.000                   | SEWER - DEBT SER RES          | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6201001530.000                   | SEWER- TEMPORARY LOAN         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6201001590.000                   | SEWER - MISC EXPENSE          | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 1774.11          | 4072.92          | 0.00               | -4072.92          | -4072.92          | 0.00%      |
| <b>SubTotal Department 001</b>   |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>232928.09</b> | <b>504181.48</b> | <b>0.00</b>        | <b>-504181.48</b> | <b>-504181.48</b> | <b>n/a</b> |
| <b>SubTotal Fund Number 6201</b> |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>232928.09</b> | <b>504181.48</b> | <b>0.00</b>        | <b>-504181.48</b> | <b>-504181.48</b> | <b>n/a</b> |
| <b>*Fund Number 6202</b>         |                               |             |             |             |             |             |                  |                  |                    |                   |                   |            |
| <b>**Department 001</b>          |                               |             |             |             |             |             |                  |                  |                    |                   |                   |            |
| 6202001381.000                   | SEWER BD & INT - BOND         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6202001382.000                   | SEWER BD & INT - BOND         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| 6202001383.000                   | SEWER BD & INT - PAYING AGENT | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00               | 0.00              | 0.00              | 0.00%      |
| <b>SubTotal Department 001</b>   |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>       | <b>n/a</b> |
| <b>SubTotal Fund Number 6202</b> |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>       | <b>n/a</b> |
| <b>*Fund Number 6206</b>         |                               |             |             |             |             |             |                  |                  |                    |                   |                   |            |
| <b>**Department 001</b>          |                               |             |             |             |             |             |                  |                  |                    |                   |                   |            |
| 6206001490.000                   | SW CAP FEES CAPITAL           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 27810.00         | 27810.00         | 0.00               | -27810.00         | -27810.00         | 0.00%      |
| 6206001590.000                   | SW CAP FEES REPAIRS &         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00             | 36610.76         | 0.00               | -36610.76         | -36610.76         | 0.00%      |
| <b>SubTotal Department 001</b>   |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>27810.00</b>  | <b>64420.76</b>  | <b>0.00</b>        | <b>-64420.76</b>  | <b>-64420.76</b>  | <b>n/a</b> |
| <b>SubTotal Fund Number 6206</b> |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>27810.00</b>  | <b>64420.76</b>  | <b>0.00</b>        | <b>-64420.76</b>  | <b>-64420.76</b>  | <b>n/a</b> |
| <b>** GRAND TOTAL ***</b>        |                               | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>260738.09</b> | <b>568602.24</b> | <b>0.00</b>        | <b>-568602.24</b> | <b>-568602.24</b> | <b>n/a</b> |

Revenue Report

Bank 5 Thru 6

Date : 03/30/2023 03:54:42 PM  
REVENUEACCOUNTS:FRX

Post Date From 03/01/2023 Thru 03/31/2023

User ID: DEBORAH

Grouped By Fund Number, Department

Ordered By Revenue

| REVENUE | TITLE | GL # | REVENUE<br>MONTH TO DATE | REVENUE<br>YEAR TO DATE |
|---------|-------|------|--------------------------|-------------------------|
|---------|-------|------|--------------------------|-------------------------|

\*\*Fund Number 3308

\*\*Department

|                           |  |  |      |      |
|---------------------------|--|--|------|------|
| 3308609.000               | SEWER DEBT SER RESERVE CHECKING            |  | 0.00 | 0.00 |
|                           | INTREST                                    |  |      |      |
| 3308610.000               | DEBT SER RES (SEWER)                       |  | 0.00 | 0.00 |
| 3308931.000               | DEBT SER RES (SEWER) - TRANS FM SEW<br>OPR |  | 0.00 | 0.00 |
| SubTotal Department       |  |  |      |      |
| -----                     |  |  | 0.00 | 0.00 |
| SubTotal Fund Number 3308 |  |  |      |      |
| -----                     |  |  | 0.00 | 0.00 |

\*\*Fund Number 6201

\*\*Department

|                           |                                |  |           |           |           |
|---------------------------|--------------------------------|--|-----------|-----------|-----------|
| 6201441.000               | SEWER UTILITY - DAILY RECEIPTS |  | 141.60    | 171877.28 | 490949.98 |
| 6201442.000               | SEWER UTILITY - TAP FEES       |  | 521.60    | 0.00      | 0.00      |
| 6201443.000               | SEWER TAP-DANBURY OAKS         |  | 521.60    | 0.00      | 0.00      |
| 6201444.000               | SEWER LIENS                    |  | 141.62    | 0.00      | 0.00      |
| 6201448.000               | SEWER BAD DEBT REVENUE         |  | 142.60    | 0.00      | 0.00      |
| 6201495.000               | SEWER- REIMBURSEMENTS          |  | 144.60    | 0.00      | 0.00      |
| 6201499.000               | SEWER PAYMENT PLAN             |  | 536.61    | 0.00      | 0.00      |
| 6201609.000               | SEWER- INTERSTON CKING ACCTS   |  | 527.60    | 0.00      | 0.00      |
| 6201610.000               | SEWER UTILITY - INTEREST       |  | 527.60    | 0.00      | 0.00      |
| 6201920.000               | SEWER UTILITY - TRANSFER       |  |           | 0.00      | 0.00      |
| 6201941.000               | SEWER- TEMPORARY LOANS         |  | 150.60    | 0.00      | 0.00      |
| 6201960.000               | SEWER UTILITY - REFUNDS        |  | 536.60    | 0.00      | 0.00      |
| 6201990.000               | SEWER UTILITY - OTHER          |  | 536.60    | 0.00      | 72.00     |
| 6201991.000               | WASTEWATER CONST LOCAL MATCH   |  |           | 0.00      | 0.00      |
| 6201992.000               | SEWER - CONTRIBUTIONS          |  | 271.60    | 0.00      | 0.00      |
| 6201993.000               | SEWER HIGHVIEW LAKEVIEW        |  | 521.60    | 0.00      | 0.00      |
| SubTotal Department       |                                |  |           |           |           |
| -----                     |                                |  | 171877.28 | 491021.98 |           |
| SubTotal Fund Number 6201 |                                |  |           |           |           |
| -----                     |                                |  | 171877.28 | 491021.98 |           |

\*\*Fund Number 6202

\*\*Department

|                           |   |  |          |          |          |
|---------------------------|---|--|----------|----------|----------|
| 6202609.000               | SEWER BD & IN CHECKING ACCT INTEREST      |  | 474.60   | 0.00     | 0.00     |
| 6202610.000               | SEWER BD & INT                            |  | 0.00     | 0.00     | 0.00     |
| 6202931.000               | SEWER BD & INT - TRANSFER FM SEWER<br>OPR |  | 25255.63 | 0.00     | 75766.89 |
| SubTotal Department       |   |  |          |          |          |
| -----                     |   |  | 25255.63 | 75766.89 |          |
| SubTotal Fund Number 6202 |   |  |          |          |          |
| -----                     |   |  | 25255.63 | 75766.89 |          |

\*\*Fund Number 6206

\*\*Department



Revenue Report

Date : 03/30/2023 03:54:42 PM

REVENUEACCOUNTS.FRX

User ID: DEBORAH

| REVENUE                   | TITLE               | GL #   | REVENUE<br>MONTH TO DATE | REVENUE<br>YEAR TO DATE |
|---------------------------|---------------------|--------|--------------------------|-------------------------|
| 6206441.000               | SEWER CAPACITY FEES | 521.61 | 0.00                     | 20589.68                |
| -----                     |                     |        |                          |                         |
| SubTotal Department       |                     |        | 0.00                     | 20589.68                |
| SubTotal Fund Number 6206 |                     |        | 0.00                     | 20589.68                |
| *** GRAND TOTAL ***       |                     |        | 197132.91                | 587378.55               |

Accounts Payable Register

APV Register Batch - SANITARY SEWER MEETING 04/06/2023

All History

Ordered By APV Number

| DATE FILED | APV #  | NAME OF PAYEE               | PO # | APPROP #       | APPROPRIATION                        | DESCRIPTION                         | AMOUNT   | CHECK # | CHECK DATE | MEMORANDUM |
|------------|--------|-----------------------------|------|----------------|--------------------------------------|-------------------------------------|----------|---------|------------|------------|
| 03/13/2023 | 103147 | DUKE ENERGY                 |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                            | 47.93    | 18506   | 03/13/2023 |            |
| 03/13/2023 | 103147 | DUKE ENERGY                 |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                            | 187.29   | 18506   | 03/13/2023 |            |
| 03/13/2023 | 103147 | DUKE ENERGY                 |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                            | 4762.45  | 18506   | 03/13/2023 |            |
| 03/13/2023 | 103147 | DUKE ENERGY                 |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                            | 44.71    | 18506   | 03/13/2023 |            |
| 03/13/2023 | 103147 | DUKE ENERGY                 |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                            | 100.89   | 18506   | 03/13/2023 |            |
| 03/13/2023 | 103148 | IUPPS                       |      | 6201001360.000 | SEWER - CONTRACTUAL EXPENSE          | 3RD QTR 2022 PER TICKET FEE         | 503.50   | 18507   | 03/13/2023 |            |
| 03/13/2023 | 103148 | IUPPS                       |      | 6201001360.000 | SEWER - CONTRACTUAL EXPENSE          | FEB 2023 PER TICKET FEE             | 127.30   | 18507   | 03/13/2023 |            |
| 03/13/2023 | 103149 | A.E. BOYCE CO INC           |      | 6201001210.000 | SEWER - OFFICE SUPPLIES              | FEB 2023 BILLING/ POSTAGE           | 1254.65  | 18508   | 03/13/2023 |            |
| 03/13/2023 | 103150 | AMAZON CAPITAL SERVICES     |      | 6201001230.000 | SEWER - MATERIALS /SUPPLIES          | XENON STROBE LIGHT TUBE REPLACEMENT | 73.80    | 18509   | 03/13/2023 |            |
| 03/17/2023 | 103161 | PAYROLL-CHARLESTOWN CITY    |      | 6201001111.000 | SEWER- SALARIES/WAGES EMPLOYE        | SEWER SALARY                        | 7083.42  | 18518   | 03/17/2023 |            |
| 03/17/2023 | 103161 | PAYROLL-CHARLESTOWN CITY    |      | 6201001112.000 | SEWER - OVERTIME SALARY              | SEWER OT SALARY                     | 148.04   | 18518   | 03/17/2023 |            |
| 03/17/2023 | 103162 | PAYROLL-CHARLESTOWN CITY    |      | 6201001131.000 | SEWER- EMP. FICA AND MEDICARE        | SEWER FICA/MEDI                     | 536.94   | 18519   | 03/17/2023 |            |
| 03/17/2023 | 103163 | PAYROLL-CHARLESTOWN CITY    |      | 6201001130.000 | SEWER- EMPLOYEE BENEFITS             | SEWER PERF                          | 809.94   | 18520   | 03/17/2023 |            |
| 03/17/2023 | 103175 | A T & T UVERSE              |      | 6201001356.000 | SEWER -TELEPHONE/CELL PHONE/INTERNET | MONTHLY SERVICE                     | 110.11   | 18521   | 03/17/2023 |            |
| 03/20/2023 | 103191 | AMAZON CAPITAL SERVICES     |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR               | RELAY SOCKET                        | 17.94    | 18522   | 03/20/2023 |            |
| 03/20/2023 | 103191 | AMAZON CAPITAL SERVICES     |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR               | RECHARGEABLE BATTERY                | 44.44    | 18522   | 03/20/2023 |            |
| 03/20/2023 | 103192 | DUKE ENERGY                 |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                            | 16630.07 | 18523   | 03/20/2023 |            |
| 03/20/2023 | 103193 | RH CLARKSON INSURANCE GROUP |      | 6201001341.000 | SEWER-WORK COMP                      | WORK COMP AUDIT 2021/22             | 847.00   | 18524   | 03/20/2023 |            |
| 03/20/2023 | 103194 | CITY OF CHARLESTOWN         |      | 6201001340.000 | SEWER - INSURANCE EXPENSE            | REIMBURSE HRA FUND                  | 1629.18  | 18525   | 03/20/2023 |            |

Accounts Payable Register

| DATE FILED | APV #  | NAME OF PAYEE                  | PO # | APPROP #       | APPROPRIATION                        | DESCRIPTION                                 | AMOUNT   | CHECK   |            | MEMORANDUM |
|------------|--------|--------------------------------|------|----------------|--------------------------------------|---|----------|---------|------------|------------|
|            |        |                                |      |                |                                      |   |          | CHECK # | DATE       |            |
| 03/21/2023 | 103219 | ANTHEM LIFE                    |      | 6201001340.000 | SEWER - INSURANCE EXPENSE            | APRIL 2023 PREMIUMS                         | 80.50    | 18526   | 03/21/2023 |            |
| 03/21/2023 | 103220 | ANTHEM INSURANCE COMPANIES INC |      | 6201001340.000 | SEWER - INSURANCE EXPENSE            | APRIL 2023 PREMIUMS                         | 13667.40 | 18527   | 03/21/2023 |            |
| 03/21/2023 | 103221 | BENEFIT MARKETING SOLUTIONS    |      | 6201001340.000 | SEWER - INSURANCE EXPENSE            | HRA FEE MARCH 2023                          | 27.00    | 18528   | 03/21/2023 |            |
| 03/21/2023 | 103222 | VERIZON WIRELESS               |      | 6201001356.000 | SEWER -TELEPHONE/CELL PHONE/INTERNET | MONTHLY SERVICE                             | 234.90   | 18529   | 03/21/2023 |            |
| 03/22/2023 | 103233 | PAYROLL-CHARLESTOWN CITY       |      | 6201001111.000 | SEWER- SALARIES/WAGES EMPLOYE        | SEWER SALARY                                | 7083.42  | 18530   | 03/22/2023 |            |
| 03/22/2023 | 103233 | PAYROLL-CHARLESTOWN CITY       |      | 6201001112.000 | SEWER - OVERTIME SALARY              | SEWER OT SALARY                             | 292.04   | 18530   | 03/22/2023 |            |
| 03/22/2023 | 103233 | PAYROLL-CHARLESTOWN CITY       |      | 6201001212.000 | SEWER - UNIFORMS                     | SEWER UNIFORMS                              | 1250.00  | 18530   | 03/22/2023 |            |
| 03/22/2023 | 103234 | PAYROLL-CHARLESTOWN CITY       |      | 6201001131.000 | SEWER- EMP. FICA AND MEDICARE        | SEWER FICA/MEDI                             | 643.61   | 18531   | 03/22/2023 |            |
| 03/22/2023 | 103235 | PAYROLL-CHARLESTOWN CITY       |      | 6201001130.000 | SEWER- EMPLOYEE BENEFITS             | SEWER PERF                                  | 966.06   | 18532   | 03/22/2023 |            |
| 03/24/2023 | 103248 | TELEMESSAGING INC              |      | 6201001360.000 | SEWER - CONTRACTUAL EXPENSE          | ANSWERING SERVICE                           | 127.03   | 18533   | 03/24/2023 |            |
| 03/24/2023 | 103249 | DUKE ENERGY                    |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                                    | 296.40   | 18534   | 03/24/2023 |            |
| 03/24/2023 | 103249 | DUKE ENERGY                    |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                                    | 45.07    | 18534   | 03/24/2023 |            |
| 03/24/2023 | 103249 | DUKE ENERGY                    |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                                    | 180.68   | 18534   | 03/24/2023 |            |
| 03/24/2023 | 103249 | DUKE ENERGY                    |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                                    | 25.39    | 18534   | 03/24/2023 |            |
| 03/24/2023 | 103249 | DUKE ENERGY                    |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                                    | 116.63   | 18534   | 03/24/2023 |            |
| 03/24/2023 | 103249 | DUKE ENERGY                    |      | 6201001351.000 | SEWER - PURCHASED POWER              | ELECTRIC                                    | 45.33    | 18534   | 03/24/2023 |            |
| 04/06/2023 | 103286 | APEX SALES & REPAIR LLC        |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR               | NEW TIMER RELAY WOODFORD LIFT               | 342.20   |         | / /        |            |
| 04/06/2023 | 103286 | APEX SALES & REPAIR LLC        |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR               | REPAIR HWY 62 STATION                       | 5785.00  |         | / /        |            |
| 04/06/2023 | 103286 | APEX SALES & REPAIR LLC        |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR               | INSTALLED THE REPAIRED WALL HEATER AND TEST | 190.00   |         | / /        |            |
| 04/06/2023 | 103286 | APEX SALES & REPAIR LLC        |      | 6206001490.000 | SW CAP FEES CAPITAL                  | ANC500M2-35 W/CAPACITOR                     | 4236.30  |         | / /        |            |

Accounts Payable Register

| DATE FILED | APV #  | NAME OF PAYEE               | PO # | APPROP #       | APPROPRIATION                     | DESCRIPTION                               | AMOUNT   | CHECK # | CHECK DATE | MEMORANDUM |
|------------|--------|-----------------------------|------|----------------|-----------------------------------|---|----------|---------|------------|------------|
|            |        |                             |      |                | EXPENSES                          | KIT                                       |          |         |            |            |
| 04/06/2023 | 103287 | HD SUPPLY INC               |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR            | STREAMLINE STROBE LIGHT                   | 146.36   |         | //         |            |
| 04/06/2023 | 103287 | HD SUPPLY INC               |      | 6201001211.000 | SEWER - LAB SUPPLIES              | GLUCOSE-CLUTAMIC ACID SOLUTION            | 65.15    |         | //         |            |
| 04/06/2023 | 103287 | HD SUPPLY INC               |      | 6201001211.000 | SEWER - LAB SUPPLIES              | FIBER FILTER/ AMMONIA REAGENT/ PHOSPHORUS | 612.65   |         | //         |            |
| 04/06/2023 | 103288 | J R HOE & SONS INC          |      | 6201001230.000 | SEWER - MATERIALS /SUPPLIES       | SOLID COVER                               | 310.49   |         | //         |            |
| 04/06/2023 | 103289 | GRAINGER                    |      | 6201001320.000 | SEWER - VEHICLE MAINTENANCE       | CONTACT BLOCK/ NON-ILLUM SELECTOR SWITCH  | 97.97    |         | //         |            |
| 04/06/2023 | 103290 | IDEXX DISTRIBUTION INC      |      | 6201001211.000 | SEWER - LAB SUPPLIES              | LAB SUPPLIES                              | 2471.26  |         | //         |            |
| 04/06/2023 | 103291 | MICHELLE'S TAX              |      | 6201001590.000 | SEWER - MISC EXPENSE              | CREDIT ON ACCT                            | 42.36    |         | //         |            |
| 04/06/2023 | 103292 | JACOBI TOOMBS AND LANZ INC  |      | 6201001360.000 | SEWER - CONTRACTUAL EXPENSE       | WASTEWATER ON-CALL SERVICES               | 9863.99  |         | //         |            |
| 04/06/2023 | 103293 | HWC ENGINEERING             |      | 6206001490.000 | SW CAP FEES CAPITAL EXPENSES      | WWTF INDEPENDENT REVIEW                   | 25000.00 |         | //         |            |
| 04/06/2023 | 103294 | JACOBI TOOMBS AND LANZ INC  |      | 6206001590.000 | SW CAP FEES REPAIRS & MAINTENANCE | HWY 62 PS & FM REPLACEMENT                | 8500.00  |         | //         |            |
| 03/29/2023 | 103306 | PAYROLL-CHARLESTOWN CITY    |      | 6201001111.000 | SEWER- SALARIES/WAGES EMPLOYE     | SEWER SALARY                              | 10910.77 | 18535   | 03/29/2023 |            |
| 03/29/2023 | 103306 | PAYROLL-CHARLESTOWN CITY    |      | 6201001112.000 | SEWER - OVERTIME SALARY           | SEWER OT SALARY                           | 984.58   | 18535   | 03/29/2023 |            |
| 03/29/2023 | 103307 | PAYROLL-CHARLESTOWN CITY    |      | 6201001131.000 | SEWER- EMP. FICA AND MEDICARE     | SEWER FICA/MEDI                           | 890.81   | 18536   | 03/29/2023 |            |
| 03/29/2023 | 103308 | PAYROLL-CHARLESTOWN CITY    |      | 6201001130.000 | SEWER- EMPLOYEE BENEFITS          | SEWER PERF                                | 1242.69  | 18537   | 03/29/2023 |            |
| 04/06/2023 | 103325 | TIM CRAWFORD                |      | 6201001323.000 | SEWER - TRAINING/TRAVEL - CERT    | ROOM EXPENSE FOR TRAINING                 | 324.00   |         | //         |            |
| 04/06/2023 | 103358 | GRIPP INC                   |      | 6201001360.000 | SEWER - CONTRACTUAL EXPENSE       | COLLECTION SYSTEM FLOW STUDY SYSTEM       | 10804.20 |         | //         |            |
| 04/06/2023 | 103359 | STRAEFFER PUMP & SUPPLY INC |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR            | MYERS RAIL PACKAGE LESS ELBOW             | 1995.00  |         | //         |            |
| 04/06/2023 | 103360 | BIO CHEM INC                |      | 6201001363.000 | SEWER - SLUDGE /SANI              | 900 BIOFLOC 7956                          | 1942.38  |         | //         |            |
| 04/06/2023 | 103361 | HD SUPPLY INC               |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR            | STREAMLINE STROBE LIGHT RED               | 146.90   |         | //         |            |
| 04/06/2023 | 103362 | APEX SALES & REPAIR LLC     |      | 6201001590.000 | SEWER - MISC EXPENSE              | HWY 62 LIFT STATION REPAIR                | 2115.00  |         | //         |            |

Accounts Payable Register

| DATE FILED | APV #  | NAME OF PAYEE           | PO # | APPROP #       | APPROPRIATION          | DESCRIPTION                  | AMOUNT   | CHECK # | CHECK DATE | MEMORANDUM |
|------------|--------|-------------------------|------|----------------|------------------------|------------------------------|----------|---------|------------|------------|
| 04/06/2023 | 103362 | APEX SALES & REPAIR LLC |      | 6201001362.000 | SEWER-EQUIPMENT REPAIR | SPRING STREET STATION REPAIR | 10305.65 |         | / /        |            |

\*\*\* GRAND TOTAL \*\*\*

159366.77

**Allowance Docket**  
**For check dates 03/12/2023 - 04/01/2023**  
**Selected Departments - Sewer**  
**Ordered by Employee Name**

| Pay<br>Period | Employee<br>Ending Number | Employee Name        | Distribution Name  | All Paytypes<br>Except<br>Overtime | Overtime Only |
|---------------|---------------------------|----------------------|--------------------|------------------------------------|---------------|
| 04/30/2023    | 100                       | Coomer, Donna S.     | Clerk-treas Sal    | \$3775.25                          | \$0.00        |
| 04/30/2023    | 100                       | Coomer, Donna S.     | Sewer Sal          | \$1413.76                          | \$0.00        |
| 03/31/2023    | 100                       | Coomer, Donna S.     | Sewer Sal          | \$150.00                           | \$0.00        |
| 03/12/2023    | 898                       | Crawford, Timothy L. | Sewer Sal          | \$1958.65                          | \$0.00        |
| 03/19/2023    | 898                       | Crawford, Timothy L. | Sewer-Uniforms     | \$250.00                           | \$0.00        |
| 03/19/2023    | 898                       | Crawford, Timothy L. | Sewer Sal          | \$1958.65                          | \$0.00        |
| 03/26/2023    | 898                       | Crawford, Timothy L. | Sewer Sal          | \$1958.65                          | \$0.00        |
| 03/12/2023    | 897                       | Eurton, Seth M.      | Sewer Sal          | \$1037.20                          | \$0.00        |
| 03/12/2023    | 897                       | Eurton, Seth M.      | Sewer Sal OT       | \$0.00                             | \$148.04      |
| 03/19/2023    | 897                       | Eurton, Seth M.      | Sewer-Uniforms     | \$250.00                           | \$0.00        |
| 03/19/2023    | 897                       | Eurton, Seth M.      | Sewer Sal          | \$987.20                           | \$0.00        |
| 03/26/2023    | 897                       | Eurton, Seth M.      | Sewer Sal          | \$987.20                           | \$0.00        |
| 03/26/2023    | 897                       | Eurton, Seth M.      | Sewer Sal OT       | \$0.00                             | \$203.56      |
| 03/12/2023    | 328                       | Gomez, Dorothea      | Sanit Salaries     | \$434.41                           | \$0.00        |
| 03/12/2023    | 328                       | Gomez, Dorothea      | Sewer Sal          | \$434.39                           | \$0.00        |
| 03/19/2023    | 328                       | Gomez, Dorothea      | Sanit Salaries     | \$434.40                           | \$0.00        |
| 03/19/2023    | 328                       | Gomez, Dorothea      | Sewer Sal          | \$434.40                           | \$0.00        |
| 03/26/2023    | 328                       | Gomez, Dorothea      | Sanit Salaries     | \$434.40                           | \$0.00        |
| 03/26/2023    | 328                       | Gomez, Dorothea      | Sewer Sal          | \$434.40                           | \$0.00        |
| 03/31/2023    | 886                       | Grimes, Nathan R.    | Sewer Sal          | \$300.00                           | \$0.00        |
| 04/30/2023    | 849                       | Hodges, Treva E.     | Mayor's Salary     | \$4189.50                          | \$0.00        |
| 04/30/2023    | 849                       | Hodges, Treva E.     | Sewer Sal          | \$1363.59                          | \$0.00        |
| 03/31/2023    | 887                       | Hodskins, James R.   | Sewer Sal          | \$300.00                           | \$0.00        |
| 03/12/2023    | 930                       | Kruer, Michael A.    | Sewer Sal          | \$960.00                           | \$0.00        |
| 03/19/2023    | 930                       | Kruer, Michael A.    | Sewer-Uniforms     | \$250.00                           | \$0.00        |
| 03/19/2023    | 930                       | Kruer, Michael A.    | Sewer Sal          | \$960.00                           | \$0.00        |
| 03/19/2023    | 930                       | Kruer, Michael A.    | Sewer Sal OT       | \$0.00                             | \$144.00      |
| 03/26/2023    | 930                       | Kruer, Michael A.    | Sewer Sal          | \$960.00                           | \$0.00        |
| 03/26/2023    | 930                       | Kruer, Michael A.    | Sewer Sal OT       | \$50.00                            | \$657.00      |
| 03/12/2023    | 929                       | Murphy, Bobbi-Rei F. | Sanit Salaries     | \$380.00                           | \$0.00        |
| 03/12/2023    | 929                       | Murphy, Bobbi-Rei F. | Sewer Sal          | \$380.00                           | \$0.00        |
| 03/19/2023    | 929                       | Murphy, Bobbi-Rei F. | Sanit Salaries     | \$380.01                           | \$0.00        |
| 03/19/2023    | 929                       | Murphy, Bobbi-Rei F. | Sewer Sal          | \$379.99                           | \$0.00        |
| 03/26/2023    | 929                       | Murphy, Bobbi-Rei F. | Sanit Salaries     | \$380.01                           | \$0.00        |
| 03/26/2023    | 929                       | Murphy, Bobbi-Rei F. | Sewer Sal          | \$379.99                           | \$0.00        |
| 03/12/2023    | 258                       | Schrimp, Heather N   | Deputy Clerk-treas | \$1061.60                          | \$0.00        |
| 03/19/2023    | 258                       | Schrimp, Heather N   | Deputy Clerk-treas | \$1061.60                          | \$0.00        |
| 03/26/2023    | 258                       | Schrimp, Heather N   | Deputy Clerk-treas | \$761.61                           | \$0.00        |
| 03/26/2023    | 258                       | Schrimp, Heather N   | Sewer Sal          | \$300.00                           | \$0.00        |
| 03/12/2023    | 363                       | Slaughter, Donald L  | Sewer Sal          | \$1050.00                          | \$0.00        |
| 03/19/2023    | 363                       | Slaughter, Donald L  | Sewer-Uniforms     | \$250.00                           | \$0.00        |

**Allowance Docket**  
**For check dates 03/12/2023 - 04/01/2023**  
**Selected Departments - Sewer**  
**Ordered by Employee Name**

| Pay Period       | Employee Ending Number | Employee Name       | Distribution Name | All Paytypes Except Overtime | Overtime Only |
|------------------|------------------------|---------------------|-------------------|------------------------------|---------------|
| 03/19/2023       | 363                    | Slaughter, Donald L | Sewer Sal         | \$1050.00                    | \$0.00        |
| 03/26/2023       | 363                    | Slaughter, Donald L | Sewer Sal         | \$1050.00                    | \$0.00        |
| 03/12/2023       | 906                    | Winslow, Joshua G.  | Sewer Sal         | \$987.20                     | \$0.00        |
| 03/19/2023       | 906                    | Winslow, Joshua G.  | Sewer-Uniforms    | \$250.00                     | \$0.00        |
| 03/19/2023       | 906                    | Winslow, Joshua G.  | Sewer Sal         | \$1037.20                    | \$0.00        |
| 03/19/2023       | 906                    | Winslow, Joshua G.  | Sewer Sal OT      | \$0.00                       | \$148.04      |
| 03/26/2023       | 906                    | Winslow, Joshua G.  | Sewer Sal         | \$987.20                     | \$0.00        |
| 03/26/2023       | 906                    | Winslow, Joshua G.  | Sewer Sal OT      | \$0.00                       | \$74.02       |
| 03/31/2023       | 850                    | Works, Jenny L.     | Sewer Sal         | \$50.00                      | \$0.00        |
| <b>**Total**</b> |                        |                     |                   | \$38842.46                   | \$1374.66     |

I hereby certify that each of the above listed vouchers and the invoices or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1-6.

\_\_\_\_\_ Date \_\_\_\_\_ Fiscal Officer

**Allowance Of Accounts Payable Vouchers**  
 City Of Charlestown

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of \_\_\_\_\_ pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signatures of Governing Board

BEFORE THE CHARLESTOWN SANITARY SEWER BOARD

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CHARLESTOWN SANITARY SEWER BOARD APPROVING POLICY REGARDING THE OPERATION OF MAINTENANCE OF PRIVATE SEWER LATERALS**

**WHEREAS**, the City of Charlestown, Indiana (the “City”), owns and operates a sanitary sewage utility works (the “Utility”) for purposes of collection and treatment of wastewater;

**WHEREAS**, the Charlestown Sanitary Sewer Board (the “Board”) has been created as a body corporate and politic, in and under the authority of I.C. 36-9-23, to supervise and control the Utility;

**WHEREAS**, it is the policy of the Board to maintain all of its existing wastewater system facilities on a regular basis to minimize the opportunity for accidental discharges or spillage of wastewater;

**WHEREAS**, the City provides wastewater collection services to various parcels of property within the City, which are connected to the City’s system by lateral sewers from improvements on the parcel;

**WHEREAS**, the Board wishes to take all measures possible to broaden the areas of responsibilities to further minimize the risk of wastewater spills; and

**WHEREAS**, the Board desires to clarify that the ownership and maintenance of lateral sewers is that of the owners and occupants of the property, to the point of connection with the Utility’s collection system.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHARLESTOWN SANITARY SEWER BOARD, THAT:**

1. The Board hereby approves its Policy Regarding the Operation and Maintenance of Private Sewer Laterals (the “Policy”) in substantially final form as attached hereto as Exhibit A.
2. The Board hereby authorizes the Operator of the Utility to finalize the Policy and take any actions necessary to enforce the Policy.



**ADOPTED BY THE CHARLESTOWN SANITARY SEWER BOARD** this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Treva Hodges, Chairperson

ATTEST:

\_\_\_\_\_  
Ryan Hodskins, Secretary/Treasurer

**EXHIBIT A**

**FORM OF POLICY REGARDING THE OPERATION AND MAINTENANCE OF PRIVATE  
SEWER LATERALS**

0141852.0743464 4853-5247-8298v1

## City of Charlestown Sanitary Sewer Board Policy Regarding the Operation and Maintenance of Private Sewer Laterals

1. Except as set forth below, the property owners are responsible for the Maintenance of the sewer lateral line. “Sewer lateral line” is defined as the sewer line running from a home, dwelling, outbuilding, or other portion of the owner’s private property to the point of connection with the City’s collector sewer, regardless whether that connection occurs on or under the owner’s property. “Maintenance” is defined herein as maintaining an open conduit or passage to the main sewer including without limitation root cutting, rodding, jetting or any means necessary to clear blockage inside the pipe.
2. Sewer lateral lines shall be regularly and adequately maintained by the property owners, so as to prevent sewer blockages or spills caused by damage to the lateral.
3. All property owners shall notify the Operator of the City’s sanitary sewer system or his or her explicit designee (the “Operator”) in advance of any interference, including repair or cleaning of the sewer lateral line, whether performed by the property owner or a contractor. In the event of emergency service to the lateral line, the owner or contractor shall notify the Operator immediately following the performance of the maintenance, in order that the City may take reasonable measures to accommodate material and debris that is removed or discharged/leaked into the City’s collection system.
4. To the extent possible, materials causing a blockage of the sewer lateral line shall be removed by the property owner and not discharged/leaked into the City’s collection system.
5. In the event of a structural pipe failure or malfunction of a sewer lateral line past the property line or inside a “Right of Way” and within twenty (20) days thereafter, the affected property owner is responsible for notifying the Operator of such structural pipe failure or malfunction and hiring a licensed engineer

and/or licensed plumber to evidence the nature and location of the failure or malfunction by whatever means necessary, including televising with radio frequency locating being the minimum requirement for location/depth when the failure or malfunction location is not obvious. Locating must be witnessed by the Operator. "Structural pipe failure" is defined herein as a collapsed pipe causing a blockage or discharge/leak from the home, dwelling, outbuilding, or other portion of the owner's private property, regardless whether that failure occurs on or under the owner's property

6. Unless the property owner can demonstrate to the Operator's satisfaction that the failure or malfunction of the structural pipe was caused solely by the City, the City shall have no obligations with respect to repairing such pipe or otherwise restoring service to the property owner.

City of Charlestown  
**Profit & Loss Statement**  
 Wastewater Utility  
 February 28, 2023

| Account Name                    | MTD<br>Current Year<br>Feb 2023 | MTD<br>Prior Year<br>Feb 2022 | YTD<br>Current Year<br>Jan-Feb 2023 | YTD<br>Prior Year<br>Jan-Feb 2022 |
|---------------------------------|---------------------------------|-------------------------------|-------------------------------------|-----------------------------------|
| <b>Department : None</b>        |                                 |                               |                                     |                                   |
| 2.61 - Metered Revenue          | 186841.34                       | 183081.67                     | 336581.88                           | 328168.28                         |
| 2.63 - Penalties                | 3327.92                         | 2633.25                       | 7522.98                             | 7815.19                           |
| 6.60 - Misc Revenue             | 72.00                           | 0.00                          | 72.00                               | 0.00                              |
| 2.62 - Adjustments              | (4489.22)                       | (19990.65)                    | (8434.85)                           | (31732.27)                        |
| 1.61 - Capacity Fee Revenue     | 0.00                            | 0.00                          | 20589.68                            | 0.00                              |
| <b>Department Subtotal :</b>    | <b>185752.04</b>                | <b>165724.27</b>              | <b>356331.69</b>                    | <b>304251.20</b>                  |
| <b>Total Revenue :</b>          | <b>185752.04</b>                | <b>165724.27</b>              | <b>356331.69</b>                    | <b>304251.20</b>                  |
| <b>Department : None</b>        |                                 |                               |                                     |                                   |
| 3.60 - Depreciation Expense     | 16061.00                        | 15994.00                      | 32122.00                            | 31988.00                          |
| 1.60 - Salaries/Wages Employees | 25005.14                        | 22074.14                      | 53210.07                            | 48959.42                          |
| 3.60 - Salaries Overtime        | 1228.96                         | 1886.41                       | 2921.07                             | 3013.88                           |
| 4.60 - Employee Fica & Medicare | 1961.55                         | 1796.66                       | 4205.59                             | 3894.37                           |
| 1.60 - Sludge Removal           | 4458.50                         | 3067.00                       | 11161.15                            | 4094.10                           |
| 2.60 - Travel and Training      | 0.00                            | 0.00                          | 590.00                              | 592.26                            |
| 5.60 - Purchased Power          | 26103.84                        | 16982.47                      | 52331.76                            | 40068.45                          |
| 3.60 - Lab/safety/Osha          | 0.00                            | 6985.12                       | 0.00                                | 15440.29                          |
| 2.60 - Materials & Supplies     | 1403.70                         | 4483.50                       | 2532.38                             | 12469.78                          |
| 1.60 - Contractual Services     | 5889.57                         | 18405.45                      | 35350.98                            | 47055.56                          |
| 2.61 - Office Supplies          | 1942.08                         | 0.00                          | 2649.01                             | 649.53                            |
| 2.62 - Lab Supply               | 2953.34                         | 432.93                        | 13339.78                            | 9048.23                           |
| 2.60 - Vehicle Maintenance      | 0.00                            | 0.00                          | 1200.50                             | 0.00                              |
| 1.60 - Uniforms                 | 0.00                            | 0.00                          | 199.48                              | 183.60                            |
| 5.60 - Insurance Expense        | 8518.44                         | 5945.50                       | 17036.88                            | 13839.68                          |
| 2.61 - Vehicle Fuel             | 0.00                            | 227.02                        | 639.03                              | 600.67                            |
| 5.60 - Misc Expense             | 50.50                           | 85.00                         | 2298.81                             | 2376.75                           |
| 2.60 - Equipment Purchased      | 0.00                            | 9833.67                       | 0.00                                | 25366.55                          |

City of Charlestown  
**Profit & Loss Statement**  
 Wastewater Utility  
 February 28, 2023

| Account Name                       | MTD<br>Current Year<br>Feb 2023 | MTD<br>Prior Year<br>Feb 2022 | YTD<br>Current Year<br>Jan-Feb 2023 | YTD<br>Prior Year<br>Jan-Feb 2022 |
|------------------------------------|---------------------------------|-------------------------------|-------------------------------------|-----------------------------------|
| 1.60 - Equipment Repair            | 0.00                            | 24546.90                      | 4263.17                             | 48350.22                          |
| 5.60 - Discharge Fee IDEM          | 9670.00                         | 8500.00                       | 9670.00                             | 8500.00                           |
| 4.61 - Employee Pension & Benefits | 2812.24                         | 2481.97                       | 6001.14                             | 5599.71                           |
| 5.61 - Telephone/Cell Phone        | 320.55                          | 220.36                        | 1141.33                             | 984.33                            |
| 7.60 - Interest Expense            | 0.00                            | 56.86                         | 0.00                                | 122.96                            |
| 1.62 - CF-Plant/Equip Repairs      | 19782.48                        | 0.00                          | 36610.76                            | 0.00                              |
| <b>Department Subtotal :</b>       | <b>128161.89</b>                | <b>144004.96</b>              | <b>289474.89</b>                    | <b>323198.34</b>                  |
| <b>Total Expenses :</b>            | <b>128161.89</b>                | <b>144004.96</b>              | <b>289474.89</b>                    | <b>323198.34</b>                  |
| <b>Net Profit (Loss) :</b>         | <b>57590.15</b>                 | <b>21719.31</b>               | <b>66856.80</b>                     | <b>(18947.14)</b>                 |

City of Charlestown  
**Balance Sheet**  
 Wastewater Utility  
 February 28, 2023

| Account Name                           | Current Month<br>Prior Year<br>Feb 2022 | Two Months<br>Prior<br>Dec 2022 | One Month<br>Prior<br>Jan 2023 | Current Month<br>Current Year<br>Feb 2023 |
|--|---|---------------------------------|--------------------------------|---|
| <b>Assets :</b>                        |   |                                 |                                |   |
| 1.60 - Utility Plant in Service        | 13160681.21                             | 13247143.21                     | 13247143.21                    | 13247143.21                               |
| 1.60 - Operating Cash                  | 524590.69                               | 776319.61                       | 789382.88                      | 824210.92                                 |
| 2.61 - Debt Service Reserve Cash       | 306500.00                               | 306500.00                       | 306500.00                      | 306500.00                                 |
| 2.60 - Bond & Interest Cash Transfer   | 161154.45                               | 115500.34                       | 140755.97                      | 166011.60                                 |
| 1.60 - Customer Accounts Receivable    | 200987.82                               | 217078.20                       | 200325.55                      | 233675.51                                 |
| 2.60 - Allowance for Doubtful Accounts | 5821.41                                 | 5821.41                         | 5821.41                        | 5821.41                                   |
| 4.62 - Unamortized Bond Issue          | 60155.00                                | 45115.00                        | 45115.00                       | 45115.00                                  |
| 1.62 - Certified Liens Receivable      | 676.31                                  | 441.65                          | 441.65                         | 441.65                                    |
| 3.60 - Accumulated Depreciation        | 9726004.30                              | 9871757.59                      | 9887818.59                     | 9903879.59                                |
| 1.63 - Lien Fees Receivable            | 250.00                                  | 100.00                          | 100.00                         | 100.00                                    |
| 1.66 - SW Capacity Fees                | 640830.33                               | 196834.53                       | 200595.93                      | 180813.45                                 |
| <b>Total Assets :</b>                  | <b>5324000.10</b>                       | <b>5027453.54</b>               | <b>5036720.19</b>              | <b>5094310.34</b>                         |
| <b>Liabilities :</b>                   |   |                                 |                                |   |
| 1.60 - Contributions                   | 1149732.00                              | 1149732.00                      | 1149732.00                     | 1149732.00                                |
| 3.60 - Savings from 2005 Debt Re-issue | 120076.90                               | 102923.05                       | 102923.05                      | 102923.05                                 |
| 3.60 - Rev. Bonds Payable 2005 Bds     | 1760000.00                              | 1545000.00                      | 1545000.00                     | 1545000.00                                |
| 2.60 - Loan Payable                    | 12450.54                                | 0.00                            | 0.00                           | 0.00                                      |
| <b>Total Liabilities :</b>             | <b>3042259.44</b>                       | <b>2797655.05</b>               | <b>2797655.05</b>              | <b>2797655.05</b>                         |
| <b>Capital :</b>                       |   |                                 |                                |   |
| 1.60 - Net Assets                      | 2300687.80                              | 2300819.11                      | 2229798.49                     | 2229798.49                                |
| fit - YTD Profit (Loss)                | (18947.14)                              | (71020.62)                      | 9266.65                        | 66856.80                                  |
| <b>Total Capital :</b>                 | <b>2281740.66</b>                       | <b>2229798.49</b>               | <b>2239065.14</b>              | <b>2296655.29</b>                         |
| <b>Total Liabilities + Capital :</b>   | <b>5324000.10</b>                       | <b>5027453.54</b>               | <b>5036720.19</b>              | <b>5094310.34</b>                         |

City of Charlestown  
**Three-Way Report**  
 For February, In Accounting Year 2023  
 Wastewater Utility  
 February 28, 2023

| Account Name                           | <u>Trial Balance</u> |            | <u>Balance Sheet</u> |            | <u>Income Statement</u> |           |
|--|----------------------|------------|----------------------|------------|-------------------------|-----------|
|  | Debit                | Credit     | Debit                | Credit     | Debit                   | Credit    |
| 1.60 - Utility Plant in Service        | 13247143.21          |            | 13247143.21          |            |                         |           |
| 18.60 - Accumulated Depreciation       |                      | 9903879.59 |                      | 9903879.59 |                         |           |
| 1.60 - Operating Cash                  | 824210.92            |            | 824210.92            |            |                         |           |
| 1.66 - SW Capacity Fees                | 180813.45            |            | 180813.45            |            |                         |           |
| 2.60 - Bond & Interest Cash Transfer   | 166011.60            |            | 166011.60            |            |                         |           |
| 2.61 - Debt Service Reserve Cash       | 306500.00            |            | 306500.00            |            |                         |           |
| 1.60 - Customer Accounts Receivable    | 233675.51            |            | 233675.51            |            |                         |           |
| 1.62 - Certified Liens Receivable      | 441.65               |            | 441.65               |            |                         |           |
| 1.63 - Lien Fees Receivable            | 100.00               |            | 100.00               |            |                         |           |
| 2.60 - Allowance for Doubtful Accounts |                      | 5821.41    |                      | 5821.41    |                         |           |
| 5.60 - Net Assets                      |                      | 2229798.49 |                      | 2229798.49 |                         |           |
| 3.60 - Rev. Bonds Payable 2005 Bds     |                      | 1545000.00 |                      | 1545000.00 |                         |           |
| 4.62 - Unamortized Bond Issue          | 45115.00             |            | 45115.00             |            |                         |           |
| 6.60 - Savings from 2005 Debt Re-issue |                      | 102923.05  |                      | 102923.05  |                         |           |
| 1.60 - Contributions                   |                      | 1149732.00 |                      | 1149732.00 |                         |           |
| 3.60 - Depreciation Expense            | 32122.00             |            |                      |            | 32122.00                |           |
| 1.61 - Capacity Fee Revenue            |                      | 20589.68   |                      |            |                         | 20589.68  |
| 2.61 - Metered Revenue                 |                      | 336581.88  |                      |            |                         | 336581.88 |
| 2.62 - Adjustments                     | 8434.85              |            |                      |            | 8434.85                 |           |
| 2.63 - Penalties                       |                      | 7522.98    |                      |            |                         | 7522.98   |
| 3.60 - Misc Revenue                    |                      | 72.00      |                      |            |                         | 72.00     |
| 1.60 - Salaries/Wages Employees        | 53210.07             |            |                      |            | 53210.07                |           |
| 3.60 - Salaries Overtime               | 2921.07              |            |                      |            | 2921.07                 |           |
| 1.60 - Employee Fica & Medicare        | 4205.59              |            |                      |            | 4205.59                 |           |
| 1.61 - Employee Pension & Benefits     | 6001.14              |            |                      |            | 6001.14                 |           |
| 1.60 - Sludge Removal                  | 11161.15             |            |                      |            | 11161.15                |           |



City of Charlestown  
**Three-Way Report**  
 For February, In Accounting Year 2023  
 Wastewater Utility  
 February 28, 2023

| Account Name                  | <u>Trial Balance</u> |                    | <u>Balance Sheet</u> |                    | <u>Income Statement</u> |                  |
|-------------------------------|----------------------|--------------------|----------------------|--------------------|-------------------------|------------------|
|                               | Debit                | Credit             | Debit                | Credit             | Debit                   | Credit           |
| 2.60 - Travel and Training    | 590.00               |                    |                      |                    | 590.00                  |                  |
| 5.60 - Purchased Power        | 52331.76             |                    |                      |                    | 52331.76                |                  |
| 10.60 - Materials & Supplies  | 2532.38              |                    |                      |                    | 2532.38                 |                  |
| 10.61 - Office Supplies       | 2649.01              |                    |                      |                    | 2649.01                 |                  |
| 10.62 - Lab Supply            | 13339.78             |                    |                      |                    | 13339.78                |                  |
| 11.60 - Uniforms              | 199.48               |                    |                      |                    | 199.48                  |                  |
| 11.60 - Contractual Services  | 35350.98             |                    |                      |                    | 35350.98                |                  |
| 10.60 - Vehicle Maintenance   | 1200.50              |                    |                      |                    | 1200.50                 |                  |
| 10.61 - Vehicle Fuel          | 639.03               |                    |                      |                    | 639.03                  |                  |
| 5.60 - Insurance Expense      | 17036.88             |                    |                      |                    | 17036.88                |                  |
| 5.60 - Misc Expense           | 2298.81              |                    |                      |                    | 2298.81                 |                  |
| 5.61 - Telephone/Cell Phone   | 1141.33              |                    |                      |                    | 1141.33                 |                  |
| 1.60 - Equipment Repair       | 4263.17              |                    |                      |                    | 4263.17                 |                  |
| 1.62 - CF-Plant/Equip Repairs | 36610.76             |                    |                      |                    | 36610.76                |                  |
| 5.60 - Discharge Fee IDEM     | 9670.00              |                    |                      |                    | 9670.00                 |                  |
|                               | <b>15301921.08</b>   | <b>15301921.08</b> | <b>15004011.34</b>   | <b>14937154.54</b> | <b>297909.74</b>        | <b>364766.54</b> |
| <b>Net Profit</b>             |                      |                    |                      | <b>66856.80</b>    | <b>66856.80</b>         |                  |
| <b>Totals :</b>               | <b>15301921.08</b>   | <b>15301921.08</b> | <b>15004011.34</b>   | <b>15004011.34</b> | <b>364766.54</b>        | <b>364766.54</b> |