

1. Sanitary Sewer Board Meeting

Documents:

SANITARY SEWER BOARD AGENDA 08.19.2021.PDF  
MINUTES 8-5-21.PDF  
CLAIMS.PDF  
PR VOUCHER.PDF  
APPROP REPORT.PDF  
FUND REPORT.PDF  
ELECTRONIC MEETINGS POLICY RESOLUTION - SANITARY BOARD - 4844-  
3701-0678.2.PDF

CITY OF CHARLESTOWN  
SANITARY SEWER BOARD MEETING

August 19, 2021

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 08/05/2021
  - b. Current Claims
  - c. Payroll Allowance Docket from 08/01/2021-08/14/2021
3. Public Comment Period
4. Old Business
5. New Business
  - a. Resolution Electronic Rules
  - b. WWTP Update
6. Adjournment

## **SANITARY BOARD**

**August 5, 2021**

**10:00 A.M.**

**THE MEETING OF THE SANITARY BOARD FOR THE CITY OF CHARLESTOWN WAS HELD ON THURSDAY, AUGUST 5, 2021 AT 10:00 A.M. AT CITY HALL WITH MAYOR TREVA HODGES PRESIDING.**

Board members present were: Ryan Hodskins (via Zoom) and Nathan Grimes. Also present was Clerk Treasurer Donna Coomer.

### **Pledge of Allegiance**

### **Agenda**

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

### **Standing Business**

Treva Hodges entertained a motion to approve the minutes from July 15, 2021, the payroll voucher from July 4 to July 31, and the claims. Motion made by Nathan Grimes, second by Ryan Hodskins. Passed 3-0.

### **Public Comment**-none

### **Treatment Plant Update**

Steve Tolliver with Aqua Utility Services (AUS) gave the board an update. He introduced Eric Brady who is the Operations Manager for AUS and Mike Amburn who will be the Project Manager. They have evaluated each of the 21 lift stations and sent the report to the Mayor.

They looked at the operations at the treatment plant and the first thing they notice was the absence of a gas meter in the confined spaces of the basement. The employees have to go there each day to check the equipment. Currently they are borrowing a gas meter from Jeffersonville, but will be purchasing one soon.

There is an issue with a pump at the plant and the quote from Apex is \$4,960. It may be more extensive depending on what they find once they begin the repair.

The second issue is with the UV lights. Only 19 of 80 bulbs are functioning. He has gotten a quote from the UV Doctor for the necessary parts for \$18,260. He also reached out to Henry P. Thompson and their price was 3 times more. The necessary parts are lamps, sleeve sensors, sleeves and o-rings. They will try to do the repairs with the staff we have in-house. They are short staffed because of COVID, so he called in one of his staff members to assist with the

repairs. The cost will be the rate outlined in the contract, but should take about 2 days. Steve will send the mayor an estimate.

The third issue is with the Bio-lac system. We are close to being out of compliance on ammonia removal because the hoses are leaking and not getting enough air. The sludge inventory is about 180 days and should be 20 days.

Mr. Tolliver discussed the day-to-day operations. They are in need of additional labor and discussed moving Scott Shanks back to the wastewater plant.

Treva Hodges entertained a motion to approve \$18,260 for parts to repair the UV lights. Motion made by Nathan Grimes, second by Ryan Hodskins. Passed 3-0.

Mr. Tolliver stated that he has a friend that builds belt presses. He is going to request that he bring a demo unit to clean up the sludge. The only cost to the City would be the polymer.

**Mayor's Update**

We have started receiving resumes for the operator position and given the increase in salary, we should have an improved pool of qualified candidates. The council approved the rate increase, the public hearing was held and there was no remonstrance. The subsidy will be removed from the bill due September 10 and the rate increase will be the following month. The subsidy money was transferred into the new fund.

**Adjournment**

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

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

\_\_\_\_\_  
DATE

ATTEST:

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

\_\_\_\_\_  
DATE

Accounts Payable Register

Date: 08/12/2021 04:33:46 PM

APV Register Batch - SANITARY BOARD MEETING 08/19/2021

APVREGISTER.FRX

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK		MEMORANDUM
								CHECK #	DATE	
08/02/2021	96838	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	32.12	17430	08/02/2021	
08/02/2021	96838	DUKE ENERGY		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	35.21	17430	08/02/2021	
08/02/2021	96839	CARD SERVICES		606001230.000	SEWER - MATERIALS /SUPPLIES	SUPPLIES	30.58	17429	08/02/2021	
08/02/2021	96841	CARD SERVICES		606001230.000	SEWER - MATERIALS /SUPPLIES	MAINTENANCE	8.98	17431	08/02/2021	
08/02/2021	96860	NEW WASHINGTON STATE BANK		606001492.000	SEWER LOANS PAYABLE	PRINCIPAL DUE	2371.62	17432	08/02/2021	
08/02/2021	96860	NEW WASHINGTON STATE BANK		606001491.000	SEWER - INTEREST EXPENSE	INTEREST DUE	111.79	17432	08/02/2021	
08/02/2021	96861	CLARK COUNTY REMC		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	240.12	17433	08/02/2021	
08/02/2021	96861	CLARK COUNTY REMC		606001351.000	SEWER - PURCHASED POWER	ELECTRIC	929.17	17433	08/02/2021	
08/02/2021	96862	JACOBI OIL SERVICE INC		606001221.000	SEWER - VEHICLE FUEL	VEHICLE FUEL	147.78	17434	08/02/2021	
08/02/2021	96863	AMERICAN WATER		606001360.000	SEWER - CONTRACTUAL EXPENSE	SHUTOFFS/ RECONNECTS	1170.00	17435	08/02/2021	
08/02/2021	96864	A.E. BOYCE CO INC		606001230.000	SEWER - MATERIALS /SUPPLIES	BILLING /POSTAGE BILLING JULY 2021	912.84	17436	08/02/2021	
08/02/2021	96865	SEWER BOND & INTREST		606001520.000	SEWER - BOND & INTEREST CASH/TRANSFER	BD&INT MONTHLY TRANSFER	25327.09	17437	08/02/2021	
08/04/2021	96887	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES EMPLOYE	SEWER SALARY	3044.19	17438	08/04/2021	
08/04/2021	96887	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	173.30	17438	08/04/2021	
08/04/2021	96888	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND MEDICARE	SEWER FICA/MEDI	238.15	17439	08/04/2021	
08/04/2021	96889	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE BENEFITS	SEWER PERF	360.36	17440	08/04/2021	
08/05/2021	96890	INVOICE CLOUD		606001360.000	SEWER - CONTRACTUAL EXPENSE	JULY 2021 MONTHY FEES	65.00	96890	08/05/2021	
08/05/2021	96899	LIBERTY MUTUAL INS CO		606001590.000	SEWER - MISC EXPENSE	RENEWAL ROAD CUT PERMIT	50.00	17452	08/05/2021	
07/02/2021	96910	INVOICE CLOUD		606001360.000	SEWER - CONTRACTUAL	JUNE 2021 SITE FEES	95.00	96910	07/02/2021	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
					EXPENSE					
08/11/2021	96921	PAYROLL-CHARLESTOWN CITY		606001112.000	SEWER - OVERTIME SALARY	SEWER OT SALARY	129.96	17453	08/11/2021	
08/11/2021	96921	PAYROLL-CHARLESTOWN CITY		606001111.000	SEWER- SALARIES/WAGES	SEWER SALARY	3044.20	17453	08/11/2021	
					EMPLOYE					
08/11/2021	96922	PAYROLL-CHARLESTOWN CITY		606001131.000	SEWER- EMP. FICA AND	SEWER FICA/MEDI	234.85	17454	08/11/2021	
					MEDICARE					
08/11/2021	96923	PAYROLL-CHARLESTOWN CITY		606001130.000	SEWER- EMPLOYEE	SEWER PERF	355.51	17455	08/11/2021	
					BENEFITS					
08/02/2021	96943	DUKE ENERGY		606001351.000	SEWER - PURCHASED	ELECTRIC	43.15	17456	08/11/2021	
					POWER					
08/02/2021	96943	DUKE ENERGY		606001351.000	SEWER - PURCHASED	ELECTRIC	28.94	17456	08/11/2021	
					POWER					
08/02/2021	96943	DUKE ENERGY		606001351.000	SEWER - PURCHASED	ELECTRIC	162.89	17456	08/11/2021	
					POWER					
08/02/2021	96943	DUKE ENERGY		606001351.000	SEWER - PURCHASED	ELECTRIC	2432.65	17456	08/11/2021	
					POWER					
08/02/2021	96943	DUKE ENERGY		606001351.000	SEWER - PURCHASED	ELECTRIC	159.34	17456	08/11/2021	
					POWER					
08/02/2021	96943	DUKE ENERGY		606001351.000	SEWER - PURCHASED	ELECTRIC	84.30	17456	08/11/2021	
					POWER					
08/02/2021	96944	AMERICAN WATER		606001360.000	SEWER - CONTRACTUAL	USAGE DATA BASE CHARGE	575.00	17457	08/11/2021	
					EXPENSE	JULY 2021				
08/02/2021	96945	TYLER MOUNTAIN WATER CO INC		606001211.000	SEWER - LAB SUPPLIES	LAB SUPPLIES	39.95	17458	08/11/2021	
08/02/2021	96946	BAPTIST HEALTH MEDICAL GROUP INC		606001341.000	SEWER-WORK COMP	DOT PHYSICAL	45.00	17459	08/11/2021	
08/12/2021	96980	SEWER CAPACITY FEES FUND		606001590.000	SEWER - MISC EXPENSE	TRANSFER TAP FEES TO CAPACITY FEES FUND	44100.00	17460	08/12/2021	
08/19/2021	96983	JACOBI TOOMBS AND LANZ INC		606001360.000	SEWER - CONTRACTUAL	ENGINEERING FEES	1610.00		/ /	
					EXPENSE					
08/19/2021	96984	BIG G SUPPLY		606001230.000	SEWER - MATERIALS /SUPPLIES	PAINT	27.96		/ /	
08/19/2021	96984	BIG G SUPPLY		606001230.000	SEWER - MATERIALS /SUPPLIES	PAINT	6.99		/ /	
08/19/2021	96984	BIG G SUPPLY		606001230.000	SEWER - MATERIALS /SUPPLIES	PVC VALVE/ SHUT OFF	38.53		/ /	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
08/19/2021	96985	DCEC HOLDING CO INC		606001363.000	SEWER - SLUDGE /SANI	MONTHLY SERVICE	100.00	//		
08/19/2021	96986	USABLUEBOOK		606001211.000	SEWER - LAB SUPPLIES	SUPPLIES	374.28	//		
08/19/2021	96986	USABLUEBOOK		606001211.000	SEWER - LAB SUPPLIES	SUPPLIES	31.17	//		
08/19/2021	96986	USABLUEBOOK		606001211.000	SEWER - LAB SUPPLIES	SUPPLIES	1134.89	//		
08/19/2021	96987	CHARLESTOWN AUTO PARTS AND PAINT		606001320.000	SEWER - VEHICLE MAINTENANCE	MAINTENANCE SUPPLIES	1002.35	//		
08/19/2021	96988	AQUA UTILITY SERVICES LLC		606001360.000	SEWER - CONTRACTUAL EXPENSE	AUGUST 2021 OPERATIONAL SERVICES FOR WWTP	12000.00	//		
08/19/2021	96989	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	MAPLE COURT PUMP REPAIR	715.00	//		
08/19/2021	96989	APEX SALES & REPAIR LLC		606001362.000	SEWER-EQUIPMENT REPAIR	4H FAIR GROUNDS PUMP REPAIR	1255.00	//		
*** GRAND TOTAL ***							105075.21			

**Allowance Docket**  
**For check dates 08/01/2021 - 08/14/2021**  
**Selected Departments - Sewer**  
**Ordered by Employee Name**  
**Suppress Zero Records**

Pay Period Ending Number	Employee Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
08/01/2021	328	Gomez, Dorothea	Sanit Salaries	\$380.80	\$0.00
08/01/2021	328	Gomez, Dorothea	Sewer Sal	\$380.80	\$0.00
08/08/2021	328	Gomez, Dorothea	Sanit Salaries	\$380.80	\$0.00
08/08/2021	328	Gomez, Dorothea	Sewer Sal	\$380.80	\$0.00
08/01/2021	408	Hebner, Robin E.	Sanit Salaries	\$397.81	\$0.00
08/01/2021	408	Hebner, Robin E.	Sewer Sal	\$397.79	\$0.00
08/08/2021	408	Hebner, Robin E.	Sanit Salaries	\$397.80	\$0.00
08/08/2021	408	Hebner, Robin E.	Sewer Sal	\$397.80	\$0.00
08/01/2021	863	Ikerd, Nathanael A.	Sewer Sal	\$660.00	\$0.00
08/01/2021	863	Ikerd, Nathanael A.	Sewer Sal OT	\$0.00	\$49.50
08/08/2021	863	Ikerd, Nathanael A.	Sewer Sal	\$660.00	\$0.00
08/08/2021	863	Ikerd, Nathanael A.	Sewer Sal OT	\$0.00	\$68.06
08/01/2021	501	Knight, Paul G.	Sewer Sal	\$825.20	\$0.00
08/01/2021	501	Knight, Paul G.	Sewer Sal OT	\$0.00	\$123.80
08/08/2021	501	Knight, Paul G.	Sewer Sal	\$825.20	\$0.00
08/08/2021	501	Knight, Paul G.	Sewer Sal OT	\$0.00	\$61.90
08/01/2021	363	Slaughter, Donald L	Sewer Sal	\$780.40	\$0.00
08/08/2021	363	Slaughter, Donald L	Sewer Sal	\$780.40	\$0.00
<b>**Total**</b>				\$7645.60	\$303.26

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



Installed by the CITY OF CHARLESTOWN-2012

### Appropriation Report

Fund 606 Thru 608

Check Date From 08/01/2021 Thru 08/31/2021

Grouped By Fund, Department

Ordered By Appropriation

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
**Fund 606												
**Department 001												
606001111.000	SEWER- SALARIES/WAGES	0.00	203397.00	0.00	0.00	0.00	6088.39	115273.62	0.00	88123.38	88123.38	43.32%
606001112.000	SEWER - OVERTIME SALARY	0.00	10000.00	0.00	0.00	0.00	303.26	7185.88	0.00	2814.12	2814.12	28.14%
606001130.000	SEWER- EMPLOYEE BENEFITS	0.00	23901.00	0.00	0.00	0.00	715.87	13528.20	0.00	10372.80	10372.80	43.39%
606001131.000	SEWER- EMP. FICA AND	0.00	16325.00	0.00	0.00	0.00	473.00	9040.99	0.00	7284.01	7284.01	44.61%
606001210.000	SEWER - OFFICE SUPPLIES	0.00	4000.00	0.00	0.00	0.00	0.00	1987.04	0.00	2012.96	2012.96	50.32%
606001211.000	SEWER - LAB SUPPLIES	0.00	25000.00	0.00	0.00	0.00	198.95	37174.15	0.00	-12174.15	-12174.15	-48.69%
606001212.000	SEWER - UNIFORMS	0.00	3000.00	0.00	0.00	0.00	84.99	561.50	0.00	2438.50	2438.50	81.28%
606001221.000	SEWER - VEHICLE FUEL	0.00	15000.00	0.00	0.00	0.00	147.78	2628.91	0.00	12371.09	12371.09	82.47%
606001230.000	SEWER - MATERIALS /SUPPLIES	0.00	1500.00	0.00	0.00	0.00	5373.15	6333.26	0.00	-4833.26	-4833.26	***.***%
606001312.000	SEWER CONST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001320.000	SEWER - VEHICLE MAINTENANCE	0.00	10000.00	0.00	0.00	0.00	0.00	1071.18	0.00	8928.82	8928.82	89.28%
606001323.000	SEWER - TRAINING/TRAVEL -	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	100.00%
606001340.000	SEWER - INSURANCE EXPENSE	0.00	66255.00	0.00	0.00	0.00	0.00	41337.53	0.00	24917.47	24917.47	37.60%
606001341.000	SEWER-WORK COMP	0.00	4869.00	0.00	0.00	0.00	45.00	45.00	0.00	4824.00	4824.00	99.07%
606001343.000	SEWER- PROP/CAS INSURANCE	0.00	14853.00	0.00	0.00	0.00	0.00	0.00	0.00	14853.00	14853.00	100.00%
606001351.000	SEWER - PURCHASED POWER	0.00	195000.00	0.00	0.00	0.00	4147.89	112748.81	0.00	82251.19	82251.19	42.18%
606001356.000	SEWER -TELEPHONE/ CELL	0.00	16800.00	0.00	0.00	0.00	0.00	4839.16	0.00	11960.84	11960.84	71.19%
606001360.000	SEWER - CONTRACTUAL	0.00	130000.00	0.00	0.00	0.00	12308.75	68016.95	0.00	61983.05	61983.05	47.67%
606001361.000	SEWER - DISCHARGE FEE IDEM	0.00	8500.00	0.00	0.00	0.00	0.00	7500.00	0.00	1000.00	1000.00	11.76%
606001362.000	SEWER-EQUIPMENT REPAIR	0.00	100000.00	0.00	0.00	0.00	5480.90	46437.44	0.00	53562.56	53562.56	53.56%
606001363.000	SEWER - SLUDGE /SANI	0.00	8900.00	0.00	0.00	0.00	0.00	4284.05	0.00	4615.95	4615.95	51.86%
606001399.000	SEWER - LAB/SAFETY/OSHA	0.00	500.00	0.00	0.00	0.00	193.37	1510.35	0.00	-1010.35	-1010.35	***.***%
606001430.000	SEWER CAPITAL EXPENSES	0.00	100000.00	0.00	0.00	0.00	0.00	0.00	0.00	100000.00	100000.00	100.00%
606001440.000	SEWER - EQUIP PURCHASE/	0.00	50000.00	0.00	0.00	0.00	0.00	0.00	0.00	50000.00	50000.00	100.00%
606001441.000	SEWER - OFFICE EQUIPMENT	0.00	3000.00	0.00	0.00	0.00	0.00	0.00	0.00	3000.00	3000.00	100.00%
606001491.000	SEWER - INTEREST EXPENSE	0.00	1473.00	0.00	0.00	0.00	111.79	947.67	0.00	525.33	525.33	35.66%
606001492.000	SEWER LOANS PAYABLE	0.00	29801.00	0.00	0.00	0.00	2371.62	16436.20	0.00	13364.80	13364.80	44.84%
606001511.000	SEWER - AUDIT FEES	0.00	3500.00	0.00	0.00	0.00	0.00	0.00	0.00	3500.00	3500.00	100.00%
606001520.000	SEWER - BOND & INTEREST	0.00	304102.00	0.00	0.00	0.00	25327.09	202792.94	0.00	101309.06	101309.06	33.31%
606001521.000	SEWER - DEBT SER RES	0.00	0.00	0.00	0.00	0.00	0.00	43800.00	0.00	-43800.00	-43800.00	***.***%
606001530.000	SEWER- TEMPORARY LOAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
606001590.000	SEWER - MISC EXPENSE	0.00	50000.00	0.00	0.00	0.00	44150.00	57106.52	0.00	-7106.52	-7106.52	-14.21%

### Appropriation Report

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
SubTotal Department 001		0.00	1399976.00	0.00	0.00	0.00	107521.80	802587.35	0.00	597388.65	597388.65	42.67%
SubTotal Fund 606		0.00	1399976.00	0.00	0.00	0.00	107521.80	802587.35	0.00	597388.65	597388.65	42.67%
**Fund 607												
**Department 001												
607001381.000	SEWER BD & INT - BOND	0.00	0.00	0.00	0.00	0.00	0.00	205000.00	0.00	-205000.00	-205000.00	***.***%
607001382.000	SEWER BD & INT - BOND	0.00	0.00	0.00	0.00	0.00	0.00	49638.75	0.00	-49638.75	-49638.75	***.***%
607001383.000	SEWER BD & INT - PAYING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
SubTotal Department 001		0.00	0.00	0.00	0.00	0.00	0.00	254638.75	0.00	-254638.75	-254638.75	***.***%
SubTotal Fund 607		0.00	0.00	0.00	0.00	0.00	0.00	254638.75	0.00	-254638.75	-254638.75	***.***%
**Fund 608												
**Department 001												
608001540.000	DEBT SER RES (SEWER) -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
608001590.000	DEBT SER RES (SEWER) - MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
SubTotal Department 001		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
SubTotal Fund 608		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	***.***%
*** GRAND TOTAL ***		0.00	1399976.00	0.00	0.00	0.00	107521.80	1057226.10	0.00	342749.90	342749.90	24.48%



Installed by the CITY OF CHARLESTOWN-2012

Fund Report

Selected Funds

From 08/01/2021 Thru 08/31/2021

Grouped By Bank

Ordered By Fund

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
<b>**Bank 5</b>							
607 WASTEWATER BOND & INT	105500.22	202792.94	254638.75	28327.32	25327.09	0.00	53654.41
608 WASTEWATER DEBT SERVICE	262700.00	43800.00	0.00	306500.00	0.00	0.00	306500.00
<b>SubTotal Bank 5</b>	<b>368200.22</b>	<b>246592.94</b>	<b>254638.75</b>	<b>334827.32</b>	<b>25327.09</b>	<b>0.00</b>	<b>360154.41</b>
<b>**Bank 6</b>							
606 WASTEWATER OPERATING	123310.40	1173123.32	802587.35	192004.49	409363.68	107521.80	493846.37
636 SEWER CAPACITY FEES FUND	0.00	429605.41	0.00	0.00	429605.41	0.00	429605.41
<b>SubTotal Bank 6</b>	<b>123310.40</b>	<b>1602728.73</b>	<b>802587.35</b>	<b>192004.49</b>	<b>838969.09</b>	<b>107521.80</b>	<b>923451.78</b>
<b>*** GRAND TOTAL ***</b>	<b>491510.62</b>	<b>1849321.67</b>	<b>1057226.10</b>	<b>526831.81</b>	<b>864296.18</b>	<b>107521.80</b>	<b>1283606.19</b>

**CITY OF CHARLESTOWN, INDIANA  
SANITARY SEWER BOARD  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ESTABLISHING THE POLICY BY WHICH MEMBERS OF THE  
SANITARY SEWER BOARD MAY PARTICIPATE BY ELECTRONIC MEANS OF  
COMMUNICATION**

**WHEREAS**, P.L. 88-2021 (HEA 1437), SEC. 5, amended IC 5-14-1.5-1 et seq. (the “Act”), effective April 20, 2021 by amending IC 5-14-1.5-3.5 to prescribe new requirements by which members of the governing body of a public agency of a political subdivision may participate in a meeting by any electronic means of communication;

**WHEREAS**, pursuant to the Act, as amended, a member of the governing body may participate by any means of communication that:

(a) Allows all participating members of the governing body to simultaneously communicate with each other; and

(b) Except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting;

**WHEREAS**, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member’s participation in a meeting by an electronic means of communication and may adopt procedures that are more restrictive than the procedures established by IC 5-14-1.5-3.5(d); and

**NOW, THEREFORE, BE IT RESOLVED BY THE SANITARY SEWER BOARD OF THE CITY OF CHARLESTOWN, INDIANA:**

**Section 1.**

(a) The provisions of the Act, including definitions, apply to this resolution.

(b) This resolution shall be known as the “Electronic Meetings Policy” of the Sanitary Sewer Board (the “Board”) of the City of Charlestown, Indiana, and applies to the Board and any committee appointed directly by this Board or its presiding officer.

**Section 2.**

(a) Subject to Sections 3 and 5, any member may participate in a meeting by any electronic means of communication that: (i) allows all participating members of the governing body to simultaneously communicate with each other; and (ii) other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.

(b) A member who participates by an electronic means of communication: (i) shall be considered present for purposes of establishing a quorum; and (ii) may participate in final action only if the member can be seen and heard.

(c) All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

**Section 3.**

(a) At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.

(b) A member may not attend more than a fifty percent (50%) of the meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

(c) A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

**Section 4.** The minutes or memoranda of a meeting at which any member participates by electronic means of communication must:

- (a) identify each member who:
  - (1) was physically present at the meeting;
  - (2) participated in the meeting by electronic means of communication; and

(3) was absent; and

(b) identify the electronic means of communication by which:

(1) members participated in the meeting; and

(2) members of the public attended and observed the meeting if the meeting was not an executive session.

**Section 5.** No member of the Board may participate by means of electronic communication in a meeting at which the Board may take final action to:

(a) adopt a budget;

(b) make a reduction in personnel;

(c) initiate a referendum;

(d) impose or increase a fee;

(e) impose or increase a penalty;

(f) exercise the Board's power of eminent domain; or

(g) establish, impose, raise or renew a tax.

**Section 6.**

(a) If an emergency is declared by:

(1) the governor under IC 10-14-3-12; or

(2) the mayor under IC 10-14-3-29;

members are not required to be physically present for a meeting until the emergency is terminated.

(b) Members may participate in a meeting by any means of communication provided that:

(1) At least a quorum of the members participate in the meeting by means of electronic communication or in person.

(2) The public may simultaneously attend and observe the meeting unless the meeting is an executive session.

(3) The minutes or memoranda of the meeting must comply with Section 4 of this resolution.

(c) All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

**Section 7.** This resolution shall be effective from and after adoption by this Board and compliance with IC 36-5-2-10.

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**ADOPTED BY THE CHARLESTOWN SANITARY SEWER BOARD** this \_\_\_\_ day  
of \_\_\_\_\_, 2021.

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Mayor Treva Hodges, Chairperson

ATTEST:

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Ryan Hodskins, Secretary/Treasurer

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