

**VANBIBBER LAKE WATER CONSERVANCY DISTRICT  
MONTHLY BOARD MEETING AGENDA for**

Saturday, March 8, 2025 @ 9:30 a.m.

**Board Attendees:** Sabrina Johnson, Laren Zeeck, Susan Grimes, Rebecca Bilbrey

**Board Members Via Zoom:** Brenda Dossey-Redick,

**Staff/Contractor Attendees:** Tina Sillery (Office Manager), Barb Johnson (Office Personnel), John Young (Attorney), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent),

**Absent Staff/Contractor Attendees:** Marshal, Alan Driver Jr., Deputy Marshal, Alan Driver Sr., Roger Young (Attorney)

Community members in attendance can be found on the sign-in sheet in the VBL Conservancy office.

The meeting was called to order by: Sabrina Johnson (Chair) at 9:32 a.m.

**EXTERNAL BUSINESS**

- Dustin Whalen from HWC Engineering has the preliminary engineer report and paperwork to have signed. SRF State portion EPA. Waiting to see how grants will work this year. Will continue as normal and submit applications and PER and SRF scores and adds to PPL. 90 – one hundred projects. Thinks we are in a fairly good place. Did have to adjust the collection system cost to \$9,129,000.00 and we have need of some work completed at the treatment plant. Estimated treatment plant cost of \$2,153,000.00 Total project \$14,583,000.00. Water - there was an estimate of 430 lots. Ballpark plan to use is 430 lots. Included from the Pit to the main. From the house 5 feet to the vacuum can to the goose neck with the vent. Freeholders will be responsible for getting it out and connected to the five feet.
- Rebecca asked regarding local government documentation for we may qualify for critical need. HWC does not do that, as everything goes through SRF. Everything is written in the request, and they are aware the lake is by the sewer plant. Rebecca can go ahead and fill out paperwork and Dustin could help if anything is needed. Laren asked – can we use the same easements. Yes, they can be used. Dams around the sewer area, rip rap were added several years ago, and trees were planted. Sanitary sewer will be sloped at .4% and will be buried in the streets. Considerably more damage to the roads will be repaired where the trench goes. End of project will have new water lines, new sanitary sewer lines and the new asphalt on the roads. Will look nice and have new infrastructure. Will look like a war zone with all the construction. You are digging up 25,000 feet of pipe. 4-7 feet deep. Will be slower than the water project. There will be places that you will not be able to get through. The workers will help with as much as they can.
- How do you foresee people accessing their properties and emergency vehicles? Will make all roads accessible. May have to put steel plates over places. If there are emergency vehicles, they will put the dirt back in the hole so they can get through. There will be advanced notice to let people know when they will be in the area and if they need to park their car at another location. Our website will help with communication. Sections 4, 5 and 6 will be tight with the old campground areas.
- Suggestion on resurfacing. Many of the roads do not have much asphalt material on them. See what the crossroads sections are as they go; some you may take inches off and fall through. Do not take off and overlay. Will gain an inch and half if do an overlay. We do not have specifics yet. Save money on milling and time and put toward more asphalt. Travis McPeak would like to volunteer to help with the road work. May have to a full reconstruction if the overlay not done. When they do the open cut take pictures and Travis will review.
- Does SRF take into consideration the age of the system? Yes, look at what includes, is current system sustainable. No, we cannot do maintenance and need the grant to replace.
- John Young asked about a BAMI-I grant. Dustin was not aware of it. This is a new fund.

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- \$14 million project. Dustin will need to find out what the portion is for VBLCD. Grant and forgivable loan. Will have to wait and see this project could qualify for a 35 year. 2.5% to 2.75% loan. The water side had to pay a \$1 million loan. Sewer may be more than the water project.
- Are the new pipes coming into where they exist now? How far into the house we will need to connect. Cannot tie into the old system. Must stay ten feet away from the water lines. Will bring into five feet of the property. Will attempt to bring it to the front of the property. Freeholders should plan to put new lines to come up under the house. Vacuum system will be in a manhole. Each vac hole will take up to four houses together. The more lots tied into one pit the cheaper it will be. Why are the pits not put inside the roadway? They cannot be driven on so mains will need to go in the easements. Lid is thirty" diameter and larger than a manhole. Valve in them and may need to be worked on if not working properly. Sabrina suggested that we work with the POA, so we know freeholders are not and do not block access to the manholes, so we have access to perform maintenance. If a freeholder blocks them without written permission, they will be financially and physically responsible to remove whatever is blocking access. We need to be mindful of where fences and tree planting are going on properties. Request to deviate should be presented in writing and brought in front of both the POA and Conservancy boards for review and will need to be approved in writing by both boards.
- We must have a new pipe to connect to the new sewer lines. We will post things on our website to inform freeholders of needs and progress.
- Pumps/piston have an alarm (battery powered) and send to Jeremy that there is an issue that needs repair.
- Every line will be like a vacuum, piston opens and sucks out the lines and then piston closes. Pumps to the wastewater treatment plant. Fail more than gravity sewer does, has mechanical parts. Fail way less than low pressure sewers, grinder style pump at each property. Will we be able to shut off individual homes? Just shut off the water and will not have sewer. Bills go toward water first. Y & Y advised tie the sewer bill to the water as we will not be able to shut off sewer and if bill is not paid, we can shut off water. No flow meters on the sewer side will only be on water. Pits are installed in the right way. Pipe from home to new sewer manhole is how you will be charged.
- What happens to the dwellings if they do not have water, will they get a sewer line? If they have a water line, they will get a sewer connect, there may be a few exceptions if the use of the lot has changed (example: was a camp lot but has now been made into a parking lot or contains a garage) however, further discussion will need to be had to evaluate as we get nearer to the project start date.. Will change the wastewater rate. Couple properties that had pit installed, but if they had a line on the property, they did not have water meter connected. So will not get a sewer connect. Health Department issue if the property does not have water and sewer. All residences must have connection to both water and sewer is in the POA bylaws.
- ACTION: Rebecca to reach out to the Putnam County Health
- Asset management Plan for Sabrina to sign and witness signing.

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**INTERNAL BUSINESS**

- **Approval of Prior Month Minutes**

- **\*\*Chair** entertained a motion to approve the February 8, 2025, meeting minutes. Susan made a motion to approve the February meeting minutes; Rebecca seconded the motion. Votes made by roll call, all in favor of the motion to approve February meeting minutes; no one opposed. February meeting minutes were approved.
- The full minutes can be obtained in the VBLCD office.

- **Financial Report**

<b>PNC Bank - Bank 1 - Main Account</b>	<b>Month ending January 2025</b>
Beginning Balance	\$1,212,788.75
+ Deposits & Other Additions	\$126,413.94
(-) Checks & Other Deductions	(\$73,272.91)
Ending Balance	\$1,265,929.78
Adjustments	
(-) Outstanding Warrants	(\$6624.50)
+ Adjustments/Outstanding Deposits	\$1230.47
Record Balance	\$1,260,535.75

For further details, see the Financial Report, Depository Statement, and Cash Reconciliation prepared by Tina Sillery.

- **Office Report**

- See office report prepared by Tina Sillery March 8, 2025

**OPEN ACTION ITEMS**

1. Aquatic Control Invoice: Paid
2. Laptops: Rebecca took computers to Geek Squad. Action: Tina to contact Keystone to get the program installed.
3. Debit Card – John has new resolution to be signed today. Action: Tina to work to get debit cards from PNC
4. Notary Public: Tina did receive her notary
5. Approval from State Board of Accounts: Reappropriation of funds for police vehicle fully approved
6. Pipe Utilities: No process this far with Matt Steinkamp on adding meter amounts to billings. Action: Tina to contact Steve Brock

**Water / Wastewater Superintendents Report** – Jeremy stated a car crashed thru the Sewer plant fence. February 22 11:30 pm Tina to action by contacting Insurance company to see if we should file a claim on the fence. Red paint on the fence. Jeremy passed the information on to the Marshal.

**Open Action Item:**

1. Utility Truck Taillight: Action: Truck to be taken to York in Greencastle on March 13 to fix taillights
2. Roto Roots: Meeting has taken place with UMAC, but another one is needed prior to Jeremy and Doug brings a plan before the board to help ease the work from Jeremy for roto roots. Action: Discussion with UMAC or other contractors

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3. Items approved by John McGhee: Generator has been received. Action: Jeremy to order valve exerciser and extra valves.
4. Board/Legal Counsel tour with Jeremy and Doug on sewer system, easements, and inability to access.
  - a. Need to set a date. Maybe after next Board meeting.
5. New water pit/meter installation: Will continue with \$4,200 for cost, \$150 connection fee, and \$25 inspection fee. Need an agreement drawn up to be signed by the freeholder prior to work being performed. Agreement to address both water and sewer if possible.
6. Needs: none at this time

**Marshal Report – Brenda provided the report.**

- Arrests – 0
- Calls for Service LEO – 1
- Med calls – 3
- Vehicles tagged – 1
- Self-Generated calls – 1

The Marshal needs to have a written report to include meeting minutes.

**Open Action Item:**

1. Receipts: unsure of outstanding receipts
2. Current car issues: Action: Will be taken to York in Greencastle on March 12, for quote on electrical issue.
3. Used Vehicle from Andy Mohr: Sabrina has been in contact with Kent at Andy Mohr. Kent felt the 2022 vehicles would be available in mid-March. Tina verified reappropriated funds have been fully approved therefore we can act quickly should a desired vehicle become available. We would need a letter of intent sent to Andy Mohr; no down payment needed to hold vehicle. Action: Sabrina to contact Kent again for more recent updates on vehicles.
4. Towing Contract: We do not need a contract with Towing company if we are on public property. However, if we decided to attempt to tow from private property a contract would be needed. Action: need to order signs with Seniou's information placed within community for any towing that the district initiates. Action: Brenda to contact Marshal to have the contract signed so we have it on file and are prepared to tow from private property should the need arise. Action: Brenda to inform Marshal about the car needing to be tagged at 3090.
5. IMA Spring Conference (April 3-5), Marshals are signed up & ready to attend.
6. Water rescue class: Action: Marshal to check with David Owens on cost of class
7. Needs: None at this time

**Board Focused Projects**

**Open Action Item:**

1. Permanent office location for Marshal: The board signed the lease, and Brenda is to forward revised lease to POA board, who should discuss and sign during their March 15 meeting. Rebecca to attend the meeting to represent the Conservancy Board should questions arise. Brenda stated the Conservancy Board is welcome to access the building for a walk through. Action: Conservancy to receive back signed copy of the updated lease. Action: Sabrina, Susan, and Rebecca to do walk through and define scope of work. Action: Laren to call contractors to schedule a time they can discuss project and walk through community center.  
**Benjamin Fox: 765-721-1017 and Sillery Construction (Matt Sillery): 765-301-0559**
2. Culvert in section 5 (man-made pond): Quotes received from UMAC, Joe Custis, and a Liberty Masonry. Travis McPeak filling in with dredging material – seed and straw. The district would need permission and a permanent

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- easement from the Campbells should we decide to go in this direction. Action: Travis previously provided a rough plan for Tim for the fill-in project and will try to find it to provide for Sabrina.
3. Quarterly Staff Meetings: thoughts are to hold Mid-year and End-of-Year meetings. Action: John to ensure these can be considered workshops instead of Executive Meetings.
  4. Wastewater Grant: Addressed by HWC
  5. Community Grant (2024): all funds have been spent and receipts received by Susan, she will submit for closure the week of March 10, 2025.
  6. Dredging Project
    - a. McCullough received our 20% (\$13,040) of the first invoice total \$65,200 on Feb 11
    - b. There are ~61-81 more barges to take out.
    - c. Estimated end date is the end of March 2025
    - d. We will not need a waiver
    - e. Sabrina received a letter from Doug N. informing us we were conditionally selected for the 2025 Lare Grant and will be receiving a document to sign via DocuSign from the Indy office.
    - f. If we want to remove trees in the beach area costs will need to be adjusted.
  7. Available Grants: Rebecca, any updates? State revolving fund and BAMI-I
  8. No parking sign in front of mailboxes: Doug to check to see if we have any signs.
  9. One way sign in section 6: Need to check with Jeremy to see if we have any.
  10. Pit/Meter for lot 6139: Barb and Tina to get ahold of owner to communicate cost \$4,200 and fees. Action: Sabrina to type up a New Water Pit/Meter Installation Agreement and run it by John Young for approval prior to use.

**New Business**

1. Cyber Vulnerability Scanning: Action: Tina is working to complete
2. 2025 Marshal Hours:

**Suggested hours moving forward:**

Friday-Thursdays Pay period.

20 hours per pay period. Beginning January 1st through the last full week of April, which at times could include days within May to finish out the pay period. (i.e., May 1, 2025, completes the last pay period for April).

30 hours per pay period. Beginning with the first Friday in May (i.e., May 2, 2025) through the last full week of September which at times could include days within October to finish out the pay period (i.e., September 26, 2025).

Exceptions to hours will occur during this time due to three observed holidays (Memorial Day, Fourth of July, and Labor Day).

On the Friday & Saturday of the holidays mentioned the district shall be covered by at least two officers to support the communities' festivities. Additional hours shall not exceed 8 hours per day.

· 20 hours per pay period. Beginning with the first Friday, the first pay period starts in October through December 31st.

**\*\*Chair entertained a motion that we accept the hours for the Marshal as stated above, Laren made the motion to apply these hours going forward, Brenda seconded. Rebecca and Susan in favor. All in favor.**

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**Business To Approve**

1. Quote for "culvert" work in Section 5 (Man Made Lake) – On Hold review of Travis suggestion.
2. 2025 Contract for Young & Young
  - o The chair entertained a motion to approve the Young & Young contract and sign. Will run thru 31DEC2025. Susan made the motion to approve, Rebecca seconded. Brenda, Laren, and Sabrina agree. All in favor.
3. Credit Card Resolution
  - o Resolution No 2025-03-08
  - o Chair entertained a motion to approve resolution No 2025-03-08 authorize use of office staff, water and wastewater superintendents, chairman and treasurer to use credit cards. Three cards will be obtained, one held by water superintendent, one by wastewater superintendent, and one to remain in the office. Laren made the motion to approve, seconded by Rebecca, Brenda Susan and Sabrina all agree. All in favor. Action: Tina to work with PNC to obtain cards
4. Invoices to replace cameras at the wastewater plant.
  - o Chair entertained a motion to replace the five cameras and base unit for \$1,344.75. Rebecca made the motion to approve the invoice, Laren seconded, Susan, Brenda and Sabrina approved. All in favor. Action: Jeremy to order the items per approved invoice.
5. Fence at wastewater plant
  - o The chair entertained a motion to approve the cost of replacing the fence at the sewer plant in the amount of \$4,875. Laren made the motion to approve, Rebecca seconded, Brenda and Susan approve. All in favor. Action: Jeremy to contact company and schedule date to perform approved work.
1. Attorney recommends that the district amend the wastewater rate ordinance to include any lot/parcel connected to the operation and maintenance charge of \$39.06.
  - a. Public hearing on April 19<sup>th</sup> meeting for the wastewater rate ordinance
  - b. John to prepare the amendment to the wastewater ordinance for the April 19th meeting.
    - i. Chair entertains a motion to amend the wastewater rate ordinance to include and clarify that the operations and maintenance charge applies to lots and parcels served and connected to the sewer system and that the district will advise and hold a public hearing set for the next meeting in April. Advertise that the meeting moved from April 12 to April 19. Susan made the motion to approve, seconded by Laren. Rebecca, Brenda, and Sabrina approved. All in favor. Action: John Young to prepare amended resolution and to send wording for advertisement to office staff. Action: Tina to ensure advertisement is place in Banner Graphic.

**Open Forum - NA**


**ADJOURNMENT**

**\*\*The Chair** requested the meeting to be adjourned, motion to adjourn meeting by Rebecca, and seconded by Laren. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 1:15 pm

**Executive Meeting:** The meeting was held for purposes as advertised. **Adjournment: 1:40**

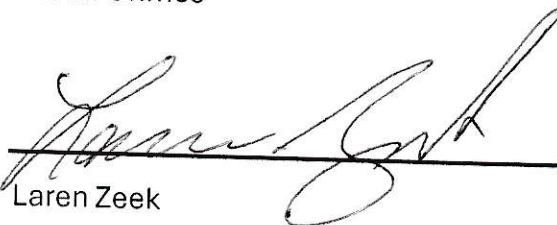
Board Member Signature:

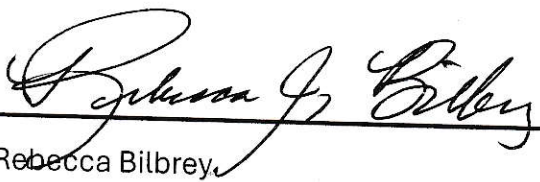
April 19<sup>th</sup>, 2025

  
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Sabrina Johnson

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Brenda Dossey

  
\_\_\_\_\_  
Susan Grimes

  
\_\_\_\_\_  
Laren Zeek

 4/19/25  
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Rebecca Bilbrey