



VAN BIBBER LAKE CONSERVANCY DISTRICT

4374 W County Rd 450 N • Greencastle, IN • 46135 • (765) 739-6671

Board of Directors Meeting Minutes – Sept. 13, 2025

Public Meeting Called to Order by Sabrina: Sep 13, 2025, 9:36 a.m.

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

Absent Board attendee: NA

Staff/Contractor Attendees: Tina Sillery (Office manager), Barb Johnson (Office Personnel), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), Marshal, Alan Driver Jr,

Absent Staff/Contractor Attendees: Deputy Marshal, Alan Driver Sr,

Via Phone: John Young (Attorney)

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

Pledge of Allegiance

Public Meeting:

- Open public meeting. 2026 Initial “Suggested” Budget
 - Discussed initial suggested budget – broke out with more detail and discussed changes.
 - New regulations for board members can be increased and paid \$100 per meeting, not more than two meetings per month.
 - **Chair made entertained a motion to adopt and follow the rules and regulations of the State Board of Accounts to pay the Board salaries increase up to \$100 per meeting and no more than two meetings per month. Susan made the motion to approve seconded by Rebecca. All in favor approved by the Board.
 - Next month we will adopt the budget.
- **Chair entertained a motion to adjourn the public meeting, motion made by Brenda and seconded by Rebecca, all in favor.
- Adjourned at 10:20 am

Monthly Board Meeting Called to Order at 10:20 am

External Business

- SRF & USDA Funding: **NA**

INTERNAL BUSINESS

- **Prior Month Minutes**
- **Approval of Prior Month Minutes**
- **Chair entertained a motion to approve August 9, 2025, minutes as written and waived the reading of the minutes, Laren made a motion to approve the August meeting minutes and waive the reading; Brenda seconded the motion. All in favor to approve August meeting minutes; meeting minutes were approved.
- The full minutes can be obtained in the VBLCD office.

Financial Report

- **See financial report prepared by Tina Sillery September 13, 2025**



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****Chair** entertained a motion to approve the financial reports for May, June and July with the completed updates, Brenda made a motion to approve, seconded by Susan, all in favor and approved by the board.

Key Items:

1. Laptops and computer network
2. Pipe Utilities - Zenner Meters/Keystone Integration: OPEN
 - a. **ACTION ITEM:** Tina to work with Keystone.
3. Water Rate Study:
 - a. Sabrina to follow up with Steve.
4. Large LED wall screen needed for meetings and presentations.
 - a. **ACTION ITEM:** Tina to get estimate on cost and installation.

Water & Wastewater Superintendent – Report read by Jeremy

- Water Tower Cleaning/Painting
 - Tower maintenance (clean inside and paint tower) – Jeremy to confirm date in October.
 - Will confirm the date.
- Part-time maintenance and roto-rooter help: job ad posted via Indeed.
 - Still looking
- Who is responsible for weeds around the fifty-four fire hydrants within the community? **ACTION ITEM** John to research and get us a definitive answer. John stated the District is responsible if weeds are grown up around hydrants. Jeremy suggested spray weeds and put pea gravel around. Susan to check with fire chief.
- Status of 5183 issue: Freeholder said he never received the letter. It was hand delivered to him. Said he was receptive to move gate. Paid fines never locked off, did not make repairs as he is still driving over. Water was not shut off. Gate has not been moved. Sabrina wants letter to be delivered again by Marshal to owner.
- 4014 check after water tower cleaning to see if still has issue.
- Rate Study: no update from Steve Brock. Sabrina is trying to get the water rates from him to start billing in 2026.
- Rebecca to post a reminder on the website about winter around the corner. **Prepare your home for winter so your pipes do not freeze and bust.**
- There was discussion regarding getting bids on enclosing well head and pump house per IDEM's recommendation to do so after our water project was completed.
- Need to look up land easements via LWCCD to ensure compliance.
- Estimates were to be started, which should include larger gates so big trucks can get into service pumps.
- Check with the county on the north/south road to ensure vegetation and any tree limbs/trees can be trimmed back. Preparations for east/west road to cut limbs and vegetation back for ingress/egress.

Marshal Report – Alan Driver Jr.

- Incidents, arrests, and issues – See Report
- Vehicles
 - New Ford Maverick truck plate still pending? Returned as no one signed the back of the title. Sent paperwork back 1 month ago **COMPLETE**
 - Dodge Charger – any issues? Windshield has a chip and needs replaced or check for fill in. **COMPLETE? YES**



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- New VBLCD logo for Marshal vehicles – include them on the new vehicles? ANY **UPDATE?**
- Designate areas for no parking and subject to towing violation. No parking in some areas and some may have a specific time.
 - Update on placement of no parking signs? Where do the signs need to be placed? Marshal and Brenda to determine where these need to be placed? **Update: Community Building and Section 3 by the new boat docks.**
 - No parking – except Golf Carts, Dock parking only. Sabrina thinks Little Walnut were going to install the sign. Laren to check if he attends the next meeting. One on building – Brenda and Alan Sr. to do.
- Wastewater plant fence/gate damage
 - Have charges been pressed and sent to the Prosecutor? No update will need to check with Jr. ASK JR for UPDATE – **No suspect CLOSED.**
- Mileage Log:
 - Must report monthly mileage (will get mileage once plates are received) Turned in for last three months. **COMPLETE**
- Water rescue class
 - Status on scheduling training that is available after June.
- **Donation of radar gun.** Rebecca asked Alan Sr. to provide the information so we can send a thank you. Alan Sr. will send information. **DID WE GET INFORMATION and Letter sent?** Wally Pinkston donated
 - **Action item:** Thank you card.
- **Reserve officer** – Wayne Loney – Tier 1 Marion County – sworn in August 16th and will work 16 hours a month – **COMPLETE**
- Need square Do Not Enter signs posted at 4 feet. Look at all signs to make sure they are legal size and right height. **Action:** Confirm all signs are correct
- Marshal can write tickets and our roads are public.
- Golf Cart for Marshal - \$3500
 - Brenda entertained a motion to buy the golf cart for the Marshal's Office, Laren made the motion to purchase the golf cart, Susan seconded approval, All in Favor.

Board-Focused Projects

1. 2026 Budget:
 - a. SEP. 13: PUBLIC HEARING, BOARD 1ST READING OF PRELIMINARY BUDGET – CHANGES CAN BE SUGGESTED and MADE COMPLETED
 - b. OCT. 11: VOTE ON FINAL BUDGET
2. Tour of easements with legal and board to be scheduled.
3. Section 1 Easements (Jeffery Lane):
 - a. Right for VBLCD to go on property infrastructure.
 - b. Could we have Matt weed eat three times a year?
4. Marshal Office Construction: **Complete**
 - a. **Chair entertained a motion to pay the invoice from Sillery construction in the amount of \$14,700, Rebecca made a motion, Brenda seconded, all in favor and approved by the Board.
5. LARE Grant:
 - a. All invoices for McCullough Excavating have been paid.
 - b. Silt dump area.



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- i. \$5,360 remaining funds for partial payment of silt grading (estimated \$12,500)
 - ii. Grading must be completed prior to late fall rainy season.
 - iii. **PREVIOUS ACTION ITEM:** Sabrina to check if anyone wants silt.
 - iv. **Action Item:** Schedule McCullough for grading once it is determined if there are any takers of the soil/silt.
 - c. Sabrina sent Doug Nusbaum an email to start discussion on submission of 2026 Lare Grant to finish out VanBibber Lake dredging and riprap.
6. Cross Training: Still needed for office staff.
7. Emergency Leak Statutes: Need to talk with John – ON HOLD
 - a. **ACTION ITEM:** Policy development needed for emergency leaks and to negate sewer charges.
8. Staff Performance Review Meetings: Workshops may be scheduled biannually; require advertising if quorum present.
9. Speedbump Painting: Susan to procure supplies.
 - a. Prefer yellow paint or white for winter visibility?
 - b. Possible volunteers: Dawn & Gayle
 - c. **ACTION ITEM:** Purchase road paint color of choice and continue application.
 - i. Encourage paint in a bright color.
 - ii. Susan to check with Putnam County to see if they have any paint they can donate. They do not do any of their own painting. Nothing they can donate.
 - iii. Sherman Williams donated a gallon of paint. Sixteen speed bumps in the community.

Susan to use the corporate credit card to purchase fifteen gallons of paint from Sherman Williams for the speed bumps.
10. Grant Research:
 - a. Ongoing. Federal websites are currently down.
 - b. **ACTION ITEM:** Rebecca - to start making calls to get a jump start ahead of things opening back up.
 - i. Start with police grants first.
11. Reimbursement Policy: No update Rebecca to email John to get update.
 - a. Draft of resolution from John for board vote in August – “receipts not received within 30 days of expense will not be eligible for reimbursement.”
12. USDA Wastewater Paperwork: **UPDATE** – still in limbo
 - a. Who has taken over for John McGee?
 - b. Per Craig, not finding all necessary forms. Depending on findings, it may determine who may or may not need to pay for wastewater.
 - c. **ACTION ITEM:** Sabrina/Tina to verify all required documents filed.
 - i. John McGee and now Craig is gone. Tina reached out to Kat - Katherine
13. Sewer Line Survey & Lot Assessment: **UPDATE:** Sabrina to work on
 - a. Which lots currently do or do not pay the \$39.05 fee?
 - b. **ACTION ITEM:** Review lot records and create freeholder survey letter assessing what lots can produce sewer. Rebecca can run down to county and check records.
 - i. Survey for lots for the sewer.
 - ii. Sewer lots that do not have water but still have sewer.
 - iii. Rebecca to see what she can get from on Monday next week.
14. **Stormwater & Drainage**
 - a. Section 5 (Campbell Property) – **UPDATE** get requoted Laren to work on



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- i. Ongoing drainage issue—Sabrina and Joe Trout were to send photos to John Young, Rebecca sent arial map with problem area circled via <https://putnamin.wthgis.com/>
 - ii. Need plat to review. May be damaging the districts road. Rebecca to get Plat for John.
 - iii. Campbell's responsible for maintaining property.
- b. Section 6 (McPeak Property) **UPDATE:** Proposal for engineering quote from Dustin. Laren to get additional quotes. Sabrina would like 2-3 quotes.

14. Deputy marshal wants to designate Brenda as a civilian police commissioner. Per Rebecca's request John to review & confirm. **UPDATE: Per John we can designate a civilian police commissioner.**

****Chair entertained a Motion to appoint Brenda Civilian Police Commissioner and Laren as Civilian Deputy Commissioner for our Marshal Department. Susan made a motion to approve, Rebecca seconded. All in favor.**

15. T-Mobile Small Town Grant:

- a. Will need a follow up meeting needed with POA regarding safety, cost, and possibility of a waterslide and permanent beach umbrella installation.
 - i. Talk to board to get ahead of POA meeting.
- b. Board approved the go ahead on collaborations to work on grant.

New Business - NA

Open Forum (limited to 15 minutes)

- Residence complained about people in the community swearing to hit her. Brenda will check with the Marshal to hear her complaint.
- Board will talk to the Marshal to ensure they respond to voice mails.

Adjournment

Chairperson motion to adjourn meeting Brenda made the motion; seconded by Susan. All in favor. Unanimous Meeting adjourned at 12:44 pm.