

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. January 25, 2021.

The meeting was called to order by Loren McKinney, the District Vice President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	John R. Basham
Daniel N. Korty (Dan)	
Loren McKinney	
Marcella Maynard	

Also present were Samantha Laffoon and George Lewis. Minutes for December 21, 2020 meeting were presented and approved on a motion by Dan Korty and seconded by Marcella Maynard.

The Board members signed amended November Accounts payable Docket and December Accounts Payable Docket which were approved last meeting. Also needing signatures were the 2021 Budget and Ordinances w/ additional Charges/Fees.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$172,676.60
-RRSD Savings Account	\$61,344.00

Marcella Maynard moved to accept balance report, Bill Kitterman seconded and motion passed. The Board signed the January Accounts Payable Docket after accepting.

Administrative Assistant Samantha Laffoon reported working with RCAP on Revised Salary Ordinance which was approved by Board and signed.

Samantha also presented Board with updated customer information.

Samantha also reported a pump which had been replaced, needed to be shipped to manufacturer for Warranty and Board approved shipping charges.

George Lewis, GRW, reported he was obtaining quotes on valve and electrical panel relocations along SR 28. INDOT will pay up to \$34,000. He asked that he could contact Bill Kitterman for approval before submission to INDOT. Board approved. Ideally work will proceed in March and be done by May.

The Board discussed officers for 2021 and Marcella Maynard moved to keep present officers. Dan Korty seconded motion. Motion passed by unanimous vote.

Dirk Garriott, operator, asked contract with USIC be accepted as written (12 hr. locate) and Dan Korty moved to accept, Marcella Maynard seconded and motion passed. Contract was signed.

Dirk also reported he needs replacement UV bulbs for Plant. Bulbs and shipping would be \$500. Marcella moved to approve purchase of bulbs. Bill Kitterman seconded and motion passed by unanimous vote.

Meeting adjourned at 6:00pm upon motion by Marcella Maynard and seconded by Dan Korty. Next meeting will be February 22, 2021.

Secretary. William B. Kitterman

February 22, 2021

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The meeting was CANCELLED by John R. Basham II, the District President, in regards to prior obligations of a couple Board Members.

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. March 22, 2021.

The meeting was called to order by Loren McKinney, the District Vice President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
Daniel N. Korty (Dan)	John R. Basham
Loren McKinney	William B. Kitterman (Bill)
Marcella Maynard	

Also present were Samantha Laffoon, Ron Winger and Sharon Hutchison. Minutes for January 25, 2020 meeting were presented and approved on a motion by Dan Korty and seconded by Marcella Maynard.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$117659.96
-RRSD Savings Account	\$61347.86

Dan presented the accounts payable docket for February, which totaled \$6,008.36. He then presented the accounts payable docket for March, which totaled \$22,337.26.

Marcella Maynard moved to accept balance report, Loren McKinney seconded and motion passed. The Board signed the February and March Accounts Payable Dockets after accepting.

Administrative Assistant Samantha Laffoon she is still trying to get all payments into the computer. The new software will simplify things in the long run as things are entered and she is comfortable with the system. She also has a list of office supplies she needs to purchase. She also reported that we need stakes to mark the driveway at the Plant before next winter to facilitate snow removal. She also reported there are no signs at the plant and feels there should be Do Not Enter Signs on the gate and fence. The Board gave her permission to get what she needed.

Samantha also questioned whether we should have mail box at the Plant. Currently she receives the mail at a Post Office box. After discussion it was suggested to keep the P.O. Box for security reasons and list the Physical Address as 500E 1200S.

Sharon Hutchison reported John Basham has been reappointed to the Board. They are working on an application for new Board members if someone needs to leave the Board. Applicants would have to be approved by present Board.

The valves have been relocated on S.R.28 and electrical work should be completed by end of next week so work on highway can proceed. We will pay bills but INDOT will reimburse us.

It was discussed that we need a third party to ok certain expenditures. This will be further discussed at next meeting.

Meeting adjourned upon motion by Marcella Maynard and seconded by Dan Korty. Next meeting will be April 26, 2021.

Secretary. William B Kitterman

April 26, 2021

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The meeting was CANCELLED by John R. Basham II,
the District President.

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. May 24,2021.

The meeting was called to order by John Basham, President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
John R. Basham	
Loren McKinney	
Marcella Maynard	
Daniel N. Korty (Dan)	
William B. Kitterman (Bill)	

Also, present were Samantha Laffoon, Ron Winger and Sharon Hutchison. Minutes for March 22, 2021 meeting were presented and approved on a motion by Marcella Maynard and seconded by Dan Korty.

Treasurer Dan Korty reported the following balances;	
-RRSD Operating fund	\$97,103.20
-RRSD Savings Account	\$61,355.51

Dan presented the accounts payable docket for April and May, which totaled \$42,460.62

Loren McKinney moved to accept balance report, Marcella Maynard seconded and motion passed. The Board signed the April and May Accounts Payable Dockets after accepting. A resolution was presented to allow Dan to pay invoices before approval of Board. It was discussed and motion passed by unanimous vote.

Administrative Assistant Samantha Laffoon she is still learning but the Keystone software is going well. Board needs to discuss allowing her to use the software to print checks for each invoice as this would allow her to print out a more comprehensive financial report.

Sharon D. Hutchison reported that the County Commissioners were finishing drawing up an application form for new Romney RSD Board members in case any current Board members needed to step down.

Plant Operator Dirk Garriott reported the relocation work for INDOT's work on 28 went pretty well. He reported the plant is doing well. He has had a few septic tanks that needed to be pumped for sludge removal. We may need to set up a schedule for checking sludge levels. This will be further discussed. We still have one complaint on lawn damage, but this over a year ago and may be with whoever hooked them up.

Meeting adjourned upon motion by Loren McKinney and seconded by Marcella Maynard. Next meeting will be June 28, 2021.

Secretary. William B. Kitterman

Minutes of regular meeting of the Board of Trustees Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. June 28, 2021.

The meeting was called to order by Loren McKinney, Vice President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham

Loren McKinney
Marcella Maynard
Daniel N. Korty (Dan)
William B. Kitterman (Bill)

Also, present were Samantha Laffoon, Ron Winger and Sharon Hutchison. Minutes for May 24, 2021 meeting were presented and approved on a motion by Marcella Maynard and seconded by Dan Korty.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$134,584.16
-RRSD Savings Account	\$61,358.62

Dan presented the accounts payable docket for May-June, which totaled \$8566.46. Marcella Maynard moved to accept balance report, Bill Kitterman seconded and motion passed. The Board signed the June Accounts Payable Docket after accepting.

The Board continued discussion from previous meeting of using Keystone checks. There are advantages but it was decided to wait till 2022 because Dan still has a lot of checks from the Bank.

Samantha Laffoon reported she had three liens to file but needed no other action. The Board did approve purchase of a blind for the window in her office.

Sharon D. Hutchison reported the Board needs to talk to Operator Dirk Garriott and the Engineers about an ordinance to cover new construction hook-ups and the number the plant can handle.

Meeting adjourned upon motion by Bill Kitterman and seconded by Marcella Maynard. Next meeting will be July 26, 2021.

Secretary. William B. Kitterman

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. July 26 ,2021.

The meeting was called to order by John Basham, President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
John R. Basham	William B. Kitterman (Bill)
Loren McKinney	
Marcella Maynard	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Sharon Hutchison and Dirk Garriott. Minutes for June 28, 2021 meeting were presented and approved on a motion by Dan Korty and seconded by Marcella Maynard.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$140,917.62
-RRSD Savings Account	\$61,361.14

Dan presented the accounts payable docket for July, which totaled \$12,618.91.

Loren McKinney moved to accept balance report, Marcella Maynard seconded and motion passed. The Board signed the July Accounts Payable Dockets after accepting.

Samantha Laffoon reported the need to revise fees in Ordinance 2018-2, to cover new construction hook-up costs. The Board wants to get advice from GRW, RCAP and Rate Consultant, and will discuss at the next meeting.

Samantha Laffoon reported she had four new liens and ten lien releases to file but needed no other action. She has not yet purchased the Board approved blind for the window in her office. She hopes to get it soon.

Samantha Laffoon provided a copy of the "Information for Prospective Trustees of the Romney Regional Sewer District" and an application. She will be posting for possible new interested district members to be Board members.

Sharon D. Hutchison reported she needed a Regional Sewer District Map and Dirk said he would get it for her.

Dirk Garriott reported plant is running with no major issues. He discussed issues with INDOT relocation on State Road 28. There were issues with the alarm sounding at a customer's tank. Inspection finally found - a new valve was broken. The valve was replaced and fixed the problem. It was also discovered the old valve boxes which had been disconnected were not completely removed as specified in the bid. John Hack was notified and he removed them as specified. Milestone is to complete the ditch work on July 26. There have been some issues on some main line locates, but USIC has the blueprints and is aware there are mains present.

Meeting adjourned upon motion by Dan Korty and seconded by Marcella Maynard. Next meeting will be August 23, 2021.

Secretary. William B. Kitterman

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. August 23 ,2021.

The meeting was called to order by John Basham, President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
John R. Basham	
Loren McKinney	
Marcella Maynard	
Daniel N. Korty (Dan)	
William B. Kitterman (Bill)	

Also present were Samantha Laffoon and Sharon Hutchison. Minutes for July 26, 2021 meeting were presented and approved on a motion by Marcella Maynard and seconded by Loren McKinney.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$141,459.93
-RRSD Savings Account	\$61,353.93

Dan presented the accounts payable docket for August, which totaled \$10,534.10. Loren McKinney moved to accept balance report, Marcella Maynard seconded and motion passed. The Board signed the July Accounts Payable Dockets after accepting.

Samantha Laffoon reported the need to determine fees and costs for new hook ups as there are two new lots on east side of Romney. Getting information from engineers, RCAP and lawyer. We may have to have a special meeting before regular meeting.

Samantha Laffoon reported she had four new liens. She has purchased blind for her office. She also purchased hanging files, manila folders and paper clips.

Sharon D. Hutchison reported nothing new.

Meeting adjourned upon motion by Loren McKinney and seconded by Marcella Maynard. Next meeting will be September 27, 2021.

Secretary. *William B. Kitterman*

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. September 27 ,2021.

The meeting was called to order by Loren McKinney, Vice President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

Loren McKinney

John R. Basham

Marcella Maynard

Daniel N. Korty (Dan)

William B. Kitterman (Bill)

Also present were Samantha Laffoon, Joe Tierney (GRW) and Ron Winger. Minutes for August 23, 2021 meeting were presented and approved on a motion by Dan Korty and seconded by Bill Kitterman.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund \$141,639.32

-RRSD Savings Account \$61,366.35

Dan presented the accounts payable docket for August, which totaled \$9,382.77

Bill Kitterman moved to accept balance report Dan Korty seconded and motion passed. The Board signed the August Accounts Payable Dockets after accepting.

Samantha Laffoon reported she had four new liens. She also reported Dirk had replaced a pump and adjusted the float in a tank on High street. Pump will be sent back to supplier to determine if it was a warranted failure.

Joe Tierney, GRW Engineering, reported on the ongoing discussion of questions asked by realtor about costs and owner responsibilities on new properties in Sewer District. Ron Noles Health Department had told them they could not have their own septic system since they were right next to our sewer lines. Joe said the builder should be responsible for tank, pump electric connection and piping to hook to our system. By next meeting Joe will have guidelines for tank installation and hook up and answers for new customer frequently asked questions and hook up costs. He will also have a proposed annual retainer agreement for their engineering services.

Meeting adjourned upon motion by Bill Kitterman and seconded by Dan Korty. Next meeting will be October 25, 2021.

Secretary. William B. Kitterman

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. October 25 ,2021.

The meeting was called to order by Loren McKinney, Vice President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham

Loren McKinney

Marcella Maynard

Daniel N. Korty (Dan)

William B. Kitterman (Bill)

Also present were Samantha Laffoon, Ron Winger, Bud Maynard, Dana Southern and Rita Southern. Minutes for September 27, 2021 meeting were presented and approved on a motion by Dan Korty and seconded by Marcella Maynard.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$145,665.20
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-RRSD Savings Account	\$61,368.87
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Dan presented the accounts payable docket for August, which totaled \$7275.54

Marcella Maynard moved to accept balance report Bill Kitterman seconded and motion passed. The Board signed the August Accounts Payable Dockets after accepting.

Samantha Laffoon reported she had four-six new liens. She also reported the pump which Dirk had replaced was still out at plant. It will be sent to supplier for examination. Pumps have a 10-year warranty but they have to be examined and shipping is \$100 to send them back.

The possible causes for failure were discussed and it was decided we need to draft a proposal for tank and unit inspection schedule. This will be discussed further at next meeting.

Marcella Maynard announced she will be resigning from the Board at the end of 2021. We need to be looking for people who would be interested in being appointed to the Board. Rita Southern reported interest and was given one of the new applications.

Meeting adjourned upon motion by Bill Kitterman and seconded by Dan Korty. The next meeting will be November 22, 2021.

Secretary. William B. Kitterman

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. November 22, 2021.

The meeting was called to order by John Basham, President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
John R. Basham	
Loren McKinney	
Marcella Maynard	
Daniel N. Korty (Dan)	
William B. Kitterman (Bill)	

Also present were Samantha Laffoon, Ron Winger and Viki Perry. Minutes for October 25, 2021 meeting were presented and approved on a motion by Marcella Maynard and seconded by Loren McKinney.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$149,615.58
-RRSD Savings Account	\$61,368.87

Dan presented the accounts payable docket for August, which totaled \$7998.64.

Loren McKinney moved to accept balance report and docket, Marcella Maynard seconded and motion passed. The Board signed the October Accounts Payable Dockets.

Viki Perry presented the proposed budget for 2022. There were some increases but we have enough in reserve funds that we will not need to raise the sewer rate. It will remain at \$84.00 per month. Dan Korty moved to accept the 2022 Budget, Loren McKinney seconded motion and motion passed by majority vote. The new budget provides pay for Board Members and after discussion it was decided pay would be per diem on a motion by Dan Korty and seconded by Loren McKinney. Motion passed by majority vote. Next Loren McKinney moved that pay would only be for meetings attended. Bill Kitterman seconded and motion passed on a majority vote.

Next the 2022 Meeting Calendar was presented and accepted by a majority vote on a motion by Dan Korty and seconded by Loren McKinney.

Samantha Laffoon reported she had six new liens. She reported the new development on extended High Street had paid the \$5100 building fee and hook up fee.

She also reported that Acct.19 property which had some pump and screen issues appears to have an illegal apartment in a pole barn behind the house. This needs to be investigated.

Samantha also requested some supplies for the office. She needs a second monitor, a floor matt, alligator clips, paper and snow markers. Dan Korty moved to approve the purchase of said items, Loren McKinney seconded and motion passed.

We still need to set up a schedule for tank and filter inspections and any compensation for operator. This will be further discussed at next meeting.

Sharon Hutchison reported the Commissioners had received and approved two applications for Sewer Board members. The Township Board will have to appoint one of them to replace Marcella Maynard who is resigning December 31, 2021.

Our next meeting will be December 20, 2021.

Secretary *William B. Kitterman*

December 20, 2021

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The meeting was CANCELLED by John R. Basham II,
the District President, due to COVID-19.
