

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 6:00 P.M. January 23, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, and Vicky Perry (RCAP), Tad Stahl and Taylor Hollenbeck (IOT).

Minutes for the December 19, 2022 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$160,172.92, deposits of \$11,908.57 and \$71.59 interest, debts of \$12,237.54 which left a balance of \$159,855.54. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Rita Southern seconded, motion passed and Board signed document.

Samantha Laffoon reported 7 liens pending. Samantha reported purchase of office supplies except Fire extinguisher, Smoke Detector and manilla folders.

Last meeting joining a County website was brought up. After discussion the Board approved.

Samantha reported she is still in the process of getting the Keystone checks and record system.

The installation of a Grease Trap at Filling Station is installed and passed inspection but there are still fines and fees for not having it completed by December 31, 2022.

The question of a customer landscaping their lawn and burying the septic tank lids was brought up and Board felt if extensions on lids was needed to provide access for maintenance or repairs it should be at the customer's expense. We need to check with engineers and requirements at installation.

The new build should be ready for move in by end of February.

Present at the meeting were Tad Stahl and Taylor Hollenbeck from Indiana Office of Technology a State agency to provide technology services. They can provide help in websites and cyber security and will help Samantha with available websites and instruction.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Monday February 27, 2023.

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 6:00 P.M. February, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger and Dirk Garriot.

Minutes for the January 23, 2023 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-Jan.2023 -	\$159,855.54
Deposits	- \$15992.03
Charges	- \$54,453.48
Interest	- \$15.60
Balance	- \$121,409.69

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed and Board signed document.

Dirk Garriot (Operator) reported tank inspections are ongoing, trying to do ten a month. He still needs to replace some tank lid bolts and order some spare floats. The issue with customer landscaping and covering tank lids was discussed. Board felt any modifications required to allow us access to tank lids should be their responsibility. We will check with Joe Tierney for input from the project engineers.

Samantha Laffoon reported a check written in July to credit a customer who overpaid on a property they had sold. It has not been cashed and she can't get any response. Bill Kitterman moved to cancel check, Dan Korty seconded and motion passed.

Samantha Laffoon reported 7 liens pending. Samantha reported purchase of Fire extinguishers and Smoke Detectors. She still needs to purchase a scanner.

She also presented the Keystone renewal document which Dan Korty signed. The Keystone checks have arrived and she is setting them up.

The installation of a Grease Trap at Filling Station is installed and passed inspection but there are still \$1500 fines and fees for not having it completed by December 31, 2022. We will contact our Attorney about sending them a letter.

The new build at the end of High St. has passed inspection and they will move in by end of February.

The lawn mower has been serviced and returned.

There is an Indiana Finance Authority meeting May 16, 2023 in Veedersburg we are required to attend. Rita volunteered to attend. IOT will help Samantha set up a .Gov website for more security.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Monday March 27, 2023.

Secretary William Kitterman

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 6:00 P.M. March 27, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, and Vicki Perry.

Minutes for the February 27, 2023 meeting were presented. Dan Korty moved to accept minutes. Rita Southern seconded and motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-Feb.2023	- \$121,409.69
Deposits	- \$113082.16
Charges	- \$8499.41
Interest	- \$14.21
Balance	- \$126,006.65

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed and Board signed document.

Vicki Perry suggested we could possibly deposit our Reserve Funds in a CD account to give us more interest. We will investigate this further.

Samantha Laffoon reported 4-5 liens will have to be filed by the 31st, depending on late payments received no later than the 30th. A letter has been sent to the Gas Station concerning the penalties they still owe. A letter will be sent to Acct #142-00 stating that the initial installation agreement mentioned no modifications. The refund check that has never been cashed, should not be cancelled. Instead, a letter should be sent to the person asking them to sign off on the original refund, since it was lost, and a new refund check be issued.

Samantha also reported finding no record of a Disaster Recovery plan. Vicki said we need a template with contact information and assessments to be updated every year.

Samantha reported the scanner is working and she needs address labels, stamps, printer ink and paper towels for the office. Also needed are No Admission and No Peddlers signs for the office. We also need a sign for the fence at the Plant/Office listing contacts and info. We need to check into having these signs made. She also needs to get a Sales Tax refund from Menards.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Monday April 24, 2023.

Secretary William 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 6:00 P.M. April 24, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, Heather Palan (RCAP) and Eric Burns.

Minutes for the March 27, 2023 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-March, 2023	- \$126,006.65
Deposits	- \$13,869.07
Charges	- \$12,861.67
Interest	- \$16.16
Balance	- \$127,030.21

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed and Board signed document.

Samantha Laffoon reported 4 pending liens to be filed by May.

Samantha also reported no response from the Service Station on \$1500 penalty they still owe. Our Attorney Eric Burns will send them a letter informing them if they do not pay the penalty, they will be taken to Small Claims Court.

Samantha also reported on the outstanding check. A signed letter was received from the person that they had not received the check, so we can issue another one.

As far as the office needs, she reported the scanner does not always work and may need to be replaced. She also needs address labels.

Heather Palan introduced herself. She is from the Tri-Lakes Regional Sewer District and represents RCAP for assistance on financial issues. Viki Perry will still assist on other RCAP issues.

We need to get the information together for a Disaster Recovery Plan.

On the issue of riser lids being covered, Dan Korty made a motion that any modifications must meet current ordinance specifications and modifications will be at owner's expense. Rita Southern seconded the motion and it passed on unanimous vote.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Monday May 22, 2023.

Secretary William 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 6:00 P.M. May 30, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, Heather Palan (RCAP) and Dirk Garriot.

Minutes for the April 24, 2023 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-March, 2023	- \$127,030.21
Deposits	- \$9,989.71
Charges	- \$19,124.01
Interest	- \$14.60
Balance	- \$117,910.51

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed and Board signed document.

Samantha Laffoon reported 6 possible pending liens to be filed by June.

Samantha also reported no response from the Service Station on \$1500 penalty they still owe. She will call our Attorney to see if he has received any response.

Samantha has received quotes for scanners. Bill Kitterman moved to allow her to purchase the one that would best suit her needs. Rita Southern seconded and motion passed. She will also need power strips and the Board approved the purchase.

She also reported a leak in the office roof, apparently around septic vent and is to get repair quotes to be approved by Board. She is getting things ready for the audit by the State Board of Accounts.

Operator Dirk Garriot reported 10 tanks inspected and 6 pumped. One tank filter was clogged with garbage and cigarette butts. There are two houses connected so not sure which one is the problem. Sludge at the Plant needs to be pumped this summer. We still need to get information for a Disaster Recovery Plan.

We discussed the riser issue and will send the person an estimated cost of riser extension and installation, or they could install it, as long as it passes our inspection and needs to be done by August 31. Any way it is done will be at their expense.

Heather Palan from the Tri-Lakes Regional Sewer District, who represents RCAP for assistance on financial issues asked if we could change our meeting date to better fit her schedule. Bill Kitterman moved to change the meeting to the fourth Tuesday of the month, Rita Southern seconded and it was approved.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Tuesday June 27, 2023.

Secretary William 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 6:00 P.M. June 27, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

William B. Kitterman (Bill)

Rita Southern

Daniel N. Korty (Dan)

Absent:

Also present were Samantha Laffoon, Ron Winger, and Heather Palan (RCAP).

Minutes for the May 30, 2023 meeting were presented. Dan Korty moved to accept minutes. Rita Southern seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance - May, 2023	- \$117,910.51
Deposits	- \$9,635.08
Charges	- \$8,128.42
Interest	- \$15.34
Balance	- \$119,432.51

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed and Board signed document.

Samantha Laffoon reported 4 possible pending liens to be filed by June. There are 10 to be released.

Samantha also reported receiving a check from the Service Station for the penalty they owed

Letters were sent to accounts 71 and 72 concerning cigarette butts in the filter when Dirk serviced the tank. Samantha also reported a disagreement with acct. 82 over a late payment when they took over the property March 9, 2023. She sent a copy of the file and information to our attorney.

She also reported Knox Roofing will check the office roof leak and submit an estimate.

She reported that Keystone is doing some updating, with webinar meeting on July 13th regarding Budgeting, and an in-person presentation meeting on July 20th regarding the Utility Billing Platform. She has her new scanner and it is working well. She needs paper and flash drives, which was approved.

The State Board of Accounts will be coming on August 1st to go through documents for the 2019-2022 Audit. We still need a Disaster Recovery Plan.

We discussed the riser issue and possibly a \$500 flat fee if we replace it, or they can replace it. It must pass our inspection and either way it is at their expense.

Heather Palan from the Tri-Lakes Regional Sewer District, who represents RCAP for assistance on financial issues, reported they are looking for a new Director as Vicki Perry has stepped down.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Tuesday July 25, 2023.

Secretary William 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 6:00 P.M. July 25, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, Heather Palan (RCAP) and Vince Shissler (Mitchell Agency).

Minutes for the June 27,2023 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-June,2023	- \$119,432.51
Deposits	- \$13,572.26
Charges	- \$10,264.36
Interest	- \$15.22
Balance	- \$122,755.63

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed and Board signed document.

Samantha Laffoon reported 7 possible pending liens to be filed. The Board agreed to a quarterly review for liens.

Samantha reported the disagreement with acct. #82 over a late payment when they took over the property March 9,2023 is still being resolved.

She also reported Knox Roofing fixed the roof leak. The bill was \$349 to put a boot on the vent pipe. State Board of Accounts will come next week to check documents for the Audit.

We still need a Disaster Recovery Plan.

Dirk has reported he needs Ultra-violet bulbs for plant. Orenco has been slow to rebuild pumps and he needs them. A motion was made by Rita Southern and seconded by Bill Kitterman giving him permission to purchase bulbs and up to 4 pumps.

In discussing the riser issue and possible amendment for modification, Heather Palan (RCAP) reported she had reviewed our Sewer Use Ordinance and the documents signed by the homeowner specifically state no landscape modifications without Board approval. Samantha will send copies of the Ordinance to our Attorney for his recommendation.

Vince Shissler, Mitchell Agency who handles our insurance reported a 10% premium increase next year. We will need to review our insurance in February next year before it is renewed in March.

The Board approved the purchase of signature stamps for Samantha and Rita.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Tuesday August 29, 2023.

Secretary William 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 6:00 P.M. August 29, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Rita Southern
Daniel N. Korty (Dan)

Absent:

William B. Kitterman (Bill)

Also present were Samantha Laffoon, Ron Winger, Dirk Garriott.

Minutes for the July 25, 2023 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-July, 2023	- \$122,755.63
Deposits	- \$17,645.11
Charges	- \$10,942.57
Interest	- \$16.35
Balance	- \$129,474.52

The Allowance of Accounts Payable Vouchers was presented, Dan Korty moved to accept, Rita Southern seconded, motion passed and the 2 present Board signed document.

Dirk Garriott - Operator - Reported...

- Orenco will not honor warranty on pumps. There is always an excuse that makes no sense. He has purchased 4 new ones, as approved at the July meeting. However, the last pump that was sent back to Orenco, they wanted to charge us a little over ½ the price of a new pump, just to "fix" it, so he just told them to replace it, so we will be getting billed for another pump. This will make 5 that we will have on hand, and he said that supply should hold us for a while.
- STEP Tank inspections are going well. He has 4 tanks to be pumped.
- We had an IDEM inspection at the plant, and it was just simple things that they found, and they have all been corrected.
- He has the Ultra Violet bulbs, but he thinks we might be able to wait, until the next season begins, to put in.

Samantha Laffoon – Admin Clerk - Reported...

- IFA sent us notice of our original Sewage Works Bond Anticipation Note of 2018, has been stamped "Cancelled". It matured on March 31, 2021, and will be filed in the office files.
- She wants it noted that in July 2023, The Board agreed to quarterly filing for liens. She wants to make sure it is also noted that she will now be filing the liens on, or around, the last business day of each quarter.
- SBOA Audit is still ongoing. She is doing her best to keep up with their requests, while trying to keep her normal workload done as well, it is overwhelming. She has had to reach out to Eleisha Shelton at RCAP, for some help.
- Our latest contact with RCAP has quit, so Eleisha Shelton has been the only one helping her, as they are short staffed, and doing their best to help everyone. RCAP's assistance with the "Disaster Recovery Plan" is on hold for now, due to the staffing shortage.
- While going through things for SBOA, she noticed that it had been quite a while since the Jobs & Duties List has been updated. She has updated it reflecting the way things are being done. She is providing the Board with copies to look over and let her know if they find any mistakes or changes that need to be made. She will have a final copy ready for Board signatures at the next meeting.
- The discussion on the Tank Riser Modification for Acct #142 was tabled until the next meeting, due to B. Kitterman's absence.
- The disagreement with acct. #82 over late payment fees is continuing. The board was given copies of email communication between Samantha and the Customer.
- The internet service is not reliable at the office. The board approved her to call Wintek and bring the information back at the next meeting.

- She has not had time to buy any of the approved purchases yet (Power Strip, Ant/ Bug Spray, Paper Towels, Scan Disks, and Signature Stamps for Rita and Herself). She hopes to get everything soon. She also needs to purchase Paper (only one ream left), Envelopes, Printer Ink, Tab Dividers. The board agreed to approve the purchases. She notes that the imaging unit on the printer is almost full, but is not sending any alert codes yet, but it will be needed in sometime in the future.

Dan Korty moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Tuesday September 26, 2023.

Secretary William Ketterman

**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 6:00 P.M. September 26, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, Dirk Garriot and Erik Burns.

Minutes for the August 29, 2023 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-August, 2023 -	\$129,474.52
Deposits	- \$14,944.25
Charges	- \$14,025.48
Interest	- \$16.93
Balance	- \$130,410.22

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed, and Board signed document.

Operator Dirk Garriot reported he installed new UV bulbs at plant and will begin to winterize everything.

He also reported he is caught up on inspections. As for the Fleck account, they are agreeable to paying for installation of new risers and lids. He will bring modification specifications to next meeting. We can use the specifications to write a document addressing any modifications to a system. In addition to the installation fee there will be a \$35 inspection fee.

Samantha Laffoon reported 8 possible pending liens to be filed. She is waiting on the State Board of Accounts audit to be completed. We need to sign documents concerning internal controls current jobs, and duties. An Emergency Response plan is in progress.

Next month we need to address the 2024 budget and any updated contact information. We will also need to meet with State Board of Accounts at completion of the Audit.

Samantha still needs a power strip and a few office supplies. She checking into Wintek for internet connection.

Bill Kitterman moved and Rita Southern seconded a motion to adjourn. Meeting was adjourned. Next meeting is Tuesday October 24, 2023.

Secretary William 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 6:00 P.M. October 24, 2023.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, Troy Ellis (UMAC).

Minutes for the September 26, 2023 meeting were presented. Dan Korty moved to accept minutes. Bill Kitterman seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-September, 2023	- \$130,410.22
Deposits	- \$10,884.10
Charges	- \$13,781.54
Interest	- \$15.76
Balance	- \$127,528.54

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept, Dan Korty seconded, motion passed, and Board signed document.

Samantha Laffoon reported that edited reports for 2019-2020 have been resubmitted to State Board of Accounts (SBOA). A Disaster Recovery Plan is still in the works. We need to see a plan to better understand what we need.

The Fleck riser extensions have been installed and inspected. They paid for parts, labor, and inspection.

It was agreed that 2024 meetings would continue on Tuesdays.

The Board gave Samantha permission to approach Steve Brock for help with the 2024 Budget.

As far as office supplies are concerned, she will get stamps. She still needs to get staples, toilet paper and signs to mark driveway at office before winter and snow.

We received documents concerning subdivision of Brooks brothers' property. We will need more information.

It was also suggested we try to find new people interested in serving on the Board if anyone needs to step down. Dirk has plans to step down by end of year. Troy Ellis, Utility Management and Construction (UMAC) introduced himself, and would be interested in the job. He has 24 years' experience and is insured. We will discuss further at next meeting.

Rita moved to adjourn the meeting and Bill seconded and meeting was adjourned. Next meeting is November 28.

Secretary William 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 6:00 P.M. November 28, 2023.

The meeting was called to order by Bill Kitterman, Vice- President of the Romney Regional Sewer District. 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)	Dan Korty
Rita Southern	

Also, present were Samantha Laffoon, Ron Winger.

Minutes for the October 24, 2023 meeting were presented. Rita Southern moved to accept minutes. Bill Kitterman seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-October, 2023	- \$127,528.54
Deposits	- \$11,528.81
Charges	- \$10,873.63
Interest	- \$16.04
Balance	- \$128,199.76

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept Rita Southern seconded, motion passed, and Board signed document.

It was announced that Rita Southern and Bill Kitterman's membership on RRSD Board are up for renewal. Both members agreed to renew their membership. There are no new applicants for Board.

Operator Dirk Garriot is stepping down the end of the year. Rita Southern moved to accept Troy Ellis bid for operator, Bill Kitterman seconded and motion passed. He will start January 1, 2024.

Steve Brock is working on 2024 budget to be reviewed and accepted next meeting.

Samantha reported SBOA audit is progressing. A Disaster Recovery Plan is required for 2024.

The 2024 meeting calendar was presented and approved.

Our website cost is increasing, Samantha is still checking into switching to Wintek. She will try to get her office supplies.

Samantha will call Erik about issue with customer 82-00 and have him send him a letter.

Dirk will continue till the transition date. He had one emergency call for a plugged screen this month.

Rita moved to adjourn the meeting and Bill seconded and meeting was adjourned. Next meeting is December 19, 2023.

Secretary William 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 6:00 P.M. December 19, 2023.

The meeting was called to order by Bill Kitterman, Vice- President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

William B. Kitterman (Bill)

Rita Southern

Also, present were Samantha Laffoon, Ron Winger, and Troy Elless.

Minutes for the November 28,2023 meeting were presented. Rita Southern moved to accept minutes. Bill Kitterman seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-October,2023	- \$128,199.76
Deposits	- \$10,288.04
Charges	- \$7,069.54
Interest	- \$16.12
Balance	- \$131,434.38

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept Rita Southern seconded, motion passed, and Board signed document.

Samantha Laffoon stated Butch Corbin will be our new Board member. We may have to have a special meeting to establish Board seats for 2024 and look at proposed budget. Steve Brock will have the proposed budget and possible rate increase to present. Until we know the rate, coupons cannot be printed. The rate for January will not change.

A USDA loan payment is due January 1,2024. The State Board of accounts audit is finished.

A 2024 meeting calendar was handed out to everyone.

Operator Dirk Garriot is stepping down at years end. Rita Southern moved to accept Troy Elless, UMAC bid for operator. Bill Kitterman seconded, and the motion passed and contract was signed. Nathan Reed (a certified operator) will start January 1,2024. Dirk will show him all around the system.

Our website cost is increasing. Samantha is still checking into Wintek as an option for slow internet service with TDS. She has purchased most of her office supplies.

Samantha will contact Eric (our attorney) about issue with customer 82-00 and have him send a letter.

The possibility of a raise for Samantha was discussed. Bill Kitterman moved to give her a 3% raise. Rita southern seconded, and motion passed

Rita moved to adjourn the meeting and Bill seconded and meeting was adjourned. Next meeting is January 23,2024.

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 6:00 P.M. December 19, 2023.

The meeting was called to order by Bill Kitterman, Vice- President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

William B. Kitterman (Bill)

Rita Southern

Also, present were Samantha Laffoon, Ron Winger, and Troy Elless.

Minutes for the November 28, 2023 meeting were presented. Rita Southern moved to accept minutes. Bill Kitterman seconded and the motion passed.

Treasurer's Report (Rita Southern)-

Beginning balance-October, 2023	- \$128,199.76
Deposits	- \$10,288.04
Charges	- \$7,069.54
Interest	- \$16.12
Balance	- \$131,434.38

The Allowance of Accounts Payable Vouchers was presented, Bill Kitterman moved to accept Rita Southern seconded, motion passed, and Board signed document.

Samantha Laffoon stated Butch Corbin will be our new Board member. We may have to have a special meeting to establish Board seats for 2024 and look at proposed budget. Steve Brock will have the proposed budget and possible rate increase to present. Until we know the rate, coupons cannot be printed. The rate for January will not change.

A USDA loan payment is due January 1, 2024. The State Board of accounts audit is finished. A 2024 meeting calendar was ~~presented for everyone to review and approve at next meeting.~~ *Handed out to everyone.*

** Correction **
Operator Dirk Garriot is stepping down at years end. Rita Southern moved to accept Troy Elless, UMAC bid for operator. Bill Kitterman seconded, and the motion passed and contract was signed. Nathan Reed (a certified operator) will start January 1, 2024. Dirk will show him all around the system.

Our website cost is increasing. Samantha is still checking into Wintek as an option for slow internet service with TDS. She has purchased most of her office supplies.

Samantha will contact Eric (our attorney) about issue with customer 82-00 and have him send a letter.

The possibility of a raise for Samantha was discussed. Bill Kitterman moved to give her a 3% raise. Rita southern seconded, and motion passed

Rita moved to adjourn the meeting and Bill seconded and meeting was adjourned. Next meeting is January 23, 2024.

Secretary

~~William 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 6:00 P.M. December 19, 2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. 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)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger and Erik Burns.

Minutes for the November 28, 2022 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$152,677.60, income of \$14,954.20 and expenses of \$7,465.27 which left a balance of \$160,172.92. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported 6 liens pending. Samantha reported the Insurance recommendations, one item being cyber security. We need to ask County about switching e-mail to .gov account. This will be discussed further at next meeting

Samantha reported on Keystone Check Software so she could print checks and keep records. The cost for 1000 single color checks will be \$367.51+ shipping.

The installation of a Grease Trap at Filling Station is not progressing as they have not made any upfront payments to Contractor so it is on hold. They need to be reminded that if it is not installed by December 31, penalties will go back into effect.

The discussion of a re-inspection fee (if needed) was confirmed to be \$30.00.

The office needs some office supplies, and Samantha has been approved to make those purchases.

Bill Kitterman presented a copy of the Township Board minutes stating that the Jeanne Benjamin, Township Trustee has appointed Rita Southern to the RRSD Board for another year.

Our next meeting will be on January 23, 2023 at 6pm.

Rita Southern moved to adjourn meeting, Dan Korty seconded.

Secretary William Kitterman