

# MINUTES OF REGULAR MEETING

## OF THE BOARD OF TRUSTEES OF TURKEY CREEK REGIONAL SEWER DISTRICT

The Board of Trustees of the Turkey Creek Regional Sewer District met in the office of said District, 4852 North 1200 West, Cromwell, IN, on the August 18, 2025. Such meeting pursuant to annual notice in accordance with the rules of the Board of Trustees and I.C. 5-14-1.5.

President Boone read the following: Public comments or questions will be addressed during the “General Public Business” section of tonight’s agenda. Therefore, if anyone has a comment to present which has not already been presented, or a question to ask which has not previously been asked, please do so when acknowledged by the Board. State your name and address, and you will be allowed two (2) minutes for your comment or discussion of your question.

President Boone called for the roll call of members of the Board Shown to be present or absent:

<u>PRESENT</u>	James Boone	Robert Dumford	Daniel Mikolajczak
	James Young	Rick Paloian	
<u>ABSENT</u>	Don Dewitt	Brad Fishburn	

Also present were Andy Boxberger of Carson, LLP, John Magsam of Jones and Henry Engineering, Karen and Michael Williams of Microbyte, Madalyn Sade-Bartl of MSB Municipal Solutions, Office Manager Emily Bush and Superintendent Tim Woodward. Also present was a reporter from The Paper, Lily.

Board President James Boone introduced new Board Member Rick Paloian, who was sworn in by Andy Boxberger of Carson, LLP.

### Approval of Minutes:

President Boone verified that the Board had copies of the minutes from the July 21, 2025 meeting. After review, Bush stated that the correct dates were changed on the final copy to be signed by Boone. A motion to approve was made by Board Member Mikolajczak and seconded by Board Member Young and passed.

### Approval of Claims:

The August Claims list was presented and reviewed. Superintendent Woodward commented on the large number of invoices from W.W. Williams and stated the invoices are for annual maintenance for 22 generators. Woodward added that antifreeze was refilled as well as maintenance on a circuit board was performed and two generators needed repairs. Woodward added there are 30 Lift Stations throughout the District. Woodward mentioned that the amount of invoices of Jackson Oil was due to catching up missed invoices and cleaning up the account. Woodward also commented that invoices Strombeck Bros. should decrease as the District’s Vactor Truck is scheduled to be repaired in Fort Wayne after a 6 month waiting period for the needed part. Woodward stated that the invoice was Kesters Electric and Steve Starter was for the rebuild of a pump and added that the rebuild cost \$5,300.00 compared to a brand new pump costing \$14,000.00. Woodward also discussed with the board the work performed by Microbyte, including the need for a new Lift Station control panel and the breakdown of parts and labor stated on the invoice. Woodward also stated four brand new tires were purchased for the portable generator, the original tires being approximately 30+ years old. A brief discussion of how the generator is housed for the winter followed. Board Members asked to explain the reason for two claims batches, one specified as “August 2025 BAN Claims List” and “August 2025 Claims List”. Boxberger explained BAN

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was an abbreviation for Bond Anticipation Note, and that the specified separation was so invoices could be paid out of the Districts BAN fund instead of the general operation bank account. Woodward discussed the updates and repairs being done at the plant. Woodward continued on by explaining the reason for large payment to Elwood Staffing Agency was to pay out the temp agency contract for Office Manager Emily Bush in order to bring her on as a full time employee. Woodward estimated paying out the contract saved the district approximately \$3,800.00 and added he was happy with the work he has seen by Bush so far and believes she will do a great job. There being no further comments, the motion to approval the August Claims Batches as presented was made by Board Member Dumford and seconded by Young and passed.

Woodward introduced Madalyn Sade-Bartl with MSB Municipal Solutions and the Clerk Treasurer of Churubusco. Sade-Bartl is performing consultation work regarding the Districts financial records and training for Bush. Woodward added that future SRF projects will be managed with Sade-Bartl's assistance.

### Report of Officers:

Board members had no outstanding reports to make.

### Reports of Committees, Consulting Engineers, Attorneys and/or Superintendent:

Boxberger addressed a request made by Gemini Billing Services to waive the utilities late fee during the month of August due to mail being received by customers late and the transition of the new billing service. Bush commented that a large majority of customers were very understanding of the new transition and were appreciative of the idea of the fee being waived. A motion to approve the request was made by Dumford and seconded by Young.

Boxberger continued by presenting Board Members with annual Internal Control Policy and Conflict of Interest Policy forms to review and sign that was originally approved and passed in 2021 but the original certificates cannot be located. Woodward and Boxberger had a brief discussion on locates being performed and if a fee could be put in place for repeated locates at the same location. Woodward added that the amount of requested locates has increased due to fiber optic cables being installed around the lake.

John Magsam with Jones and Henry Engineering reported on improvements currently being done at the Plant and including the work being done on the South ditch and that the new MCC was being connected and once that is completed work on the North ditch will start. The connection of the MCC would require the plant to completely shut down power for approximately one hour. Magsam added that the plant is ready for the next holiday weekend and that the project should be completed in October.

Woodward moved to reviewing the income survey that was performed for the residents of Fascination Place and how he has continued to work towards improving the water in that area for the residents. The survey was performed and paid for via a representative through SRF (State Revolving Funds) and showed that residences were 87% below the poverty level and he hopes this will be enough to have the area qualify for SRF funding. Woodward added that he attended a meeting in Enchanted Hills where residents could discuss the water issues they experienced and so Woodward could answer any questions about improvements to the area. Woodward commented that he was thankful for the SRF representatives that walked through Fascination Place and could see that updates were needed. Woodward added that his main goal is to improve the water quality and the

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community for the residents. Woodward also stated that should funding become available, he expects this water improvement project to be the most challenging project he's had to face.

Magsam stated that a pay request of \$30,000 was included in the Board Packet from Mason Engineering regarding extra work being done on the plant rotors. A motion to approve the pay request was made by Dumford and seconded by Young and passed.

Magsam asked the Board to approve the Change Order request from Mason Engineering for painting being done on a clarifier and extra work performed on the North rotor. Woodward added that 30% of the invoiced work done by Lakeside was being held due to corrections needed to be made and will be held until an agreement can be reached and the rest of the work is completed. A brief discussion of the cost of painting and prep work being done followed. A motion to approve the change order was made by Dumford and seconded by Young and passed.

### General Public Business:

Sade-Bartl discussed a Resolution presented to the Board to write off outstanding checks that are recorded in the Districts Keystone Fund software and receive them back into their appropriation accounts. Sade-Bartl stated that this process should occur at the beginning of every year for any outstanding checks more than two years old. She added that most checks have a stated deadline of when they could be deposited. The checks listed ranged from 2015-2022 and may have been double entered. A motion to approve Resolution 2025-8-1 was made by Board Member Paloian and seconded by Young and passed.

Boxberger presented the 2025 Wage and Salary Ordinance to the Board and stated the listed time frames on the Ordinance was due to staff changes within the district. A motion to approve Ordinance 2025-8-1 was made by Young and seconded by Dumford and passed.

### New Business:

Woodward reviewed the monthly report made by Jones and Henry Engineering sent to IDEM that met permit guidelines. Woodward added that the IDEM inspector was scheduled to inspect the plant on August 27. He added that due to construction, he expected some issues to be found but nothing that would require a letter being sent to the state and is looking forward to the inspection. Woodward reiterated the stress numerous and repeated locates were putting on his staff and future improvements in the Districts lab. Woodward also stated a continuing issue with the Lift Station located at Buttermilk that have occurred since it was struck by lightning two years ago, adding that the technology in the lift station has issues that require investigating. Woodward added that he knows the plant runs and works well, with 59 miles of sewer lines, but still continues to make sure everything is reported and sent in to the state with the assistance of Jones and Henry. Woodward stated he prefers a hands on approach to running the District and explained how manholes are checked manually throughout the year. Woodward continued by explaining the change in flow during the summer season compared to the rest of the year and the continued work being done at the plant to keeping the system running.

Sade-Bartl provided an update on the training she was performing in the office with Bush and the organization of financials for the district. Sade-Bartl added that she would request the Board's approval to combine the bank accounts to better streamline accounting practices for the office and follow State Board of Accounts guidelines. A motion to approve this request was made by Young and seconded by Dumford and approved. Sade-Bartl also

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stated the she and Bush were working with Bank of New York Mellon to access bank statements and to get accounts reconciled. She also added that a change will be needed to the 2024 annual reported that was submitted to the State.

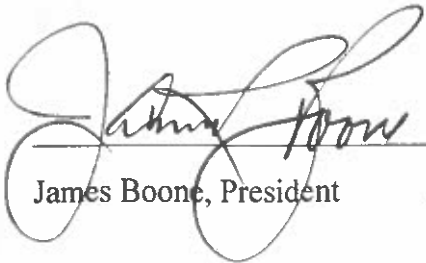
Bush thanked the Board and Woodward for the opportunity to work for the District and how thankful she was for a supportive boss, coworkers and Board. She added that she was happy to be here and for the faith Woodward has put in her. Board Members expressed that they were pleased with the addition of Bush to the district as well as Sade-Bartl's training and experience.

Woodward added that the Districts Christmas party was scheduled for December 6<sup>th</sup> at 5 p.m.


Adjournment:

There being no further business, a motion to adjourn the meeting was made by Dumford and seconded by Young and passed. The meeting adjourned at 7:56 p.m.

Dated September 4, 2025

  
James Boone, President

  
Emily Bush, Office Manager

  
Tim Woodward, Superintendent