

**Minutes of the April 27, 2010
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Larry Vollmer called the meeting to order at 6:30 p.m.

ROLL CALL

Secretary Barbara Gilliatt performed roll call, with eight members present plus two additional members arrived shortly after roll call. Also in attendance were Lisa Gehlhausen, and Sarah Kinder of the Commission's staff and Bill Byrd.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the November 24, 2009 Executive Board Meeting were presented by Chair Vollmer for approval. Mike Ellis made a motion to approve the minutes as presented and Alan Cassidy seconded the motion. Motion carried.

ADDITION TO THE AGENDA

None to report.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported that as of April 27, 2010, the closing cash balance was \$286,618.90 and the outstanding invoices total \$115,235.71. Treasurer Schulthise also stated that there was still \$50,000.00 in CDs. With no questions or discussion, John Stutzman made a motion to approve the Treasurer's Report and Mike Ellis seconded the motion. Motion carried. Ms. Lisa Gehlhausen asked for permission to dismiss a \$26.63 payment due by a personal representative of the Spencer County Christian Resource Center for certified mailings to engineering firms. Ms. Gehlhausen stated several attempts were made to this individual who agreed to pay but have not received the payment to date. This expense has been reflected on the books since 2008. With no further questions or discussion, Alan Cassidy motion for approval to write off \$26.63 and Mike Ellis seconded the motion. Motion carried.

Chair Vollmer asked Bill Byrd to start off singing Happy Birthday to Ms. Gehlhausen since it was her birthday. All in attendance sang to Ms. Gehlhausen.

DIRECTOR'S REPORT

Chair Vollmer turned the meeting over to Ms. Gehlhausen for the Director's Report. Ms. Gehlhausen reported the following:

- **Luce Township.** Ms. Gehlhausen reported that Luce Township Regional Sewer District was awarded \$9,147,000 grant. This area in southwest Spencer County does not have sanitary sewers. It is a \$16.3 million project. \$7,183,797 is coming from a state revolving loan fund in which the sewer district will have to pay back. A lot of effort went into this project. It is anticipated to be bid in October. The monthly sewer bill per month will be approximately \$65.00. Without the grant it would have been \$170.00 per month. This project will benefit low-to-moderate income people and is the largest grant that OCRA has given out and the largest grant that has gone through Indiana 15 as well. Indiana 15 will receive \$147,000 for administration of this grant. Ms. Gehlhausen stated they have heard complaints but the community will never see this kind of money again. This grant reduces the per month sewer rates for these residents.
- **Linda Lau.** Ms. Gehlhausen told the members to keep Linda Lau and her husband Kenny in their thoughts and prayers due to Kenny having a stroke this past weekend and is in intensive care unit. Ms. Gehlhausen stated Linda will be out of the office for awhile.
- **DR2 Stormwater grants.** Ms. Gehlhausen stated the staff has a very busy week this week. Eight stormwater grants are due on Friday, April 30. There is \$25 million dollars available that communities can apply for stormwater improvements for up to \$1 million dollars. The communities to be submitted are: Dale, Troy, Paoli, Grandview, Marengo, Petersburg, Dubois and Chrisney.
- **DR2 Wastewater grants.** Ms. Gehlhausen stated on July 2 roughly 11 to 12 water/wastewater grant applications will be submitted. These projects can request up to \$1 million dollars with little to no match. After the staff submits these applications on July 2, most of the disaster recovery monies will be gone. Ms. Gehlhausen stated she felt Indiana 15 RPC has been very successful in bringing Disaster Recovery dollars into the district.

- **Jeans Junction.** Ms. Gehlhausen told the board that we recently found out that an Environmental Protection Agency (EPA) Brownfield grant for Jeans Junction in Petersburg/Pike County for cleanup of this Brownfield has been awarded for up to \$200,000. A Phase I assessment, Phase II assessment and now the cleanup funding. We are pleased how this has proceeded forward through the Brownfield remediation process.
- **Interns.** Ms. Gehlhausen stated the board approved hiring Elliot Englert for his third internship with Indiana 15. I am seeking approval to hire my daughter for the remaining hours of the internship hours within the budget. Ms. Gehlhausen stated her daughter had volunteer several hours in the past at Indiana 15. The personnel manual, has a policy is in place that a member of the immediate family shall not be eligible for employment while a member of his or her immediate family is currently employed by the Commission. Ms. Gehlhausen stated with Linda's situation and the busy workloads of the staff, she was asking for flexibility to hire even another third intern. There are hours for two interns in the budget but would like approval to add more hours for a third intern with no benefits. Elliot will be paid \$10.00 per hour due to his third summer but the other two interns would receive \$7.50 per hour with no benefits. With no further questions or discussion, John Stutzman made a motion to give Lisa permission to make an exception in what she feels is necessary to use her daughter as an intern this summer and Treasurer Schulthise seconded the motion. Motion carried. Vice-Chair Lake made a motion to allow a one-time exception to the personnel handbook to allow for this temporary second internship for this summer and Norman Dillon seconded the motion. Motion carried.

Mike Ellis made a motion to increase the line item for interns by an additional 300 hours to the budget and to hire a third intern for this summer and seconded by Rudy Freeman. Motion carried.

OLD BUSINESS

None to report.

NEW BUSINESS

Resolutions for Recommendation to Full Board:

- Ms. Gehlhausen reported that the State Board of Accounts recommends that each fiscal year be closed. She then referred to Resolution 2010-03 to close fiscal year 2009 and approve \$66,305.37 surplus to the fund balance and asked that this resolution be recommended to the full board. Lisa stated this basically approves year-end transfer balances over and/or under the approved budget. Mike Ellis made a motion to recommend **Resolution 2010-03** to the Full Board and seconded by Norman Dillon. Motion carried.
- Lisa referred to Resolution 2010-04, 2010-05 and 2010-06 establishing the appropriation budgets for calendar years 2011, 2012 and 2013. She stated these resolutions indicate per capita fees per county at \$0.45 per capita levy. All three years must be approved due to the EDA Planning grant on a three year period in order to commit the matching funds for the same period. With no further discussion, **Resolutions 2010-04, 2010-05 and 2010-06** was recommended to the full board as a group on a motion made by Treasurer Schulthise and seconded by Pat Ramsey. Motion carried.

Resolutions for Approval:

German American Bank. Ms. Gehlhausen asked for board approval to keep German American Bank as its depository for funds and authorize the agents to exercise the powers granted for the checking account. Rudy Freeman made a motion to approve **Resolution 2010-07** and seconded by Mike Ellis. Motion carried.

German American Bank. Ms. Gehlhausen asked for board approval to designate German American Bank as its depository for funds and authorize the agents to exercise the powers granted for a Certificate of Deposit (CD) account. Alan Cassidy made a motion to approve **Resolution 2010-08** and seconded by Rudy Freeman. Motion carried.

Contracts for Approval:

After discussing the following contracts, motions were made as follows:

- Dubois County Area Development Corporation Enterprise Loan Fund (ELF); fee schedule, estimated at \$5,000. A motion was made by Mike Ellis and seconded by Vice-Chair Paul Lake. Motion carried.
- Perry County Commissioners Indiana Office of Energy Development Energy Efficiency Conservation Block Grant application preparation; sum of \$1,500, if funded Environmental Review/Reporting for sum of \$2,000. A motion was made by Treasurer Schulthise and seconded by Mike Ellis. Motion carried.
- Dubois County 5 Year Park & Recreation Master Plan; sum of \$15,000. A motion was made by Norman Dillon and seconded by Mike Ellis. Motion carried.

Safe Deposit Box. Ms. Gehlhausen stated that two people are required to get into the safe deposit box located at German American Bank in Ferdinand. Ms. Gehlhausen, Sarah Kinder and Treasurer Beverly Schulthise are the authorized agents listed to have permission to get into the box. Ms. Gehlhausen stated that new signature cards for the new officers are required for 2010 but does not need board approval.

ADJOURN

There being no further business to come before the Executive Board, a motion was made by Pat Ramsey and seconded by Rudy Freeman to adjourn the meeting at 7:24 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk