

## UTILITY IMPACT BOARD MINUTES JUNE 15, 2020

<b>NAME</b>	<b>AREA REPRESENTED</b>	<b>PRESENT</b>	<b>ABSENT</b>
Greg York	New Castle Mayor	X	
Dave Barker	Director of Public Works & Safety		X
Joel Harvey	City Attorney	X	
Kenny Melton	Building Commissioner	X	
Greg Phipps	Superintendent Waterworks		X
Mark Stacy	Utility Office Manager	X	
Fred Duvall	Superintendent Non-Cert. Wastewater		X

The meeting was called to order by Mayor York at 9:30 a.m. Mayor York asked if there were any corrections or additions to the minutes from the previous meeting. Mr. Melton made the motion to approve them as presented, with Mr. Harvey seconding. Motion passed unanimously.

**CITIZENS APPEARING BEFORE THE BOARD:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** Mr. Melton noted that the sewer tap for Hinsey Brown Funeral Home at 3406 S. Memorial Drive has been paid for and completed, the only remaining item of business is to sign off on all paperwork.

Mr. Melton made a motion to approve sewer and water taps for the following properties owned by WJH LLC. Mr. Stacy seconded. Motion passed unanimously.

1. 1104 N. 20<sup>th</sup> Street
2. 1005 Waterfront Court
3. 2104 Lakefront Lane
4. 1102 N. 20<sup>th</sup> Street
5. 1004 Waterfront Court
6. 2105 Lakefront Lane
7. 1008 Waterfront Court
8. 1009 Waterfront Court
9. 2107 Countryside Drive

Mr. Melton also noted that he received a handicap parking application from Kelly Callahan of 620 Goodwin Street. He stated he would forward on to the Chief of Police for approval followed by the Board of Works.

Mr. Stacy made a motion to approve utility billing adjustments from May 18<sup>th</sup>- June 12<sup>th</sup> in the amount of (\$-33,827.12). Mr. Harvey seconded. Motion passed unanimously. on 5/25 billing cycle there was a \$29,161.40 error on account number 15-153483000. This Occurred due to the reading system inputting the wrong usage number into the billing system. Further, This was not found by our billing department until after the bill was generated and sent out. The bill was Corrected by an adjustment on the account before the customer paid. A new step has been added to the Billing process to try and prevent this error in the future.

Mr. Stacy also made a motion to approve a second leak adjustment for the Memorial Park in a one-year period. April, May, and June reflected high usage which was due to a leak. Mr. Melton seconded. Motion passed unanimously.

Mr. Stacy also stated that all of the past due customers will receive a courtesy tag beginning in July that will state "Your amount due is \$\$\$, if you cannot pay the balance by \*\*\*Aug Due Date, Call our office to make payment arrangements." Arrangement schedule will be as follows:

50% by Aug. due date  
75% by Sept. due date  
100% by Oct. due date

If customer is shut off in Aug. or Sept. The above plus reconnect fee is required to get turned back on.

The Mayor suggested that late fees should begin in August. This will be mentioned to the City Council for further discussion.

**BOARD MEMBERS BUSINESS:** None

The meeting was adjourned at 9:55  
Minutes submitted by Kendra  
Kennedy  
Next meeting: Monday July 6, 2020 at 9:30 a.m.