

**CITY OF BEECH GROVE, INDIANA
BOARD OF SANITATION MEETING MINUTES
January 6th, and January 21st, 2014 Combined Meeting**

Mayor Dennis Buckley called the meeting to order at 6:00 p.m.

ROLL CALL: Board of Sanitation Members, Ed Bell, Sandra Seward and Mayor Dennis Buckley were present. Also, in attendance were Clerk Treasurer Dan McMillan and City Attorney Craig Wiley.

MEETING MINUTES: Clerk Treasurer McMillan presented to the Board for approval the minutes from the December 16th, 2013 meeting. Sandy Seward made a Motion to accept the minutes as presented; Ed Bell seconded the Motion; which was approved by unanimous voice vote.

APPROVAL OF CLAIMS: Mayor Buckley gave a brief description of the claims.

- **Wastewater Claims**

January 6, 2014 - claims in the amount of **\$355,527.64** were presented to the Board for approval

Page 3-Ed questioned the Wessler bill in the amount of \$16,628.00. Mayor Buckley and Brad Meriwether both stated that this was for Phase One of the storm water rates. Ed Bell made a Motion to accept these claims as presented; Sandy Seward seconded the Motion which was approved by unanimous voice vote.

January 21, 2014 - claims in the amount of **\$135,879.36** were presented to the Board for approval.

Page 1-Sandy questioned the Citizens Energy bill in the amount of \$49,660.00 for Clerk McMillan commented that this is the City of Beech Grove's portion for projects/updates that Indianapolis completes to wastewater plants that treat our wastewater.

Page 5-Sandy also questioned a \$2,000.00 payment to Fazoli's. Clerk McMillan stated that when Citizen's Energy sent the City of Beech grove the readings, several businesses had been misread. Fazoli's took a partial credit and a refund check. Sandy Seward made a Motion to accept these claims as presented; Ed Bell seconded the Motion which was approved by unanimous voice vote.

OLD BUSINESS: NONE

NEW BUSINESS:

Boyce Mail Contract- Billing for utility -presented by Clerk Treasurer Dan McMillan and Utility Clerk Linda Mohr,

Clerk McMillan stated that the contract would provide Keystone Software; which is our current software provider, to issue our monthly utility billing. Due to new regulations by the postal service we would have to pay a higher rate for postage and we have discovered the city could save money, man hours, and wear and tear on equipment changing over to this system. The Utility does approximately 4700 bills per month. Our initial set up is a one-time fee of \$850.00. There is an annual fee of \$900.00.

Linda Mohr, Utility Clerk, stated that she believes the city will save approximately \$50,000.00 per year. She feels this can be implemented in about sixty days. The city has to pay full postage for two billing cycles. The reasoning is because they are not going to recognize our UPC symbol that gives the city a cut rate. Boyce mail has an \$850.00 one-time annual set-up fee and a \$900.00 annual fee. The postage is at a cut rate and the charge for each bill is 19 cents. Boyce statements will show payments that customers have made; which our current billing system does not, and that often will cause confusion with customers. People like to see the payments they have made recorded on the statement.

In addition, if the city would initiate a storm water fee there is a place for that to be added. There is also an information box for messages from the Mayor or Clerk Treasurer. Boyce will also include a returned envelope with each statement. A copy of the proposed statement is included in your packets.

Advantages to Boyce Mail for the City of Beech Grove:

- No Forms will have to be purchased
- No Toner will have to be purchased
- No new equipment will have to be purchased
- No repairs or maintenance fees for outdated equipment
- Less man hours
- Provide a more professional and informational billing for the customer
- Saves money

Ed Bell made a Motion to enter into this agreement; Sandy Seward seconded the Motion; which was approved by unanimous voice vote.

Sandy Seward made a Motion to allow Clerk Treasurer Dan McMillan to enter into an agreement with Boyce System for this billing contract; Ed Bell seconded the Motion; which was approved by unanimous voice vote.

Sanitary Sewage Collection Agreement – Wessler Engineering-presented by Brent Siebenthal,

This is a contract between Wessler Engineering and City of Beech Grove for the year 2014. Brent stated they have worked with the city since 1983. This contract amendment No.9 is for our sanitary sewers and is not to exceed \$20,000.00 in compensation. This amount has remained the same for the last couple years. Some of their duties would be monitoring flow meters, calibrations, and new hook ups to our existing sewers to name a few.

COMMENTS FROM THE BOARD:

Ed thanked Brad and all the guys at DPW for their hard work. He also asked how the salt supply is doing with all the snow we have had, Brad stated we did not have as much left as he would like.

Sandy thanked Linda for her presentation on the billing contract and she also commented that she likes it when we are saving the city money.

ADJOURNMENT:

Ed Bell made a Motion to adjourn; Sandy Seward seconded the Motion. The meeting was adjourned at 6:21 pm.

Dennis Buckley, Mayor

Dan McMillan, Clerk Treasurer

Prepared by: Dan McMillan