

**PERU UTILITIES
MINUTES OF THE PERU UTILITIES SERVICE BOARD MEETING OF
January 5, 2022**

The Peru Utilities Service Board held a meeting at the Peru office at 335 East Canal Street, Peru, Indiana, and virtually through video conferencing via Teams Meeting, on Wednesday, January 5, 2022. Chairperson Mary Costin called the meeting to order at 4:00 p.m. pursuant to notice as required by law. The following Board members were present Richard Donoho, Chris McKinney, and Jami Edwards. Others present Joshua Chance, Alice Hartley, Jamin Beisiegel, Michael Biesenbach, Wayne Brindle, Joyce Shafer, Mayor Miles Hewitt and Patricia Russell-City Council Liaison and Attorney Dustin Kern

1.) APPROVE BOARD MINUTES OF DECEMBER 15, 2021:

Board member Chris McKinney moved that the minutes of December 15, 2021, be approved. Board member Richard Donoho seconded the motion. The vote was unanimous, motion passed.

2.) PAYMENT OF CLAIMS:

Board member Richard Donoho moved to approve the claims as presented. Board member Jami Edwards seconded the motion. The vote was unanimous, the motion passed.

3.) NEXT REGULAR MEETING:

The next regular meeting will be held on-site Wednesday, January 19, 2022, at 4:00 p.m. in the Team-Teaching Room. Teams Meeting video conferencing is available for the public.

4.) PUBLIC COMMENT: None

5.) OLD BUSINESS: None

6.) NEW BUSINESS:

A.) ELECTION OF OFFICERS:

CHAIRPERSON: Board Member Richard Donoho made a motion to nominate Ms. Costin as Board Chairperson for 2022, seconded by Board Member Jami Edwards. It was voted, unanimously that Ms. Costin is Board Chairperson for 2022, the motion passed.

SECRETARY: Board Member Richard Donoho made a motion to nominate Board Member Jami Edwards Board Secretary for 2022, seconded by Board Member Chris McKinney. The vote was unanimous, the motion passed.

B.) APPROVE REVIEW OF PERU SERVICE BOARD POLICY STATEMENT CONCERNING BOARD RESPONSIBILITIES AND FUNCTIONS:

The Board Policy Statement concerning responsibility and functions is reviewed at the first meeting of the new year in conjunction with the election of officers. The Board had no comments or changes.

Board Member Chris McKinney made a motion to accept the Board Policy Statement as presented. Board Member Richard Donoho seconded the motion. The vote was unanimous, the motion passed.

C.) APPROVE DISBURSEMENT REQUEST #60 FOR THE GRISSOM WATER SYSTEM IMPROVEMENT PROJECT:

The Board considered the following disbursement request #60 for the Grissom Water System Improvement Project.

Disbursement #60 to Wessler Engineering, for the period of 11/01/21 – 11/30/21 for the total amount of \$2,261.00.

Board member Richard Donoho made a motion to approve Disbursement #60 to Wessler Engineering for the sum of \$2,261.00 for the Grissom Water System Improvements. Board member Jami Edwards seconded the motion. The vote was unanimous, the motion passed.

D.) APPROVE PART TIME POSITION PAY RANGES:

The Board considered a 2.5% increase in pay range for part-time employees.

Board Member Chris McKinney moved to approve a 2.5% increase in pay range for the part time lab assistant and part time office worker positions, which is equivalent to the current Union Contract for 2022. Board member Jami Edwards seconded the motion. The vote was unanimous, and the motion passed.

E.) APPROVE VEHICLE REPLACEMENTS:

The Board considered the bids to replace the Meter Technician and Planning Engineer’s vehicles for 2022. The recommended bid for Kelly Chevy: Silverado’s 2500 (Exceeds Specifications) - \$33,631.00. Kelly Chevy is giving us approximately \$18,000.00 for our trade in replacement vehicles with a total cost for two vehicles of \$49,062.00.

Board Member Jami Edwards made a motion to accept the Kelly Chevy bid for two 2022 Silverado’s 2500s for \$33,631.00 each and a trade in value of approximately \$18,000.00 with a total cost of \$49,062.00. Board Member Chris McKinney seconded the motion. The vote was unanimous, the motion passed.

7.) CITY ADMINISTRATION UPDATE:

Mayor Hewitt reported that he has had complaints about the blocked railroad crossings in Peru lasting for hours. Mayor Hewitt stated there is a website that is administered by the federal government. It is a portal where you can submit a report about the blockages on the crossings. The website is: <https://www.fra.dot.gov/blockedcrossings/> If the person does

not have access to a computer, they can call the mayor’s office and give the information to the mayor’s secretary Matthew Jelenek during the hours of 8:00 a.m. to 4:00 p.m. and he will submit the information. Mayor Hewitt will be meeting with Norfolk & Southern Railroad on January 11th and invited Mr. Chance to join him to voice any concerns. Patricia Russell reported that the next City Council meeting will be on January 10th, and they will be electing officers.

8.) CITY ATTORNEY UPDATE: None

9.) MANAGER’S REPORT:

INSURANCE COMPANY MEETING:

General Manager Joshua Chance reported that he met with the insurance company pertaining to the bucket truck accident. The insurance accountant will be working with Mr. Chance and Mr. Biesenbach on loss of use verses loss of revenue. Mr. Chance stated it will be a lengthy process.

CDC RECOMMENDATIONS: General Manager Joshua Chance reported on 12/27/21 the CDC updated its guidelines for Isolation and quarantine for COVID-19.

1. If you test positive for COVID-19: Stay at home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house but must wear a mask around others for an additional 5 days. *If you have a fever after 5 days, continue to stay at home until your fever subsides.
2. If you have been within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period (close contact) with someone who has COVID, and you have been boosted or completed the primary series of Pfizer or Moderna vaccine within the last 6 months or completed the primary series of J&J within the last 2 months: Wear a mask around others for 10 days and test on day 5 if possible.
3. If you have been within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period (close contact) with someone who has COVID AND have completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted or have completed the primary series of J&J over 2 months ago and are not boosted or are unvaccinated: Stay at home for 5 days. Continue to wear a mask around others for an additional 5 days.
4. If you develop symptoms get a test and stay at home.

We will continue to purchase testing supplies for the near future, however with the growing scarcity of the tests it may be impossible for us to provide them moving forward.

In 2020 congress passed the Emergency Paid Sick Leave Act requiring employers who did not already give the benefit of sick time to their employees to provide 80 hours of sick leave to those who either had contracted COVID-19 (paid at 100%) or those who needed to take care of family members who had contracted COVID-19 (paid at 2/3rds). This EPSA requirement expired on 12/31/2020 and employers were no longer obligated to provide sick time. From the beginning, we were not required to provide the extra time off due to the fact all of us have the benefit and ability to accrue up to forty-seven sick days. But, because we

January 5, 2022 – Cont’d.

felt COVID would eventually impact in some way each person or their family, we felt it important to provide the 80-hour benefit, even after it has expired through 2021. Many of our employees have used it in some way. In 2022 we will still honor the benefit until June 30th for those who have not used it. This pandemic is more endemic at this point, and we must return to normalcy eventually.

The OSHA vaccination mandate for employers of 100 employees or over has been remanded to the Supreme Court and oral arguments are set to begin on January 7, 2022. We will wait and see the outcome before implementing any federally mandated program. We have reached out to multiple legal and state sources and unfortunately, we will be included in the City of Peru for employee numbers and are over the 100-person threshold. We will continue to push for clarity and avenues where we could be exempt. If we have no alternative, we will have to abide by the OSHA standard just like we are bound by EPA and IDEM rules we may not necessarily agree with. We will pass along information for you as soon as we have it.

AMEND 2022 BUDGET:

Mr. Chance stated that we need to amend the 2022 Budget. Due to a new process in completing this year’s budget the capital amounts did not convert to the 2022 spreadsheet and were not included in the 2022 budget book. When the long-term plan was presented to the board everything was correct but when the budget books were printed it had two versions prior on the admin side. The budget book did not have the new capital amounts in the administration budget and the administrative capital was not fully included in the other utilities. All the margins are correct, but the administrative capital and cash flow is not accurate. The amended 2022 budget will be presented next meeting on January 19, 2022.

ADJOURNMENT:

There being no further business to bring before the Board, Chris McKinney made a motion to adjourn. Jami Edwards seconded the motion. The motion passed; the meeting adjourned.

Jami Edwards, Secretary Peru Utilities Service Board