

**Town of Burns Harbor
Sanitary Board**

Minutes of Monday, January 18, 2016

A regular meeting of the Burns Harbor Sanitary Board was called to order by Ray Poparad at 7:00pm. Present at roll call were Toni Biancardi, Andy Bozak, James Constantine, and Marcus Rogala. Rick Balunda and Eric Hull were absent.

Also present were Sanitary Superintendent Bill Arney and Attorney Clay Patton.

Reorganization

President

Poparad moved appoint Toni Biancardi President. Bozak seconded the motion. Motion carried by all in favor vote.

Vice-President

Rogala moved to appoint Jim Constantine Vice-President. Bozak seconded the motion. Motion carried by all in favor vote.

Minutes

Poparad moved to approve the minutes of December 15, 2015 as written. Rogala seconded the motion. Motion carried by all in favor vote.

Flow Report: LS1 is Lift Station which is by Shadyside only receives flow from Shadyside. LS2 is Lift Station 2 and it receives all the flow from the rest of the town. There are only flow meters at two lift stations. The Norfolk Southern life station is not on the report and we are not responsible for its operations.

Correspondence

None.

Sanitary Report

Maintenance as usual. Previously new pumps were installed at Lift Station 3 that alleviated the issues with residents flushing rags into the system. We are now receiving call outs related to a power issue. Bigger capacitors were installed because the new pumps require more power to start up. No call outs since then. It works off of add a phase because we do not have the proper power voltage at lift station 3.

The back up pump for lift station 3 is in. A longer power cord is scheduled to be delivered.

Arney said we have back up pumps for all of the lift stations now.

Lift Station 2, 3, and 4 have add a phase.

Old Business

None.

Public Hearing

None.

New Business

Discussion of part time Sanitary/Storm Water Clerk

Biancardi reported there is a lot of work between Street, Building and Sanitation for the current clerk to manage. A proposal will be made for a part time Sanitary Clerk who would also serve as secretary to this board. The work space would be the desk in the Council meeting room reporting to Bill. A detailed job description was provided by clerk Lori McCormick.

Poparad commented we are not as big as Porter or Chesterton but Porter has one full time clerk and Chesterton has three people doing it. In both cases they work with the Clerk-Treasurer. He said we are only going to be growing more. Storm water will also increase the duties.

Arney said we already qualify as MS4 but have not received a compliance letter yet. It could come any day. Phase One begins when we become compliant. It is the implementation plan which includes public awareness and education. This part is hugely clerical. The first part also is to name the MS4 Director. The Director and the Clerk will do the biggest part of the start up.

Arney also commented that 20 hours may not allow the town to provide adequate service to our sanitary customers.

Bozak asked why we are taking the position from the \$10 - \$13 rate over to \$16 - \$20 rate.

Biancardi said the \$10 - \$13 is the clerk part time which has been the person that covers sick days and vacations for the police and building departments. Having the conversation now, it makes sense the position be fulltime.

Rogala spoke in favor of the position being 30 – 40 hours. Poparad said we need to have someone available during business hours to answer the phone and assist sanitary customers.

Bozak asked if we have looked at the budget. Poparad referred Bozak to the Fund Balance as of December 31, 2016. The Sanitary Board already pays 25% to Lori for the duties of Sanitation Clerk as well as a percentage to Jane for the duties she performs. The remaining percentage would be covered by the Sanitation Fund.

Bozak commented he has not had time to look into the proposed position and the possible repercussions. Before we look at full time we need to look at what impact it may do to us. I am in favor of the part time.

Attorney Patton suggested advertising the position as part time no less than “x” hours per week. Someone who is able to work 30 hours a week may be able to work 40 hours a week and would welcome the benefits if you want to get to the point that you not promise to much but at the same time interview people.

Biancardi said I haven’t had a change to look at the budget and costs either but I do feel like looking at Lori’s description and talking with Bill about storm water, it is going to be a full time job. They would also be in the main office so if Jane were out of town a person would be here. Another cost to consider will be a computer.

Bozak asked if Lori would still help if the clerk were part time and not available. Biancardi said I see it as it would be taken off Lori completely and move up to the office with Jane. Lori has been receiving overtime recently due to the workload.

Biancardi said I believe we have the funds. I would want to sit with Jane and come up with the package we would offer a clerk. I do believe it is a necessary position.

Poparad moved to advertise the position of Sanitation/Storm Water as full time including one night a month for the Sanitary Board meeting in the Chesterton Tribune. Rogala seconded the motion. Constantine yes, Biancardi yes, Poparad yes, Rogala, yes, Bozak no. Motion carried.

The consensus of the board is that Ray, Jane, Bill, and Toni will make up the hiring committee for the Sanitation/Storm Water Clerk.

Discussion of amendments to the Sanitary Rate Ordinance

The Town Council sent the ordinance back to the Sanitary Board and requested the sections addressing deposits be removed for further discussion. Discussion would include Clerk-Treasurer Jane Jordan and the new clerk.

There was discussion about a resident requesting a hearing as provided for in the ordinance. It was determined that a resident receives two notices of shut off and would have ample time to appear before the board at a regularly scheduled meeting.

Bozak moved to set Sections 1 – 4 of the amendments to the Sanitary Rate Ordinance for public hearing in February. Poparad seconded the motion. Motion carried by all in favor vote.

Approval of Claims with 4 or more Signatures

Poparad moved to approve claims with four or more signatures. Constantine seconded the motion. Motion carried by all in favor vote.

Spending Review

Clerk-Treasurer Jane Jordan is willing to assist the Board in creating a budget.

Delinquencies

Poparad asked if there was a way to recuperate our costs involved in the filling of liens. Arney said Jane charges a processing fee.

Attorney Patton said alternatively you could go to small claims court.

Biancardi said we should consider giving customers the option of paying with credit or debit card. Another suggestion was automatic deduction from a bank account.

Flow Report

Poparad asked in the numbers reported on 12/28 of 175,000 gallons were rain related. Arney said we do receive some infiltration into the system. The town is allowed a percentage of infiltration based on vacant land that is considered acceptable as well as impervious surface and manhole intake.

Last month there was an issue, the meter was calculating but not recording.

Good of the Order of the Community & Any Other Business

Discussion of changing the make-up of the Sanitary Board

The consensus of the Board was for the attorney to present a proposal at the next meeting to reduce the board from seven (7) to five (5), retaining one (1) Councilperson, one (1) representative from Arcelor Mittal, and adding three (3) resident members with staggered terms paying each resident a stipend of \$500 per year.

Knapp Property Tap

Poparad said to Superintendent Arney, the tap that Angie Scott's (1137 Salt Creek Rd) house is connected to is not on her property. It was the closest tap and is on Wally Knapp's house lot (1141 Salt Creek Rd). Wally's daughter may build a house between Angie Scott and his property at a vacant lot (1139 Salt Creek Rd) but there is no sewer tap because the one tap is already used for Angie Scott's house and there is not a manhole to tap into.

Poparad asked if the Town would be okay with the tap being shared with another home. The property has an address but no tap designated for it. Engineer Jeanette Hicks and Arney said there should be a tap for every lot that existed at the time the sewers were installed. Arney thought the property was subdivided after the system was already there and they chose to share the tap on Wally Knapp's property.

It would be a \$1000 tap on fee to connect to the existing tap to share the tap with Angie Scott (1137 Salt Creek Rd) by adding a "y". Wally Knapp is connected to the main that is running east and west.

Announcements

None.

Adjourn

Poparad moved to adjourn at 8:10 pm. Rogala seconded the motion. Motion carried by all in favor vote.

APPROVED FEBRUARY 17, 2016

Jim Constantine, Vice-President

Secretary