

Burns Harbor Sanitary Board

Minutes of Wednesday, April 20, 2016

A regular meeting of the Burns Harbor Sanitary Board was called to order by President Toni Biancardi at 7:02pm. Present at roll call were Rick Balunda, Eric Hull, and Ray Poparad. Jim Constantine, Andy Bozak and Marcus Rogala were absent.

Also present were Secretary Corinne Peffers, Jeanette Hicks of Global Engineering and Attorney Clay Patton. There was one audience member in attendance.

Minutes

Poparad moved to approve the minutes of March 30, 2016. Hull seconded the motion. Motion carried by all in favor vote.

Correspondence

Umbaugh & Associates sent complimentary copies of the 2016 Umbaugh Comparative Water and Sewer Rate studies. Biancardi asked if the correspondence suggested we do a rate study and it was noted that what was provided is a comprehensive study including over 350 communities. The rate study will be placed on the agenda for next month. Poparad questioned when we have to do a rate study by law. Biancardi will investigate when the town needs to conduct a new study and when our last study was done.

Sanitary Report

Superintendent Arney was not in attendance, as he is attending fire department related training in Indianapolis the week of April 18, 2016. He did submit a monthly report to the board. Arney requested that a purchase order be signed for Gasvoda & Associates, Inc. to repair the spare pump for Lift Station #2 at a cost of \$3,000. It was noted that the anticipated cost of the repair will be less than \$3,000, unless there are further damages that will be revealed during repair. Arney did note the cost of a new pump would be about \$7,000. The purchase order (#2413) was signed by all four board members in attendance.

Poparad remarked the property at 1193 Rak Road on the monthly report is the old Meeks' house, and the new house should be completed by the end of May. The basement was poured today.

Engineer Report

Hicks reported that field crews have worked further on Old Porter Road and a preliminary report will be at the next Town Council meeting.

Poparad noted that stormwater related matters should not be addressed at sanitary board meetings and the matters should be heard by the Town Council. Hull asked if the stormwater board and sanitary board could be the same, and Poparad said no. There was discussion about the creation of a stormwater board with three members, and it was noted that should be discussed at a Town Council meeting on May 11.

Old Business

None.

Public Hearing

Amendments to Provide for an Appeal Process

Biancardi opened the public hearing.

This ordinance will amend the text of the portions of the sewer rate ordinance in order to provide an appeal process. Chapter 18 Section 8 of the Sewer Use Ordinance was read aloud by Biancardi:

Any user who wishes to appeal a decision of the Sanitary Board or Sewer Rate and Use Ordinance must file a written appeal within one year from the existence of the circumstances upon which the appeal is based. Said appeal is to be filed with the Secretary of the Sanitary Board on a form prepared and provided by the town. Any other documentary evidence that the user wishes the Board to consider must be submitted with the completed appeal form. The matter will be placed on the agenda of an upcoming Board meeting and the user shall appear to present his or her case. The burden of proof is on the user to prove an extenuating circumstance or undue hardship that would warrant the Board's granting of the appeal. The Board shall hear the request and may take it under advisement, however, the Board must issue a decision within 60 days of the hearing.

Board members reviewed the new Appeal Form provided by the board secretary and did not request any changes.

There was no public comment in favor or opposition of the proposed amendment.

Hull moved to accept the Amendment to Chapter 18 and give a favorable recommendation to the Town Council. Poparad seconded the motion. Motion carried by all in favor vote.

New Business

Quotes for Building

Superintendent Arney provided information to the board for a new storage building to store vehicles and equipment in for the sanitation department.

Biancardi said she told Arney she felt like the board wouldn't make a decision tonight in his absence, however, Poparad stated he would like to go ahead and make a decision on the quotes, as building season is coming up and the build needs to be scheduled with a contractor.

Arney received four quotes for a storage building:

FBI Buildings	\$52,869
Morton Buildings, Inc.	\$79,101
MidWest Developing Company	\$65,800
MidWest Developing Company	\$129,700

It was noted that the quote from FBI Buildings was the cheapest, however, it does not include the cost of concrete work. The more expensive quote from MidWest Developing Company is for a larger building. Arney recommended the quote from MidWest Developing Company for \$65,800.

Arney received one quote for site excavation for the storage building from RV, Sutton, Inc. for \$8,500. He requested quotes from two other companies, however, they did not submit a quote.

The board reviewed the quotes and confirmed the building site as the old firing range location.

Poparad moved to approve the quote from MidWest Developing Company for \$65,800 to build a new sanitation storage building, and the quote from RV Sutton, Inc. for \$8,500 for the land excavation at the building site. Hull seconded the motion. Motion carried by all in favor vote.

Quotes for Payment Dropbox

Arney got quotes for a new sanitation payment dropbox to be installed as a drive through box possibly near the newspaper tubes in the front of the Town Hall building. Biancardi noted the old box should remain at the Building and Street Department building and be used for those departments. Arney and Lori McCormick, the former Sanitation Clerk, both recommended the larger size payment dropbox to allow for payments to drop into the box properly, which is important when there is a heavy volume of payments, as they may not fit in to the smaller box. Quotes received were:

20"h x 13"w x 18"d for \$356 + shipping
58"h x 18"w x 17"d for \$1,258 + shipping

Hull moved to purchase the larger dropbox, 58"h x 18"w x 17"d, for \$1,258 + shipping. Poparad seconded the motion. Motion carried by all in favor vote.

Payroll/Training

The board discussed Rob Wesley attending FDIC School (fire department training) the week of April 18, 2016 and whether or not he should be paid his normal wages from the Sanitation Department. Wesley is a full-time Laborer for the Sanitation Department, and also serves on the Burns Harbor Volunteer Fire Department. Biancardi said in the past the board has chosen to pay him his salary for the week because the classes that he takes there would benefit his position as a firefighter, as well as a sanitation employee.

Hull questioned if the department has paid for this in the past. Biancardi responded saying she looked through previous sanitation board meeting minutes and couldn't find a motion to that effect, and she also looked through Town Council meeting minutes and couldn't find a reference to that. She also said aside from the many classes that they receive training on, he also opted to take a Training Basics and Essentials for Fire Service, How to be a Dynamic Instructor, Constructing a Successful Training Program, and Making Critical Fire Drill Decisions. Poparad said when he talked to Arney, he was told he took a refresher on confined space. Hull noted that he himself has confined space entry attended and rescue, and you do have to stay current with that stuff. Also, that it is a requirement for Wesley as he does confined space entries for the town. Underground Electrical Vault is also a class he is taking this week, which applies directly to Wesley entering manholes.

Biancardi said she has asked Superintendent Arney to notify the board a month or two in advance of any future training so an official decision can be made in advance. Balunda asked if Wesley was attending training at his own cost. Biancardi said the fire department pays for the cost of the training. Hull said it is definite benefit to the town and Poparad noted it is respectable training.

Poparad moved to pay Rob Wesley his normal pay while at fire department training the week of April 18 through 22, 2016. Hull seconded the motion. Motion carried by all in favor vote.

Approval of Claims with 4 or more Signatures

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

Spending Review

The board reviewed the Sanitary Utility financial report submitted by Clerk-Treasurer Jane Jordan. Poparad asked if this can be reviewed while sitting at policy. Biancardi said, based on a recommendation from Marcus Rogala, she would like the board to set a budget this summer. Poparad suggesting putting a cap on expenses and sending it over to the council. There was discussion about the proposed new makeup of three citizens on the sanitary board. Hull noted the importance of entrusting citizen board members to have responsibility and make decisions. Biancardi said the board would be subject to the appropriation process, and she feels the citizen board members will be conscientious, as directly related to spending is the rate we charge our customers.

Delinquencies

Board members reviewed the delinquency list and Biancardi noted that Rainbow Community's balance due was lower than usual at \$970.92. There is a house on Iroquois listed as delinquent, which is believed to be a home currently for sale. A new spreadsheet format is currently being worked on for next month.

Hull questioned why the trailer park has one bill, and the apartments each have their own. It was explained that a count of each pad with a trailer sitting on it is taken the first working day of the month for the trailer parks. Hull also questioned why the apartments only have one water account, but multiple sewer bills and the trailer park has one water account and one sewer bill. It will be investigated whether water can be shut off to individual apartments, or if it can only be shut off to the entire building.

Flow Report

A high rate was noticed on the report for March 31 and April 7, possibly due to rain and/or snow fall. Balunda commented that our normal daily flow rate is about 108,000 and we are at a very steady state for a community.

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None.

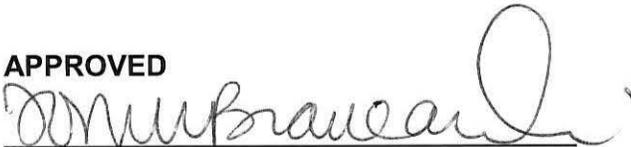
Announcements

Next Meeting Wednesday, May 18 at 7:00 p.m.

Adjourn

Poparad made a motion to adjourn at 7:46pm. Hull seconded the motion. Motion carried by all in favor vote.

Submitted by: Corinne Peffers, Secretary

APPROVED

Toni Biancardi, President


Corinne Peffers, Secretary