

Burns Harbor Sanitary Board
Minutes of Wednesday, February 17, 2021

The Burns Harbor Sanitary Board met in its regular session Wednesday, February 17, 2021 virtually with Zoom. The meeting was called to order by President Toni Biancardi at 7:02 p.m.

The Pledge of Allegiance was recited.

Roll Call:

Toni Biancardi.....Present via Zoom
Dan MarshPresent via Zoom
Larry Fabina.....Present via Zoom
Wilbur Oudman.....Present via Zoom
Jim ConstantinePresent via Zoom

A quorum was attained.

Also present via Zoom were Superintendent William Arney, Attorney Clay Patton of Patton Law, LLC, Engineer Jeanette Hicks of Global Engineering and Land Surveying, LLC, and Deputy Clerk Corinne Peffers.

The meeting was made available to the public in accordance with Governor Holcomb's Executive Order 20-04 Section 5 Public Meeting/Open Door Laws.

Approval of Minutes

Marsh made a motion to approve the Minutes of January 20, 2021. Constantine seconded the motion. Jim Constantine – yes. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

Correspondence

- Thank you from the United States Census Bureau for participating in a Complete Count Committee for the 2020 Census.

Sanitary Report

The board reviewed the report. There were no questions.

Wastewater Treatment Plant Report

Fabina reported that there is an upcoming planned maintenance outage. The chlorine contact chamber will be bypassed so it can be cleaned out. IDEM has okayed the project.

Engineer Report

Hicks reported that she has reached out to Gasvoda about obtaining portable flow meters in anticipation of calibrating the sanitary sewer model. No action has been taken, just the initial step of reaching out.

Old Business

Lift Station Flow Reporting Upgrades

Arney reported that the weather has delayed the first meeting with Gasvoda, but they are scheduled to meet tomorrow. The equipment has been ordered and things are moving forward. We will be working on the station that is not reporting right now and Lift Station #2.

Waive Late Penalties due to COVID-19

Attorney Patton said the public health emergency declared by Indiana Gov. Eric Holcomb was extended through March 1, 2021.

Marsh made a motion to waive late penalties on sanitary sewer accounts until the next Executive Order from the Governor comes out.

The board discussed anticipating the Governor extending the health emergency past March 1, 2021. Peffers reminded the board that sewer bills are due on the first of each month, and we give the customer through the fifteenth of the month to pay before a late penalty is assessed, so if payment is not received, that late penalty is assessed on the sixteenth. If those dates fall on a weekend, it is adjusted according to the weekdays.

Marsh amended his motion to waive late penalties on sanitary sewer accounts through March 31, 2021. Constantine seconded the motion. Jim Constantine – yes. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

New Business

Laborer

Rob Wesley is now the GM/Street Superintendent and Arney is still using Adam Friday as a part-time laborer.

Biancardi asked Arney if he felt that trying to get someone regularly is important, or if he is able to just use Adam as needed.

Arney explained that he was using Rob as full-time/part-time laborer between two different jobs and they worked together to get things done. He said it will be a learning experience for me just using part time. Adam's working pretty well, I have him trained and he will be my go-to, but I would like to find a couple more good part-timers that I could rely on. Sometimes I need two or three guys for a call out, depending on the project, you never want to work around those holes by yourself, or with a crane. The Street Department has always pitched in and helped when we needed them, so Rob will still be able to help in that capacity. Adam does work a full-time job, so if I could get one or two more part-timers on the books, I think I'll be okay.

Biancardi said I think that's a good idea. I also think the Street Department is very supportive and maybe even training them a little more, as they're making the rounds through town maybe they can check those readings for you. Then we could figure out if there's a percentage that our board needs to put towards their salaries. I think right now using Adam as you can and leaning on the street department for some of that is probably a good plan, and we can see how that works.

Arney said, I think so and Rob's trained and more than willing to help out. It will be good to train his laborers as well.

Marsh asked if we are looking to add two part-timers to our roster.

Arney said the board has always left part-time up to me. Obviously, I'm not going to use them all at the same time, it just kind of gets them ready. But, I would like to find a couple more in case Adam's not available or I've got a big job or something that breaks down. Maybe just an on-call type of person, but Adam would still be my primary that I would lean on if you guys are alright with that.

Biancardi asked Arney how many hours he thinks he might use a part-time person on a weekly basis or per pay period.

Arney said I will use Adam at least two or three days a week. That's doing the maintenance, our pump readings, and stuff around the shop. I've been keeping him busier than he needs to be because I'm on a waiting list because he has also been helping out plowing. This summer I'll be running the cameras through the pipes again, so there's a lot of work to be done. That's why I said a lot of times I may even need two laborers, where before was me, Rob and one of the street department guys. Obviously, that's not an everyday thing, so it's just playing it by ear but the majority of the time, usually two or three days a week is how often I have Adam working.

Biancardi said if it becomes more of a need just make sure you communicate that with us. Since our understanding as the board is it's a part time person, so if we notice something in payroll, that we understand what's changed.

Marsh asked if we are looking at like maybe 32 hours more in part-time payments going out for these folks per week as a rule of thumb.

Biancardi said maybe because Rob's salary was split between the General Fund and Wastewater Fund. It might be shifting a bit depending on what Bill is needing but we need to watch that because maybe that will determine that we maybe need to hire someone at that many hours a week.

Marsh said when Bill is rolling out these conversions down the line, it will be great to have these new people involved in that as well, to learn those new systems and be familiar with them as well.

Arney said that's where the training comes in. It's nice having somebody around that I know that's here so when that pump does go down or station goes down, we're here but I think it's really going to be like Toni said, a floating type thing where there may be a week where I have him a couple hours a day or a total of 16 hours a week. So, it could be more or less depending on what happens. So, I think it's going to be a learning curve, not having that shared role here. I'll do my best to manage it and make sure it's not more than it needs to be.

Biancardi said I think the key is having trained individuals that are able to help you and there when you need them.

Approval of Claims with three (3) or more signatures

Constantine made a motion to approve claims with three (3) or more signatures. Oudman seconded the motion. Jim Constantine – yes. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

Spending Review

The board reviewed the report and there were no questions.

Delinquencies

The board reviewed the report and there were no questions.

Flow Report

The board reviewed the report and there were no questions. Arney said there may be some infiltration when the two feet of snow we have on the ground melts.

Good of the Order of the Community & Any Other Business

Biancardi mentioned that the Fire Dept. will have volunteers out clearing snow around fire hydrants tonight and any help from residents is appreciated.

Announcements

The next meeting will be held at 7 p.m. on Wednesday, March 17, 2021.

Adjourn

Oudman made a motion to adjourn. Marsh seconded the motion. Jim Constantine – yes. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

Meeting adjourned at 7:25 p.m.

Submitted by: Corinne Peffers, Secretary

APPROVED March 17, 2021

Toni Biancardi, President

Corinne Peffers, Secretary