

**Burns Harbor Sanitary Board**  
Minutes of Wednesday, February 15, 2023

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The Burns Harbor Sanitary Board met in regular session Wednesday, February 15, 2023 at the Burns Harbor Town Hall. The meeting was called to order by Jennifer McHargue at 7:00 p.m. The Pledge of Allegiance was recited.

**Roll Call:**

Jennifer McHargue..... Present  
Jim Constantine ..... Present  
Vacant Seat

A quorum was attained.

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

**Approval of Minutes**

Constantine made a motion to approve the Minutes of January 18, 2023. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

**Correspondence**

1. Write-off request for uncollectible delinquencies for sanitary sewer bills.

Deputy Clerk Peffers submitted a list of accounts with uncollectible sanitary sewer delinquencies.

**Goodrich, Yvonne – 356 S. Boo Road Delinquent \$40.75**

Yvonne Goodrich passed away on July 14, 2021. \$40.75 is outstanding for sanitary sewer bill due December 1, 2021 that was unable to be included in Lien 2022-003514 again her estate because it was not 90 days past due at the time of lien filing on Feb. 15, 2022.

**(Account #1298 01)**

**Keelen, Caleb – 1154 Legacy Drive Delinquent \$163.00**

Caleb Keelen sold home to new owner on October 28, 2021. Amount due is for monthly sanitary sewer bills due July 1, August 1, September 1, and October 1, 2021. Home sold and we weren't notified of the sale until after closing by the new owner.

**(Account #1462 01)**

Note that late penalties were waived by the Sanitary Board from March 2020 through November 2021 due to the COVID-19 pandemic/public health state of emergency.

**Total amount proposed to write off as uncollectible = \$203.75**

Constantine made a motion to write off sanitary sewer uncollectible delinquencies in the amount of \$203.75. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

**Sanitary Report**

The board reviewed the report and there were no questions.

**Wastewater Treatment Plant Report**

No report was submitted.

**Engineer Report**

No report.

**Old Business**

***Future Infrastructure***

Nothing discussed.

**New Business**

***RV Sutton Invoice for Street Department Sewer Lateral Repair***

McHargue said that the Town Council has requested that the Sanitary Board pay RV Sutton's invoice (#8334) in the amount of \$3,405.00 for a sewer lateral repair at the Burns Harbor Street Department on 1/3/2023.

Constantine made a motion to pay the RV Sutton invoice. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

#### ***Approval of Claims with two (2) or more signatures***

Constantine made a motion to approve the claims with two (2) or more signatures. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

#### ***Approval of Purchase Orders***

Arney submitted PO #3038 for \$1,656.00 for Hyatt Regency in Indianapolis for 4-night hotel stays for attendance at the WWETT Conference.

Constantine made a motion to approve Purchase Order #3038 to Hyatt Regency for \$1,656.00. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

#### ***Spending Review***

The board reviewed the report and there were no questions.

#### ***Delinquencies***

The board reviewed the report. Peffers explained that the aging breakdown will not be included on the report anymore because we are now billing customers for trash and recycling service, and the software does not differentiate between sewer and trash on the delinquent list. The figures in this report are only for sanitary sewer service.

#### ***Flow Report***

The board reviewed the report and there were no questions.

#### **Good of the Order of the Community & Any Other Business**

##### ***Proposed Pay Increase***

Arney said he would like to increase part-time laborer Adam Friday's hourly wage from \$17.00 to \$20.00. He said it is comparable to other employees' wages working for the town, it's a skilled labor job, he runs the crane and the truck. The sewer business is not something that just anyone wants to do, so I would like to get that moved up. I sent an email out earlier with my recommendation as well as a proposed pay structure for the department.

##### Sanitation Department Proposed Department Pay Structure

Labor: (Starting wage of \$18.00 to \$20.00 for first year) – New hire to the department, will undergo extensive training on department policies, procedures and receive training on all equipment operations. Assigned to various projects and tasks within the scope of work of this department.

Skilled Labor / Operator 1: (Hourly wage of (\$18.00 to \$24.00) – non-probationary employee, who has been trained and demonstrated the ability to drive and operate equipment for daily job tasks assigned to them, including, but not limited to, operate boom (Crain Truck), able to work on lift station equipment and continues to train on Pump and sanitation equipment. Employee is also subject to being on-call, year-round.

Sanitation Part-time Labor: (Hourly wage of \$18.00 to \$22.00) – Assist department personnel with day-today job tasks assigned to them, including, but not limited to, non-probationary employee, who has been trained and demonstrated the ability to drive and operate equipment for daily job tasks assigned to them, including, but not limited to, operating boom (Crain Truck), able to work on lift station equipment without having supervision, and continues to train on Pumps and sanitation equipment. Employee is also subject to being on-call, year-round. All Part-time employees will need to stay under the state allowed 30 hours a week. Also, all part time sanitation employees will have to be properly vaccinated and show proof of vaccination for HBV. Employee must be able to stay trained in confine space entry and procedures.

Arney said that changes need to be made by the Council to the Salary Ordinance for it to take effect. I am looking for your approval to pass this along to the Council.

Constantine made a motion to approve the proposed department pay structure. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

Constantine made a motion to increase Adam Friday's hourly wage to \$20.00 per hour. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

#### **Announcements**

Arney reminded the board that he and Laborer Friday will be leaving Sunday evening for Indianapolis to attend the WWETT Conference. He will return Thursday night. The Street Department will respond to any sanitary sewer callouts or emergencies.

The next meeting is scheduled at 7 p.m. on March 15, 2023. Attorney Patton informed the board that Attorney Doane may be attending March's meeting in his place.

**Adjourn**

Constantine made a motion to adjourn. McHargue seconded the motion. Jim Constantine — yes. Jennifer McHargue — yes. Motion passed.

Meeting adjourned at 7:11 p.m.

**Submitted by:** Corinne Peffers, Secretary

**APPROVED March 15, 2023**

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Jennifer McHargue, Chair

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Corinne Peffers, Secretary