

Burns Harbor Sanitary Board

Minutes of Wednesday, May 19, 2021

The Burns Harbor Sanitary Board met in regular session Wednesday, May 19, 2021 at the Burns Harbor Town Hall. 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
Dan MarshPresent via Zoom
Larry Fabina..... Present
Wilbur Oudman..... Present
Jim Constantine Present

A quorum was attained.

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

The meeting was made available to the public in accordance with Governor Holcomb's Executive Order 20-09 with Zoom and it was also streamed on Facebook live.

Approval of Minutes

Oudman made a motion to approve the Minutes of April 21, 2021. Constantine seconded the motion. Jim Constantine – yes. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

Correspondence

None.

Sanitary Report

The board reviewed the report and there were no questions. Arney said he had lines flushed and he did do Harbor Trails, while flushing there was quite a bit of sand from that area. We are going to camera the lines and see if the sand is coming from the same place as before. It was not plugged. We will be cleaning lift stations tomorrow. The Village flushing came out fine, we just found construction debris and sand, but everything is cleared now. We placed door hangers before the flushing and it worked well. There were no complaints.

Arney said he received plans on the truck, the chassis was delivered to the body manufacturer.

Biancardi asked Peffers to note that we should use the Harbor Trails sewer maintenance money to pay for the recent flushing.

Wastewater Treatment Plant Report

Fabina had no report.

Engineer Report

Biancardi said that Shadyside Mobile Home Community would like a capacity certification for their improvement plan, and their communication also mentioned that there were two lift stations that needed to be updated. Arney said the lift stations referenced are private and located within the community but the engineer needs to review what they plan to do with the stations and certify capacity.

The board directed Global Engineering to review and certify capacity and then report back to us.

Hicks reported that locates have been called in for a possible sewer tap at 293 Riverside Drive. There is a question of the elevation difference between the plumbing coming out of the house to the existing sewer tap that was left at the property line, so they will be doing some field measurements to look into the situation.

Arney said the homeowner is at the end of the line where we ran the sewer system, it actually runs across the street from where there used to be another property that burned down, but that's where it terminates at. So, to run the sanitary from the home, it's basically the northeast corner of their property and the tap is on the southwest corner across the street. There's some things that have to be looked at as far as how's it going to get there, and I reached out to Toni to make sure that I can get the engineers involved because the biggest thing that I was concerned with is

confirming how deep the system is, and are we even capable of doing a gravity connection there, or are we going to have to have a grinder pump, and if so what size is going to be enough to push that head pressure up that incline. So, we really need to know what that true slope is. The problem is, even though we do have some drawings I don't necessarily trust them because we found a lot of inconsistencies with them. So that's why after talking to Jeanette and Shem, they thought the best measure would be to come out and actually take measurements so we know that because, really, that'd be at the end of the line. If this thing is wrong, it can be a bad situation for them with backup, and we certainly don't want to do that. It's worth our while to do the homework, as the municipality and then and then pass that on to the homeowner. So that's where we're at. I have been communicating with the homeowner, as of today, he touched base with me again and I updated him on what we are doing, because he asked if he should be here tonight but I didn't feel that it was worth his time at this time.

Oudman asked if we are thinking about putting a grinder pump in the front yard, or an injection pit. Arney said an injection pit, obviously because it's pre-existing so usually those injection pits will go outside, wherever that tap comes out, which again, that's the north east side of the structure so you actually have to come all the way around the house. So, you don't want, as you know with ejector pumps, they really don't like 90 degree turns so you would have to actually do some configuration with pipe and run out and figure that out. When I just did a quick measurement off of the GIS, we're about 107 feet to where the tap is.

Constantine said you have to have a separate clean out.

Arney said no, if we have an ejector, no because you can't have a clean out. It's basically a force man at that point, so you're pushing.

Constantine said I am thinking back years, there was something that said over 100 feet you have to have a clean-out.

Arney said that's for gravity. If it's an ejector pit you don't want that.

Old Business

Lift Station Flow Reporting Upgrade Progress

Arney reported that we are finally starting to see some progress. He said we had a couple days, you'll see on the flow report actually one day and then Norfolk Southern for some reason is not reporting so I got to talk to them about that. I don't know if it's our issue, or their issue but we have made it to the point of where we are transmitting, and we are going to be moving and disconnecting the terminal from the old sanitary office and moving it into my office, probably, hopefully by next week. We built our first screen so I can actually now at my desktop see the flows and see the levels. So, we have a couple more screens that we're going to build that were coded, and then we'll be going on to the next phase which is looking at the pumps. Then I'll be reporting back to that but all the actual radios and the hardware is in, it's just building the data and the screens now.

Waive Late Penalties due to COVID-19

Attorney Patton said the public health emergency declared by Indiana Gov. Eric Holcomb was extended through the end of May, 2021. He said he wouldn't be surprised if it ends, based on various things that have happened at the national and state level. There's a new law that was passed regarding electronic meetings, and to have electronic meetings after the public health emergency ceases a policy has to be implemented, essentially, as long as you have at least 50% of members present and people don't have successive meetings where they aren't present, you can basically participate and be counted towards a quorum and vote electronically. But that's something that I need to dig into further because I'm not sure if just the Town Council needs to pass it, and it's a blanket that covers all boards or if each and every board needs to pass a resolution to create a policy.

The board discussed options on waiving penalties month by month. Biancardi asked if Indiana-American Water Company has resumed water shut-offs and Peffers said they resumed in November, 2020.

Attorney Patton noted that less than 10% of the customers are delinquent. Despite the pandemic, the economy is still pretty good.

Biancardi said I feel that once the emergency is lifted, we would go back to late fees and water shut-offs.

Constantine made a motion to waive late penalties on sanitary sewer accounts through June 30, 2021. Oudman seconded the motion. Jim Constantine – yes. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

Main Extension Rules

The board reviewed some information that Peffers forwarded to the members and they discussed the main extension rules.

Patton asked if there was an example of an extension contract. Peffers said she hasn't seen one yet, but will try to get one. The materials sent out lists what is required in a contract.

The board discussed various areas that could be developed and that the rules would apply to.

Biancardi noted that sewer infrastructure is one of the approved uses for the American Rescue Plan Act monies that we will be receiving soon.

New Business

Purchase Order for iWorq Systems Fleet Maintenance Software

The board discussed the recent purchase order approved at the Town Council Meeting held May 12, 2021 for iWorq Systems Fleet Maintenance Software, submitted by General Maintenance and Street Superintendent Rob Wesley. The software cost is \$2,500.00, and then each annual renewal will cost \$2,500.00. The purchase order was submitted and approved as being split between the sanitary sewer, general maintenance, police and fire departments, so the Sanitary Board discussed the amount to be contributed from wastewater funds. The software will track maintenance for the town's vehicles, generators and some other miscellaneous equipment.

Arney said we don't currently have a system of record keeping for fleet maintenance and this will help whoever is going to do mechanical work for us. The program will allow for tracking of maintenance and send alerts. You can do maintenance logs, you can build templates for inspection charts, etc. It is expensive, but they would like to split the cost between departments.

Constantine said he doesn't want to have the software if you have to pay an annual fee each year. It's too expensive.

The members continued discussion about its value and if our contribution will be proportional to the vehicles and equipment we have.

Arney said that we should do it for a year to see how it works out and then talk about it again next year.

Oudman made a motion to pay \$625.00 toward the cost of the iWorq Systems Fleet Maintenance Software for one year. Marsh seconded the motion. Jim Constantine – no. Larry Fabina – yes. Wilbur Oudman – yes. Dan Marsh – yes. Toni Biancardi – yes. **Motion passed.**

Biancardi asked that this comes back before the board next year before the annual renewal to talk about its value and whether or not the Sanitary Board would like to contribute again. She would also like it discussed at budget time.

Approval of Claims with three (3) or more signatures

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

Arney said that a chord reel for \$904.00 was accidentally left off the order for the new utility truck.

Marsh made a motion to approve a 50' chord reel for \$904.00 for the utility truck. Constantine 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.

Flow Report

The board reviewed the report and there were no questions. There was a day or so missing due to the change-over.

Good of the Order of the Community & Any Other Business

Arney said that the Street Department employees were sent for vaccinations necessary to work for the Sanitary Sewer Department. The WWET Conference is coming up and he would like to

send one person at a time to the conference for any certifications or classes that would be helpful. He is searching for a confined space class for employees to attend.

Constatine asked about the old truck, and Arney said he will take the boom off of it and just use it to do pump readings and run around for miscellaneous things.

Arney also said he is looking for new harnesses because they expire.

Announcements

The next meeting will be held at 7 p.m. on Wednesday, June 16, 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 8:09 p.m.

Submitted by: Corinne Peffers, Secretary

APPROVED June 16, 2021

Toni Biancardi, President

Corinne Peffers, Secretary