

Burns Harbor Sanitary Board
Minutes of Wednesday, August 18, 2021

The Burns Harbor Sanitary Board met in regular session Wednesday, August 18, 2021 at the Burns Harbor Town Hall. The meeting was called to order by President Toni Biancardi at 7:04 p.m. The Pledge of Allegiance was recited.

Roll Call:

Toni Biancardi.....	Present
Dan Marsh.....	Present
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, Engineer Shem Khalil of Global Engineering and Land Surveying, LLC and Deputy Clerk Corinne Peffers.

There were no audience members in attendance.

The meeting was made available to the public in accordance with Governor Holcomb's Executive Order 20-09 with Zoom.

Approval of Minutes

Marsh made a motion to approve the Minutes of July 21, 2021. Oudman seconded the motion.

Motion passed by all in favor vote.

Correspondence

Peffers informed that board that she received a call from Kurt Jordan this morning and he received a ballpark figure of \$35,000 for his potential sewer connection. RV Sutton said they are still waiting to hear an estimate from the contractor that would perform boring so the figure is only a ballpark estimate at this point. He is also seeking clarification on whether the connection can be made to the manhole, or to the lateral tap point.

Biancardi said we will take that under consideration and when we get the quotes we can have the conversation.

Khalil noted that if the Sanitary Board is going to share some of the cost it has to obtain the quote.

Sanitary Report

The board reviewed the report. Arney noted that we don't have any 15 horsepower pumps right now. I do have a loaner pump in the hole right now, our pumps have finally reached the maximum age for the 15 horses, and they're just not rebuildable. I'm seeking quotes right now from different manufacturers to make sure we get the best bang for our buck for pumps. I did talk to Engineer Jeanette Hicks and she highly recommended that we stay with explosion proof pumps since our IDEM permit was based off that. I know at one time we were trying to vary away from that, but it was highly recommended that we stay with those because that will be frowned upon with IDEM. My quotes I'm getting based on those type of pumps, so I will have something sooner than later for you guys. I did get one in and I just didn't like the price. For explosion proof, the new pumps at 15-horse are pretty close to \$100,000 each (See 9/15/2021 minutes for clarification). So, I'm trying to work with some other manufacturers, one being Gasvoda and the other Flygt pumps. I'm reaching out to some other manufacturers and make sure they're compatible and to see what we could get. We don't have any of those in on the floor. We literally have a loaner pop right now in the hole.

Biancardi asked who the laborers are that are listed on the report. Two of them are part-time street laborers that were helping cover Laborer Reyes' work while he was out.

Biancardi asked with our new software, we might only have to do pump readings once a week or something, right?

Arney said I will always have to do inspections because you don't know what happened overnight, we had someone back into one of our stations so it is good to do a visual every day. But, I agree, most of the reading will be over the computer. I did just have this conversation with Street Superintendent Rob Wesley, that it's not necessary to have two laborers out there unless we need to open the hole up. Laborer Downey did go out recently to the lift station when they were doing

readings and found a big problem with Lift Station #2. So, they opened the pit while they were there, so there are some advantages sometimes too. Keep in mind when they open that door, that is high voltage so there is an electrical hazard. So, it's not a bad idea to have two. I am not too concerned about it because we're talking minimal time, but again, a lot of that's probably going to be alleviated with the new software.

Biancardi asked what would fall under miscellaneous and data entry.

Arney said data entry is all the paperwork that we have to do, which is his time reports, the what he's done, what he's doing. They have to document, we've tried getting more thorough with that now so we have this. The miscellaneous maintenance is where we don't have a subject but they have been instructed to start putting in better details and he has been. So maybe there's some subjects that we need to add in there or try to fit them in somewhere else so that way you guys know what that is. Sometimes, it's shop cleanup or something small. I know he's been working on a couple of our trash pumps lately, but I saw where he is actually listing that.

Peppers said if a laborer had to run to Ace Hardware for supplies, that would go under miscellaneous, for example.

Biancardi said we are paying 25% of the two laborers wages and for a part-time laborer and we need to keep an eye on that for budgeting if we feel like we need our own full-time person or something.

Arney said Rob was my full-time guy, even though we kind of split that between the street and that, he was really 100% sanitation. So, when he left it really did put a hole in in the system because I have a lot going on throughout the days being pulled in 100 different directions, and Friday has really been, honestly my hold on piece and, and he's only available certain days because he has a full-time job. So it does help. I want to ask the board because this was kind of just looked at as street department guys helping out. Our part-timers, is that frowned on them helping because I know we kind of approved the street laborers salaries, but really not a part-time wages?

Biancardi said I think that if it's budgeted, like if we consider that we needed part-time hours and Friday wasn't there and someone else could. I guess what I would want to know, again, we work off revenue, and we have rate studies so that can affect the rates of our rates for our residents. So, I want to make sure that we're getting the time that we're paying for from street. We want to make sure that they're putting in the time for sanitation. That's a budget thing we would need to talk about, like are we going to cap part-time wages because it could get out of control, by no one's fault just we need someone call him and the next thing you know we've overspent on part-time wages. So maybe that's something we need to consider, how many hours a week would we average someone at whatever rate and then plan for.

Oudman said theoretically we should be getting about 80 hours of street department in a month. We're not at this point.

Arney said I'll be honest with you, that's very hard to manage. I don't know how you're going to manage that because it's sporadic, it's, if I have a pump down, I don't have a pump down. Do I have a station calling, don't I have a lift station calling. If we're just basing it on daily duties, then I am really putting Superintendent Wesley in a spot to on his projects, because I guess I've really viewed them as more, doing the readings, helping out through that part of it, do that on your tour while you're out kind of doing two and two, you'd be driving the streets, stop and get the readings, because they check the streets every morning. But to go in there and say all right, I need your two guys today because we got to make time or we got to have time so I'm going to have them go and maintenance lift stations today. To me it's easier to schedule Adam for that, because I know he's coming in and I can have him for the full eight hours, where if I have Rob's guys, you know, there's a plethora of things that he needs to do too and I get that we're trying to share that job and, and I'm trying to do the best we can, but to hold it to a solid hour set, it's going to be almost impossible to do.

Oudman said I think, over time, over an average we should be able to see that, that will help us determine whether we're heading in the right direction or not.

Biancardi said consistently I think it's really just pump readings that they've been doing and some call outs after hours, which, you know, to cover that overtime or the time that they're out of course, if they're out for us.

Arney said if Adam's here, I say go grab one of them, so I'm not shutting Rob completely down, I say go grab one of them because you got to pull that pump and I don't want you by that hole by yourself. So, sometimes he grabs one of them. Sometimes he grabs both of them, sometimes we

got four of us out there depending on the job, like that issue there where we had a rail come loose, we have to go in the hole, now we got confined space ... The scenarios change day by day with that stuff.

Biancardi said like Wilbur is saying, we should see it over time. Again, because this board gets revenue from user fees, and with rate studies we want to be responsible.

Arney said himself, Friday, Wesley, Downey and Reyes are the only ones trained for the sanitary sewer department.

Biancardi said I think it's fair for us to ask these questions, we're not trying to say you're not doing the right thing and Rob's not, but the oversight should be there. Keep tracking the way you are and, where you can have more detail so if we were to go back would be good.

Wastewater Treatment Plant Report

Fabina reported that the plant is running better than usual.

Engineer Report

No report.

Old Business

Fiber Optic Path

Bryan Donley with Insite, Inc. decided not to attend the meeting. He communicated to Peffers that he is going to be asking the property owner for permission.

Biancardi said my only concern with that, if it involves anything to do with our line or easement, we also have to be involved. They would have to pull a permit to run the line, and we would also be triggered by a utility locate request.

Infrastructure and/or Improvement Projects

Biancardi reminded the board that this item is on the agenda to keep us thinking about large projects we may want to do.

Arney is working on pump quotes.

Marsh asked in lieu of the upgrades upcoming with the pumping system, are you going to go to the variable frequency drives?

Arney said depending on who we're talking to. Gasvoda recommends them. When you talk to Superior or you talk to Flygt, they don't recommend them for what we're trying to use for our flows, the amount of gallons that we're receiving. They actually think it would be worse for our system. Because as you know, variable speed pumps, the reason for them is to be able to continuous to run those, and then they can pick up as needed, slow down at certain days, pump the station all the way down when needed. So, a lot more capabilities to that. I am still looking at those for Lift Station #2 because I believe that if we can do that and I clean that station once a day automatically, it's going to help eliminate a lot of our odors. Gasvoda tells me that that's not going to eliminate our problem, that our problem is further down the line. The variable speeds are quite a bit more so I'll bring those options to the board and I think that's a decision that we'll need to talk about with our engineers and then bring it to the board and see what you guys feel about it, but I do know if we try to put variable speeds on all our lift stations, one I got to change completely. Number two was ready for it. That was part of our upgrade. The rest of them we did not build that into our project, we would have to add different upgrades to that. It's capable we did that to where we could upgrade them at any time with the new Scadata that we have. We have that all we just have to add that different module to that. So, we're in the right direction but to go all variable speeds, that will be very expensive for us.

Marsh said Yeah, I knew we had talked about before, now you're positioning to buy pumps, my thought was, we're going to go to variable frequency.

Arney said definitely for number two. That's our main one and I think that's where our problems are. I think that we're where it would benefit us the most. To be honest, variable speeds at number four and number three would be a waste of money.

Khalil said one thing to keep in mind for variable speed is normally the requirement is that you have to have a two feet per second of flow in the force main itself. When the variable speed is actually low, that sometimes drops the speed so you need to build up for the well in order to have enough flow actually to jump the speed up, so the variable speed sometimes in a bigger wet well, it might not be the best option, especially with the bigger force main so it maintains that two feet per second requirement.

2022 Budget

Arney said you will see money added in other equipment in anticipation of purchasing new pumps. There aren't a lot of increases.

Biancardi said under wages for laborers, part-time labor and overtime, if you look at what we spent so far this year, I don't know that we've got enough budgeted for next year. So, to your question about using someone else we've already spent almost \$8,000 in part time this year, and we've only budgeted \$5,000. But we've also spent way less in overtime and we have a big budget, I would suggest, if everyone agrees, swapping some of that to be more reflective of what we would actually spend. Again, we're a revenue based, not tax based, so our budgeting is so that we can do a good job and be responsible. We can move it around, we can increase and we can buy something without going through the process of approval but budgeting is helpful.

Fabina asked why the electricity jumped so much.

Arney said the main reason is the service building was being used more. Also, we did have a spike in it, because we had a trailer hooked to our electric. The Redevelopment Commission allowed a trailer to hook to our building during the trail project and they were pulling a lot of power. We're using the maintenance building a lot more now, we're in there doing a lot more stuff. That's the nice part about having guys working first and getting a lot more stuff going so.

Arney also said I am no longer in the Street and Building Department building and wastewater has been paying a portion of a utility and internet bills down there and since we are no longer in that building, we need to stop doing that. The other thing that I want to bring up is, we bought a generator that powers the Street and Building Department building. I would like to turn that maintenance and everything over to them. We needed it because the computers and data reporting equipment were in my office there, now I am solely in the Fire Department building.

New Business

Sanitary Sewer Repair Permit and Process

Arney informed the board that there was a sewer lateral repair on Fairchild Drive. This one was a lateral issue, the lateral was actually, we believe, bored through by the water company, they came out and repaired it at some point, and put a fix in but then did not connect the right line back up. So, they actually connected a line that was a blank that went nowhere. That other line was capped and they actually connected to that one and the resident's sewer was going nowhere. They're fighting that out with the water company but the problem that I had is that, we were out of town when this came in, I dealt with it from out of town and stayed in touch with them. The problem is, I told Corinne to let it go I didn't know how to handle that permit because it says for any sewer sewer repairs that they're supposed to pull a permit. One, this was an emergency repair so they didn't have time to do that anyhow, and the second one is, can we and it is legal for us to charge them fees to repair their own lateral. They're discharging to us, it's after the tap. It was their lateral. Can we charge them an inspection fee, and a locate fee if it's past our tap area for their private lateral.

Khalik said I think you can charge inspection but I don't think you can charge, tap in, because they are already tapped in.

Arney said, right, we're not charging the tap, it's a locate and inspection fee to make sure that it's put back together right, and that it's correct. We created a permit and when we created that permit it was created because it was on a main that was going back to several properties at the time, and that was a different total project. Since then, we put this in place but I've never had a lateral that somebody has called us on that, it was literally 100% the private lateral.

Khalil asked if it was inside the property line and Arney responded correct, underneath their driveway.

Attorney Patton asked if it was in the easement.

Arney said it was private, we went out there just as trying to help as the town. I did take pictures I had the laborers take pictures.

Attorney Patton asked if they are they asking for the inspection or is the town requiring it.

Arney said the town requires this permit, but I didn't have it filled out for that reason, because I wasn't going to have them charge something. We watched it, we supervised it, we made sure it was done properly, but there's a fine line there because they are discharging into our system. So I believe we have the right to make sure, just like we do the tap on at the house. The fee is \$100.00 for inspection and \$100.00 for locate for a total of \$200.00.

Biancardi said I would charge it. I don't want work done on the system that we don't know about. We have to have that oversight. How did the water company connect the wrong line?

Arney said, I'm assuming when they were putting the infrastructure in. They didn't want it by their water line and then moved it.

Biancardi asked is that something you would have oversight of?

Arney said it would have been done during infrastructure when the water lines were being put in. The water company moved the tap because it was too close to where they wanted their water lines at. When we went out and inspected it, what happened was that dug up the tap, there's the tap, they hooked into it, well, it was the one that's blanked off. It wasn't going to the sewer because the water company capped that one off. So, there's two lines, the builder found the lateral that was capped, he didn't dig down further to where the water company moved the tap to. There was another cap in the ground.

Biancardi said if you're if you're going out to do any oversight or watch or help, and then you're going to inspect it, it's a \$200.00 fee.

Arney said I just wanted a legal opinion that we could do that, it's not our main, It's after the easement, outside the easement.

Attorney Patton said charge it.

Arney asked if we should charge this one, or do it from here on out.

Attorney Patton asked how long ago and if he told them it was complimentary.

Arney said it was two weeks ago. Well no, it would have to be after the fact anyhow because it was an emergency so there's no way we would have had it permitted.

Biancardi said send it that they owe and reference the code

Arney asked Peffers to send him a repair permit form so he will send it to Olthof Homes.

Approval of Claims with three (3) or more signatures

Oudman made a motion to approve claims with three (3) or more signatures. Marsh seconded the motion. Motion passed by all in favor vote.

Purchase orders presented: PO #2904, Superior Pumping, \$2,294.34 and PO #2905, Superior Pumping, \$10,897.00.

Constantine made a motion to approve Purchase Orders #2904 and #2905. Marsh seconded the motion. Motion passed by all in favor vote.

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.

Good of the Order of the Community & Any Other Business

Khalil circled back to the fiber optic path discussed earlier in the meeting. He said some of the easements, it's not recorded against the deed or the last deed of record. We couldn't find it in the Recorder's Office as a whole project. So, keep in mind that you might cross that issue in multiple properties throughout the entire system. It's not just this parcel. We tried to see if there are any easements that are attached to deed, or even on the side properties for this specific parcel. We didn't find any and we pulled the title and it still did not show up. Keep in mind that some of the sanitary system that you have right now does not have recorded easements. It might have easements by necessity but it's definitely not recorded as it stands right now. Hopefully in the future, you can actually record it as a project for the entire town because it could be an issue for future projects.

Arney said the crane gear came in today. The truck will be shipped out this way by the end of next week. The dealer rep will do final inspection and then it comes here. Constantine asked if it

is a center mount crane and Arney said it is a side boom on the passenger side of the truck. It's mid-mount above the wheel well. The suspension is built for it.

Announcements

The next meeting will be held at 7 p.m. on Wednesday, September 15, 2021.

Adjourn

Oudman made a motion to adjourn. Constantine seconded the motion. **Motion passed by all in favor vote.**

Meeting adjourned at 7:41 p.m.

Submitted by: Corinne Peffers, Secretary

APPROVED September 15, 2021

Toni Biancardi, President

Corinne Peffers, Secretary