

Minutes

Board Meeting of January 29, 2020

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting in the Auditorium on the first floor of City Hall in Muncie, Indiana.

Board members present were: William Smith, Michael Cline and Joseph Evans.

Department managers and staff present were: Mark McKinney, Legal Counsel; Deana Cox, Financial/Billing Manager; John Anderson, District Engineer; Jason Donati, Stormwater/Recycling Educator and Megan Huff, Administration Office Manager.

Public: Deanna Haughn; Brian Stephens-Hotopp; Dan Ridenour, Muncie Mayor and Ernest Bowling.

Consideration of Minutes: Mr. Evans moved to approve the minutes as submitted for the January 15, 2019 meeting. Mr. Cline seconded the motion. The motion was approved (3-0).

Consideration of Claims: Mr. moved to approve the Register of Claims for \$1,165,212.56. Mr. seconded the motion. The motion was approved (3-0).

Old Business:

None.

New Business:

1. **Election of Officers.** – Mr. Smith said every year we have to elect officers. He said this can be changed in three weeks, one month or even six months from now, but it is procedure for it to be done at the beginning of each year. Mr. Evans moved to approve that things be kept the same with Bill Smith as Board President, Mike Cline as Board Vice President and Joe Evans as Secretary. Mr. Cline seconded the motion. The motion was approved (3-0).
2. **Resolution 2020-01, a Resolution Amending the Holiday Schedule for 2019.** – **Megan Huff, Executive Office Manager.** Mrs. Huff said this Resolution is amending the holiday schedule from 2019. She said the previous Mayor choose to close City Hall down the day after Christmas so the Sanitary District followed suit and this is just a Resolution that reflects that change. Mr. Cline moved to approve Resolution 2020-02, a Resolution Amending the Holiday Schedule. Mr. Evans seconded the motion. The motion was approved (3-0).
3. **MSD Personnel Policies Handbook 2020.** – **Megan Huff, Executive Office Manager.** Mrs. Huff presented the Personnel Policies Handbook for 2020. She explained this includes any amendments that happened last year as well as our social media policy and some formatting. Mr. Smith this is something we do every year to keep our handbook current. Mr. Evans moved to approve the MSD Personnel Policies Handbook for 2020. Mr. Cline seconded the motion. The motion was approved. (3-0)
4. **Blackhawk Security Contract for Sanitation Building.** –**Megan Huff, Executive Office Manager. (ITEM TABLED)**
5. **Change Order #1 on Project76L-19, 1523 S Jefferson.** – **John Anderson, District Engineer.** Mr. Anderson said this project was a lateral replacing from the main to the property line at approximately 12 feet deep at the main to roughly 7 feet deep at the right of way line. He said this was an older area

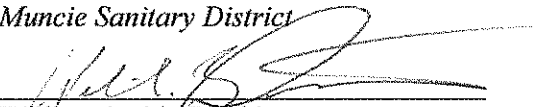
of town and the home actually had two laterals that tied together just inside the right of way so in order to reconnect the second pipe that is where the change order came in. There were additional pipes and fittings that were needed and we were around 7-8 foot deep at this point. Mr. Anderson said the original project amount was \$7,280.00 and the Change Order was \$1,000.00. Mr. Cline moved to approve Change Order #1 on Project 76L-19, 1523 S Jefferson. Mr. Evans seconded the motion. The motion was approved. (3-0)

There were no public comments taken.

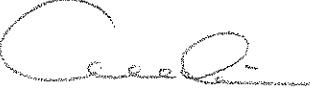
Respectfully Submitted,

Megan Huff, Administration Office Manager

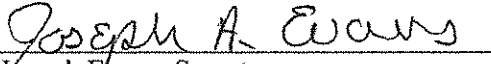
*Approved by the Board of Sanitary Commissioners
Muncie Sanitary District*



William Smith, President



Michael Cline, P.E., Vice President



Joseph Evans, Secretary