

## Board Minutes for the Board of Sanitary Commissioners Meeting of July 28, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, Board President; Brian Stephens-Hotopp, Board Vice-President; Joseph Evans, Board Secretary; Tonya Brothers-Bridge, Board Member and David Smith, Board Member.

Department managers and staff present; Mark McKinney, Legal Counsel; John Barlow, District Administrator; Phil Reagon, Sanitation Superintendent; Jason Donati, Recycling/Stormwater Educator Deana Cox, Financial Manager; Jason Ingram, WPCF Superintendent; John Anderson, District Engineer; and Megan Huff, Executive Office Manager.

Public present: no one signed in

**Consideration of Minutes:** Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the July 14, 2021 meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

**Consideration of Claims:** Mrs. Brothers-Bridge said the health insurance total is roughly \$231,000 of the total \$1.7 million claims. She said two of the claims referred to a Sanitation spill pallet. Mrs. Brothers-Bridge said it is best practice to have a containment pallet and they are rather expensive at \$2,962. She said there was a claim for Vectren utility and is shown for a disconnect notice for our MLK Building but since it was under construction, we did not receive that bill. Mrs. Brothers-Bridge said once it was noticed that we were behind, it was paid immediately by credit card in the amount of \$2,383.19. She said we are now receiving the mail as we should be for the utility. Mrs. Brothers-Bridge said there is a claim for \$3,800 and that is for an additional building on the MLK site to house our toters. She said she is so excited for the new Sanitation campus. Mrs. Brothers-Bridge said there are charges for furniture, shelving, security system, and new screens totaling \$31,573.83 as well for the new Sanitation building. She said there is a claim for Wessler Engineering in the amount of \$17,654.33 for an on-call project. Mrs. Brothers-Bridge said there is a claim for J.G. Case in the amount of \$19,900 for a project on Mangrove Street. She said there is a claim in the amount of \$18,988.19 for various vehicle and equipment parts needed for the mechanics which is common. Mrs. Brothers-Bridge said there is a \$5,000 claim for Delaware County Clean and Beautiful and that is for the White River Clean Up. She said there is a claim for Bowen Engineering for \$40,891.32 which is the final amount in the 2016 Bond Account. Mrs. Brothers-Bridge said the large claim of \$793,162.98 is for the CSO work we are completing at North Street. Mr. Brand thanked Mrs. Brothers-Bridge for going into some detail on the claims. Mr. Stephens-Hotopp moved to approve the proposed claims totaling \$1,730,255.61. Mr. Smith seconded the motion. The motion was approved (5-0).

### Old Business:

None.

**District Administrator Update – John Barlow.** Mr. Barlow said he met with the East Central Neighborhood Association last Thursday in the MadJax building. He said there were very good questions asked about the CSO project and as we progress. Mr. Barlow said if there were questions, he could not answer during the meeting he assured the residents that he would get them ASAP. He said we will attend the Associations' August meeting again and bring some representatives from Bowen Engineering along to answer more technical detail. Mr. Barlow said there was a Teams meeting regarding the LTCP last Thursday as well. He said we completed the hydraulic monitoring to see what our models showed, and the results were to our benefit regarding the amount of overflow. Mr. Barlow said we are waiting on the financial capability analysis. He said the next meeting will take place after Labor Day to discuss these items further and work towards our final plan to submit to IDEM. Mr. Barlow said there is an EPA study that may not be enacted yet, but we think it is viable so it will also be

discussed. Mr. Barlow said Mr. Harvey Wright has brought the new CNG Vac Truck with him to today's meeting if anyone would like to see it after the meeting in the parking lot. Mr. Stephens-Hotopp asked if there are any CSO projects that would be affected by the monitoring that was completed. Mr. Barlow said possibly CSO 13 because we monitored 12 which is adjacent. He said the other ones are isolated from each other. Mr. Stephens-Hotopp asked Mr. Barlow to follow up with HNTB to make sure that any plans at the 60% level will not affect the monitoring data or change infrastructure sizing. Mr. Brand said he knew the East Central Neighborhood was worried about the project affecting their festival in the fall, but now it seems they have other project related concerns. Mr. Barlow said it was brought to his attention very early that their primary concern was the festival, but that did not even come in during last week's meeting. He believes they are now concerned with daily issues like parking. Mr. Barlow said from a City standpoint it was noted that they used to have parking on both sides of Washington Street. He told them that was not his jurisdiction but that he would mention it. Mrs. Brothers-Bridge thanked Mr. Barlow and Bowen for their willingness to work with the residents to address their concerns and the communication.

**Department Head Update – Phil Reagon, Sanitation.** Mr. Reagon said we did make a mad push to relocate, and we are now operating out of the MLK location now. He said thank you to the IT Department because they stepped up in the last two weeks to get us up and running at our new building. Mr. Reagon said with the move of buildings we have not had any delays in trash service. He said we are planning to move the mechanics in the next week so everything will officially be there. Mr. Reagon said he is need two part-time jobs, one being for a mosquito sprayer and the other is truck washer. He said the part-time mosquito sprayer position is \$11/hr. and is from 6pm – 11pm at night and is weather dependent. The part-time truck washer position is \$11/hr. from 11am to 5pm. He said the truck washer position could turn into a full-time job if interested to work on CDL's and move to a driver position. He said the new Code Enforcement Officers have been officially sworn in. There were another 400 toter issues addressed in July so far. He said they are addressing bad areas in about a six-block area on Wednesdays in what they are calling 'Blitz's'. Mr. Reagon said the fall neighborhood cleanups are coming up in September on the 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>. He said if you are not on a mailing list or do not have an association, you may reach out to Heather Williams at [hwilliams@bsu.edu](mailto:hwilliams@bsu.edu) or Jason Donati at [jdonati@msdeng.com](mailto:jdonati@msdeng.com). Mrs. Brothers-Bridge asked how many CDL drivers the Sanitation department needed at the present time. Mr. Reagon said we are currently not hiring for CDL drivers, but we are always looking and keeping applications on file. He said we usually hire 2-3 drivers per year, and he likes to have an application pool to interview from. Mr. Reagon said he is finally at full capacity for employees for the first time in 8 months. Mr. Stephens-Hotopp asked if there was a dollar amount per hour to retain or recruit employees. Mr. Reagon said in today's time he is not sure what that would be. Mr. Stephens-Hotopp asked if the Mechanics would fall under Sanitations funds once moved over. Mr. Reagon said yes, and it was discussed yesterday in the 2022 budget meeting. Mr. Smith asked where public could apply for a job with Sanitation. Mr. Reagon said they could print an application out online or come to Sanitation to fill out in person. He said also, Marlene in the Personnel Office has applications as well for MSD. Mr. Brand said today he was coming down Walnut Street and it looked like someone completely emptied the contents of their house onto the sidewalk. He asked what our obligation is to pick that up. Mr. Reagon said unfortunately we will have to end up getting that. He said we usually send Code Enforcement to explain the abuse of this situation. Mr. Reagon said if we do not pick it up though it could sit there for 6-8 weeks before anything is done. Mr. Brand said thank you and also it seems like every time I ask your group for help, there is already an email that it has been completed before I can check my email again.

#### **New Business:**

- 1. Change Order No. 1 for Sharon & Meeker Storm Sewer Project. – John Anderson, District Engineer.** Mr. Anderson said around 4 weeks ago J.G. Case Construction finished up the Sharon and Meeker Storm Sewer Project. He said during construction the lateral for one of the homes was a lot higher than we expected. He said the change order price is for \$3,000 including all material, equipment, and labor. Mr. Anderson said the original contract was for \$126,500. Mr. Stephens-Hotopp asked if the project was

completed. Mr. Anderson said yes it has been completed. Mr. Evans moved to approve the Change Order No. 1 for Sharon & Meeker Storm Sewer Project. Mr. Smith seconded the motion. The motion was approved (5-0).

**Additional Board Topics:** Mr. Stephens-Hotopp said he wanted to express his appreciation to the Sewer Maintenance Department. He said lately there have been several requests for street sweeping and they have been quick to respond. Mr. Stephens-Hotopp said Mrs. Cox and Mr. Barlow have put a lot of time and effort into the 2022 Budgets. He said the Board would appreciate an opportunity to review those as well once they are finished.


**Public Comments:** There were no comments.

**Adjourn:** Mr. Brand said the next Board meeting will take place on August 11, 2021. Mr. Stephens-Hotopp moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Respectfully Submitted,


  
\_\_\_\_\_  
Megan Huff, Executive Office Manager

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

  
\_\_\_\_\_  
Stephen Brand, President

\_\_\_\_\_  
Joseph Evans, Secretary

  
\_\_\_\_\_  
Tonya Brothers-Bridge, Board Member

  
\_\_\_\_\_  
Brian Stephens-Hotopp, Vice President

  
\_\_\_\_\_  
David Smith, Board Member