

**HIGHLAND HILLS SANITARY DISTRICT  
BOARD OF TRUSTEE MEETING MINUTES  
TUESDAY, JANUARY 7, 2014**

**I. Call to Order**

The meeting was called to order at 11:03 a.m.

**Present:**

Nancy Magurno  
Trustee Sarno, Jr.  
James Worden

**Absent:** None

**Also Present:**

Claude Ainsworth  
Atty. John Brechin  
Merrily Eggert  
Howard Heil

**II. Public Participation – None.**

**III. Minutes**

Trustee Sarno, Jr. made a motion, seconded by Trustee Worden to approve the Board of Trustee Meeting Minutes of 12/19/13. Roll-call vote: All Aye.

**IV. Old Business – None.**

**V. New Business – None.**

**VI. As Submitted**

1. **Thompson** – Bankruptcy paperwork received. Trustee Worden is going to research this matter.

**VII. Finance**

Trustee Worden made a motion, seconded by Trustee Magurno to pay bills listed on the current ledger dated 1/7/14. Roll-call vote: All Aye.

**VIII. Other Business**

1. **Rate Study / Proposal from G. Anderson** – Trustee Worden made a motion, seconded by Trustee Magurno, to approve the proposal from Mr. Gary Anderson subject to any additional input by DuPage County. Mr. Ainsworth will meet with Mr. Anderson and provide any necessary information. Roll-call vote: All Aye.

2. **Job Descriptions** – The job descriptions were reviewed by Trustee Worden. He would like to make some minor changes. Trustee Magurno made a motion, seconded by Trustee Worden to approve the job descriptions of the Office Manager, Office Asst., and Mr. John Brechin. Roll-call vote: All Aye. Ms. Eggert asked for final copy of Office Manager job description.
3. **Holiday Pay** – The Board discussed holiday pay and all persons who work full time in the office will receive paid holidays. This will be effective December 1, 2013 and any pay not received by any eligible employee will be retroactive.
4. **Office Equipment** – Trustee Worden will be in the office next week to set up the new equipment.
5. **Past Due Report** – There are 40 past due accounts.
6. **Lubricating System Proposal for Pumps** - The written proposal for the lubricating system for the pumps has not been received.
7. **Water Operator** – Nothing further to report.
8. **Engineer's Report** – The final bill from Insituform was submitted for review by the Board. This will be on the next Agenda.
9. **Manager's Report** – Ms. Eggert reported to the Board that the usage on Acct. #159 was extremely high when the meter was read for the Jan. Billing. Mr. Buckley went to the residence to verify the reading and it appears it was correct.

A customer called to report he was having a sewer problem in his home and left a message after office hours. The voice mail service was not operating until Tuesday, Jan. 7, at which time Ms. Eggert returned the call and was not able to reach the customer but left a message. The customer has not contacted the office.

Mr. Mike Most made a request for an increase in pay for the meter reading. The Board discussed the request and Trustee Sarno, Jr., made a motion, seconded by Trustee Worden to approve an increase in pay to \$280.00 for each 2 month reading of the meters. Roll-call vote: All Aye.

The Board has asked Ms. Eggert to contact Kevin and set up a date for him to come into the office to do the computer work necessary.

**IX. Next Meeting** – The next meeting is scheduled for January 28, 2014 at 11:00 am.

**X. Adjournment**

Trustee Sarno, Jr., made a motion, seconded by Trustee Magurno, to adjourn the meeting at 12:05 p.m. Roll-call vote: All Aye.

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Nancy Magurno, Clerk

Submitted by Merrily Eggert