

**HIGHLAND HILLS SANITARY DISTRICT
BOARD OF TRUSTEE MEETING MINUTES
TUESDAY, NOVEMBER 12, 2013**

I. Call to Order

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

Present:

Nancy Magurno
Trustee Sarno, Jr
James Worden

Absent:

Howard Heil

Also Present:

Claude Ainsworth
Atty. John Brechin
Ed Clark
Merrily Eggert
Howard Heil

II. Public Participation – None.

III. Minutes

Trustee Worden made a motion, seconded by Trustee Magurno to approve the Board of Trustee Meeting Minutes of 10/22/13. Roll-call vote: All Aye.

IV. Old Business

1. **Sennis vs. HHSD** – No update.

V. New Business

1. **Water Main @ York Township Property** – Trustee Magurno made a motion, seconded by Trustee Worden to approve the Assignment of Easement subject to receipt of \$1,000.00 from DuPage County. Roll-call vote: All Aye.
2. **Rate Studies for Water/Sewer Utilities** – No update.

VI. As Submitted

1. **Julie** – HHSD will submit a request for 500 flyers to be printed. Julie is printing them for free. (one time only)
2. **All Plumbing Invoice** – The original invoice sent did not list the information needed or give specific details on the location of job and time spent. Ms. Eggert requested a revised invoice from All Plumbing.

VII. Finance

Trustee Worden made a motion, seconded by Trustee Magurno to pay bills listed on the current ledger dated 11/12/13. Roll-call vote: All Aye.

VIII. Other Business

1. **Phase I Sewer Repairs** – The total amount of the landscaping charges for 19W 676 13th Place will be deducted from the Insituform invoice. The DVD's have not been received.
2. **Past Due Report** – The report was given to the Trustees. There are 42 past due accounts.
3. **Hydrant Flushing** - The hydrant flushing will take place Nov. 18th through Nov. 22nd.
4. **Job Descriptions** – Most of the job descriptions have been completed.
5. **Christmas Party** – It was discussed, but no decision was made at this time.
6. **Dec. 24th Meeting date** – Trustee Sarno, Jr. made a motion, seconded by Trustee Magurno to change the meeting date from Dec. 24th to Dec. 19th at 11:00 a.m. Roll-call vote: All Aye.
7. **Files in the Backroom** – Trustee Magurno made a suggestion to Mr. Clark to sort through the files in the backroom. Mr. Clark and Mr. Brechin have been given direction to do this task.
8. **Office Equipment** – It was discussed about getting a new printer/fax/copier.
9. **Engineer's Report** – Nothing further to report.
10. **Manager's Report** – Nothing further to report.

IX. **Next Meeting** – The next meeting is scheduled for November 26, 2013 at 11:00 am.

X. Adjournment

Trustee Worden made a motion, seconded by Trustee Magurno, to adjourn the meeting to execution session for discussion of specific personnel at 12:09 p.m. Roll-call vote: All Aye.

Nancy Magurno, Clerk

Submitted by Merrily Eggert