

**HIGHLAND HILLS SANITARY DISTRICT
BOARD OF TRUSTEE MEETING MINUTES
THURSDAY, DECEMBER 19, 2013**

I. Call to Order

The meeting was called to order at 11:50 a.m.

Present:
Nancy Magurno
James Worden

Absent: Trustee Sarno, Jr.
Excused: Claude Ainsworth

Also Present:
Atty. John Brechin
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 12/10/13. Roll-call vote: All Aye.

IV. Old Business – None.

V. New Business

1. **Rate Studies for Water/Sewer Utilities** – Mr. Brechin is going to drop off the asset list to Mr. Gary Anderson. The request was made for a proposal from Mr. Anderson.

VI. As Submitted

1. **Documents from the IRS** - These will be forwarded to Mr. Anderson.

VII. Finance

Trustee Worden made a motion, seconded by Trustee Magurno to pay bills listed on the current ledger dated 12/19/13 and 12/20/13. Roll-call vote: All Aye.

VIII. Other Business

1. **Resolution of Meeting Dates in 2014** – Trustee Worden made a motion, seconded by Trustee Magurno to pass the Resolution of Meeting Dates for 2014 with the amended date of January 7th in place of Jan. 14th as Trustee Magurno will be out of town. Roll-call vote: All Aye.

2. **Job Descriptions** – The job descriptions are being reviewed by Trustee Worden.
3. **Financial Summary of Accounts** – The report was given to all in attendance.
4. **Record Disposal Certificate** – Char Eggert has been working on the list of documents and the form will be sent to Springfield.
5. **Lubricating System Proposal** - The written proposal for the lubricating system for the Pumps has not been received.
6. **Water Operator** – The engineer from the Village of Lombard called to report that a complaint was made regarding the two blocks of sidewalk that are in need of repair from a previous main break in 2012. Mr. Heil gave authorization for the Village of Lombard to make the necessary repairs and to bill HHSD.

The hot water tank is leaking. The Board gave direction for Mr. Heil to hire someone or repair the hot water tank.

7. **Manager's Report** – Ms. Eggert mentioned to the Board that the meter reader was not included in the list of employees that received a bonus and in past years were given one. The Board approved a check in the amount of \$100.00 to our meter reader.

The lightbulb on the flag pole needs to be changed.

IX. Next Meeting – The next meeting is scheduled for January 7, 2014 at 11:00 am.

X. Adjournment

Trustee Worden made a motion, seconded by Trustee Magurno, to adjourn the meeting at 12:25 p.m. Roll-call vote: All Aye.

Nancy Magurno, Clerk

Submitted by Merrily Eggert