

**HIGHLAND HILLS SANITARY DISTRICT  
BOARD OF TRUSTEE MEETING MINUTES  
TUESDAY, SEPTEMBER 24, 2013**

**I. Call to Order**

The meeting was called to order at 11:00 a.m.

**Present:**

Nancy Magurno  
James Worden

**Absent:** Al Sarno, Jr.

**Also Present:**

Claude Ainsworth  
Atty. John Brechin  
Merrily Eggert  
Howard Heil

**II. Public Participation – Mr. Gary Anderson, CPA for Highland Hills Sanitary District.**

Mr. Anderson was in attendance to discuss the Budget and financial reports.

**III. Minutes**

Trustee Magurno made a motion, seconded by Trustee Worden to approve the Board of Trustee Meeting Minutes of 9/10/13. Roll-call vote: All Aye.

**IV. Old Business**

1. **Sennis vs. HHSD** – The first installment was received. The second installment needs to be made by September 30<sup>th</sup>. The check will be approved and signed today by the Board and delivered by Mr. Brechin.

**V. New Business**

1. **Water Main @ York Township Property** – Trustee Worden has not been able to reach Mr. Kottmeyer by telephone. There is no update on this matter.
2. **Rate Studies for Water/Sewer Utilities** – Mr. Ainsworth will report at the next meeting.

**V. As Submitted**

1. **Meschi** – Mr. Meschi submitted two photos of items that were moved on his property and not put back by the Insituform workers during the sewer work performed.
2. **Acct. # 221** – The owner of the property sent a blank check for the balance due on the account. The previous tenants also sent a check for the balance due on the account. The owner's check will be returned to her once the tenant's check clears the bank.

## **VII. Finance**

Trustee Magurno made a motion, seconded by Trustee Worden to pay bills listed on the current ledger dated 9/24/13. Roll-call vote: All Aye.

## **VIII. Other Business**

1. **Prevailing Wage Resolution 2013-01** – Trustee Magurno made a motion, seconded by Trustee Worden, to pass the Prevailing Wage Resolution 2013-01. Roll-call vote: All Aye.
2. **Phase I Sewer Repairs** – The work has been completed.
3. **Financial Summary of Accounts** – The report was given to the Board and Mr. Clark.
4. **Expense reports** – Expense reports are required to be submitted monthly by any employee who is requesting reimbursement. A memo will be given to the employees.
5. **Seal Coating the Parking Lot** – Trustee Magurno submitted 3 different estimates. After discussion and review by the Board, Trustee Magurno made a motion, seconded by Trustee Worden to authorize the engagement of Walsh Seal Coating as the lowest responsible proposal for the work to be completed at a cost not to exceed \$1,255.00. Roll-call vote: All Aye.
6. **Water Operator's Report** – Mr. Heil reported that the lawnmower is not working. The Board requested Mr. Heil to take it in for repair.
7. **Engineer's Report** – Nothing further to report.
8. **Manager's Report** – Ms. Eggert reported that the printer in the office is not working properly. A new printer may be purchased if the problem is not resolved. Also Trustee Worden is going to purchase a new router for the office.

**IX. Next Meeting** – The next meeting is scheduled for October 8, 2013 at 11:00 am.

## **X. Adjournment**

Trustee Worden made a motion, seconded by Trustee Magurno, to adjourn the meeting at 12:35 p.m. Roll-call vote: All Aye.

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Nancy Magurno, Clerk

Submitted by Merrily Eggert