

**HIGHLAND HILLS SANITARY DISTRICT  
BOARD OF TRUSTEE MEETING MINUTES  
TUESDAY, MAY 10, 2016**

**I. Call to Order**

The meeting was called to order at 11:05a.m.

**Present:**

Trustee Nancy Magurno  
Trustee James Worden

**Also Present:**

Howard Heil  
Attorney John Brechin  
Kirsten Schoenke  
Bruce Hill

**Absent:**

Trustee Al Sarno, Jr.

**II. Public Participation**

None

**III. Minutes**

Trustee Magurno made a motion, seconded by Trustee Worden, to approve the Board of Trustee Meeting Minutes from 4-26-16. Roll-call vote: All Aye.

**IV. Old Business**

1. County Study Update – No update.
2. Bruce v. HSHD, PCB 15-139, Update – The property inspection was completed Monday, May 2, 2016.
3. Back-Up Generator Maintenance – An additional quote was received. Trustee Magurno made a motion, seconded by Trustee Worden, to approve the lower quote from Steiner Electric to service the back-up generator.
4. Office Building Roof Estimate – Currently waiting on permits to be issued.
5. May Document Shredding Event – Records Disposal documents listed with the state were approved for destruction and shredded Saturday.
6. Stewart Avenue Sewer Maintenance – H&R Construction is scheduled to look at area.

7. Westview Avenue New Tap On – The new tap-on will require annexation into the District and an Ordinance. Office Coordinator will work with Attorney Brechin to gather the required paperwork.

#### V. New Business

1. Fiscal Year-End – Office Coordinator working on reconciling bank accounts and gathering information for next year's budget.

#### VI. Finance

1. **Bills Payable** – Trustee Magurno made a motion, seconded by Trustee Worden, to authorize payment of current invoices. Roll-call vote: All Aye.


#### VII. Other Business

1. **Water Operator's Report** – Howard Heil reported that he is looking into a fluoride tester and new water sample testing laboratories.
2. **Engineer's Report** – No report.
3. **Office Coordinator's Report** – Kirsten Schoenke reported May billing is complete, the prevailing wage survey was completed online, 121 E. 14<sup>th</sup> Place's backyard from February sewer work continues to settle, and customers were notified of pool credits on the most recent bill.
4. **Clerk's Report** – Nancy Magurno discussed the shredding event this past Saturday.

VIII. **Next Meeting** – The next meeting is May 24, 2016 at 11:00a.m.

#### IX. Adjournment

Trustee Magurno made a motion, seconded by Trustee Worden, to adjourn the meeting at 12:00 p.m. Roll-call vote: All Aye.

  
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Nancy Magurno, Clerk

Submitted by Kirsten Schoenke