

**MINUTES OF THE
SPECIAL MEETING OF THE
MERRILLVILLE STORMWATER MANAGEMENT BOARD
Tuesday, November 15, 2011**

President Bud Crist called the November 15, 2011 special meeting of the Merrillville Stormwater Management Board (SWMB) to order at 4:40 p.m. Members in attendance were Dorinda Gregor and Barbara Ghoston, who arrived shortly after the meeting began. Staff present included Executive Director Matthew Lake, Attorney Stephen Bower, Karl Cender from Cender & Company, and Secretary Liz Bushemi. Also in attendance were Councilwoman Chrissy Barron, the Town Council liaison to the SWMB, and Karen Caffarini from the *Post-Tribune*.

Mr. Crist discussed the agreement between Camp, Dresser and McKee, Inc. (CDM) regarding the design and construction services for the new building at 7404 Broadway, a copy of which all Board members were previously given. He said the contract for services is the sum of \$140,000.00, and added that \$10,000.00 was saved from the initial amount. Dorinda Gregor made a motion to accept the agreement submitted by Camp, Dresser and McKee, Inc., and it was seconded by Bud Crist and unanimously passed and carried. Attorney Bower said the contract requires a signature page. Dorinda Gregor made a motion authorizing L.J. Bud Crist to sign the agreement with Camp, Dresser and McKee, Inc. (CDM), and it was seconded by Bud Crist and unanimously passed and carried. Mr. Crist said the agreement outlines a schedule for services to be performed.

Mr. Crist discussed the proposal from Robinson Engineering for a boundary and topographic survey for the property at 7404 Broadway, which calls for payment for services in the amount of \$3,800.00. Dorinda Gregor made a motion to approve the Robinson Engineering contract for boundary and topographic survey to be done at 7404 Broadway and to authorize L.J. Bud Crist to sign the contract. Mr. Bower said the design engineers need the topographic survey in order for them to do their work. The motion was seconded by Barbara Ghoston and unanimously approved.

Mr. Crist discussed the proposal from Robinson Engineering for storm sewer mapping services. Matt Lake said the current stormwater mapping is only 80% accurate and needs to be updated in order to be effective. The GIS mapping will include inlet structures, pipe depth and other sewer inlet and pipe connections. He said the information will be used for the Stormwater Utility illicit discharge audits. Dorinda Gregor asked the time frame for the work to be done, and Matt said he is uncertain at this time, depending on the variables; he anticipates it being completed by June and in time for the MS4 audit. Dorinda Gregor made a motion to approve the Robinson Engineering contract to provide storm sewer mapping in the amount of \$62,000.00 and authorizing Bud Crist to sign the contract, and it was seconded by Barbara Ghoston and unanimously passed. Bud Crist said he met with Karl Cender regarding costs of the various contracts, and the money is there for all the projects; Karl Cender said he is meeting with Diane at the Clerk-Treasurer's office Thursday regarding line items in the budget.

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Mr. Crist said the service and support agreement with Adam Graper regarding I.T. and computer services was previously approved on November 2, 2011. Liz Bushemi apologized for the error in putting the matter on today's agenda. Matt said he met with Adam Graper, and he will talk to Jim Donahue regarding proper storage of information, a backup system and update of the Stormwater Utility web page.

Mr. Crist discussed the issue of a Stormwater Utility part-time compliance inspector. Matt said a part-time inspector to deal with non-compliance of the stormwater ordinance is necessary, and this person would also perform some water testing. A job description needs to be prepared. Matt said he is hopeful that the current part-time Crown Point compliance inspector will do the same for Merrillville on a part-time basis. Attorney Bower and Karl Cender discussed the independent contractor status and the person having no benefits. It is Karl's opinion that the position does not need to be included in the Merrillville town salary ordinance since Stormwater Utility is a separate utility; however, he said the Town Council should be aware of the position. Attorney Bower said that since the town's salary ordinance has already been approved, since Stormwater Utility employees are not listed in the salary ordinance but the position is included in the Stormwater budget, and since the position is for \$12.00 per hour without benefits, it is his legal opinion that it would be okay to hire the person. He said of course major drainage projects costing \$300,000.00 should be addressed to the Town Council. Barbara Ghoston questioned his qualifications and mileage, and Matt said a vehicle may be provided to the compliance inspector. Mr. Bower said mileage can be paid to him if he uses his own vehicle. Barbara Ghoston made a motion to hire the part-time compliance inspector at the rate of \$12.00 per hour, and it was seconded by Dorinda Gregor and unanimously approved and carried.

Regarding an amendment to the town ordinance regarding the administrative assistant salary, Mr. Crist said the Board is holding off on the matter on the advice of the attorney.

Barbara Ghoston said she walked the property at 7404 Broadway and asked about signage and lighting, which Matt said the issues will be addressed. He said the building will be educationally based, and trees will be planted on the north side at the easement.

Mr. Crist said Midwestern Electric will install the electric for the screen and projector at the Town Hall on Friday, November 18, 2011. He also said a training will be held regarding use of the new digital recorder with various departments that will use the equipment for meetings.

The meeting was adjourned at 5:04 p.m.

Respectfully submitted,
Liz Bushemi
Secretary