

**MINUTES OF THE
MERRILLVILLE STORMWATER MANAGEMENT BOARD MEETING
TUESDAY, SEPTEMBER 3, 2013**

President Barbara Ghoston called the September 3, 2013 Merrillville Stormwater Management Board (SWMB) meeting to order at 4:42 p.m. The other member in attendance was Dorinda Gregor; Leonard White had a conflict in his schedule and was unable to be present. Staff present was Executive Director Matt Lake, Compliance Officer Joe Fish, Attorney James Meyer, financial advisor Karl Cender from Cender & Company, and Secretary Liz Bushemi. Others present were Dion Katsouros from The Skillman Corporation, Ron Wiedeman and Robert Csanyi from Robinson Engineering, Town Manager Bruce Spires, Karen Caffarini from the *Post-Tribune* and Antonio Alvarez from Xavier Research.

Included in the agenda packet was a copy of the minutes from the August 6, 2013 monthly SWMB meeting. Dorinda Gregor made a motion to approve the minutes from the August 6 meeting, and it was seconded by Barbara Ghoston; there were no questions or corrections, and the motion was approved and unanimously carried.

Also included in the agenda packet were the accounts payable registers from August 13, 2013 and August 27, 2013 and appropriation reports for funds 626 and 627. Dorinda Gregor made a motion to approve the accounts payable registers from August 13 and August 27, 2013, and it was seconded by Barbara Ghoston. There were no questions, and the motion was approved and unanimously carried.

OLD BUSINESS

Mrs. Ghoston said included in the members' packets was a copy of the Gough, Inc. pay request #3 for work on the 54th Avenue project and First Group Engineering's recommendation that it be paid. Dorinda Gregor made a motion to pay Gough, Inc. for their invoice #645003 in the amount of \$207,034.07 for their pay request #3, and it was seconded by Barbara Ghoston. There were no questions, and the motion was approved and unanimously carried.

Also included in the members' packets was a copy of the Dyer Construction Company pay request #7 for work on the Taft Street project and Christopher Burke Engineering's recommendation that it be paid. Dorinda Gregor made a motion to pay Dyer Construction Company for their invoice #5144 in the amount of \$19,898.80, and it was seconded by Barbara Ghoston. There were no questions, and the motion was approved and unanimously carried.

Matt said that included in the members' packets was a copy of The Skillman Corporation Amendment No. 1 and asked Dion Katsouros to explain the amendment. Dion said the amendment was revised for the construction phase of the Stormwater Resource Center from \$25,000 to \$45,000 for approximately 250 man hours on the job. He said no one from their construction management team would be there full time, and he does not see any unforeseen conditions with the job. He distributed an updated report to members with current pictures of the building under construction. A brief discussion was held. Dorinda asked about man hours, and Dion said they would bill Stormwater monthly for man hours used. Barbara asked if the man hours could be reduced, and Dion said that

could happen and that they would be doing periodic checks on the building. Barbara thought it might be a good idea for the full Board to be present for approval; Matt said it is unfair to Skillman to keep working without a contract. Dorinda Gregor made a motion to approve The Skillman Corporation Amendment No. 1 for construction management services at the Stormwater Resources Center for up to \$45,000.00, and it was seconded by Barbara Ghoston. There was no further discussion, and the motion was approved and unanimously carried.

Matt said members received a copy of the invoice from Robinson Engineering in the amount of \$5,556.25 for the Stormwater Resource Center site plans revised, where revisions were made at the north side of the building for drainage and grading. Dorinda Gregor made a motion to approve payment to Robinson Engineering for their invoice #13070243 in the amount of \$5,556.25, and it was seconded by Barbara Ghoston. There were no questions, and the motion was approved and unanimously carried.

Matt said the 54th Avenue/Meadowdale reconstruction project is essentially done, and he will have a walk-through with First Group Engineering later this week or next week, and a final inspection will be made. This has been a successful project with Gough, Inc. and First Group Engineering. He passed around pictures of the project.

Regarding the Taft Street project, Matt said he had a meeting with Walsh & Kelly and the Indiana Department of Transportation (INDOT), and INDOT will be making its cost-share payment soon. He said 80% of the project has been paved, and the residents have been very patient with the project.

Included in the members' packets was a copy of the Robinson Engineering contract for work to be done at Southmoor Park subdivision, for a total sum of \$34,820. The Board had previously approved Robinson doing the topographic survey for a sum not to exceed \$11,630.00, and Robinson had billed Stormwater for \$10,702.50 for the topo survey. Dorinda Gregor made a motion to approve payment to Robinson Engineering for up to \$22,470.00 for preparation of the contract plans and bid documents and up to \$720.00 for determination of existing right of way and drainage and utility easements, for a total of \$23,190.00, and it was seconded by Barbara Ghoston. There were no questions, and the motion was approved and unanimously carried.

Matt said orders are due for the town-wide rain barrel program coordinated by Upcycle Products by September 5, and the pick-up date is Thursday, September 12, at the public works parking lot from 3:00 to 6:00 pm.

NEW BUSINESS

Matt said there are 12 sites along Kaiser Ditch running from 73rd Avenue to Route 30 by Taney Place where Stormwater has cost-shared with the Lake County Surveyor to stabilize outfalls into the ditch, and Stormwater is paying for the materials and Lake County is paying for the labor. Matt said the project is ongoing, and progress is being made on this inter-government agreement. R.A. Oros, Inc. provided the material, seven

(7) loads of rip rap, and their invoice for \$4,661.57 was before the Board. Dorinda Gregor made a motion to approve payment to R.A. Oros, Inc. for the \$4,661.57 invoice, and it was seconded by Barbara Ghoston. There were no questions, and the motion was approved and unanimously carried. Matt showed the Board some pictures of the ditch.

Matt said the Town of Merrillville was published in the Great Lakes *Green Streets Guidebook*, a copy of which all members were previously given. The projects described in the guidebook were selected to be the best green infrastructure projects in the area, and the 54th Court Reconstruction Project and rain garden was included; that project was the only Indiana project listed out of the six states that were highlighted.

Matt submitted the final revisions to the Federal Emergency Management Agency (FEMA) for Merrillville's application for the community rating system (CRS). This will help residents who need flood insurance to receive lower premiums. Every year the application will be re-certified.

The jet vac truck has been used throughout the town this summer and is currently in the Bon Aire subdivision. Matt said the fourth fountain for Bon Aire Lake has been repaired, and now all of them are in working order. Next year, Stormwater will address the culvert issue that has been a problem for many years. Complaints were received about poison ivy near the lake, and public works crew members recently sprayed. He passed around a picture taken today of a duck and swan swimming together in the lake.

Matt said he is looking to partner with the town for the town's new website, Revise. He met recently with Jim Donohue to discuss the changes.

Matt said all the Stormwater staff roles have changed since it became a department in 2011, and everyone has taken on more responsibilities. He would like to create an office manager position for administrative secretary Liz Bushemi since her duties have changed and she should be paid a higher salary; he wants to discuss this further with the Board and create a job description for the position. Dorinda Gregor agreed and said they can use other office manager job descriptions in the town. She said the Stormwater staff is a staff of only three, and everyone has done a lot for the department. She suggested that they move on it quickly and said an ordinance may be needed to create the position and also have the position listed in the budget. She said Stormwater will need to change the budget and have a change in the salary ordinance before they approve the budget. Attorney Jim Meyer said the change would not be retroactive unless the Town Council approves it. Dorinda said they need to move forward on it because she's not being paid what she's worth. Barbara Ghoston said Liz always goes beyond the call of duty and agreed there should be a title change and move to compensate her. Matt said everyone will have more responsibilities at the new building, and he is not asking for an increase for himself. Dorinda said Stormwater should consider hiring a part-time secretary to assist with mundane activities like answering the phones and photocopying, and that position should also be included in the budget. Financial advisor Karl Cender said there would need to be a transfer in the budget, and he will take care of that.

Matt said at Councilman Goralczyk's request, covers have been ordered by Joe for the Stormwater Avenger and all-terrain vehicles.

OTHER BUSINESS

Dorinda said the town is moving forward with creation of the historic district, and she asked Matt to give street scope information on how the town can look. Matt said infiltration will help with the historic corridor. Dorinda said the area west of the township trustee's office on 73rd Avenue has had drainage issues, and she would like to coordinate with Matt, the Arsh Group and other volunteers on this matter. Matt said he will help in any ways that he can.

Barbara asked about the status of the Taft Street project and the AT&T relocate problem, and Matt said AT&T is putting together their bids to relocate their lines.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

Mrs. Ghoston said the next monthly Stormwater meeting is set for Tuesday, October 1, 2013, at 4:30 p.m.

Dorinda Gregor made a motion to adjourn, and it was seconded by Barbara Ghoston. The meeting was adjourned at 5:25 pm.

Respectfully submitted,

Liz Bushemi
Staff Secretary