

Burns Harbor Sanitary Board

Minutes of Wednesday, February 18, 2026

The Burns Harbor Sanitary Board met in regular session Wednesday, February 18, 2026, at the Burns Harbor Town Hall. The meeting was called to order by Sanitary Board Chair Toni Biancardi at 7:00 p.m. The Pledge of Allegiance was recited.

Roll Call:

Toni Biancardi..... Present
Gordon McCormick..... Present
Vacant Seat

A quorum was attained.

Also, present was Superintendent Brandon Downey, Engineer Jeanette Hicks, Secretary Gina Bondi, as well as Attorney Clay Patton and Greg Marks from Cleveland Cliffs, via Zoom.

Approval of Minutes

Gordon McCormick made a motion to approve the Minutes of January 21, 2026. Toni Biancardi seconded the motion. Gordon McCormick — Aye. Toni Biancardi— Aye.

Motion passed.

Approval of Claims and Purchase Orders with two (2) or more signatures

McCormick made a motion to approve the Claims and Purchase Orders with two (2) or more signatures. Biancardi seconded the motion. Gordon McCormick — Aye. Toni Biancardi — Aye.

Motion passed.

Spending Review

President Toni Biancardi stated that the spending review was just emailed out this evening, Gordon, I will make sure that you are able to see it. Going forward, we're going to try, with this board, similar to the Council, to go as less paper as possible. We will make some changes in terms of getting things set up digitally for that. We are only into February, so we do not have very much going on at this point other than the normal.

Eagle Services

Gordon McCormick made a motion to approve the Eagle Services bill from April of 2025 for clean outs totaling \$9,913.60. Biancardi seconded the motion. Gordon McCormick — Aye. Toni Biancardi — Aye.

Motion passed.

Correspondence

Nothing to discuss

Sanitary Report

Lift Station Call Outs

Superintendent Brandon Downey stated that they had two lift station call outs, one during work hours and one after. The one during work hours was at lift station number two for unknown issues. We just reset the system, and it was running back to normal. Before work hours, we had an issue with power loss at lift station two. It wasn't actual power loss to the system, because we noticed street lights were on, certain things inside the system were on, so we had called Superior to help us with that after we had hooked up mobile generator to it, it seemed like the generator had failed to start from cold weather issues. We are looking into ways how we could heat that, also a phase that was not resetting, so that had to be reset, and that could possibly also be due to the temperatures we're thinking. Once John had reset the phase system, power was restored and the mobile generator was unhooked and sent to the shop. Councilwoman Toni Biancardi then asked when we update the control panel at two is that going to solve some of these problems? Downey stated I talked to John about it, and he can. He has been looking at certain things we can do to go around that because we were experiencing some cold temperatures that we haven't had in a while. Every Friday, we make sure the generators start up and are all ready to go. For some reason it didn't, add a crank and crank and crank, it would not start. Biancardi then asked if we start it regularly? Downey replied, yes.

Pump Rebuild

Biancardi asked about the pump rebuild. Downey stated that the pump rebuild was successful. John from Superior rebuilt it, gone through it and tested it. It is now back in our possession and in the shop. It is our spare 15 horsepower Flyght pump. Biancardi asked what stations will that pump work in? Downey stated that off the top of his head he is not sure but could get that information, but as long as we're talking about pumps, I have a meeting with John from Superior at the end of this or beginning of next week to go through the four or five pumps that we have in

our shop now, but is unsure if they will be good for parts or if they are repairable or if anything can be used in our system. Downey stated that he is waiting for Superior and Gasvoda as they continue to review specs and flow calculations for the pricing of a new Vaughn pump in correlation with the Flyght pumps. We wanted to go that route because Vaughn pumps are made here in the country and are easier to get to and have delivered if we need one. We should have more information at next month's meeting.

Scadata Training

Biancardi then asked about the Scadata training. Engineer Jeanette Hicks replied that she was just watching while Superintendent Brandon Downey was hands on with the system as Scadata was in our system showing things that it does. Scadata has been in the system since 2012 and that is when we got the flow meters on lift station one, which is our shady side and then our main lift station, at lift station two. It was at a later time that the flow meter was added on lift station five, which is the one that we bought. I know that I was unaware since I am not the one in the software of all the bells and whistles that are actually in that software. It was in our conversation with Andy at Gasvoda regarding the lift station upgrade and talking about how our dialers are not functioning properly. He made the comment that Scadata does dialing as well. So, one thing we did today was get it set up, so that all the lift stations, all six of them, are gathering data into the software that is housed on your computer. They do not all have flow meters, but all six have data being fed to that software. All the pump alarms, on all six of them can go through; it is redundant. If your dialer is working, you can get a signal from the Scadata system. We did fall into an issue where Brandon could not get a text message to his phone. We think you may have Xfinity and Xfinity is seeing the number that is an 800 number or something similar, and they are thinking its spam and are blocking it. Gordon McCormick then stated that he texts all day long to different customers and that there are two different kinds of texts, SMS and RMS, could that be the issue. Downey replied that we did test that with the other guy's phones and everything worked fine but not mine, but I am able to get emails. Hicks then stated that they realized that the software does have dialing functions, so we got that set up. We then went through some of the interfacing and there was a dashboard picture of all six digital controls showing if a pump was on or showing if there was an alarm lighting down below for like a seal fail. She then states that there is a lot of stuff that the software could do that they did not realize because we were just using it to get flow data. For example, the software logs when the pumps turn on and off and the wet well levels, so that means we can do a pump down test digitally. Biancardi then asked if you can tell it to turn on or off though the system. Hicks and Downey stated that they are not sure if it can do that, but it does tell us the numbers of when the pump turned on and when it turned off, as well as the wet well levels, we can figure out the rest. Biancardi stated that we want to still check them every so often to make sure everything is working right.

Lift Station Dialers

McCormick then asked if we have to have the dialers in. Hicks then stated that was a good question and once we get these quotes back, which I asked to have them broken up in pricing, we can then decide what we are going to spend. Council woman Biancardi then asked if the Scadata software that feeds from there will need Frontier. Hicks replied that we can upgrade to fiber. Biancardi then replied that our service from Frontier may be less expensive because we would just be paying for the internet, not all the phone number boxes that call out. Hicks stated that was true and correct me if I am wrong, but Scadata is operated cellularly and your dialers are on a phone line. McCormick then asked if there was a tv that monitors the lift stations. Downey stated that it is just a computer monitor. Biancardi stated that she thinks that it's great and maybe in the next month you can look at some more and report on what it can and cannot do and that will make it more efficient so you guys don't have to go out as often and do a pump down, you'll be able to see that. Downey replied that they will be getting an app soon so that you can put it on your phone or tablet to see the information.

Wastewater Treatment Plant Report

Gregory Marks stated I do not have a lot this month. We submitted all of our papers to IDEM, and everything was approved. We had no violations or exceedances or anything like that. We haven't had a lot of changes since last month. But as you know, and I do not know if you were copying on it yet, but I know we sent the emails to I know at least Chem got them about the new permit that is taking effect on March 1. It will not affect you anyway, but the permit expires every five years. We renewed it and it is good to go. So, starting in March, we will start the new permit for the next five years. Biancardi asked if the town was named on that permit. Markes replied, yes, and that your name will always be on it, as well as Cleveland Cliffs and my name since I am the certified operator. Marks also stated that he can get a copy over to us if needed.

Engineer Report

Engineer Jeanette Hicks stated that her and Superintendent Brandon Downey have been discussing the upcoming lift stations, especially lift station #2 panel up grades. We have some ideas for a panel configuration and plan on meeting with John, from Superior Pumping, to go over some ideas and will hopefully have more information for the next meeting.

Old Business

Lift Station #2 Upgrade - Control Panel Quotes

Jeanette Hicks stated that she sent it to three contractors, Superior Pumping, Gasvoda, and Metropolitan. As discussed previously, the basic control panel and rediscovered some of the capabilities of our existing software. Our specs for our new panel called out for reusing our Scadata system, leaving room in the panel for the Scadata module. One of the contractors from Superior does a lot of maintenance work and is knowledgeable about the existing lift station in terms of being able to give a cost for being out there all the time. Gasvoda does not come out as often, so they will be bringing an electrician on Tuesday morning to inspect the site so they can give adequate installation costs. We will have that information for the next meeting.

Lift Station – Dialer

Hicks stated that she put in the spec to get a dialer and listed two manufactures, which were Omni and Mission. She also stated that we may decide that we do not want the dialer if our Scadata is filling out. Biancardi then replied, "If that's the case then we could discontinue the Frontier service and just work with Scadata. Biancardi then stated let's see how reliable it is over the next month and make sure we're getting emails and then we would not have to have two services for the same thing and as long as we were getting the notices and once the app comes around, we can potentially trouble shoot right from the app instead of being on site.

1171 Lions Drive Sewer Connection

Biancardi stated that we've got 1171 Lions drive sewer connection, which is the old Lazy Days, which is now owned by CIT. I see that there is communication where they have provided documentation of decommissioning the existing septic, but they did not apply for a permit, so, there would be the tap on fee, and they did not get an inspection. Biancardi then asked Attorney Clay Patton to help her on this. First, we need to bill them for the permit fee and the tap of fee which would be \$1,100 hundred dollars, \$100 for the permit and \$1,000 for the tap on. They did not get a permit or an inspection done so maybe we can get an affidavit or something acknowledging that it was all done properly. Attorney Patton then replied that we need to ask them for documentation as well as an affidavit. Biancardi then replied that they have given us the decommissioning of the septic tank, they also sent a receipt from the company with pictures of it being decommissioned, the electric being terminated, and then they did send a picture, to Brandon when they had the ground open and they were running the line for the sewer connection, but they filled it prior to it being inspected, so we didn't have a chance to do that, and weren't then obviously notified that billing should begin. Hicks then stated that she had said to someone that we need to know how many employees they have because that will be classified as office space and we need the number for both buildings. Biancardi then replied that the other building that we are not taking about right now was given and ERU and they were being billed. For 1171 we need documentation of the connection to our system with dates and images because there is not a permit. They would also need to pay for the permit and the tap on. We do have documentation of the septic being decommissioned. We will also need to determine the ERU 's so we can create a coupon book but one other question is if they have a triple basin for the washing of the trucks. McCormick asked of they are being billed for the new building. Biancardi then replied that they aren't yet and we're trying to figure that out and see what happened. McCormick then replied that he believes that sometime in March they will be switching buildings. Superintendent Downey replied that he spoke to CIT and that all their employees will be moving to the new building but they don't quite know the employee count. Biancardi then replied that they can project how many since they will be moving. Hicks then stated they gave a rough estimate of like 45 to 70 or something like that. McCormick stated that if they are saying 45 employees currently and then they switch over to the new building at the end of the year we look at their water usage on paper and adjust it for the next year like we did for the several other businesses. Biancardi stated that she would like everything to be documented in their file so we aren't being held liable for anything since we weren't given the opportunity to inspect it. Moving forward we will need all the documentation, billing for them, the permit, the tap on, an affidavit of the work that was completed, and the fact that there wasn't an inspection, and then finally determining their ERU and creating a coupon book. I feel like once we get to that point, we can kind of package it all up and file it.

New Business

Late Penalties

Biancardi stated that we have two accounts that are asking to have the late fees waived on their accounts. One is because the check did not come by US mail, and their total late fee is \$4.49. The other account that is asking was because they never received their new coupon book for 2026 but pays for the entire year and that fee is \$2.23

Gordon McCormick made a motion to waive late penalties for account #1390 for \$4.49 and for account #1678 for \$2.23. Biancardi seconded the motion. Gordon McCormick — Aye. Toni Biancardi — Aye.

Motion passed.

New Property Payment Start Date

Council woman Biancardi asked what the process for a new resident is to start being billed. Secretary Bondi stated that it is really for new residents, for instance we have a resident that closed on February 9th and they did receive the Certificate of Occupancy so would their billing start as of March 1st or how do we go about that? McCormick stated I do not think that they should get the whole month free, but maybe we should prorate the first month. Biancardi stated that she was going to look to see if there was an ordinance on this. She then stated she does not see anything, but she thinks that for right now we just charge them for the first of next month and in the meantime, for Gina to reach out to Porter and see what their procedure is on prorating.

Appeals

Biancardi stated that we have one appeal for Thad Kaczowski. He filed an appeal on February 3, 2026, and paid \$100 dollars on 2-2-2026. He then would pay the remaining balance by 2-7-2026 but has not. There is a balance of \$117.43. Secretary Bondi then replied that Mr. Kaczowski came in and filled out the appeal form on the day of the shut off but has not been back to pay the remaining balance. She also stated that he did make another small payment by credit card a few days ago but not the full balance of what was owed to keep the water from being turned off. Biancardi then asked what is he appealing. It seems like he filed the appeal to just keep the water from being turned off. Secretary Bondi then stated that as well as the \$33.00 dollar fee that is also added to the account for water shut offs. McCormick stated that maybe Secretary Bondi can give him a call and set up some type of payment arrangement, like \$30.00 dollars a week or something like that because he would hate to see him have his water turned off. Biancardi replied that we have process for that and we could offer something like that if necessary, but I do not think there is anything to appeal and asked Attorney Patton if he agreed with that. Attorney Patton stated yes, it does not sound like there is anything to appeal, sounds like he just wanted to pay it over time but has not done so. Biancardi replied that there is a process for making payments and will help find that information but understands why this happened.

Gordon McCormick made a motion to deny the appeal for Thad Kaczowski. Biancardi seconded the motion. Gordon McCormick — Aye. Toni Biancardi — Aye.

Motion passed.

210 Rainbow Drive – Harbor Landing

Biancardi stated we heard from TLC plumbing, which was contacted by Harbor Landing to jet the sewer lines in the mobile home park. They are saying they need to replenish water in the truck, and they called asking about our town's procedure in getting a meter hydrant so they can do their job. Hicks then replied, "I think they are asking the wrong entity because as you know other municipalities own their own water. Biancardi then stated with that being said and them wanting to do this now that it is a matter of procedure. I would like them to notify Gina and let us know when this is going to happen so that we are aware of what is happening in our system. I also think we need to contact them and let them know that they need to contact American water to get permission and or a meter from them to be able to open the hydrant. Biancardi then stated that it is a private lift station, but it does go into our system, and I think that we should be notified if something like this is happening, but I do not know what else is our responsibility. McCormick then asked what if they put 20,000 gallons down our system; can we bill them for that? Attorney Patton asked what kind of agreement do we have with them to hook up to our system. Biancardi stated that we will need to go back and look to see, but I bet you there isn't anything in place, but there needs to be some mechanism for us to be notified, so we are aware when something is happening. Biancardi then stated maybe we can come up with some type of notification process for the next month but to let them know to contact us with the date, so that Brandon or someone is available from our department in case something does happen. Further discussion was had in having a procedure for something like this for the future.

Good of the Order of the Community & Any Other Business

McCormick asked about the Global bill. There are 44 tickets for locates and then there are 34 tickets, is that for Frontier and is that for the whole month. Biancardi stated yes, that's for the whole month. McCormick then stated that we can back bill Frontier for that. He also stated that Jeremy mentioned it to him and that it is in the town code. Biancardi stated let us find out and asked Jenette Hicks if her office would know that information. Further discussion was had on how the locates are being done and who they are done by. Will revisit this discussion at a later time.

Announcements

Next meeting is March 18, 2026, at 7pm.

Adjourn

McCormick made a motion to adjourn. Biancardi seconded the motion. Gordon McCormick — Aye. Toni Biancardi — Aye.

Motion passed.

Meeting adjourned at 7:55 p.m.

Submitted by: Gina Bondi, Secretary

APPROVED

Toni Biancardi, Chair

Gina Bondi, Secretary