

Town of Griffith
Sanitary Board Meeting Of

July 18th, 2023

Commission President Rick Ryfa called the July 18th, 2023 meeting to order at 2:19pm at the Griffith
Town Hall 111 N Broad Street, Griffith, Indiana.

Those in Attendance

Rick Ryfa	Sanitary Board President
George Jerome	Sanitary Board Vice President
Jim Hennes	Sanitary Board Member
Approval of Minutes	None
Bills and Expenditures	A motion was made and seconded to not sign utility claims as the SBOA approved the Corrective Action as submitted.

In discussion, it was pointed out that as described in the corrective action plans:

The director of public works is the superintendent of both the Sanitary District and the Storm Water Utility. The meeting schedules of the boards for each utility is not conducive to the timely review and approval of claims since the Sanitary District Board meets monthly and the Storm Water Board quarterly.

Because both utilities routinely incur expenses on a weekly basis which must be paid in a timely manner to avoid late payment penalties; and since IC 5-11-10-2(a) states in part: "Claims against a political subdivision of the state must be approved by the officer or person receiving the goods or services, be audited for correctness and approved by the disbursing officer of the political subdivision, and, where applicable be allowed by the governing body having jurisdiction over allowance of such claims before they are paid."

Because the Sanitary Board meets no more than once a month while the Storm Water Board just quarterly, they cannot, before the fact, approve claims and account payable vouchers for payment in a timely manner; and,

However, since director of public works or his designee approve the purchase of both goods and services, accept their receipt and verify

the accuracy of the invoice or bill of lading; and since the claim vouchers are then prepared daily within the clerk treasurer's office from the information submitted by the director of public works; and since then, the clerk treasurer audits the claims to ensure the proper appropriation is charged for the goods or services in the same manner as all other claims against the town, it is logical that the claims be presented to the town council for approval at their regular twice a month meetings. The Motion was approved.

Corrective Action Plan

George proposed that the sanitary board receive a monthly list of past due accounts by the 10th of the month. Rick stated the guidelines should be specific and will work with attorney to get an ordinance in place. Rick asked what the procedure was in the Clerk's Office. Jackie Kinach stated that there was not a written procedure regarding past due accounts. Delinquent letters are sent out and a written letter is done before a lien is placed on a property giving the resident 30 days to come in to pay.

Old Business:

Board Member Rick Ryfa stated they are still waiting on Hammond for final agreement. Hammond stated we must purchase 15.5 million gallons which is 10 more than what we have. Butler is doing a study now. Rick made a motion to approve to pay the penalty to the DOJ, George seconded the motion. Motion Carried 3-0.

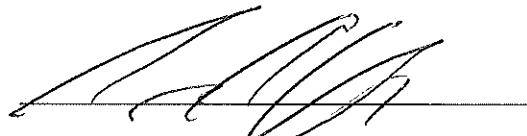
Pending Items

Rick stated the sewer increase is effective on the August bill. The Board is also looking at going for a revenue bond. The Sanitary Board will say how the proceeds of that bond are spent.

Public Comment:

None.

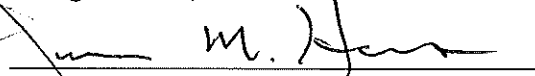
Meeting closed at 2:58 p.m.



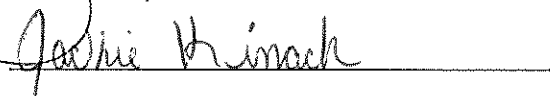
Rick Ryfa, President



George Jerome, Vice President



Jim Hennes, Member



Jackie Kinach, Recording Secretary