

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, MARCH 24, 2022**

Study Session: The Highland Water Works Board of Directors convened in study session immediately before the Regular Plenary Meeting at 6:35 p.m. on Thursday, March 24, 2022 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on roll call were Directors George A. Smith, Jason Tharp, Rick Volbrecht, and Larry Kondrat. Director Schroeder was absent. A quorum was present. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Mike Pipta, Fire Department; Mark Herak, Clerk Treasurer; Tim Gembala, Operations Director; and Kim Webb, Recording Secretary.

1. Mark Knesek, Public Works Director, provided a summary of a recent water main break on Cline Ave, north of Wirth Road.

Mr. Knesek also informed the board of 2 fire hydrants that were hit in automobile accidents over the weekend.

2. Mike Pipta, Fire Department, informed the Board that Dyer's new water feed line from Highland is complete and in service.
3. Derek Snyder, NIES Engineering, discussed with the Board the River Drive Water Main Replacement Project.

Derek Snyder also informed the board of the upcoming parking lot replacement project at the Sharp Athletic Complex which includes thickening of the south end of the parking lot to accommodate a bulk water fill station.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Plenary Session on Thursday, March 24, 2022 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana directly following the study session. President Smith opened the meeting at 6:59 p.m. The meeting was opened with the Pledge of Allegiance. The minutes were recorded by Kim Webb, Recording Secretary.

ROLL CALL: Present on roll call were Directors George A. Smith, Jason Tharp, Rick Volbrecht, and Larry Kondrat. Director Schroeder was absent. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Mike Pipta, Fire Department; Mark Herak, Clerk Treasurer; Tim Gembala, Operations Director; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of February 24, 2022 as prepared and posted. Director Volbrecht moved to approve the

Minutes of the February 24, 2022 meeting. Director Tharp seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Special Orders: None.

Communications: None.

Comments from the Public or Visitors (Limited to Matters on the Agenda): None.

Unfinished Business and General Orders:

1. Water Works District of Highland
Board of Directors
Resolution No. 2022-07

A Joint Enacting Instrument of the Highland Sanitary Board of Commissioners and Highland Water Works Board of Directors Accepting the Quote of Bosak Ford for One (1) 2022 Ford F-350 4x4 SD Super Cab Truck in the amount of \$47,585.00, in which the Water Works Board portion is \$23,792.50. Director Tharp moved to approve Resolution 2022-07. Director Volbrecht seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**TOWN OF HIGHLAND
WATER WORKS BOARD RESOLUTION No. 2022-07
BOARD OF SANITARY COMMISSIONERS RESOLUTION No. 2022-04**

A JOINT ENACTING INSTRUMENT OF THE HIGHLAND SANITARY BOARD OF COMMISSIONERS AND HIGHLAND WATER WORKS BOARD OF DIRECTORS ACCEPTING THE QUOTE OF BOSAK FORD FOR ONE (1) 2022 FORD F-350 4x4 SD SUPER CAB TRUCK IN THE AMOUNT OF \$47,585.00

Whereas, The Town of Highland, Department of Public Works, has determined a need to purchase a Cargo Van in order to carry out its various responsibilities and had prepared specifications for equipment pursuant to that need; and

Whereas, the Public Works Director, pursuant to §3.05.050(D)(1), (6) and (7) of the HMC, serves as the Purchasing Agent for the Public Works Department, Highland Sanitary District and Highland Water Works District; and

Whereas, Pursuant to §3.05.060(G)(2) of the HMC, the purchasing agent may make small purchases valued at less than \$50,000 by purchasing in the open market; and

Whereas, the equipment will be used to support the missions of the Sanitary District and the Water Works District, and

Whereas, it is prudent and in the best interest of the Highland Sanitary Board of Commissioners and the Highland Water Works Board of Directors, and the public at large, to support and share the purchase of the equipment in equal amounts, and

Whereas, The Water Works Superintendent has procured a quote from Bosak Ford for the purchase of (1) 2022 Ford F-350 4x4 SD Super Cab Truck in the amount of \$47,585.00; and

Whereas, Pursuant to §3.05.030 (B) of the HMC, the purchase exceeds \$15,000.00, which requires the additional approval of the purchasing agency; and

Whereas, the Board of Sanitary Commissioners, pursuant to §3.05.030(E) of the HMC serves as purchasing agency for the Highland Sanitary District; and

Whereas, the Board of Water Works Directors, pursuant to §3.05.030(D) of the HMC serves as purchasing agency for the Highland Water Works District; and

Whereas, the purchase will be supported by the Sewage Improvement Fund and Water Works Improvement Fund and there are sufficient appropriations in order to support the purchase; and

Whereas, the Highland Board of Sanitary Commissioners and the Highland Water Works Board of Directors now desire to approve and authorize the Public Works Director to complete the purchase pursuant to the terms stated herein.

Now, Therefore Be it Hereby

Resolved by the Board of Water Works Directors of the Town of Highland, Lake County, Indiana; and

Resolved by the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana;

Section 1. That the quote from Bosak Ford, attached hereto and made a part of this Resolution, in the amount of Forty-seven Thousand Five Hundred Eighty-five Dollars and No Cents (\$47,585.00) for the purchase of One (1) 2022 Ford F-350 4x4 SD Super Cab Truck is hereby accepted;

Section 2. That the purchase shall be funded in equal shares (1/2) by the Highland Board of Sanitary Commissioners through the Sewage Improvement Fund in the amount of Twenty-three Thousand Seven Hundred Ninety-two Dollars and No Cents (\$23,792.50) and (1/2) by the Highland Water Works Board of Directors through the Water Works Improvement Fund in the amount of Twenty-three Thousand Seven Hundred Ninety-two Dollars and No Cents (\$23,792.50);

Section 3. That, upon the approval of the Highland Board of Sanitary Commissioners and the Highland Water Works Board of Directors, the Public Works Director is hereby authorized to issue a purchase order to Bosak Ford and to execute all documents necessary to implement the purchase thereof;

Duly Adopted and Resolved by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 15th day of March, 2022. Having been passed by a vote of 5 in favor and 0 opposed.

**THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:**

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

Duly Adopted and Resolved by the Board of Water Works Directors of Highland, Lake County, Indiana, this 24th day of March, 2022. Having been passed by a vote of 4 in favor and 0 opposed.

**THE WATER WORKS DISTRICT OF HIGHLAND
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

/s/Richard E. Volbrecht, Jr., Secretary

New Business: Director Volbrecht moved to add a new line item to the Agenda template titled "Comments from the Directors on any Item of Interest to the Directors", which would be inserted directly following "Business from the Floor". Director Tharp seconded. Upon a roll call vote, there were (4) affirmations and (1) negative by President Smith. The motion passed.

Reports:

1. Water Works Superintendent – none.
2. Water Works Attorney – none.
3. Water Works Engineer – none.
4. Fire Department – none.

Business from the Floor: None.

Comments from the Directors on any Item of Interest to the Directors:

1. Director Volbrecht would like to say “thank you” to President Smith for his persistence in getting the elevated Indy Blvd Water Tank painted.

Claims:

Per the docket in the amount of:

061	Water Works District	\$0.00
062	Consumer Deposits	\$5.60
064	Water Works Operating	\$222,169.19
066	Water Improvements	\$52,410.58
068	Water Capital	\$0.00
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Total		\$274,585.37

Director Volbrecht moved to approve the claims per the March 24, 2022 docket in the amount of \$274,585.37. Director Tharp seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Next Meeting:

The next Plenary Meeting will be held in-person at Town Hall on Thursday, April 28, 2022 at 6:30 p.m.

ADJOURNMENT: With no other business to come before the Board of Water Works Directors, the meeting was adjourned.

Meeting Adjourned at 7:06 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary