

AGENDA
HIGHLAND SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS
TUESDAY, MARCH 21, 2023
7:00 P.M.
PUBLIC MEETING

Pledge of Allegiance

Roll Call:

Commissioner Kathy DeGuilio-Fox
Commissioner Rex Burton
Commissioner Greg Cieslak
Commissioner David Jones
Commissioner Richard Garcia

Minutes of

Previous Session: February 21, 2023 – Public Meeting

Special Orders:

Communications:

General Orders and Unfinished Business:

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
RESOLUTION NO. 2023-05

A RESOLUTION ESTABLISHING THE REGULAR PLENARY MEETING SCHEDULE OF THE SANITARY DISTRICT OF HIGHLAND BOARD OF SANITARY COMMISSIONERS.

New Business:

Reports:

Comments from the Commissioners:

Business from the Floor:

Claims:

\$ Per the docket in the amount of:

6201	SEWAGE OPERATING	288,479.72
6204	SEWAGE IMPROV	43,926.50
6601	SANITARY OPERATING	172,982.45
	Total	505,388.67

Next Meeting:

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, April 4, 2023 . The next regularly scheduled Public Meeting will be held Tuesday, April 18 , 2023 immediately following a study session at 6:30 p.m.

Adjournment:

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY FEBRUARY 21, 2023**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, February 21, 2023 with Commissioner Garcia presiding, in the first floor meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Silent Roll Call: Commissioners Kathy DeGuilio-Fox, Greg Cieslak, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Toya Smith, Town Councilwoman,

Mr. Knesek stated there are no updates on the dye testing at this time. Updated the commissioners on the overflow and moving lines.

Sanitary Engineer Status Report-Nothing to report at this time.

The commission discussed different option for the allocation and collection of storm water charges pursuant to the Highland Storm Water Management Ordinance.

Discussion about a New Resolution so that the Sanitary Board can start their meetings right after the study session.

Study Session ended at 6:54.

At 7:00 the Regular Meeting of the Board of Sanitary Commissioners of the Sanitary District of Highland convened with Commissioner Garcia presiding, in the meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Commissioners Kathy DeGuilio-Fox, Greg Cieslak, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Toya Smith, Town Councilwoman

The minutes from the January 17, 2023 public meeting are approved.

Special Order: None

Communications: None

General Order and Unfinished Business:

1. **Commissioner Cieslak motioned to approve Resolution 2023-04 DeGuilio-Fox seconded. Upon a roll-call, there were four (4) affirmatives and no (0) negatives. The motion passes.**

**SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2023-04**

A RESOLUTION APPROVING AND AUTHORIZING A QUOTE FROM ALTORFER POWER SYSTEMS FOR THE PURCHASE OF ONE (1) CATERPILLAR C15.-500KW OUTDOOR DIESEL STANDBY GENERATOR FOR THE 81ST STREET PUMP STATION IN THE AMOUNT OF \$96,448.00.

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Public Works Director as the Wastewater Superintendent, pursuant to §3.05.050(D)(7) of the HMC, serves as the purchasing agent for the Highland Sanitary District; and

Whereas, The Public Works Director reports that the generator at the 81st Street Pump Station is experiencing operational problems and, due to its age (20 years old), recommends replacement in lieu of rebuild; and

Whereas, Pursuant to §3.05.050 (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 Purchasing Agent, pursuant to Section 3.050.060(F) of the HMC, expects that the purchase would be at least \$50,000 and not more than \$150,000 and invited three quotes; and

Whereas, the following quotes were received:

Altorfer Power Systems	\$96,448.00
Cummins, Inc.	\$106,170.00
Novatek Corporation	\$138,759.74

Whereas, The purchase will be supported by the Sewer Improvement Fund and there is sufficient budget authority in order to support the purchase; and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to approve the purchase and authorize the payment thereof.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

Section 1. That the Quote from Altorfer Power Systems in the amount of Ninety-six Thousand Four Hundred Forty-eight Dollars and no Cents (\$96,448.00) for the purchase of one (1) Caterpillar C15.-500kW Outdoor Diesel Standby Generator is hereby accepted and approved;

Section 2. That the Wastewater Superintendent is authorized to execute the purchase agreement and all documents necessary to complete the purchase.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21st day of February, 2023. Having been passed by a vote of 4 (four) in favor and 0 (no) opposed.

The Sanitary District of Highland
By Its Board of Commissioners:

Richard Garcia, President

Attest:

David Jones, Secretary

2. **New Business:** Commissioner Jones motioned to initiate steps to revise the Town of Highland fees and collection of the storm water utility fees and the county to collect the fees on behalf of Highland Indiana. Upon a roll-call, there were four (4) affirmatives and no (0) negatives. The motion passes.

Reports: None

Comments from the Commissioners: None

Business from the floor: None

Claims:	3308	SAN DIS BD & INT - EXEM	\$252,868.40
	6201	SEWAGE OPERATING	\$366,895.34
	6204	SEWAGE IMPOV	\$ 3,869.75
	6601	SANITARY OPERATION	\$173,673.57
		Total	\$797,307.06

Commissioner Jones motioned to approve the docket. Commissioner DeGuilio-Fox seconded. Upon a roll call, there were four(4) affirmatives and no (0) negatives. The motion passes.

Next Meeting:

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, March 7, 2023. The next regularly scheduled Public Meeting will be held Tuesday, March 21, 2023, at 7:00 p.m. following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitation Commissioners, Commissioner Burton moved to adjourn. Upon a voice vote, the meeting was adjourned at 7:07 pm.

The commission then went into the Executive Session at 7:15.

Respectfully Submitted, Denise Beck, Recording Secretary

**SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2023-05**

**A RESOLUTION ESTABLISHING THE REGULAR PLENARY MEETING SCHEDULE OF
THE SANITARY DISTRICT OF HIGHLAND BOARD OF SANITARY COMMISSIONERS.**

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law;

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. Meetings of the Board of Sanitary Commissioners (Board).

(A) Types of meetings that may be convened by the Board include regular plenary meetings, special meetings, executive sessions, adjourned sessions, and regular study sessions.

(1) What constitutes a meeting shall be governed by IC 5-14-1.5-2;

(2) Plenary meetings shall be convened based upon an established standing day and time, at which matters are brought before the Board either by specific action or by an agenda assembled prior to the meeting for its consideration and possible dispositive action. These meeting will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected parliamentary authority. However; the board may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the Board may employ the same degree of informality and conduct associated with study sessions. The review period ends when the Board calls the plenary meeting to regular order. At the conclusion of the plenary meeting the Board may convene a study session to discuss matters that are necessary or desirable.

(3) Study sessions shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC 5-14-1.5 et seq. The Board may convene a study session at the conclusion of any plenary meeting.

(4) Special meetings shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.

(5) An adjourned meeting is a meeting convened as a continuation of a meeting which preceded it and at which items of business were not able to be completed. The adjourned meeting shall take up at the point the previous meeting ended, addressing the business remaining from the prior meeting and be confined to only those matters, unless special notice is provided under IC5-14-1.5 et seq.

(6) An executive session is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes of IC 5-14-1.5-6.1.

(B) Except as otherwise provided herein, the Board shall hold study sessions on the first Tuesday of each month and the Board shall hold regular plenary meetings on the third Tuesday of each month, with all meetings beginning at 6:30 p.m.

Section 2. That his resolution shall become effective from and after the date of its passage.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this ____ day of ____ 2023. Having been passed by a vote of ____ for and ____ opposed.

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

Richard Garcia, President

Attest:

David Jones, Secretary of the Board of Sanitary Commissioners

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 6201 SEWAGE OPERATING						
Dept 0000						
6201-0000-00100	REX BURTON 601145693	102271	BROWN INSURANCE GROUP	4 SANITARY COMMISSIONERS BOND 1/1/	400.00	18566
6201-0000-00100	0428010038,9120 GRACE ST	102256	NISOURCE INC.	SEWAGE	15,254.87	999462
6201-0000-00100	MAR 23 POSTAGE FOR 7961 BILLS	102340	LITHOGRAPHIC COMMUNICATIONS	MARCH 2023 UTILITY BILL MAILINGS	3,554.89	18568
6201-0000-00100	WHITE BOARD AND USB SPLITTER	102435	AMAZON	WHITE BOARD AND USB SPLITTER	39.98	18571
6201-0000-00100	MS SURFACE PRO AND ACCESSORIES	102436	AMAZON	SURFACE PRO AND ACCESSORIES FOR CM	1,051.73	18571
6201-0000-00100	1-1/4 ALL PURPOSE SCREW	102549	MENARDS CORP - SCHERERVILLE	SCREWS/BLADE/DRYWALL FOR FRONT OFF	121.93	
6201-0000-00100	12 DIGIT CALCULATOR AND ENEV.	102424	AMAZON	12 DIGIT CALCULATOR AND ENEV. OPEI	193.11	
6201-0000-00100	VENTSHADE AND OFFICE CHAIR	102509	AMAZON	VENTSHADE FOR JET TRUCK AND OFFICE	251.36	
6201-0000-00100	2/2/2023 INV # 337-424208	102510	AUTO-WARES	FEBRUARY 2023 INVOICES- SEWER DEPT	905.14	
6201-0000-00100	BANK REC	102337	BAKER TILLY MUNICIPAL ADVISOR	BANK REC	5,000.00	
6201-0000-00100	D ALKALINE BATTERIES	102512	BATTERIES PLUS	D ALKALINE BATTERIES BULK - SEWER	109.44	
6201-0000-00100	FUEL PUMP ASSEMBLY	102514	BEC ENTERPRISES, LLC	FUEL PUMP ASSEMBLY - SEWER DEPT	153.48	
6201-0000-00100	9 PEICE SET MAIN BROOM STRIPS	102516	BEC ENTERPRISES, LLC	MAIN BROOM STRIP/DEFLECTOR FOR UNI	1,524.30	
6201-0000-00100	48" FLAT FLATTOP	102519	C & M PIPE & SUPPLY CO INC	FLATTOP/HEAVY DUTY FRAME - SEWER D.	4,016.00	
6201-0000-00100	FEB CLEANING SERVICE	102523	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICES FOR FEB	700.00	
6201-0000-00100	T3DT2090T2090-080808-5FT	102526	HOSE CONNECTIONS INC	HOSES FOR UNIT # 20 - SEWER DEPT	96.98	
6201-0000-00100	SERVICES RENDERED THRU NOV	102529	ICE MILLER LLP	SERVICES RENDERED THRU NOV 2022 -	14,817.50	
6201-0000-00100	SERVICES RENDERED THRU FEB	102531	ICE MILLER LLP	SERVICES RENDERED THRU FEBRUARY 20	4,280.00	
6201-0000-00100	TOLL CHARGES AND FEES	102534	ILLINOIS STATE TOLL HIGHWAY	TOLL CHARGES TRUCK 9	16.80	
6201-0000-00100	TOLLS TRUCK 9	102536	ILLINOIS STATE TOLL HIGHWAY	TOLL CHARGES TRUCK 20 SEWER	15.75	
6201-0000-00100	JANUARY SERVICES	102539	LAWSON-FISHER ASSOCIATES PC	WHOLESALE RATE NEGOTIATION CONSULTIN	219.21	
6201-0000-00100	WATER BILL RETURN ENVELOPES	82102170	LITHOGRAPHIC COMMUNICATIONS	WATER BILL RETURN ENVELOPES	1,600.00	
6201-0000-00100	CALL REGARDING PROP PROJECT	WI102336	LONDON WITTE GROUP, LLC	CALL REGARDING PROP PROJECT WITH B.	225.00	
6201-0000-00100	QTRLY MAINT. THRU MAR 2023	102542	MECHANICAL CONCEPTS, INC.	PLANNED QTRLY MAINT. FOR TH AND P	850.00	
6201-0000-00100	4-1/2" METAL CUT OFF	102543	MENARDS	MISC SUPPLIES - SEWER DEPT	108.09	
6201-0000-00100	ELECTRICAL SUPPLIES	102545	MENARDS	ELECTRICAL SUPPLIES FOR FRONT OFFI	284.11	
6201-0000-00100	BIG JOB KITCHEN BRUSH	102551	MENARDS CORP - SCHERERVILLE	MISC SUPPLIES - SEWER DEPT	17.31	
6201-0000-00100	FEB CARBONACEOUS SAMPLING	102553	MICROBAC LABORATORIES, INC	CARBONACEOUS SAMPLING FOR FEB SW	884.00	
6201-0000-00100	SNYDER	102555	NIES ENGINEERING, INC.	GENERAL CONSULTING THRU 2/17 - SAN	77.72	
6201-0000-00100	OFFICE SUPPLIES-	102338	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	52.43	
6201-0000-00100	EPA/HAMMOND TREATMENT	102558	ROBERT F TWEEDLE	SERVICE RENDERED FEB/MAR - SANITAR	1,672.00	
6201-0000-00100	REMEDIAFE MOLD RECEPTION OFFIC	102560	SAFE ENVIRONMENTAL CORP	MOLD REMEDIATION PW RECEPTION OFFI	7,200.00	
6201-0000-00100	JAN SANITARY FLOWS	102561	SANITARY DISTRICT OF HAMMOND	SANITARY FLOWS FOR JANUARY 2023	118,709.29	
6201-0000-00100	D/S ACTUARIAL VALUATION SERVICE	102421	THE HOWARD E. NYHART CO., IN	D/S ACTUARIAL VALUATION SERVICES F	2,433.33	
6201-0000-00100	CONCENT DECREE	102339	THE IDEA FACTORY, INC	CONCENT DECREE	500.00	
6201-0000-00100	50% ELECTRIC CHARGES HARTSDALE	102243	TOWN OF SCHERERVILLE	50% ELECTRIC CHARGES FOR HARTSDALE	78.31	
6201-0000-34023	HEALTH AND DENTAL INSURANCE	102305	TOWN OF HIGHLAND INS FUND (V	MAR 2023 HEALTH/LIFE INS PREM SEWA	37,682.37	18567
6201-0000-34043	LIFE INSURANCE	102305	TOWN OF HIGHLAND INS FUND (V	MAR 2023 HEALTH/LIFE INS PREM SEWA	258.60	18567
6201-0000-45200	SEWAGE TRANSFERS GROSS	102238	PAYROLL ACCOUNT	2/24PRL D/S TRANSFER SEWAGE	30,965.19	18516
6201-0000-45200	SEWAGE TRANSFERS GROSS	102429	PAYROLL ACCOUNT	3/10PRL D/S TRANSFER SEWAGE	32,159.50	18570
Total For Dept 0000					288,479.72	
Total For Fund 6201 SEWAGE OPERATING					288,479.72	
Fund 6204 SEWAGE IMPROV						
Dept 0000						
6204-0000-41018	COLLECTION SYSTEM IMPROVEMENTS	102507	COMMONWEALTH ENGINEERS, INC	SSO REMEDIAL PROJECTS - COLLECTION	42,401.50	
6204-0000-43073	PARKWAY DR (PE)	102508	NIES ENGINEERING, INC.	PARKWAY DR WATER MAIN AND STREET R	1,525.00	
Total For Dept 0000					43,926.50	
Total For Fund 6204 SEWAGE IMPROV					43,926.50	
Fund 6601 SANITARY OPERATING						

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 6601 SANITARY OPERATING						
Dept 0000						
6601-0000-45200	SAN DIST TRANSFERS GROSS	102237	PAYROLL ACCOUNT	2/24PRL D/S TRANSFER SANITARY DIST.	8,279.19	18515
6601-0000-45200	SAN DIST TRANSFERS GROSS	102428	PAYROLL ACCOUNT	3/10PRL D/S TRANSFER SANITARY DIST.	8,485.36	18569
			Total For Dept 0000		16,764.55	
Dept 0015 SOLID WASTE						
6601-0015-34023	HEALTH & DENTAL INSURANCE	102306	TOWN OF HIGHLAND INS FUND (V MAR 2023 HEALTH/LIFE INS PREM SANTI		1,071.84	18567
6601-0015-34043	LIFE INSURANCE	102306	TOWN OF HIGHLAND INS FUND (V MAR 2023 HEALTH/LIFE INS PREM SANTI		6.58	18567
6601-0015-38001	FEBRUARY TRASH SERVICE	102506	REPUBLIC SERVS OF IN,LP/DBA TRASH SERVICE FOR FEBRUARY		155,139.48	
			Total For Dept 0015 SOLID WASTE		156,217.90	
			Total For Fund 6601 SANITARY OPERATING		172,982.45	

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 6201 SEWAGE OPERATING	288,479.72
Fund 6204 SEWAGE IMPROV	43,926.50
Fund 6601 SANITARY OPERATING	172,982.45
	<u>505,388.67</u>