

AGENDA  
HIGHLAND SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY, MAY 16, 2023  
PUBLIC MEETING

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**Pledge of Allegiance**

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**Roll Call:**

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

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**Minutes of**

**Previous Session:** April 18 – Public Meeting, May 2-Public Hearing

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**Special Orders:**

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**Communications:**

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**General Orders and Unfinished Business:**

**1. Sanitary District of Highland  
Board of Sanitary Commissioners  
Resolution No. 2023-08**

A RESOLUTION APPROVING AND AUTHORIZING A QUOTE FROM MIDWESTERN ELECTRIC, LLC FOR THE PURCHASE AND INSTALLATION OF ONE (1) 800-AMP AUTOMATIC TRANSFER SWITCH FOR THE NORTH DRIVE STORM WATER PUMP STATION IN THE AMOUNT OF \$32,900.00.

**2. SANITARY DISTRICT OF HIGHLAND  
Board of Sanitary Commissioners  
CAPITAL BUDGET RESOLUTION NO. 2023-09**

A RESOLUTION AMENDING THE 2023 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

**3. Sanitary District of Highland  
Board of Sanitary Commissioners  
Resolution 2023-10**

A RESOLUTION APPROVING AND AUTHORIZING A FIRST AMENDMENT TO THE SEWAGE COLLECTION AND TREATMENT AGREEMENT BETWEEN THE SANITARY DISTRICT OF THE CITY OF HAMMOND, INDIANA, AND THE TOWN OF HIGHLAND, INDIANA.

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**New Business:**

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**Reports:**

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**Comments from the Commissioners:**

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**Business from the Floor:**

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**Claims:**

\$ Per the docket in the amount of:

6201	SEWAGE OPERATING	344,821.90
6204	SEWAGE IMPROV	45,062.78
6601	SANITARY OPERATING	203,767.93
	Total	593,652.61

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**Next Meeting:**

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, June 6, 2023. The next regularly scheduled Public Meeting will be held Tuesday, June 20, 2023 immediately following a study session at 6:30 p.m.

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**Adjournment:**

MINUTES OF THE REGULAR PUBLIC MEETING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY APRIL 18, 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, April 18, 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, Rex Burton, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Mark Herak, Clerk Treasurer.

Mr. Tweedle updated the commission on the payments due to Hammond. Bob Reynolds from LWG gave a presentation via Zoom for the rate impacts due to the payment owed to Hammond. A long discussion took place.

Study Session ended at 7:05.

At 7:05 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, Rex Burton, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Mark Herak, Clerk Treasurer.

The minutes from the March 21, 2023, public meeting are approved.

**Special Order:** None

**Communications:** None

**General Order and Unfinished Business:**

Commissioner Burton motioned to approve Resolution 2023-06 Cieslak seconded. Upon a roll-call, there were five (5) affirmatives and no (0) negatives. The motion passes.

SANITARY DISTRICT OF HIGHLAND  
Board of Sanitary Commissioners  
Resolution No. 2023-06

**Duly Adopted,** Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21 day of March 2023. Having been passed by a vote of five (5) for and no (0) opposed.

**STATE REVOLVING FUND (SRF) LOAN PROGRAM - AUTHORIZED REPRESENTATIVE RESOLUTION**

**Whereas,** The Sanitary District of Highland, Indiana 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; and

**Whereas,** The Sanitary District of Highland, Indiana has plans to proceed with required work on the Sanitary Sewer Overflow (SSO) Remedial Project, Phase I – Division A to meet state and federal regulations pertaining to sanitary sewer capacity and potential SSOs, as well as Highland’s compliance with the federally issued consent decree.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Sanitary Commissioners of the Sanitary District of the Town of Highland that:

1. Richard Garcia, President of the Board of Sanitary Commissioners of the Highland Sanitary District, be authorized to make application for a SRF Loan and provide the SRF Loan Program such information, data, and documents pertaining to the loan process as may be required, and otherwise act as the authorized representative of the community.
2. The Highland Sanitary District of the Town of Highland, Indiana agrees to comply with the Indiana Finance Authority, State of Indiana and Federal requirements as they pertain to the SRF Loan Program.
3. That two copies of the resolution be prepared and submitted as part of the Highland Sanitary District’s Preliminary Engineering Report and application of the SRF loan.

The Sanitary District of Highland  
By Its Board of Commissioners:

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Richard Garcia, President

Attest:

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David Jones, Secretary of the Board of Sanitary Commissioners

**New Business:** None.

**Reports:** None

**Comments from the Commissioners:** None

**Business from the floor:** None

**Claims:**

6201	SEWAGE OPERATING	\$320,068.50
6204	SEWAGE IMPOV	\$ 49,292.91
6601	SANITARY OPERATION	\$177,811.67
	Total	\$547,173.08

Commissioner Jones motioned to approve the docket. Commissioner DeGuilio-Fox seconded. Upon a roll call, there were five (5) affirmatives and no (0) negatives. The motion passes.

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**Next Meeting:**

The next regularly scheduled Public Meeting will be held Tuesday, May 2, 2023, immediately 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 7:10 pm.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in study session immediately after the Public Meeting.

Present at the study session on silent roll call were Commissioners Kathy DeGuilio-Fox, Greg Cieslak, Rex Burton, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Mark Herak, Clerk Treasurer.

Damon Tsouklis and Dan Botich of SEH were present to discuss future storm water billing for the Town of Highland.

Mr. Snyder reported on the SSO overflow for the 3/31/23 rain event.

The commission discussed meeting May 2, 2023 will be moved to the upstairs meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, due to voting taking place in the first floor meeting room at this time.

**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 7:40 pm.

Respectfully Submitted, Denise Beck, Recording Secretary

**MINUTES OF THE REGULAR PUBLIC METTING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY May 2, 2023**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Hearing at 6:30 p.m. on Tuesday, May 2, 2023 with Commissioner Garcia presiding, in the second 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. and Robert Tweedle, Attorney.

Derek Snyder gave an update on current projects and the SSO.

Brian Desharnis from Commonwealth was present to answer questions from the commissioners regarding the Sanitary Sewer Overflow Remedial Project Phase 1-Divisions B &C.

Study Session ended at 7:00.

At 7:00 the Public Hearing of the Board of Sanitary Commissioners of the Sanitary District of Highland convened with Commissioner Garcia presiding, in the upstairs meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Public Hearing 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. Rex Burton-absent. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., and Robert Tweedle, Attorney.

**Special Order:**

Public Hearing on a Resolution 2023-07 by the Sanitary District Board of Commissioners the Town of Highland Indiana approved at its meeting of June 24, 2021.

The Public Hearing was opened at 7:00 p.m. Robert Tweedle, Board Attorney, confirmed proof of publication. Commissioner Garcia called three times for any comments, in favor of or in opposition to the Resolution from the public. There were no comments. The Public Hearing was closed at 7:02.

Commissioner Jones motioned to approve Resolution 2023-07 Cieslak seconded. Upon a roll-call, there were four (4) affirmatives and no (0) negatives. The motion passes.

**HIGHLAND SANITARY DISTRICT  
TOWN OF HIGHLAND, INDIANA  
RESOLUTION 2023-07**

**STATE REVOLVING FUND LOAN (SRF) PROGRAM – PRELIMINARY ENGINEERING REPORT (PER) ACCEPTANCE  
RESOLUTION**

**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; and

**Whereas,** The Highland Sanitary District of the Town of Highland, Indiana has caused a PER, dated June 2020, to be prepared by the consulting firm of Commonwealth Engineers, Inc.; and

**Whereas,** Said PER has been presented to the public at a public hearing held on May 2, 2023 at 7:00 PM for public comment; and

**Whereas,** The Highland Sanitary District Board of Sanitary Commissioners finds that there was either no objection to the recommended project in the PER or there was not sufficient evidence presented in any objection to the recommended project in the PER.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The PER dated June 2020 be approved and adopted by the Highland Sanitary District Board of Sanitary Commissioners; and
2. Said PER shall be submitted to the SRF Loan Program for review and approval.

**Duly Adopted**, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 2 day of May 2023.  
Having been passed by a vote of four (4) for and no (0) opposed.

THE SANITARY DISTRICT OF HIGHLAND  
BY ITS BOARD OF COMMISSIONERS:

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Richard Garcia, President

Attest:

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David Jones, Secretary of the Board of Sanitary Commissioners

**Adjournment:** There being no other business to come before the Board of Sanitation Commissioners, Commissioner Jones moved to adjourn. Upon a voice vote, the meeting was adjourned at 7:05 pm.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in study session immediately after the Public Hearing.

Present at the study session on silent roll call were 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., and Robert Tweedle, Attorney.

Brian continued to answer questions from the commissioners regarding the Sanitary Sewer Overflow Remedial Project Phase 1-Divisions B & C. A long discussion took place.

Robert Tweedle gave an update regarding the final completed revised Sewage Collection/Treatment Agreement between Highland and HSD after completion of the Cost of Service Study and subsequent extensive negotiations.

Mark Knesek and Derek Snyder informed the commissioners of issues with equipment that need to be considered for replacement in the current year.

**Adjournment:** There being no other business to come before the Board of Sanitation Commissioners, Commissioner Jones moved to adjourn. Upon a voice vote, the meeting was adjourned at 8:00 pm.

Respectfully Submitted, Denise Beck, Recording Secretary