

AGENDA  
HIGHLAND SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY, DECEMBER 20, 2022  
7:00 P.M.  
PUBLIC MEETING

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**Pledge of Allegiance**

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**Roll Call:**

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

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**Minutes of**

**Previous Session:** November 15, 2022– Public Meeting

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**Special Orders:**

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**Communications:** A proposal by NIES Engineering for General Engineering Services for 2023.

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**General Orders and Unfinished Business:**

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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	\$312,989.52
6204	SEWAGE IMPROVEMENT	\$ 39,491.00
6601	SANITARY OPERATING	<u>\$224,126.81</u>
	Total	\$576,607.33

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**Next Meeting:**

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, January 3, 2023. The next regularly scheduled Public Meeting will be held Tuesday, January 17, 2023 at 7:00 p.m. following a study session at 6:30 p.m.

**Adjournment:**

**MINUTES OF THE REGULAR PUBLIC MEETING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY NOVEMBER 15 2022**

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 November 15, 2022, 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 Rex Burton, Greg Cieslak, absent, Kathy DeGuilio-Fox, David Jones and Richard Garcia. Also present were Mark Knesek, Public Works, Robert Tweedle, Attorney, Derek Snyder, NIES Engineering, and Mark Herak, Clerk Treasurer.

Mr. Snyder gave an update on the Christian school project. They are on the first phase.

Mr. Tweedle updated the commissioners on recent developments with HSD regarding the Cost of Service Study. A very long discussion took place.

Mr. Herak left after the study session.

At 7:00 the study session ended and 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 Rex Burton, Greg Cieslak, Kathy DeGuilio-Fox, David Jones and Richard Garcia. Also present were Mark Knesek, Public Works, Derek Snyder, and Robert Tweedle, Attorney.

The minutes from the October 18, 2022 public meeting are approved.

**Special Order:** None

**Communications:** None

**General Order and Unfinished Business:**

1. **Commissioner Burton motioned to approve Resolution 2022-09 Commissioner Deguilio-Fox seconded. Upon a roll-call, there were four (4) affirmatives and no (0) negatives. The motion passes.**

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2022-36**

**WATER WORKS DISTRICT OF HIGHLAND  
BOARD OF WATER WORKS DIRECTOR  
RESOLUTION NO. 2022-18**

**SANITARY DISTRICT OF HIGHLAND  
BOARD OF SANITARY COMMISSIONERS  
RESOLUTION NO. 2022-09**

**A JOINT RESOLUTION OF THE BOARD OF WORKS, THE WATER WORKS BOARD OF DIRECTORS AND THE BOARD OF SANITARY COMMISSIONERS ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE PARKWAY DRIVE WATER MAIN REPLACEMENT AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT NOT-TO-EXCEED \$99,500.00**

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to rehabilitate the asphalt pavement along the 8700-8800 blocks of Parkway Drive and 150-ft of Kenilworth Street, just east of Parkway Drive; and

Whereas, The Water Works District of Highland (WW District) is governed by its Board of Water Works Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the water works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The WW District, through its Board of Directors, has determined the need to replace and upsize the existing water main within the project boundaries, in order to improve water flow and water quality, and has determined that it would be in the best interest of the utility to coordinate the work, including surface restoration along the water main corridor, with the street improvement project; and

Whereas, The Sanitary District of Highland (SD District) 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 sanitary district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and  
Whereas, The Project scope includes the repair and replacement of certain storm water infrastructure, which is the responsibility of SD District, and the SD District has agreed to fund its share of the construction costs and engineering services necessary to complete the work; and  
Whereas, The Works Board, Water Works Board and Sanitary Board have heretofore determined a need to engage professional design engineering services in order to implement the Project, and  
Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Design Services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Ninety-nine Thousand Five Hundred Dollars and No Cents (\$99,500.00), allocated in the amounts of Twenty-eight Thousand Nine Hundred Dollars and No Cents (\$28,900.00) to the Board of Works, Sixty-five Thousand One Hundred Dollars and No Cents (\$65,100.00) to the Water Works Board and Five Thousand Five Hundred Dollars and No Cents (\$5,500.00) to the Sanitary Board; and  
Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and  
Whereas, The Town of Highland, through its Board of Works, now desires to accept and approve the agreement for services as herein described; and  
Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described; and  
Whereas, The Sanitary District of Highland, through its Board of Commissioners, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Works for the Town of Highland, the Board of Directors of the Highland Water Works and the Board of Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

1. That the Professional Engineering Design Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Inc. for the Parkway Drive Water Main and Street Improvement Project is hereby approved, adopted and ratified in each and every respect;
  2. That the terms and charges under the agreement for Design Engineering services in the not to exceed amount of Ninety-nine Thousand Five Hundred Dollars and No Cents (\$99,500.00), allocated in the amounts of Twenty-eight Thousand Nine Hundred Dollars and No Cents (\$28,900.00) to the Board of Works, Sixty-five Thousand One Hundred Dollars and No Cents (\$65,100.00) to the Water Works Board and Five Thousand Five Hundred Dollars and No Cents (\$5,500.00) to the Sanitary Board, is found to be reasonable and fair;
  3. That the Town Council, which is the Works Board of the municipality, the Water Works District of Highland, through its Board of Directors, and the Sanitary District of Highland, through its Board of Commissioners, believes that NIES Engineering, Inc. has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;
  4. That the Public Works Director is authorized to execute the agreement and all documents necessary to implement the Project.
- Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 14th day of November, 2022.  
Having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**BOARD OF WORKS OF THE TOWN OF  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Bernie Zemen, President

Attest:

\_\_\_\_\_  
Mark Herak, Clerk-Treasurer

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 10th day of November, 2022. Having been passed by a vote of \_\_\_ in favor and \_\_\_ opposed.

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

\_\_\_\_\_  
George A. Smith, President

Attest:

\_\_\_\_\_  
Richard E. Volbrecht Jr., Secretary

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 15th day of November, 2022. Having been passed by a vote of 4 in favor and 0 opposed.

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

\_\_\_\_\_  
Richard Garcia, President

Attest:

\_\_\_\_\_  
David Jones, Secretary

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the floor: None

**Claims:**

\$ Per the docket in the amount of:

3308	SAN DIST & BD & INT	\$ 900.00
6201	Sewage Operating	\$251,687.73
6204	Sewage Improv	\$ 40,536.88
6601	Sanitary Operating	\$184,332.13
Total		\$477,456.74

Commissioner Burton 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 is a study session will be Tuesday December 6, 2022, at 6:30p.m. The next regularly scheduled Public Meeting Session will be held Tuesday December 20, 2022, 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 7:06 pm.

The commission then continued with study session.

The commission continued the conversation concerning the Cost of Service Study.

Mr. Knesek stated he is planning on testing all the school and church properties to determine whether storm water emerging from those facilities is being discharged into the appropriate sewer system.

Mr. Garcia informed the commissioners he won't be at the December 6<sup>th</sup> study session.

Respectfully Submitted, Denise Beck, Recording Secretary