

**MINUTES OF THE REGULAR PUBLIC MEETING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY MARCH 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, March 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, Rex Burton, Dave Jones and Richard Garcia. Also present were Tim Gembala, Public Works, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Toya Smith, Town Councilwoman and Mark Herak, Clerk Treasurer.

Mr. Gembala stated there are no updates on the dye testing at this time. Mr. Snyder explained the need and benefit in establishing the Wastewater AMP. He explained if you ever want to apply for certain grants you need to take certain steps and this is one of them.

Mr. Snyder gave updated the commission on the Sanitary Engineer Status Report. There are some few spots that will have to be dug up and replaced.

The commission discussed the hiring of a consulting firm for the a study to evaluate and revise storm water charged for the Highland Storm Water Management Ordinance. A discussion took place.

Mr. Tweedle updated the commission on development with HSD subsequent to the release of the Cost of Service Study.

At 6:45 Dan Botich from SEH, Inc. arrived to discuss the proposal and answer question regarding a study to evaluate and revise Highland's stormwater fee calculation.

Study Session ended at 7:00.

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, Rex Burton, Dave Jones and Richard Garcia. Also present were Tim Gembala, Public Works, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Toya Smith, Town Councilwoman and Mark Herak, Clerk Treasurer.

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

**Special Order:** None

**Communications:** None

**General Order and Unfinished Business:**

**Commissioner Cieslak motioned to approve Resolution 2023-05 DeGuilio-Fox 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. 2023-05

**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 21 day of March 2023. Having been passed by a vote of five (5) for and no (0) opposed.

**The Sanitary District of Highland  
By Its Board of Commissioners:**

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

Attest:

\_\_\_\_\_  
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	\$288,479.72
6204	SEWAGE IMPOV	\$ 43,926.50
<u>6601</u>	<u>SANITARY OPERATION</u>	<u>\$172,982.45</u>
	Total	\$505,388.67

Commissioner Jones motioned to approve the docket. Commissioner Burton seconded. Upon a roll call, there were five (5) 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, 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:** 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 7:09 pm.

Respectfully Submitted, Denise Beck, Recording Secretary