

**MINUTES OF THE REGULAR PUBLIC MEETING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY November 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, 23, 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 John Bach, 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.

Mr. Garcia stated he went to watch the Eder Street Backyard Sanitary Sewer Pipe Bursting Project. He was amazed at the whole project and how quickly they worked.

Per Mr. Snyder, the Parkway Drive project is almost complete. The storm sewer is complete. Paving should start tomorrow, depending on weather. The depressed driveways have been installed and residents have paid their portion.

Mr. Garcia went to the pre-construction Phase 1 meeting regarding the Sanitary Sewer Overflow Remedial Measures Project and was impressed on the way it went.

Mr. Tweedle updated the commission in the CMOM. He stated there are annual updates that need to be done. He is working on them.

Study Session ended at 6:43.

At 6:43 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 John Bach 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.

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

**Special Order:** None

**Communications:** None

**General Order and Unfinished Business:**

1. **Commissioner Bach motioned to approve Pay Request No 1 Parkway Drive Improvement Project – Contract 2 ( 2023-1 CCMG Des No. 2300395) DeGuilio-Fox seconded. Upon a roll-call, there were five(5) affirmatives and no (0) negatives. The motion passes.**

NIES

November 14, 2023

Mr. Mark Knesek, Public Works Director  
Highland Public Works  
8001 Kennedy Avenue  
Highland, IN 46322

RE: Pay Request No. 1  
Parkway Drive Improvement Project – Contract 2 (2023-1 CCMG Des No. 2300395)

Dear Mr. Knesek:

As engineers for the Parkway Drive Improvement Project – Contract 2 (2023-1 CCMG Des No. 2300395), we have reviewed the enclosed Pay Request No. 1 submitted by Grimmer Construction, Inc. Upon this review, we recommend that the current retainage amount be withheld and that the current payments due be paid by the

respective Boards and CCMG Funds. The payment breakdown is as follows:

Pay Request No. 1

Original Contract Amount	\$ 704,351.00
Change Order Total	+ \$ 0.00
Revised Contract Amount	\$ 704,351.00
Total Completed & Stored to Date	\$ 213,085.80
Retainage Prior Pay Requests	— \$ 0.00
Payment Prior Pay Requests	— \$ 0.00
Total Completed & Stored this Pay Request	\$ 213,085.80
Retainage this Pay Request	— \$ 21,308.58
Total Current Payment Due	\$ 191,777.22

**Retainage to Withhold (from CCMG Share) \$21,308.58**  
**Breakdown of Current Payment Due:**

CCMG Funds	Board of Works	Water Works Board	Sanitary Board
\$85,234.32	\$49,903.10	none	\$56,639.80

Enclosed are 3 originals of Pay Request No. 1 from Grimmer Construction, Inc., including an itemized breakdown and the Contractor's partial waiver of lien.

Yours very truly,  
NIES Engineering, Inc.

Derek R. Snyder, P.E.  
Vice President  
cc: Highland Town Council Highland Sanitary Board

**New Business:** None.

**Reports:** None

**Comments from the Commissioners:** None

**Business from the floor:** None

**Claims:**

3308	SAN DIST BD & INT	400.00
6201	SEWAGE OPERATING	396,365.87
6204	SEWAGE IMPOV	144,685.32
6206	SEWAGE CASH RESEVER	362,742.77
6601	SANITARY OPERATION	223,648.53
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	Total	1,097,842.49

Commissioner Jones motioned to approve the docket. Commissioner Bach 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 meeting will be a study session to be held at 6:30 p.m. on Tuesday November 7, 2023 . The next regularly scheduled Public Meeting will be held Tuesday, November 21, 2023 immediately following a study session at 6:30 p.m.

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**Adjournment:** There being no other business to come before the Board of Sanitation Commissioners, Commissioner DeGuilio-Fox moved to adjourn. Upon a voice vote, the meeting was adjourned at 6:52 pm.

Respectfully Submitted, Denise Beck, Recording Secretary