MINUTES OF THE REGULAR PUBLIC METTING
BOARD OF SANITARY COMMISSIONERS
TUESDAY JANUARY 20, 2026

The Board of Sanitary Commissioners of the Sanitary District of Highland convened the Regular Public Meeting at 6:30 p.m. on Tuesday, January 20, 2026 with Commissioner Garcia presiding, at Public Works, 8100 Kennedy Ave, Highland, Indiana with the study session for follow immediately. The Regular Public meeting was opened with the Pledge of Allegiance of the United States of America.

Roll Call: Commissioners Kathy DeGuilio-Fox, John Bach, Greg Cieslak, absent, Dave Jones and Richard Garcia. Also present were Mark Knesak, Public Works Director, Derek Snyder of NIES Engineering, Inc. and Robert Tweedle, Attorney.

The minutes from the December 16, 2025 public meeting are approved.

Special Order:
Election of Officers

President, Kathy DeGuilio-Fox
Vice President, Greg Cieslak
Secretary, David Jones

Appointments

Sanitary District Superintendent, Mark Knesek
Sanitary District Recording Secretary, Denise Beck
Sanitary District Attorney, Robert Tweedle
Sanitary District Derek Snyder, Nies Engineering

Commissioner DeGuilio-Fox made a motion to accept the officers. Commissioner Bach seconded. Upon a roll call vote there were four (4) affirmatives and no (0) negatives. The motion passed.

Communications: None

General Order and Unfinished Business:

1. Sanitary District of Highland
   Board of Sanitary Commissioners
   Resolution No. 2026-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT SEWAGE WORKS ENGINEER FOR THE YEAR 2026

Commissioner Bach made a motion to accept the Resolution 2026-01. Commissioner DeGuilio-Fox seconded. Upon a roll call vote there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2026-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT SEWAGE WORKS ENGINEER FOR THE YEAR 2026

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services during the year 2026 in consideration for fees to be charged and billed monthly based upon a lump sum value of the services completed, in an amount not-to-exceed Ninety Thousand Dollars and No Cents ($90,000.00); 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 Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and approve the agreement for services as herein described.

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

Section 1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Sanitary District of Highland for District Sewage Works Engineer is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services in the not-to-exceed amount of Ninety Thousand Dollars and No Cents ($90,000.00) for the year 2026 is found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that NIES Engineering, Incorporated 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;

Section 4. That the President of the Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 20th day of January 2026. Having been passed by a vote of four (4) for and none (0) opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

____
Richard Garcia, President

Attest:

____
David Jones, Secretary

2. **SANITARY DISTRICT of HIGHLAND**
Board of Sanitary Commissioners
Resolution No. 2026-02

A RESOLUTION ESTABLISHING the 2026 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND, LAKE COUNTY, INDIANA

Commissioner Bach made a motion to accept the Resolution 2026-02. Commissioner DeGuilio-Fox seconded. Upon a roll call vote there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2026-02

A RESOLUTION ESTABLISHING the 2026 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY RESOLVED BY the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana as follows:

Section 1. That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified for the officers of the Sanitary District and those employees of the municipality performing duties for the utility under its control.

Section 2. That wages and salaries of the employees and consulting professionals of the Sanitary District of Highland are hereby established to be effective January 4, 2026, as set forth below:

Attorney	$505.00 per month (retainer) $170.00/hr.
Public Works Director	$400.01 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) $1822.28 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Assistant Public Works Director	$1,817.63 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Operations Director	$339.45 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) $1,546.40 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Utilities Supervisor	$1,624.69 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Street Supervisor	$299.64 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) $1,032.10 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Fleet Supervisor	$466.11 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) $1,198.57 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Recording Secretary	$154.50 per month
Laborer, Temporary (Fall Help)	$13.00 - $17.00/hr.
Laborer (Part-Time)	$11.07 - $14.31/hr.
Temporary (Summer Help)	$13.00 - $17.00/hr.

Section 3. That pursuant to IC 36-9-25 sections 32 and 34, the Board notes that revenues derived from the collection of fees for waste water treatment and storm water management may be used according to the purposes of its (special district) operating fund, including but not limited to paying general expenses of the board including salaries of its officers and authorizes and directs that the salaries set forth in this resolution may be paid from the special taxing district (general expense) operating or the wastewater/stormwater works operating funds as the board may hereinafter direct;

Section 4. That the Clerk-Treasurer as Fiscal Officer of the Municipality shall not receive additional compensation for duties attached to and performed for the Sanitary District and sewage works pursuant to I.C. 36-9-25-9(a);

(a) That the Sanitary District authorizes and approves that a share of the Clerk-Treasurer's compensation may be derived from the Special Sanitary District Operating Fund, subject to the laws governing same, including but not limited to P.L. 93-15, codified as IC 36-5-3-2;

(b) That the amount of such share of pay is approved up to and shall not exceed the amount identified and set apart in the properly identified appropriation of the Sanitary District Operating Fund.

Section 5. That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Office of the Clerk-Treasurer as well as a share of the compensation of the Clerk-Treasurer may be paid from the proper utility fund of the Wastewater/Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted and effective salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary as well as the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

Section 6. That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Public Works Department may be paid from the proper utility fund of the Wastewater / Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council is adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

Section 7. That all enactments of the Board of Sanitary Commissioners in conflict with the terms of this enactment are hereby repealed and of no further force nor effect;

Section 8. That the terms of this resolution shall become and remain effective from and upon its passage and adoption.

ADOPTED and approved this 20th Day of January, 2026 by the Board of Commissioners of the Town of Highland Sanitary District, Lake County, Indiana. Having been passed by a vote of four (4) in favor and none (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

3. Pay Request No. 4 2025 CIPP Lining of Sanitary Sewers Project in the amount of $208,338.21.

   Commissioner DeGuilio-Fox made a motion to accept the Pay Request NO. 4 2025 CIPP Lining of Sanitary Sewer Project. Commissioner Cieslak seconded. Upon roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passes.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the floor: None

Claims:	3308	SAN DIS BD & INT - EXEM	$1,030,190.23
	6201	SEWAGE OPERATING	$ 382,035.87
	6204	SEWAGE IMPROV	$ 208,338.21
	6206	SEWAGE CASH RESERVE	$ 35,00.00
	6601	SANITARY OPERATION	$ 251,792.53
		Total	$1,907,356.84

Commissioner Jones motioned to approve the docket. Commissioner Bach 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, February 3, 2026. The next regularly scheduled Public Meeting will be held Tuesday, February 17, 2026 following a study session at 6:30 p.m.

Meeting adjourned at 7:00.

At 7:00 the Highland Sanitary Board convened in a study session.

Silent Roll Call: Commissioners Kathy DeGuilio-Fox, John Bach, Greg Cieslac, Dave Jones and Richard Garcia. Also present were Mark Knesak, Public Works Director, Derek Snyder of NIES Engineering, Inc. and Robert Tweedle, Attorney.

A presentation by Brian Wilson of Commonwealth regarding the risk/benefits of continuing with SSO Remedial Project Phase 1, Divisions B & C Design and starting the Phase 2 Design. A long discussion took place. Commissioner Greg Cieslak arrived and joined the study session as this conversation was taking place.

With leave of Commonwealth the discussion continued.

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 8:28 pm.

Respectfully Submitted, Denise Beck, Recording Secretary