

ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
THURSDAY, JUNE 27, 2019

Study Session. The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday, June 27, 2019 in the Building Department's conference room of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were Directors Ed Dabrowski, George A. Smith, Larry Kondrat, and Curt Schroeder. Director George Georgeff was absent with prior notice given. Also present were Mark Knesek, Operations Director; Bernie Zemen, Highland Town Council; Derek Snyder, NIES Engineering; Michael Griffin, Clerk Treasurer; Jared Tauber, Board Attorney; Mike Pipta, Fire Department; and Kim Webb, Recording Secretary.

1. Derek Snyder, NIES Engineering, updated the Board on the 5th Street Water Main Replacement Project – 100th Place to 98th Street. Construction signs have been placed and trees will be removed sometime next week. Residents with trees that needed to be removed for the project were notified.
2. Derek Snyder, NIES Engineering, discussed with the Board the pipeline license agreement with Norfolk Southern Railway Company for the proposed water main crossing at Martha Street.
3. Mark Knesek, Operations Director, discussed with the Board an incident that occurred at the Pump Station. A regulator failed and a Pump Station Operator employee walked into a chlorine gas cloud that vented outside of the building. Mike Pipta, Fire Department, is purchasing new air tanks for the Pump Station. The detection system will be assessed and updated as needed and an outside detection system will be added. The regulator was recently rebuilt prior to the incident and will be tested and assessed to find out why it failed.
4. The Board discussed the Financial Statement with Michael Griffin, Clerk Treasurer.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Session on Thursday, June 27, 2019 at 7:00 p.m. in the Building Department's conference room of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. President Dabrowski opened the meeting. The minutes were recorded by Kim Webb, Recording Secretary. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call were Directors Ed Dabrowski, George A. Smith, Larry Kondrat, and Curt Schroeder. Director George Georgeff was absent with prior notice given. A quorum was attained. Also present were Mark Knesek, Operations Director; Bernie Zemen,

Highland Town Council; Derek Snyder, NIES Engineering; Michael Griffin, Clerk Treasurer; Jared Tauber, Board Attorney; Mike Pipta, Fire Department; and Kim Webb, Recording Secretary.

MINUTES: President Dabrowski asked if there were any corrections to the Minutes of the Regular Meeting of May 23, 2019 as prepared and posted. Director Smith moved to approve the minutes of the Regular Meeting on May 23, 2019. Director Schroeder seconded. On a vote *viva voce*, the motion passed.

Special Orders: None.

Communications: Derek Snyder, NIES Engineering, discussed with the Board a letter from AECOM dated May 12, 2019 regarding a pipeline license agreement for the proposed installation of an underground crossing of a 10-inch ductile iron water pipeline in a 24-inch steel casing pipe. President Dabrowski stated that the matter will be further discussed under General Orders.

Unfinished Business and General Orders:

1. Highland Waterworks
Board of Directors
Resolution No. 2019-12

A Resolution authorizing compensation for certain employees to be derived from the proper fund of the Water Works Utility of the Town of Highland Water Works Department, Lake County, Indiana. Director Kondrat moved to approve Resolution 2019-12. Director Schroeder seconded. Upon a roll call vote, there were (4) affirmations and no negatives, 1 absent. The motion passed.

**HIGHLAND DEPARTMENT of WATERWORKS
BOARD of WATERWORKS DIRECTORS
RESOLUTION No. 2019-12**

A RESOLUTION AUTHORIZING COMPENSATION FOR CERTAIN EMPLOYEES TO BE DERIVED FROM THE PROPER FUND OF THE WATER WORKS UTILITY OF THE TOWN OF HIGHLAND WATER WORKS DEPARTMENT, LAKE COUNTY, INDIANA

Whereas, The Highland Town Council, as legislative body of the municipality, adopted **Chapter 12.05 of the Highland Municipal Code**, establishing the Highland Water Works Board and the Department of Water Works, pursuant to provisions of I.C. 8-1.5-4-1 through 8-1.5-4-19;and,

Whereas, Those provisions incorporate by reference provisions of I.C. 8-1.5-3-4, outlining for and conferring upon the Water Works Board of Directors certain responsibilities relative to the management of the utility's human and physical resources.

BE IT HEREBY RESOLVED BY the Board of Directors of the Water Works Department of the Town 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 Directors and officers of the Department of Waterworks, its Waterworks District and those employees of the municipality performing duties for the utility.

Section 2. That wages and salaries are hereby established for the employees and certain professional appointments of the Department of Waterworks, to be effective **April 22, 2019** as set forth below:

Attorney	\$ 1,200 per year (\$ 300 per quarter)	\$ 170.00/hr
Recording Secretary	\$ 65 per month	
Utility Consulting Engineer(s) (retainer)	\$ 330 per month	
Utility Services Field Representative	\$10.56/hr (start) (part-time) \$11.69/hr (after one year) (part-time)	
Part-time help (Laborer)	\$ 7.25 \$9.00-\$ 11.14/hr.	
CDL Driver (Part-time)	\$ 15.86/hr	
Temporary (Summer help)	\$ 7.25/hr. \$9.00/hr. (first year) \$ 7.60/hr. \$9.35/hr. (2 nd year) \$ 7.95/hr. \$9.70/hr. (3 years or more)	

Section 3. That the Highland Water Works Board authorizes and approves that a share of the compensation of the deputies and 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 Water 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 wage and salary ordinances; and,
- b. That the compensation set forth in the wage and salary ordinance as most recently passed by the Town Council is hereby adopted and ratified.

Section 4. That the Highland Water Works Board of Directors 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 Water 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 wage and salary ordinance; and,
- b. That the compensation set forth in the wage and salary ordinance most recently passed by the Town Council for utility employees is hereby adopted and ratified for utility employees of the Waterworks Department.

Section 5. That the compensation and benefits policies as adopted and are in effect in the most recently adopted Compensation and Benefits ordinance is hereby adopted and ratified for employees of the utility and its officers;

Duly Approved and Adopted by the Board of Directors of the Highland Water Works, Lake County, Indiana this 27th day of June, 2019 by a vote of 4 in favor and 0 opposed.

THE DEPARTMENT of WATER WORKS
BY ITS BOARD of DIRECTORS:

/s/Ed Dabrowski, President

Attest:

/s/George A. Smith, Secretary of the Water Works Board of Directors

2. Highland Waterworks

Board of Directors
Resolution No. 2019-13

A Resolution accepting and approving a Standard Pipe License Agreement between the Town of Highland Waterworks Department and the Norfolk Southern Railway Company (Railway) for the installation and operation of a 10-inch diameter ductile iron water main contained in a 24-inch diameter steel casing pipe directionally bored across the railway right-of-way at Martha Street and authorizing a payment in the amount of \$21,300 to the Railway for a one-time license and risk management fee. Director Schroeder moved to approve Resolution 2019-13. Director Smith seconded. Upon a roll call vote, there were (4) affirmations and no negatives, 1 absent. The motion passed.

**WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2019-13**

A RESOLUTION ACCEPTING AND APPROVING A STANDARD PIPE LICENSE AGREEMENT BETWEEN THE TOWN OF HIGHLAND WATERWORKS DEPARTMENT AND THE NORFOLK SOUTHERN RAILWAY COMPANY (RAILWAY) FOR THE INSTALLATION AND OPERATION OF A 10-INCH DIAMETER DUCTILE IRON WATER MAIN CONTAINED IN A 24-INCH DIAMETER STEEL CASING PIPE DIRECTIONALLY BORED ACROSS THE RAILWAY RIGHT-OF-WAY AT MARTHA STREET AND AUTHORIZING A PAYMENT IN THE AMOUNT OF \$21,300 TO THE RAILWAY FOR A ONE-TIME LICENSE AND RISK MANAGEMENT FEE

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks 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 waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, the District has determined a need to install a 10-inch diameter water main beneath the Railway right-of-way in order to improve water flow and eliminate a dead end water main west of the Railway ROW, all to improve fire flow and water quality within the water distribution system, to be known As the Martha Street Water Main Improvement and Extension Project (Pipeline Project); and

Whereas, NIES Engineering, Inc. has prepared plans and specification for the Pipeline Project and has determined to install a 10-inch diameter ductile iron water pipe through a 24-in diameter steel casing to be bored and jacked beneath the Railway right-of-way at Martha Street; and

Whereas, An application for an occupancy permit has been submitted to the Railway seeking rights to encroach upon the Railway right-of-way for the purpose of constructing the Pipeline Project; and

Whereas, AECOM, agent and consultant for the Railway, has prepared and submitted the Standard Pipe License Agreement, attached hereto and made a part of this Resolution, to the Town of Highland, Department of Waterworks, which sets forth the terms and conditions for granting the occupancy upon the Railway right-of-way; and

Whereas, In addition to the Agreement, the Railway is seeking a one-time license and risk management fee in the amount of Twenty-one Thousand Three Hundred Dollars and no Cents (\$21,300.00), which will satisfy the all requirements for Railroad Protective Liability Insurance for the installation of the Pipeline Project; and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the Standard Pipeline License Agreement as herein described.

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

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That the Standard Pipe License Agreement (incorporated by reference and made a part of this resolution) between Norfolk Southern Railway and the Water Works District of Highland for the rights to cross and occupy the Norfolk Southern Railway right-of-way is hereby approved, adopted and ratified in each and every respect;

Section 2. That a one-time License and Risk Management fee in the amount of Twenty-one Thousand Three Hundred Dollars and no Cents (\$21,300.00) is hereby authorized and approved for payment,

Section 3. That the President of the Water Works District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Water Works District of Highland.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 27th day of June 2019. Having been passed by a vote of 4 in favor and 0 opposed.

HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:

/s/Ed Dabrowski, President

Attest:

/s/George A. Smith, Secretary

New Business: None.

Reports:

1. Waterworks Superintendent – No Report.
2. Waterworks Attorney – No Report.
3. Waterworks Engineer –No Report.
4. Fire Department – No Report.

Business from the Floor: Michael Riegle was present at the meeting on behalf of the resident residing at 2642 Grand Boulevard. The resident was not able to attend the meeting herself due to health issues. During the past winter the house was unoccupied and a water pipe burst causing a larger than normal bill. A payment plan was setup for the resident. The resident failed to make a timely payment on her payment plan due to a misunderstanding of the due date. Consequently her water was shut off. Mr. Riegle is asking the Board to allow a one-time forgiveness for the misunderstanding. A one-time grace will be granted. Director Schroeder made a motion for the board to authorize the Clerk Treasurer to reestablish the service and reinstitute the payment plan and waive both the service and surcharge fees. Director Smith seconded. On a vote *viva voce*, the motion passed.

Claims:

Per the docket in the amount of:

061

Water Works District

\$0.00

062	Consumer Deposits	\$133.10
064	Waterworks Operating	\$229,961.92
066	Water Improvements	\$30,016.19
068	Water Capital	\$0.00
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Total		\$260,111.21

Director Smith moved to approve the claims per the June 27, 2019 docket in the amount of \$260,111.21. Director Schroeder seconded. Upon a vote *viva voce*, the motion passed.

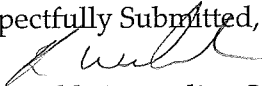
Next Meeting:

The next Public Meeting will be held on Thursday, July 25, 2019 at 7:00 p.m. following a regular study session at 6:30 p.m. at the Town Hall.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, Director Smith moved to adjourn. Director Schroeder seconded.

Meeting Adjourned at 7:31 p.m.

Respectfully Submitted,


Kim Webb, Recording Secretary