

AGENDA  
HIGHLAND SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY, JULY, 19, 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 Dave Jones  
Commissioner Kathy Degulio-Fox  
Commissioner Richard Garcia

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**Minutes of**

**Previous Session:** June 21, 2022 – Public Meeting

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**Special Orders:**

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**Communications:**

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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:

|     |                             |              |
|-----|-----------------------------|--------------|
| 040 | Sanitary District Operating | \$179,707.83 |
| 042 | Sanitary BD & INT-New       | \$309,091.25 |
| 070 | Sewage Operating            | \$319,181.80 |
| 072 | Sewage Improv               | \$110,032.00 |
|     | Total                       | \$918,012.88 |

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**Next Meeting:**

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, August 2, 2022. The next regularly scheduled Public Meeting will be held Tuesday, August 16, 2022 at 7:00 p.m. following a study session at 6:30 p.m.

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**Adjournment:**

**MINUTES OF THE REGULAR PUBLIC METTING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY JUNE 21, 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, June 21, 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 Greg Cieslak, Dave Jones and Richard Garcia. Also present were Tim Gembala, Public Works, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Mark Herak Clerk Treasurer, Toya Smith, Town Councilwoman and Kathy Deguilio-Fox.

Commissioner Garcia suggested cancelling the July 5, 2022 meeting and not rescheduling. The commissioners agreed.

Mr. Tweedle stated at this time nothing is new with the Main Street septic issue. The new septic has not been installed.

Mr. Gembala gave an update on the N. 5<sup>th</sup> St pump station. It will be done tomorrow.

Mr. Tweedle gave an update on the payment from the illegal grease discharge.

Mr. Tweedle updated the commission on the Cost of Service study. A long discussion took place.

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

The minutes from the May 17, 2022 public meeting are approved.

**Special Order:** None

**Communications:** None

**General Order and Unfinished Business:** An action to approve Pay Request No. 3 (Final) for the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project in the amount of \$5,754.46 (release of retainage) to Dyer Construction Co., Inc. The project is complete.

Commissioner Cieslak motioned to approved Pay Request #6. Commissioner Jones seconded. Upon a roll call, there were four ( 4) affirmatives and no (0) negatives. The motion passes.

**New Business:** None

**Reports:** None

**Comments from the Commissioners:** None

**Business from the floor:**

|                |     |                             |                     |
|----------------|-----|-----------------------------|---------------------|
| <b>Claims:</b> | 040 | Sanitary District Operating | \$184,544.01        |
|                | 070 | Sewage Operating            | \$359,866.65        |
|                | 072 | Sewage Improv               | \$ 85,725.46        |
|                |     | <u>Total</u>                | <u>\$630,136.12</u> |

Commissioner Jones motioned to approve the docket. Commissioner Cieslak seconded. Upon a roll call, there were four(4) affirmatives and no (0) negatives. The motion passes.

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**Next Meeting:**

The next meeting will be a regularly scheduled Public Meeting will be held Tuesday, June 21, 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 7:04pm.

The study session reconvened after the regular meeting.

The commission continued the discussion on the Cost of Service study.

Clerk-Treasurer Herak sworn in new sanitary commissioner Kathy Deguilio-Fox

Meeting adjourned at 7:17 p.m.

Respectfully Submitted,  
Denise Beck, Recording Secretary

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 06/23/2022 - 07/20/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: 11

07/15/2022 03:39 PM  
 User: GLM  
 DB: Highland

| GL Number                             | Invoice Line Desc             | Ref # | Vendor                                | Invoice Description               | Amount     | Check # |
|---------------------------------------|-------------------------------|-------|---------------------------------------|-----------------------------------|------------|---------|
| Fund 040 SANITARY OPERATING           |                               |       |                                       |                                   |            |         |
| Dept 0000                             |                               |       |                                       |                                   |            |         |
| 040-0000-45200                        | SAN DIST TRANSFERS GROSS      | 98547 | PAYROLL ACCOUNT                       | 7/1PRL D/S TRANSFER SANITARY DIST | 11,099.84  | 18196   |
| 040-0000-45200                        | SAN DIST TRANSFERS GROSS      | 98736 | PAYROLL ACCOUNT                       | 7/15PRL D/S TRANSFER SANITARY DIS | 8,640.61   | 18202   |
|                                       |                               |       | Total For Dept 0000                   |                                   | 19,740.45  |         |
| Dept 0015 SOLID WASTE                 |                               |       |                                       |                                   |            |         |
| 040-0015-23003                        | 55 GALLON DRUMS               | 98661 | JA STOCK CORPORATION                  | PESTICIDE FOR MOSQUITO ABATEMENT  | 3,905.92   | 18200   |
| 040-0015-34023                        | HEALTH & DENTAL INSURANCE     | 98603 | TOWN OF HIGHLAND INS FUND (           | JULY 2022 HEALTH/LIFE INS PREM SA | 1,029.53   | 18200   |
| 040-0015-34043                        | LIFE INSURANCE                | 98603 | TOWN OF HIGHLAND INS FUND (           | JULY 2022 HEALTH/LIFE INS PREM SA | 6.93       |         |
| 040-0015-38001                        | JUNE TRASH SERVICE            | 98662 | REPUBLIC SERVS OF IN,LP/DBA           | TRASH SERVICE FOR JUNE 2022       | 155,025.00 |         |
|                                       |                               |       | Total For Dept 0015 SOLID WASTE       |                                   | 159,967.38 |         |
| Fund 042 SAN DIST BD & INT - NEW DEBT |                               |       |                                       |                                   |            |         |
| Dept 0000                             |                               |       |                                       |                                   |            |         |
| 042-0000-39011                        | PAYMENT OF PRINCIPAL          | 98554 | COMPUTERSHARE TRUST COMPANY           | SAN BONDS OF 2007 B PRINCIPAL; &  | 57,000.00  | 999431  |
| 042-0000-39011                        | PAYMENT OF PRINCIPAL          | 98686 | HUNTINGTON NATIONAL BANK              | SANITARY DISTRICT BONDS SERIES 20 | 180,000.00 | 999434  |
| 042-0000-39012                        | BD PAYMENT OF INTEREST        | 98554 | COMPUTERSHARE TRUST COMPANY           | SAN BONDS OF 2007 B PRINCIPAL; &  | 11,341.25  | 999431  |
| 042-0000-39012                        | BD PAYMENT OF INTEREST        | 98686 | HUNTINGTON NATIONAL BANK              | SANITARY DISTRICT BONDS SERIES 20 | 60,150.00  | 999434  |
| 042-0000-39012                        | SAN B&I NEW-PAYING AGENT FEE  | 98691 | THE HUNTINGTON NATIONAL BAN           | PAYING AGENT FEES SAN 2016A&B     | 600.00     | 18201   |
| 042-0000-39013                        |                               |       | Total For Dept 0000                   |                                   | 309,091.25 |         |
|                                       |                               |       | Total For Fund 040 SANITARY OPERATING |                                   | 179,707.83 |         |
| Fund 070 SEWAGE OPERATING             |                               |       |                                       |                                   |            |         |
| Dept 0000                             |                               |       |                                       |                                   |            |         |
| 070-0000-00100                        | RECORDING OF 10 SEWER LIENS,  | 98594 | LAKE COUNTY RECORDER                  | RECORDING OF 10 SEWER LIENS,56 R  | 1,650.00   | 18198   |
| 070-0000-00100                        | 7502010024,8001 KENNEDY-GAS   | 98625 | NISOURCE INC.                         | MISC (TH, GARAGE)-SEWAGE          | 317.29     | 18199   |
| 070-0000-00100                        | 0428010038,9120 GRACE ST      | 98622 | NISOURCE INC.                         | SEWAGE                            | 10,271.52  | 999432  |
| 070-0000-00100                        | DRILL CORE RIG DIAMOND        | 98664 | AIDE RENTALS AND SALES, INC           | DRILL CORE RIG DIAMOND/BIT CORE D | 218.00     |         |
| 070-0000-00100                        | STRAW BALE                    | 98665 | ALLEN LANDSCAPE IN HGLND,L            | 5 - STRAW BALE - SEWER DEPT       | 40.45      |         |
| 070-0000-00100                        | AUTH PERSONNEL ONLY SIGNS     | 98606 | ALLIN PLASTIC ENGRAVING               | AUTH PERSONNEL ONLY SIGNS         | 80.00      |         |
| 070-0000-00100                        | CONSULTING JUNE 2022          | 98648 | AMANDA K HAASE                        | CONSULTING JUNE 2022              | 608.33     |         |
| 070-0000-00100                        | CASH DRAWER                   | 98614 | AMAZON                                | CASH DRAWER AND UV PENS           | 72.44      |         |
| 070-0000-00100                        | OIL SPILL KIT AND SUPPLIES    | 98666 | AMAZON                                | OIL SPILL KIT AND SUPPLIES        | 850.09     |         |
| 070-0000-00100                        | 2 PACK FOAMING HAND SANITIZER | 98667 | AMAZON                                | FOAMING HAND SANITIZER PW         | 127.98     |         |
| 070-0000-00100                        | AIR COMPRESSOR FILTER         | 98668 | AMAZON                                | FILTER FOR AIR COMPRESSOR         | 109.69     |         |
| 070-0000-00100                        | 5/10/2022 INV # 337-405195    | 98669 | AUTO-WARES                            | JUNE 2022 INVOICES - SEWER DEPT   | 1,259.33   |         |
| 070-0000-00100                        | LATCH MECHANISM               | 98670 | BEC ENTERPRISES, LLC                  | LATCH MECHANISM FOR UNIT #22 - SE | 98.00      |         |
| 070-0000-00100                        | DEAERATION TANK FORD          | 98705 | BEC ENTERPRISES, LLC                  | DEAERATION TANK FORD - SEWER DEPT | 976.34     |         |
| 070-0000-00100                        | 4IN X 22.75 HEAVY DUTY FRAME  | 98671 | C & M PIPE & SUPPLY CO INC            | 4 HEAVY DUTY FRAME - SEWER DEPT   | 1,328.00   |         |
| 070-0000-00100                        | 2IN CONCRETE ADJ RING         | 98672 | C & M PIPE & SUPPLY CO INC            | CONCRETE ADJ RING - SEWER DEPT    | 1,215.00   |         |
| 070-0000-00100                        | CLOTH WIPES                   | 98673 | CODE RED SAFETY & RENTAL LL           | CLOTH WIPES - SEWER DEPT          | 162.00     |         |
| 070-0000-00100                        | DB11176GTY BACK GLASS         | 98674 | CROSSROADS GLASS AND MIRROR           | REAR WINDSHIELD FOR 2008 SILVERAD | 395.00     |         |
| 070-0000-00100                        | SITHE PUMP - GEORGETOWN       | 98675 | GASVODA & ASSOC INC/DBA               | REPLACE SITHE PUMP AT GEORGETOWN  | 13,532.00  |         |
| 070-0000-00100                        | KENNEDY AVE STATION GRINDER P | 98676 | GASVODA & ASSOC INC/DBA               | KENNEDY AVE EXT. STATION SUBMERSI | 2,894.00   |         |
| 070-0000-00100                        | JUNE CLEANING SERVICE         | 98677 | GLOBAL MAINTENANCE & CO.              | GENERAL CLEANING SERVICE FOR JUNE | 770.00     |         |
| 070-0000-00100                        | D/S SANIT PERSONNEL FILE FOLD | 98561 | HR DIRECT                             | D/S SANIT PERSONNEL FILE FOLDERS  | 13.00      |         |
| 070-0000-00100                        | 7.90 HOURS SEWAGE RATE DISPUT | 98706 | ICE MILLER LLP                        | SERVICES RENDERED JUNE 2022 SEWAG | 4,271.50   |         |
| 070-0000-00100                        | ORIGINAL SEAL GASKET          | 98678 | INDUSTRIAL ENGINE SERVICE,I           | SEAL OUTLET/WATER PUMP GASKET FOR | 48.90      |         |
| 070-0000-00100                        | 1/3 HIGHLANDS SHARE           | 98679 | LAWSON-FISHER ASSOCIATES PC           | PROFESSIONAL SERVICES FOR MAY 202 | 187.07     |         |
| 070-0000-00100                        | MAILING                       | 98409 | LITHOGRAPHIC COMMUNICATIONS           | JUNE2022 UTILITY BILLING          | 1,370.03   |         |
| 070-0000-00100                        | NEWGEN COSS & COMMENTS TO R.  | 98407 | LONDON WITTE GROUP, LLC               | NEWGEN COSS                       | 1,352.50   |         |

| GL Number                           | Invoice Line Desc             | Ref # | Vendor                      | Invoice Description               | Amount     | Check # |
|-------------------------------------|-------------------------------|-------|-----------------------------|-----------------------------------|------------|---------|
| <b>Fund 070 SEWAGE OPERATING</b>    |                               |       |                             |                                   |            |         |
| Dept 0000                           | MINI SPLIT                    | 98680 | MECHANICAL CONCEPTS, INC.   | MINI SPLIT AND INSTALL FOR SUPERY | 3,952.50   |         |
| 070-0000-00100                      | QTRLY MAINT. THRU MAR 2023    | 98682 | MECHANICAL CONCEPTS, INC.   | PLANNED QTRLY MAINT. FOR TH AND   | 850.00     |         |
| 070-0000-00100                      | QTRLY MAINT. THRU MAR 2023    | 98683 | MECHANICAL CONCEPTS, INC.   | PLANNED QTRLY MAINT. FOR TH AND   | 850.00     |         |
| 070-0000-00100                      | HD BLK TRCK SCD SWC           | 98684 | MENARDS CORP - SCHERRVILLE  | MISC SUPPLIES - SEWER DEPT        | 65.67      |         |
| 070-0000-00100                      | JUNE CARBONACEOUS SAMPL       | 98685 | MICROBAC LABORATORIES, INC  | CARBONACEOUS SAMPLING FOR JUNE 20 | 842.50     |         |
| 070-0000-00100                      | APR/MAY/JUN RETAINER          | 98687 | NIES ENGINEERING, INC.      | 2ND QTR RETAINER FOR SANITARY BOA | 1,080.00   |         |
| 070-0000-00100                      | DEREK SNYDER                  | 98689 | NIES ENGINEERING, INC.      | GENERAL CONSULTING THRU JUNE 24 S | 1,307.73   |         |
| 070-0000-00100                      | USEPA/RAINFALL SURVEY         | 98690 | NIJMAN FRANZETTI LLP        | GENERAL SERVICES THRU JUNE 24 SD  | 4,408.00   |         |
| 070-0000-00100                      | SSO'S FRANZETTI               | 98691 | OCCUPATIONAL HEALTH CENTERS | SERVICES RENDERED THROUGH MAY 202 | 468.00     |         |
| 070-0000-00100                      | HEP B SERIES 3 SHOTS          | 98696 | PETTY CASH-GENERAL FUND     | HEP B SERIES FOR NEW EMPLOYEE     | 434.00     |         |
| 070-0000-00100                      | RETURN RECEIPT 7/8/2022       | 98652 | PULSE TECHNOLOGY OF INDIANA | USPS RETURNMAIL7/8/2022           | 4.69       |         |
| 070-0000-00100                      | SHREDDER, INK, SUPPLIES       | 98651 | PULSE TECHNOLOGY OF INDIANA | SHREDDER, INK, SUPPLIES           | 103.01     |         |
| 070-0000-00100                      | INK - BLACK                   | 98408 | PULSE TECHNOLOGY OF INDIANA | INK - BLACK                       | 25.00      |         |
| 070-0000-00100                      | EPA/HAMMOND TREATMENT         | 98707 | ROBERT F TWEEDLE            | SERVICES RENDERED JUNE 2022       | 2,310.40   |         |
| 070-0000-00100                      | APR/MAY/JUN RETAINER          | 98708 | ROBERT F TWEEDLE            | 2NQ QUARTER RETAINER SANITARY BOA | 1,359.00   |         |
| 070-0000-00100                      | 13900 LOAD TICKET             | 98697 | SANITARY DISTRICT OF HAMMON | VACTOR LOADS FOR MAY 2022         | 331.17     |         |
| 070-0000-00100                      | MAY SANITARY FLOWS            | 98698 | SHERWIN WILLIAMS CORP       | SANITARY FLOWS MAY 2022           | 142,505.29 |         |
| 070-0000-00100                      | GALLON YELLOW PAINT           | 98699 | THE TIMES                   | PAINT - SEWER DEPT                | 50.00      |         |
| 070-0000-00100                      | STORMWATER DISCHARGE          | 98700 | TIMOTHY J GEMBALA (R)       | STORMWATER DISCHARGE TO LITTLE CA | 8.83       |         |
| 070-0000-00100                      | 294 MILES REIMBURSED MS4 CONF | 98701 | TOWN OF SCHERRVILLE         | MILEAGE MISSED ON REIMBURSEMENT C | 171.99     |         |
| 070-0000-00100                      | 50% ELECTRIC CHARGES HARTSDAL | 98527 | TRACTOR SUPPLY CREDIT PLAN  | 50% ELECTRIC CHARGES FOR HARTSDAL | 83.25      |         |
| 070-0000-00100                      | STRING STRAW                  | 98702 | UTILITY SUPPLY COMPANY      | 5 - STRING STRAW - SEWER DEPT     | 36.45      |         |
| 070-0000-00100                      | PINT BOTTLE YELLOW DYE        | 98709 | VERMEER-ILLINOIS, INC       | PINT BOTTLE YELLOW DYE - SEWER DE | 900.00     |         |
| 070-0000-00100                      | BC1400 KNIFE ASSY             | 98703 | WESTSIDE TRACTOR SALES INC  | KNIFE ASSY/SAFETY KIT - SEWER DEP | 318.47     |         |
| 070-0000-00100                      | BOLT                          | 98704 | TOWN OF HIGHLAND INS FUND ( | NUTS/BOLTS FOR TRUCK # 36 - SEWER | 76.16      | 18200   |
| 070-0000-34023                      | HEALTH AND DENTAL INSURANCE   | 98600 | TOWN OF HIGHLAND INS FUND ( | JULY 2022 HEALTH/LIFE INS PREM SE | 34,021.66  | 18200   |
| 070-0000-34043                      | LIFE INSURANCE                | 98548 | PAYROLL ACCOUNT             | JULY 2022 HEALTH/LIFE INS PREM SE | 235.47     | 18197   |
| 070-0000-45200                      | SEWAGE TRANSFERS GROSS        | 98737 | PAYROLL ACCOUNT             | 7/1PRL D/S TRANSFER SEWAGE        | 43,026.09  | 18203   |
| 070-0000-45200                      | SEWAGE TRANSFERS GROSS        |       |                             | 7/15PRL D/S TRANSFER SEWAGE       | 35,138.01  |         |
| Total For Dept 0000                 |                               |       |                             |                                   | 319,181.80 |         |
| Total For Fund 070 SEWAGE OPERATING |                               |       |                             |                                   | 319,181.80 |         |
| <b>Fund 072 SEWAGE IMPROV</b>       |                               |       |                             |                                   |            |         |
| Dept 0000                           | COLLECTION SYSTEM IMPROVEMENT | 98663 | COMMONWEALTH ENGINEERS, INC | SSO REMEDIAL PROJECTS - COLLECTIO | 110,032.00 |         |
| 072-0000-41018                      |                               |       |                             |                                   | 110,032.00 |         |
| Total For Dept 0000                 |                               |       |                             |                                   | 110,032.00 |         |
| Total For Fund 072 SEWAGE IMPROV    |                               |       |                             |                                   | 110,032.00 |         |

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
EXP CHECK RUN DATES 06/23/2022 - 07/20/2022  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: 11

07/15/2022 03:39 PM  
User: GLM  
DB: Highland

Amount      Check #

Invoice Description

Ref #      Vendor

Invoice Line Desc

GL Number

Fund Totals:

|                                  |            |
|----------------------------------|------------|
| Fund 040 SANITARY OPERATING      | 179,707.83 |
| Fund 042 SAN DIST BD & INT - NEW | 309,091.25 |
| Fund 070 SEWAGE OPERATING        | 319,181.80 |
| Fund 072 SEWAGE IMPROV           | 110,032.00 |

918,012.88