

AGENDA
HIGHLAND SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS
TUESDAY, AUGUST 16, 20 22
7:00 P.M.
PUBLIC MEETING

Pledge of Allegiance Roll Call:

Commissioner Rex Burton
Commissioner Greg Cieslak
Commissioner Richard Garcia
Commissioner David Jones

Minutes of
Previous Session: July 19, 2022 – Public Meeting

Special Orders:

Communications:

General Orders and Unfinished Business:

New Business:

Reports:

Comments from the Commissioners:

Business from the Floor:

Claims:

\$ Per the docket in the amount of:

3308	San Dist BD & INT-EXE	\$618,549.60
6601	Sanitary Operating	\$174,872.46
6201	Sewage Operating	\$308,771.00
6204	Sewage Improv	<u>\$135,245.84</u>
	Total	\$1,237,438.90

Next Meeting:

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, September 6, 2022.
The next regularly scheduled Public Meeting will be held Tuesday, September 20, 2022 at 7:00 p.m. following a study session at 6:30 p.m.

Adjournment:

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY JULY 19, 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, July 19, 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 Kathy DeGuilio-Fox, Rex Burton, Greg Cieslak, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Toya Smith, Town Councilwoman.

A very long discussion took place regarding clarification of limits for special districts including for what duration of time they should remain open.

Mr. Tweedle discussed a request of attorney for FJUVO for a letter confirming that FJUVO is no longer discharging pollutants into Highland's sewer system. A discussion took place.

Mr. Knesek stated the Main Street septic issue is moving along and pretty much done.

Mr. Snyder gave an update on the SSO remedial project.

Mr. Tweedle updated the commission on the Cost of Service Study.

Mr. Garcia informed the commission about the results of SRF grant. Highland fell below the cut off population wise. A discussion took place regarding how many properties are still on septic.

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 Kathy DeGuilio-Fox, Rex Burton, Greg Cieslak, Dave Jones and Richard Garcia. Also present were Mark Knesek, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Toya Smith, Town Councilwoman

The minutes from the June 21, 2022 public meeting are approved.

Special Order: None

Communications: None

General Order and Unfinished Business: None

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the floor:

Claims:	040	Sanitary District Operating	\$179,707.83
	042	San Dist BD & INT	\$309,091.25
	070	Sewage Operating	\$319,181.80
	072	Sewage Improv	\$110,032.00
		<u>Total</u>	<u>\$918,012.88</u>

Commissioner Jones motioned to approve the docket. Commissioner Cieslak seconded. Upon a roll call, there were five(5) affirmatives and no (0) negatives. The motion passes.

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The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, Sept 6, 2022. The next regularly scheduled Public Meeting will be held Tuesday, Sept 20, 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 7:06 pm.

The commission then continued with study session.

A short discussion took place concerning other grease discharge areas.

Meeting adjourned at 7:10.

Respectfully Submitted, Denise Beck, Recording Secretary

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #
 BANK CODE: 11

Fund Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 3308	SAN DIST BD & INT - EXEMPT DEBT					
Dept 0000	PAYMENT OF PRINCIPAL	98688	HUNTINGTON NATIONAL BANK	SANITARY DISTRICT BONDS SERIES 20	40,000.00	999435
3308-0000-39011	PAYMENT OF PRINCIPAL	98695	HUNTINGTON NATIONAL BANK	SANITARY DISTRICT REFUNDING BONDS	250,000.00	999436
3308-0000-39011	SAN B&I NEW DEBT-PRINCIPAL	98851	KEY GOVERNMENT FINANCE, INC	SANITARY DISTRICT BONDS SERIES 20	232,000.00	999437
3308-0000-39012	BD PAYMENT OF INTEREST	98688	HUNTINGTON NATIONAL BANK	SANITARY DISTRICT BONDS SERIES 20	3,200.00	999435
3308-0000-39012	BD PAYMENT OF INTEREST	98695	HUNTINGTON NATIONAL BANK	SANITARY DISTRICT REFUNDING BONDS	69,500.00	999436
3308-0000-39012	SAN B&I NEW DEBT-INTEREST	98851	KEY GOVERNMENT FINANCE, INC	SANITARY DISTRICT BONDS SERIES 20	23,849.60	999437
	Total For Dept 0000				618,549.60	
	Total For Fund 3308 SAN DIST BD & INT - EXEMPT DEBT				618,549.60	

Fund 6201	SEWAGE OPERATING					
Dept 0000	RECORDING OF 13 SEWER LIENS,	99010	LAKE COUNTY RECORDER	RECORDING OF 13 SEWER LIENS, 30	1,075.00	18243
6201-0000-00100	1619.1 DIESEL	99080	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE - SEWER	10,448.24	18246
6201-0000-00100	LICENSE PLATE	99009	IND BUREAU OF MOTOR VEHICLE	PLATES FOR NEW CAMERA TRUCK - TO	45.00	999438
6201-0000-00100	0428010038,9120 GRACE ST	99113	NISOURCE INC.	SEWAGE	8,601.11	999439
6201-0000-00100	AUG/22 POSTAGE FOR 8,365 BILL	99129	LITHOGRAPHIC COMMUNICATIONS	AUG 2022 UTILITY BILL MAILINGS	3,963.87	18248
6201-0000-00100	AUTH PERSONNEL ONLY SIGNS	98941	ALLIN PLASTIC ENGRAVING	AUTH PERSONNEL ONLY SIGNS	6.00	
6201-0000-00100	AUTH PERSONNEL ONLY SIGNS	98942	ALLIN PLASTIC ENGRAVING	AUTH PERSONNEL ONLY SIGNS	14.00	
6201-0000-00100	GENERATOR SERVICE INDY BLVD	99190	ALTORFER INDUSTRIES INC	GENERATOR SERVICE CONTRACT INDY B	1,368.00	
6201-0000-00100	2 PACK EMERGENCY LIGHTS LED	99191	AMAZON	REPLACE NONWORKING EMERGENCY LIGH	81.99	
6201-0000-00100	PRINTER INK FOR CAMERA TRUCK	99192	AMAZON	PRINTER INK FOR CAMERA TRUCK	58.00	
6201-0000-00100	7/28/22 INV # 337-411210	99193	AUTO-WARES	SWTCH/TURN SIGNAL - SEWER DEPT	115.68	
6201-0000-00100	7/6/2022 INV # 337-409562	99194	AUTO-WARES	JULY 2022 INVOICES - SEWER DEPT	1,014.31	
6201-0000-00100	12V LEAD	99196	BATTERIES PLUS	BATTERIES - SEWER DEPT	214.05	
6201-0000-00100	D/S WATER APPS, ENVELOPES, RED	98945	BAXTER PRINTING INC	SUPPLIES	738.75	
6201-0000-00100	9-PIECE SET MAIN BROOM STRIPS	99195	BEC ENTERPRISES, LLC	MAIN BROOM STRIPS/GUTTER BROOM/EL	1,931.89	
6201-0000-00100	D/S ANNUAL SERVICE MISC RECEI	98943	BELLEVEUIL, SZUR & ASSOC/DB	D/S ANNUAL SERVICE MISC RECEIVALB	743.68	
6201-0000-00100	DSL CERTIFICATION	99197	BRETT M TESKE (R)	REIMBURSE DSL RECERTIFICATION - T	30.00	
6201-0000-00100	FAIRBANKS MORSE-CHECK & ADVIS	99198	GASVODA & ASSOC INC/DBA	81ST - FAIRBANKS MORSE CHECK AND	768.20	
6201-0000-00100	MS4 CLASS - GEMBALA	99199	GEOLOGIC ENVIRONMENTAL SOLU	MS4 COMPLIANCE & ENFORCEMENT CERT	547.00	
6201-0000-00100	11R225 IRNHD TIRE	99200	HELLMANS AUTO SPPLY CO.	1-11R225 TIRE FOR UNIT # 22 - SE	419.97	
6201-0000-00100	5-160X U-JOINT	99201	INDIANA DRIVELINE, LLC	5-160X U-JOINT / INSTALL U-JOINT	94.00	
6201-0000-00100	HIGHLAND'S SHARE	98940	LAWSON-FISHER ASSOCIATES PC	PROFESSIONAL SERVICES JUNE 2022	193.70	
6201-0000-00100	MAILING	98939	LITHOGRAPHIC COMMUNICATIONS	JULY 2022 UTILITY BILLING	1,241.51	
6201-0000-00100	MEETING-BUDGETS	99136	LONDON WITTE GROUP, LLC	MEETING-BUDGETS	450.00	
6201-0000-00100	MEETING-BUDGETS 3 HOURS	99137	LONDON WITTE GROUP, LLC	MEETING-BUDGET	450.00	
6201-0000-00100	EMAIL & PHONE BUDGETS, INS. C	99138	LONDON WITTE GROUP, LLC	EMAIL & PHONE BUDGETS, INS. CUMUL	401.25	
6201-0000-00100	3" HINGE RMV PLN STEEL	99203	MENARDS	MISC SUPPLIES - SEWER DEPT	33.12	
6201-0000-00100	WIRED PHOTOCELL POSTLIGHT	99204	MENARDS CORP - SCHERERVILLE	WIRED PHOTOCELL/15" HD BRACKET -	68.92	
6201-0000-00100	TEKS ROOFING 12X1" DRILL	99205	MENARDS CORP - SCHERERVILLE	FIRE DAMAGE SUPPLIES FOR NORTH 5T	395.09	
6201-0000-00100	INV # 86006 MISC SUPPLIES	99202	MENARDS CORP - SCHERERVILLE	MISC SUPPLIES - SEWER DEPT	133.33	
6201-0000-00100	JULY CARBONACEOUS SAMPLING	99206	MICROBAC LABORATORIES, INC	CARBONACEOUS SAMPLING FOR JULY	816.00	
6201-0000-00100	USEPA COMPLIANCE SSO'S	99207	NIES ENGINEERING, INC.	GENERAL CONSULTING THRU 7/22	146.74	
6201-0000-00100	GENERAL CONSULTING	99208	NIES ENGINEERING, INC.	SERVICES RENDERED THRU 7/22	443.70	
6201-0000-00100	SUSAN FRANZETTI	99209	NIJMAN FRANZETTI LLP	SERVICES RENDERED THRU JULY 2022	144.00	
6201-0000-00100	RETURN MAIL 7/25/22	99047	PETTY CASH-GENERAL FUND	RETURN MAIL 7/25/22	20.10	
6201-0000-00100	JUNE SANITARY FLOWS	99210	SANITARY DISTRICT OF HAMMON	SANITARY FLOWS FOR JUNE 2022	96,233.29	
6201-0000-00100	JUNE VACTOR LOADS	99211	SANITARY DISTRICT OF HAMMON	VACTOR LOADS FOR JUNE 2022	389.30	
6201-0000-00100	PARTS	99212	STANDARD EQUIPMENT COMPANY	SUPPLIES/LABOR/PARTS FOR UNIT # 2	713.13	
6201-0000-00100	HYDRAULIC OIL/15W40	99118	TOWN OF HIGHLAND GASOLINE F	HYDRAULIC OIL AND 15W40 D/S	2,066.11	
6201-0000-00100	50% ELECTRIC CHARGES HARTSDAL	99051	TOWN OF SCHERERVILLE	50% ELECTRIC CHARGES FOR HARTSDAL	93.66	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 07/21/2022 - 08/17/2022
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 11

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 6201 SEWAGE OPERATING					
Dept 0000					
6201-0000-00100	99050	TRISH SAWYER (R)	14 X 2 MILEAGE TO COURT HOUSE FOR	16.38	
6201-0000-00100	99180	TRISH SAWYER (R)	14 X 2 MILEAGE TO COURT HOUSE FOR	16.38	
6201-0000-00100	99213	UTILITY SUPPLY COMPANY	SENSOR FOR SENSIT - SEWER DEPT	104.80	
6201-0000-00100	99214	WEBB FORD INC	SEALANT SILICONE FOR UNIT # 19 -	29.05	
6201-0000-16000	99169	BENTON SUSAN	CONSUMER REFUND: 023-14034-51	11.79	
6201-0000-34023	99070	TOWN OF HIGHLAND INS FUND (AUG 2022 HEALTH/LIFE INS PREM SEW	35,020.19	18247
6201-0000-34043	99070	TOWN OF HIGHLAND INS FUND (AUG 2022 HEALTH/LIFE INS PREM SEW	239.95	18247
6201-0000-39020	99058	IT INTERNAL SERVICE FUND	SEWER D/S ICT ALLOCATION RES 2022	63,856.88	
6201-0000-45200	99042	PAYROLL ACCOUNT	7/29PRL D/S TRANSFER SEWAGE	37,892.97	18245
6201-0000-45200	99220	PAYROLL ACCOUNT	8/12PRL D/S TRANSFER SEWAGE	34,870.92	18250
Total For Dept 0000				308,771.00	
Total For Fund 6201 SEWAGE OPERATING				308,771.00	

Fund 6204 SEWAGE IMPROV					
Dept 0000					
6204-0000-30010	99188	GOVERNMENT LEASING AND FINA	LEASE PAYMENT 1 OF 4 FOR SEWER CA	52,090.21	
6204-0000-41018	99189	COMMONWEALTH ENGINEERS, INC	SSO REMEDIAL PROJECTS - COLLECTIO	83,155.63	
Total For Dept 0000				135,245.84	
Total For Fund 6204 SEWAGE IMPROV				135,245.84	

Fund 6601 SANITARY OPERATING					
Dept 0000					
6601-0000-16000	99169	BENTON SUSAN	CONSUMER REFUND: 023-14034-51	6.39	
6601-0000-45200	99041	PAYROLL ACCOUNT	7/29 PRL D/S TRANSFER SANITARY D	8,227.67	18244
6601-0000-45200	99219	PAYROLL ACCOUNT	8/12 PRL D/S TRANSFER SANITARY DI	8,999.34	18249
Total For Dept 0000				17,233.40	

Dept 0015 SOLID WASTE					
6601-0015-21001	99079	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE - SANITATION	1,752.71	18246
6601-0015-34023	99071	TOWN OF HIGHLAND INS FUND (AUG 2022 HEALTH/LIFE INS PREM SAN	1,026.14	18247
6601-0015-34043	99071	TOWN OF HIGHLAND INS FUND (AUG 2022 HEALTH/LIFE INS PREM SAN	6.93	18247
6601-0015-38001	99187	REPUBLIC SERVS OF IN,LP/DBA	TRASH SERVICE FOR JULY 2022	154,853.28	
Total For Dept 0015 SOLID WASTE				157,639.06	
Total For Fund 6601 SANITARY OPERATING				174,872.46	

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 3308 SAN DIST BD & INT - EXE	618,549.60
Fund 6201 SEWAGE OPERATING	308,771.00
Fund 6204 SEWAGE IMPROV	135,245.84
Fund 6601 SANITARY OPERATING	174,872.46

1,237,438.90