

**Minutes of the Regular Meeting of the  
Board of Sanitary Commissioners  
Terre Haute, IN  
February 4, 2025**

The Regular Meeting of the Board of Sanitary Commissioners took place in the Third Floor Conference Room of City Hall, 17 Harding Avenue, Terre Haute, Indiana, on February 4, 2025.

**Physically present:**

<b>Dan Bradley-</b>	<b>President- Video Call</b>
<b>Pat Goodwin-</b>	<b>Vice-President</b>
<b>Marcus Maurer-</b>	<b>Secretary</b>
<b>Tim Adams-</b>	<b>Board Member</b>
<b>Jim Winning –</b>	<b>Board Member</b>
<b>Richard Shagley -</b>	<b>Sanitary Attorney</b>

Sally Roetker -	Dept. of Engineering
Ed Stewart -	Director of WWTP
Lauren Ganapini-	United Consulting Engineering
Bob Murray-	Taxpayer's Association
Jim Hunter -	Taxpayer's Association
Leslie Marnewick-	Director of Sewage Billing
Jesse Tohill-	Director of Public Works
Brian Payne-	Lochmueller Group
Troy Swan	HWC Engineering

Dan Bradley, President of the Board of Sanitary Commissioners, called the meeting of the Board of Sanitary Commissioners to order.

**PUBLIC COMMENTS**

There were no public comments.

**APPROVE MINUTES**

The Board received the minutes of the meeting from January 21, 2024.

On a motion of Jim Winning, seconded by Tim Adams, and unanimously approved, it was resolved to approve the minutes from January 21, 2024.

**APPROVE CLAIMS**

The Board was given the list of claims for the Wastewater Utility Funds.

On a motion of Pat Goodwin, seconded by Marcus Maurer, and unanimously approved, it was resolved the claims be approved.

## PAYROLL

The Board received the WWTP payroll for the period of 1/6/25-1/19/25 for Hourly and 1/16/25-1/29/25 for Salary.

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved the WWTP payroll for 1/6/25-1/19/25 for Hourly and 1/16/25-1/29/25 for Salary.

## OTHER BUSINESS

Leslie Marnewick presented an overview on Leak adjustment policies. She stated the landlord and tenants have issues with communication issues between each other. The first procedure is disconnection. She reached out to four other communities who stated they bill the property owner directly and send out high usage letters as well. When they show up on the disconnect list, they are told to contact their Landlord to see if they have a leak. The first contact should be the landlord. They are placed on a two week hold to contact the landlord then they are sent a certified letter and once the receipt of the letter is received, they will be put on a 30-day hold. If there is no response the property is immediately put on a lien but the water is allowed to remain on. The Well accounts will be set up to bill the deeded owners. This is still a work in progress and the board will be updated as the policy is finalized or board action is required.

## ADJOURNMENT

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved to adjourn the Board of Sanitary Commissioners meeting.

The next meeting of the Sanitary Board will take place on Tuesday, February 18, 2025 at 10:00 a.m. in the Third Floor Conference Room, Third Floor of City Hall, 17, Harding Avenue, Terre Haute, Indiana.

APPROVED on the 18th day of FEBRUARY, 2025.

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Dan Bradley, President

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Pat Goodwin, Vice President

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Marcus Maurer, Commissioner

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Tim Adams, Commissioner

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Jim Winning, Commissioner