

Burns Harbor Town Council
Regularly Scheduled Meeting
April 12, 2023

The Town Council of the Town of Burns Harbor, Porter County, Indiana met in its regularly scheduled session on Wednesday, April 12, 2023 in the Town Hall and streamed electronically with Zoom. The meeting was called to order by Council President Jennifer McHargue at 7:03 p.m.

The Pledge of Allegiance to the American Flag was recited and lead by Boy Scout Troop 908's Lucas Forney and Kevin Landers.

Roll Call: Toni Biancardi ----- Present
Roseann Bozak ----- Present
Nicholas Loving ----- Present
Jennifer McHargue --- Present
Angella Scott ----- Present

Clerk-Treasurer Jane Jordan was Present. A quorum was attained.

Additional Officials Present Attorney Tyler Doane, Global Engineering Architect Jeff Oltmanns, Town Marshal Jeremy McHargue, GM/Street Superintendent Robert Wesley, Fire Chief/Sanitary Superintendent William Arney, Building Commissioner Charles Hansen, and Park Board Member Kylane Tumblin.

Approval of Minutes:

Councilwoman Scott made a motion to approve the meeting minutes of March 15, 2023.
Councilwoman Bozak seconded the motion. Councilwoman Biancardi – Aye,
Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye,
Councilwoman Scott – Aye. **Motion passed.**

Reports:

Clerk-Treasurer Jordan informed the Council of State proposed Bills SB 325 reducing tax caps from 3% to 2% for additional property on homesteads and SB419 now contains language originally in HB 1085 limiting Redevelopment Commissions to spending money on projects outlined in their annual plan, it increases reporting requirements, and also prohibits payment in Lieu of Taxes (POLIT) from municipal utilities to the Town.

Clerk-Treasurer Jordan informed the Council that large item trash pickup is scheduled for Thursday, May 11, 2023.

Clerk-Treasurer Jordan informed the Council that Burns Harbor Scholarship applications are due Wednesday, May 31, 2023.

Councilwoman Bozak informed the Council that she and Town Marshal McHargue attended a meeting with various officials at Porter County pertaining to opioid settlement funds. No decisions were made and they will meet on the matter again in two months.

Attorney Doane informed the Council that they regularly contact representatives with Cleveland-Cliffs pertaining to the road easement and possible land donation of Shadyside Park property. The firm will move forward on the Corlin's Landing parkland donation quitclaim deed once they receive the documents.

Councilman Loving reminded those in attendance of his conflict of interest as part owner of the Corlin's Landing development before asking Attorney Doane to clarify, stating I haven't received the deed. Clay (Attorney Patton) was going to create the document for me and my parents to sign. Attorney Doane stated I will follow up with Clay and reach out to you and let you know.

Architect Jeff Oltmanns informed the Council the Town was awarded \$29,700 from Community Crossing Matching Grant 2023-1 for crack sealing. The Town will need to be under contract by August 10, 2023. Global will have more information at the next meeting.

Building Commissioner Hansen informed the Council he has been working on complaints, following up on problem homes, communicating with the owners and getting close to solving a couple of those matters. The garbage at 371 Melton Road was scheduled for pick up today or tomorrow. He has been reaffirming safety issues with Pizza Terra, 302 Melton Road, and their patio should be open next week.

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GM/Street Superintendent Wesley informed the Council that they had a preconstruction meeting this afternoon for the road paving project. Road construction may be delayed one or two weeks, because they are having difficulties finding underground utilities. Once construction begins, the paving will begin in the Harbor Trails Subdivision.

GM/Street Superintendent Wesley informed the Council that the Town can rent a street sweeper by the week at a cost of \$3,500. This would allow the Town to utilize town employees to sweep the streets and its parking lots. Councilwoman Bozak asked can the job be done in a week. GM/Street Superintendent Wesley stated yes. After discussion on when the Town sweeps the streets, that the sweeping can be done when raining, the company would deliver the machine, train the employees on its use, and pick up the machine as part of the cost of the rental, that sweeping twice a year is required as part of the MS4 requirements, requesting a discount for booking two weeks now, Councilman Loving made a motion to rent the street sweeping machine one week in the spring and one week in the fall not to exceed a total of \$7,000. Councilwoman Bozak seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye. **Motion passed.**

GM/Street Superintendent Wesley informed the Council he is not happy with NKG Company with the restoration work they have been doing around town and had a meeting with their foreman last week. They are going to do some more restoration work.

Councilwoman McHargue asked do you know when curb painting will start up again and finish. GM/Street Superintendent Wesley stated no.

Councilwoman McHargue asked did you get a hold of mold companies to come look at the building. GM/Street Superintendent Wesley stated yes, and there is none. There is no mold. Councilwoman Biancardi asked are you still going to replace drywall. GM/Street Superintendent Wesley stated yes and since there is no mold, we can handle that ourselves. Councilwoman Biancardi stated I saw the PO for the gutters is that to hopefully resolve whatever is happening in terms of the water coming in. Superintendent Wesley stated yes for the entire building. Councilwoman Bozak asked did that area you fixed when it rained bad, did it help? Changing that downspout. Superintendent Wesley stated I didn't notice anything difference. Councilwoman Bozak asked did the water collect in the seam? Superintendent Wesley stated no.

Town Marshal McHargue informed the Council that the squad room painting project was completed. Cub Scout Pack 929 visited the Police and Fire Departments this past month and the visit went well. The installation of the new camera system at Town Hall was completed today. Clerk-Treasurer Jordan requested authorization to release payment for the project. The cost was authorized when the Council approved the bid and it did not go over that cost. Council consensus granted to release of the payment.

Fire Chief Arney informed the Council they are cleaning up the station from winter activities and staying busy.

Sanitary Superintendent Arney informed the Council that the Street Department is assisting the Department with cleanup on the easement for the main that goes down Route 12 and he is getting quotes for air relief valves to help with flow.

Councilman Loving asked if there were any plans to check sewer lines once all the boring is complete. Fire Chief Arney stated we are watching them. We are actually trying to follow them, cause as you know, we give them our locates. Any time they are by ours, we are doing site inspections right now. That doesn't guarantee it, but at least we know where they are at so if we have an issue. A couple of them they have been pretty close to our lines.

Councilwoman McHargue asked if the building department vehicle is being parked inside. Fire Chief Arney indicated it is being parked in the street garage.

Park Board Member Kylane Tumblin informed the Council that Lakeland Park has been chosen as one of the Rebuilding Together Duneland sites, which will take place on April 29th. People interested in volunteering can sign up at the Rebuilding Together Duneland Facebook page. Councilwoman Bozak requested that Deputy Clerk Peffers reshare the Rebuilding Together Duneland post.

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Councilwoman Bozak informed the Council that at the Redevelopment Commission's meeting representatives from the National Parks Service and the Northwest Indiana Paddlers Association gave a presentation on the proposed State Road 149/Westport Road kayak launch project. There are volunteer opportunities for people who want to help with log-jam clearing on the Little Calumet River. The McCauley's Marquette Trail easement land acquisition closed last week.

In absence of the Shared Ethics Advisory Commission Representative, Councilwoman McHargue informed that Joan Stewart has expressed interest in serving on this Commission.

Councilwoman Biancardi made a motion to appoint Joan Stewart as the Town's representative to the Shared Ethics Commission (completing Robert Horning's term which ends December 31, 2025). Councilman Loving seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye. **Motion passed.**

Correspondence:

IDEM – Notice of Public Comment for MonoSol LLC Part 70 Operating Permit, Porter County
IDEM – Notice of Public Comment for Precoat Metals Part 70 Operating Permit, Porter County
IDEM – Notice of Public Comment for Amazon Data Services, Inc. LLC Minor Source Operating Permit, Porter County
IDEM – Notice of Decision for Cleveland-Cliffs, Burns Harbor Monir Modification Permit Deerfield Storage Facility
Burns Harbor Redevelopment Commission Treasurer – Annual Report Fiscal Year End 2022 pursuant to I.C. 36-7-14-13

Presentations, Resolutions, Ordinances and Remonstrance:

Ordinance 315-2023 To Regulate Stormwater Discharge Quantity Erosion & Sediment Control and Stormwater Quality for all Development and Redevelopment Occurring within the Town of Burns Harbor:

Council will take the Ordinance under consideration. The matter will be added to their May meeting.

Ordinance 318-2023 Amending the Text of the Motor Vehicles and Traffic Ordinance:

Council will take the Ordinance under consideration. The matter will be added to their May meeting.

Resolution 2023-05 Declaring a Dormant Fund:

Resolution 2023-05 A Resolution Declaring a Dormant Fund by the Town Council for the Town of Burns Harbor, Porter County, Indiana

WHEREAS, I.C. 36-1-8-5 gives the Town Council the authority to order the transfer to the General Fund or Rainy Day Fund any unused and unencumbered balance in any fund raised by a general or special tax levy, the purposed of which have been fulfilled; and

WHEREAS, the Burns Harbor Town Council has determined Fire Nonreverting Special Use Fund (2500) to be a dormant fund; and

NOW THEREFORE, BE IT RESOLVED, that the Fire Nonreverting Special Use Fund (2500) be declared dormant and authorizes the Clerk-Treasurer transfer its remaining balance of \$3,266.51 into the General Fund (1101).

Councilwoman Scott made a motion that the Town adopts Resolution 2023-05.

Councilman Loving seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye. **Motion passed and was adopted.**

Resolution 2023-06 Establishing Petty Cash and Cash Change:

Resolution 2023-06 A Resolution of the Burns Harbor Town Council Porter County, Indiana Re-establishing Petty Cash and Cash Change Funds

WHEREAS, the Town Council of the Town of Burns Harbor, Indiana, desires to reestablish a Petty Cash Funds and Cash Change Funds; and

WHEREAS, the Town Council is authorized under Indiana Code 36-1-8 to reestablish Petty Cash Funds and Cash Change Funds for the Town and the utilities operated by the Town of Burns Harbor, Indiana; and

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NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Burns Harbor, Indiana,

Section 1: A cash fund known as the General Petty Cash Fund (1102) is reestablished.

- A. The Fund shall be used only for minor cash purchases and expenditures. The Fund may not be used for personal cash advances even if secured by check or other I.O.U.'s.
- B. The General Petty Cash Fund shall contain the amount of \$150.00.
- C. The Clerk-Treasurer shall be designated as the disbursement officer for the Petty Cash Fund and shall be responsible for its use.
- D. The Clerk-Treasurer shall be appointed custodian for the Petty Cash Fund. The custodian shall assure the petty cash is kept in a safe place. The Clerk-Treasurer shall assure that the amount in petty cash is periodically counted by someone other than the custodian.
- E. The Fund must be replenished to its original level of \$150.00 periodically by warrant or check payable to the custodian. The replenishment shall be subject to the same review and approval as processed invoices. The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, purpose, and amount of each cash disbursement. The receipts must be signed by the person receiving the cash. The receipts should be perforated or canceled by some other appropriate means to prevent reuse. At the time of replenishment, the custodian should ensure that the balance remaining in the petty cash, together with the amount of the replenishment voucher, equals the authorize cash amount. The fund shall be replenished at the end of the fiscal year so that the expenses will be reflected in the proper accounting period.

Section 2: A cash fund known as the Park Petty Cash Fund (2504) is reestablished.

- A. The Fund shall be used only for minor cash purchases and expenditures. The Fund may not be used for personal cash advances even if secured by check or other I.O.U.'s.
- B. The Park Petty Cash Fund shall contain the amount of \$150.00.
- C. The Park Director shall be designated as the disbursement officer for the Park Petty Cash Fund and shall be responsible for its use.
- D. The Park Director shall be appointed custodian for the Park Petty Cash Fund. The custodian shall assure the petty cash is kept in a safe place. The Clerk-Treasurer shall assure that the amount in petty cash is periodically counted by someone other than the custodian.
- E. The Fund must be replenished to its original level of \$150.00 periodically by warrant or check payable to the custodian. The replenishment shall be subject to the same review and approval as processed invoices. The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, purpose, and amount of each cash disbursement. The receipts must be signed by the person receiving the cash. The receipts should be perforated or canceled by some other appropriate means to prevent reuse. At the time of replenishment, the custodian should ensure that the balance remaining in the petty cash, together with the amount of the replenishment voucher, equals the authorize cash amount. The fund shall be replenished at the end of the fiscal year so that the expenses will be reflected in the proper accounting period.

Section 3. There is hereby authorized, created and reestablished a cash change fund for use in the building clerk's office to be known as the General Building Cash Change Fund (1103), pursuant to the provisions of IC 36-1-8 et seq.;

- A. The Clerk-Treasurer and such employees as she may designate are permitted to collect cash revenues at the Building Department office, in order to support the duties outlined in and to carry out the purposes of the town building department:
 1. The Clerk-Treasurer is permitted to reestablish a cash change fund in support of this section;
 2. Such a fund must be established by a warrant drawn upon the appropriate fund in favor of the Clerk-Treasurer;
- B. The fund shall be established by a warrant drawn from the proper appropriated or non-appropriated balance of the corporation General or such other Fund, as the Town Council may direct, in the amount of \$150.00, in support of the establishment of such a cash change fund:
 1. The establishing warrant and such successive warrants as shall be necessary to resupply the fund shall be drawn in favor of the Clerk-Treasurer who shall convert the warrant to cash;

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2. The Clerk-Treasurer and such employees as she may designate shall use it to make change when collecting rates and charges for programs or services performed under the authority of law by the building department office; and
 3. The Clerk-Treasurer shall account for it in the same manner as is required of other Funds of the town;
- C. The Fund shall not be used for cash purchases and expenditures. The Fund may not be used for personal cash advances even if secured by check or other I.O.U.'s.
- D. The Clerk-Treasurer shall appoint a custodian for the Cash Change Fund. The custodian shall assure the cash is kept in a safe place. The Clerk-Treasurer shall assure that the cash amount is periodically counted by someone other than the custodian.
- E. The entire Building Department Cash Change Fund (1103) authorized and established pursuant to this section shall be returned to the corporation General Fund or its Fund of origin whenever there is a change in the custodian of the fund;

Section 4. There is hereby authorized, created and reestablished a cash change fund for use in the utility office to be known as the Sewage Utility Cash Change Fund (6206), pursuant to the provisions of IC 36-1-8 et seq.;

- A. The Clerk-Treasurer and such employees as she may designate are permitted to collect cash revenues at the utility office, in order to support the duties outlined in and to carry out the purposes of the utility:
1. The Clerk-Treasurer is permitted to reestablish a cash change fund in support of this section;
 2. Such a fund must be established by a warrant drawn upon the appropriate fund in favor of the Clerk-Treasurer;
- B. The fund shall be established by a warrant drawn from the proper appropriated or non-appropriated balance of the corporation Sewage or such other Fund, as the Town Council may direct, in the amount of \$150.00, in support of the reestablishment of such a cash change fund:
1. The establishing warrant and such successive warrants as shall be necessary to resupply the fund shall be drawn in favor of the Clerk-Treasurer who shall convert the warrant to cash;
 2. The Clerk-Treasurer and such employees as she may designate shall use it to make change when collecting rates and charges for programs or services performed under the authority of law by the utility office; and
 3. The Clerk-Treasurer shall account for it in the same manner as is required of other Funds of the town;
- C. The Fund shall not be used for cash purchases and expenditures. The Fund may not be used for personal cash advances even if secured by check or other I.O.U.'s.
- D. The Clerk-Treasurer shall appoint a custodian for the Cash Change Fund. The custodian shall assure the cash is kept in a safe place. The Clerk-Treasurer shall assure that the cash amount is periodically counted by someone other than the custodian.
- E. The entire Sewage Utility Cash Change Fund (6206) authorized and reestablished pursuant to this section shall be returned to the corporation Sewage Fund or its Fund of origin whenever there is a change in the custodian of the fund.

Councilwoman Scott made a motion that the Town adopts Resolution 2023-06.

Councilman Loving seconded the motion. Councilwoman Biancardi asked is one fifty enough. I know we don't want to have a lot of money. Clerk-Treasurer Jordan stated we have cash change in the building department, the sanitary utility department and petty cash in the park and petty cash in my office. My office has been seventy-five dollars since before I was here. Recently, I was asked to break a hundred dollar bill. Basically, this is increasing my Petty Cash to one hundred and fifty, so I can break those larger bills. Everyone else seems to be fine, but I am reaffirming those, having you re-establish them so it is all in one location. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye.

Motion passed and was adopted.

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Resolution 2023-07 Child Abuse Prevention Month:

Resolution 2023-07 Child Abuse Prevention Month Proclamation

WHEREAS, child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community;

WHEREAS, statistics of children who are abused and neglected escalate each year;

WHEREAS, the effects of child abuse are felt by whole communities, and need to be addressed by the entire community;

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social services agencies, schools, religious organizations, law enforcement agencies, and the business community;

WHEREAS, youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community;

WHEREAS, all citizens should become more aware of child abuse and its prevention within the community, and become involved in supporting parents to raise their children in a safe, nurturing environment;

NOW THEREFORE, the Town Council of the Town of Burns Harbor, Porter County, Indiana does hereby proclaim the month of April, 2023 as CHILD ABUSE PREVENTION MONTH in the Town of Burns Harbor, and calls upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse, thereby strengthening the communities in which we live.

Councilwoman Biancardi made a motion that the Town adopts Resolution 2023-07.

Councilwoman Scott seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye. **Resolution 2023-07 passed and was adopted.**

New Business:

Staff anniversary recognition:

Council recognized and thanked Wayne James (1 year) and Corinne Peffers (7 years) for their years of service to the Town.

Salt storage structure final plans and bid schedule:

Architect Oltmanns informed the Council that they are putting the finishing touches on the plans and specifications for the project. Global is asking for a motion to advertise the project for bidding. A tentative schedule was sent having an opening on May 3, 2023.

Clerk-Treasurer Jordan informed the Council we were able to reach the Times. They feel that they could meet the publication dates of April 17th and April 24th.

Councilwoman Bozak made a motion that the Town begins the bidding process for the salt structure project. Councilman Loving seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye. **Motion passed.**

Police Department job descriptions:

Councilwoman Biancardi made a motion to approve the Police Department's job descriptions. Councilwoman Bozak seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Abstain, Councilwoman Scott – Aye. **Motion passed.**

Councilwoman Biancardi stated I would encourage all departments to annually look at your job descriptions to make sure that if you have added anything new, if you need something changed, then just like tonight bring it back. Let us give that approval. It's important that if we ever have a workmen's comp or something where we might need to accommodate a position that we have good job descriptions, so we can do that when we are able to.

No smoking policy:

Councilwoman McHargue informed those present that the Town has a no smoking policy in their handbook. We don't want smoking in our buildings and at least eight feet outside of our buildings. We want to enforce that there be no smoking inside our town vehicles.

Clerk-Treasurer Jordan asked if the Council would like the language pertaining to the no smoking in vehicles added to the handbook.

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Council consensus was that it be added to the handbook.

Approval of March 2023 financial report:

Councilman Loving made a motion to approve the March 2023 financial report.
Councilwoman Bozak seconded the motion. Councilwoman Biancardi – Aye,
Councilwoman Bozak- Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye,
Councilwoman Scott – Aye. **Motion passed.**

Approval to pay vouchers with 3 or more signatures:

Councilman Loving moved to approve vouchers with three or more signatures.
Councilwoman Biancardi seconded the motion. Councilwoman Biancardi – Aye,
Councilwoman Bozak- Aye, Councilman Loving – Aye, Councilwoman McHargue –
Abstain, Councilwoman Scott – Aye. **Motion passed.**

Approval of purchase orders submitted with 3 or more signatures:

The following purchase orders were presented for discussion: 3032, 3033, 3075, 3076,
3077, 3078, 3079, 3080, 3081 & 3082.

Councilwoman Biancardi asked are we including all of them including those three that
were submitted on April 11th?

Councilman Loving stated yes, I think we should.

Councilwoman Bozak asked why are some of them listed as invoices and some of them as
quotes. Aren't we supposed to be not purchasing them until they are approved? Why are
we continuously making purchases before they are approved?

Councilwoman Biancardi asked if you listed it on here and it's under the thousand where a
liaison could sign it, would you still list it here?

Clerk-Treasurer Jordan stated yes, I have been listing all of them unless a liaison would
have come in and signed it and I processed it. If no one has come in to sign them, they are
listed. They were all submitted to me sometime between the last meeting and this meeting
and have no Council signatures on them.

Council discussed how Fire Chief decides who can attend FDIC conference, the purchases
and purchase orders submitted, and that the Council has set a process and it needs to be
followed.

Councilman Loving made a motion to approve all purchase orders submitted to the
Council with three or more signatures. Councilwoman Biancardi seconded the motion.
Councilwoman Biancardi asked is the gutters and downspouts coming out of your budget
as well. Councilwoman Biancardi – Aye, Councilwoman Bozak- Aye, Councilman Loving –
Aye, Councilwoman McHargue – Abstain, Councilwoman Scott – Aye. **Motion passed.**

Old Business:

Sanitary Board membership:

Councilwoman McHargue reminded the Council the Town is still looking for a professional
engineer to serve on its Sanitary Board.

Clerk-Treasurer Jordan informed the Council that the Town Code needs to be changed to
match the State Code. Attorney Patton may not have had an opportunity to draft that
ordinance.

Body camera decommission matter:

Town Marshal McHargue informed the Council it's not feasible to go through the
resolution process for something of little value.

Building Department ice and water damage:

Councilwoman Biancardi stated there's no mold but are there repairs that need to be made
to the building, are they being made.

GM/Street Superintendent Wesley stated they will be.

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Councilwoman Biancardi asked is that something you all are doing in the department.

GM/Street Superintendent Wesley stated yes.

Street sweeping invoice:

Attorney Doane stated we would be happy to reach out to them if the Council would like us to.

Councilwoman Biancardi stated I saw that you (Clerk-Treasurer Jordan) forwarded the email to Clay (Attorney Patton) this past week because they called you again.

Clerk-Treasurer Jordan stated yes, they are still reaching out asking for final payment. I can direct them to Clay when they contact again. If you want to remove that item saying it is with the attorneys, I just didn't want to remove it with out you saying remove it from the agenda.

Councilwoman McHargue asked maybe an update from Clay at the next meeting?

Councilwoman Biancardi stated I think we need something between.

Attorney Doane stated if we could be sent, Rob (GM/Street Superintendent Wesley) talked about emails between himself and the street sweeping company, so we have all the information and what you responded.

Councilwoman McHargue directed GM/Street Superintendent Wesley to send those to the Attorneys.

GM/Street Superintendent Wesley stated I think I sent them to Clay. I don't think I had your email.

Pre-employee background check policy:

Clerk-Treasurer Jordan informed the Council Town Marshal McHargue had quite a bit of information in previous meetings. She had an opportunity to discuss this matter with the company that prepares our town employee handbook. That company also performs background checks for a fee. At this point, we are ready to come up with a process.

Town Marshal McHargue stated I think it would be the intention that my department would handle the background checks short of the financial end of things. If there was going to be any financial background checks on anybody, that would be beyond our capabilities. It would still need to be approved and written into the handbook.

Clerk-Treasurer Jordan stated pre-employment background checks, because they are not an employee, it wouldn't be in the handbook. It would just be a policy you would adopt and we would make sure the language is on all of our applications that advise anybody applying for employment that we would be checking. It would include language that says they allow us to do those checks. Because they are not an employee yet, you don't put that in your handbook. The handbook is for current employees.

After further discussion, it was decided Town Marshal McHargue and Clerk-Treasurer Jordan would work on a policy, some forms and return to the Council when they have items to present. The matter can be removed from the agenda until then.

Open Board seats:

Clerk-Treasurer Jordan reminded the Council of the 2023 appointments made to the Redevelopment Commission at their November 9, 2022 meeting.

After discussion, Councilwoman McHargue will remain on the Redevelopment Commission for 2023 and Councilwoman Scott will no longer serve on the 2023 Commission. The Commission has one remaining seat that needs filled.

EMS Budget:

Councilwoman McHargue informed the Council that since an email from the Fire Chief was received yesterday, in order to review the matter thoroughly, they will table their decision until their May meeting.

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Trash fee appeal process:

Clerk-Treasurer Jordan informed the Council that our office has received notification by a couple of property owners who do not want to be billed for trash service since the home is uninhabitable.

Councilwoman Biancardi stated we talked about using the sanitation model for that appeal process.

Clerk-Treasurer Jordan informed the Council that recently a house on Salt Creek Road sold, this property has been receiving trash service through the Town's contract. The home has a City of Portage address and if they do not live in Burns Harbor, we cannot enforce the lien process if they do not pay their trash bill.

Councilman Loving stated so this is not a town resident, so we need to instruct Republic Services to stop charging us to pick up their trash.

Good of the Order of the Community:

Town Marshal McHargue informed the Council that Town Code Chapter 16 Noise Control list fees as a range. There is no established fee. Since the Clerk-Treasurer and his officers would not know what amount to collect for these violations, his department cannot write tickets for these violations. After further discussion, Town Marshal McHargue will research neighboring communities' fees and report back next month.

Clerk-Treasurer Jordan explained an error was made when calculating the amount due to the Burns Harbor Volunteer Fire Department in their 2022 amended COVID bonus pay contract. After speaking to State Board of Accounts and Attorney Patton, she drafted a second amendment to the 2022 contract that pays the Fire Department the amount they were mistakenly shorted in the first amended contract. Councilwoman Biancardi made a motion that the Town adopts the 2022 Second Amendment Contract. Councilman Loving seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye.
Motion passed.

Council thanked Boy Scout Troop 908's Lucas Forney and Kevin Landers for joining the Town at the Council meeting.

Fire Chief Arney stated that if they approve the (FDIC) training, they are having issues finding hotels. We found them in different places, so you don't see a PO for that. We'll submit for reimbursement ourselves rather than put it on the town's account. If I have to eat the tax then I will.

Councilwoman Biancardi made a motion that we adjourn. Councilwoman Scott seconded the motion. Councilwoman Biancardi – Aye, Councilwoman Bozak – Aye, Councilman Loving – Aye, Councilwoman McHargue – Aye, Councilwoman Scott – Aye. **Motion passed.**

There being no further business to discuss, the meeting concluded at 8:11 p.m.

Approved at May 10, 2023 meeting.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR
Jennifer McHargue, President
Roseann Bozak, Vice-President
Toni Biancardi
Nicholas Loving
Angella Scott

ATTEST:

Jane M. Jordan, IAMC, MMC, ACPFA, CPFIM, CMO
Clerk-Treasurer