

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
MARCH 7, 2016**

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, March 7, 2016, at the Munster Town Hall. Town Councilors Andy Koultourides, Lee Ann Mellon, David B. Nellans, John P. Reed, and Joseph A. Simonetto were present. Also present were Clerk-Treasurer David F. Shafer, Accounting Supervisor Patricia L. Abbott, Town Manager Dustin Anderson, Town Attorneys Eugene M. Feingold and David W. Westland, and Sergeant Thomas Kuhlenschmidt. The news media were represented by Jim Masters of the *Post-Tribune*, and Mary Wilds of *The Times*.

President Reed began the meeting with a moment of silence followed by the Pledge of Allegiance.

GRADE SEPARATION UPDATE

Robinson Engineering representative Joe Nordman reported that there are discussions regarding technical issues raised by the railroad. The environmental document submittal is awaiting comments. There will be a meeting with the developer's engineer regarding the northeast quadrant of the site and the pump station location specifically. Currently, the developer has not addressed the issue. Mr. Nordman explained that the Town needs to move forward and, if necessary, will complete the pump station work and the developer will have to work around it.

OPEN TO THE PUBLIC

Mr. Mike Dujmovic, 1833 Tulip Lane, asked about the solid waste contract as listed on the agenda under General Orders. Mr. Anderson explained that the Council is being asked to approve a one-year extension as provided for in the current contract with Waste Management. Over the next year, Staff will perform its due diligence to ensure the Town is receiving the most competitive pricing prior to approving the final extension as allowed under the current contract.

No one else rose to claim the floor, and the floor was closed.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on February 22, 2016

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #16-2M dated 02/10/16 totaling \$203,386.14
Confirmation of Voucher Register #16-2N dated 02/10/16 totaling \$207,226.44
Confirmation of Voucher Register #16-2O dated 02/19/16 totaling \$1,421.29
Confirmation of Voucher Register #16-2P dated 02/19/16 totaling \$26,106.93
Confirmation of Voucher Register #16-2Q dated 02/19/16 totaling \$332,979.62
Confirmation of Voucher Register #16-2R dated 02/19/16 totaling \$281,518.56
Confirmation of Voucher Register #16-2S dated 02/19/16 totaling \$30.30
Confirmation of Voucher Register #16-2T dated 02/23/16 totaling \$195.66
Confirmation of Voucher Register #16-2U dated 02/25/16 totaling \$256,356.65
Confirmation of Voucher Register #16-2V dated 02/29/16 totaling \$153,270.46
Confirmation of Voucher Register #16-2W dated 02/29/16 totaling \$389.64
Approval of Voucher Register #16-3A dated 03/07/16 totaling \$72,683.22
Confirmation of Voucher Register #16-3B dated 03/03/16 totaling \$177,534.74
Confirmation of Voucher Register #16-3C dated 03/04/16 totaling \$382,102.02
Confirmation of Voucher Register #16-3D dated 03/04/16 totaling \$305,237.42

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WATER BILL ADJUSTMENTS 2016-06 THROUGH 2016-10

Staff received five requests for an adjustment under the leak adjustment policy adopted by the Town Council on April 8, 2013. The customers have completed the required form and the requests meet all the criteria for adjustments as follows:

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2016-06	16,000	65,000	2 months	\$ 186.28	\$ 90.38	\$ 95.90
2016-07	3,000	16,000	1 month	\$ 47.95	\$ 38.54	\$ 9.41
2016-08	4,000	15,000	1 month	\$ 45.21	\$ 32.67	\$ 12.54
2016-09	2,000	18,000	1 month	\$ 53.43	\$ 44.13	\$ 9.30
2016-10	2,000	26,000	2 months	\$ 77.97	\$ 59.37	\$ 18.60

WATER UTILITY WRITE-OFFS

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In April 2008, the Town began using Trustmark Recovery Services to increase our collection efforts. Appropriate collection efforts were made for all accounts but not all were successful. It is unlikely that these receivables would be or could be collected. The following lists, by year, the amounts recommended for write-off.

2007	\$ 356.49
2008	\$ 54.15
2009	\$ 477.75
2011	\$ 1,453.51
2012	\$ 126.43
2013	<u>\$ 1,414.13</u>
Total	\$ 3,882.46

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided, but is available to the Council at the Clerk-Treasurer's Office.

Councilor Simonetto moved, with a second by Councilor Koultourides, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. The motion carried and the Consent Agenda was adopted as presented.

GENERAL ORDERS

ORDINANCE 1667: FEMA FLOOD PLAN

Introduced ORDINANCE 1667 is AN ORDINANCE AMENDING THE TOWN OF MUSNTER LAND DEVELOPMENT CODE FOR ADMINISTRATION AND PROCEDURES IN FLOOD HAZARD AREAS. Adoption of this ordinance by March 16, 2016 is a requirement for participation in the National Flood Insurance Program.

The ordinance was presented for informational purposes with no format action taken at the February 22, 2016 meeting. Since that time, the Plan Commission has conducted a public hearing and reviewed the ordinance. The Plan Commission unanimously recommended approval of the ordinance as presented with suggestion that questions raised at their meeting be addressed.

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SEH of Indiana Engineer Craig Hendrix was in attendance and explained the memorandum dated March 6, 2016 which outlined and answered the questions raised by the Plan Commission. Mr. Hendrix explained that the ordinance affects structures in the flood fringe and is about reducing costs due to flood damage. Residents can use the FEMA website to determine if they are in the flood plain.

Councilor Simonetto moved, with a second by Councilor Mellon, to suspend the rules, waive the readings and adopt Ordinance 1667 on first reading as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. Motion carried and Ordinance 1667 was adopted on first reading as presented.

SOLID WASTE CONTRACT

Waste Management was awarded the residential refuse and recycling contract in November 2012. The contract was for three years with up to two additional years optional. The original three-year term ends April 30, 2016. Following are the prices the Town paid per household to Waste Management over the term of the contract.

Year 1	\$13.50
Year 2	\$13.93
Year 3	\$14.39 (current rate)
Year 4	\$14.85 (new rate effective May 1, 2016)
Year 5	\$15.34

Town of Munster Water Utility customers are charged \$19.43 each month for refuse, recycling, leaf and branch collection. This rate has been in place since June 2014. Prior to that, the rate was \$19.00/month.

Waste Management has been reliable and dependable with few complaints from residents. Staff believes continuity of service would be beneficial to the residents and recommended approval of the optional Year 4 as stated in the current contract. This matter was also discussed in the Open to the Public section of the meeting, *supra*.

Councilor Koultourides moved, with a second by Councilor Simonetto, to approve the Optional Year 4 (May 1, 2016 through April 30, 2017) with Waste Management for the amounts listed for curbside residential trash and recycling collection to be paid from the Solid Waste Management Fund 623. Motion carried *viva voce*.

NEW BUSINESS

ORDINANCE 1677: FRANCISCAN ALLIANCE PUD

Proposed ORDINANCE 1677 is AN ORDINANCE AMENDING THE FRANCISCAN ALLIANCE PLANNED UNIT DEVELOPMENT TO THE TOWN OF MUNSTER. The Franciscan Alliance PUD, located at 701 Superior Avenue, was presented to the Plan Commission for amendment. If approved, the amendment would provide for the construction of a medical office building, parking lot, and related improvements.

The Plan Commission considered the matter at its February 9, 2016 meeting, held a public hearing, and recommended approval. The findings of fact and site plans were provided to the Council.

Councilor Simonetto moved, with a second by Councilor Koultourides, to suspend the rules, waive the readings, and adopt Ordinance 1677 on first reading. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. Motion carried and Ordinance 1677 was adopted on first reading as presented.

ORDINANCE 1678: 2016 BUDGET

Proposed ORDINANCE 1678 is AN ORDINANCE FOR TRANSFERS WITHIN CERTAIN APPROPRIATED FUNDS FOR THE YEAR 2016. The Department of Local Government Finance certified the budget on February 15, 2016. The final amounts for the controlled funds were, in some cases, reduced from what the

Council adopted in 2015. It is appropriate for the Council to formally modify the 2016 budget to match the amounts certified.

Part of the process involves transferring budget dollars among the major expenditure groups within each fund. Municipalities are allowed to transfer budget amounts to another within the same fund in order to avoid overspending the budget. These transfers must be authorized by ordinance or resolution. The amounts in each group are reviewed regularly and it is anticipated that mid-year adjustments will be made.

Ordinance 1678 authorizes budget transfers between major expenditure groups and confirms the budget amounts certified (controlled) or previously adopted (non-controlled). Exhibit A to the ordinance outlines the adopted amounts, the working budget amounts, and the certified amounts.

Councilor Mellon moved, with a second by Councilor Simonetto, hear Ordinance 1678 on first reading and schedule second reading for the next regular meeting. Motion carried *viva voce*.

ANNOUNCEMENTS

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at the Munster Town Hall.)

The Town Council will hold regular meetings on Monday, March 21, April 4, and 18, 2016. The Redevelopment Commission will hold regular meetings immediately following Town Council meetings.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Koulourides, seconded by Councilor Mellon, the meeting adjourned at 7:21 p.m.

ATTEST:

John P. Reed, President

David F. Shafer, IAMC, MMC, CMO, Clerk-Treasurer

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