

To: President and Members of the Munster Town Council
From: Wendy Mis, Clerk-Treasurer *W mis*
Date: March 23, 2020
Re: Payment of Claims

The State of Indiana, including the Town of Munster, is currently experiencing a public health emergency for the Coronavirus Disease 2019 as outlined in Executive Order 20-02. During this state of emergency, the Town is having to conduct business in a different way. The State Examiner of the Indiana State Board of Accounts has issued a directive and the Town wants to comply.

Indiana Code 5-11-10 outlines the requirements for paying claims. Directive 2020-1 allows the Council to designate one of its members to approve claims for payment in advance of full Council approval. Any claims paid in this manner will be presented to the Council at the first meeting after the public health emergency has ended.

Form a practical standpoint, the Office of the Clerk-Treasurer will email the designee the standard Voucher Register report. The designated Councilor will respond by email the approval or denial.

Claims normally paid under Ordinance 1496 (demand payments) will continue to be paid in that manner. Those claims will be presented for confirmation at the first meeting after the public health emergency has ended.

RECOMMENDED ACTION:

By motion and roll call vote, designate one of the Council members to approve the payment of claims in accordance with Indiana State Examiner Directive 2020-1.