

**TOWN OF MUNSTER**  
**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL**  
**SEPTEMBER 5, 2024**

A meeting of the Munster Town Council convened at 7:00 p.m. on Thursday, September 5, 2024. Ordinance 1830 is the basis for holding electronic meetings. The announced meeting location was Munster Town Hall, 1005 Ridge Road, Munster, Indiana. Councilors, Staff, and the public had the option to participate via Zoom meeting technology.

Councilors George Shinkan, Joseph G. Hofferth, Chuck Gardiner, Jonathan Petersen, and David B. Nellans were physically present at Town Hall. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller/Interim Town Manager Patricia Abbott, Police Chief Steve Scheckel, Fire Chief Mark Hajduk, Town Attorney Dave Westland, Interim Director of Operations Chris Spolnik, and Munster Representative to the Hammond Sanitary District Mike Hawkins. Representatives from the media were not present.

President Nellans presided and opened the meeting with a moment of silence, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

The Town of Munster accepts public comments submitted both in-person and electronically. The public was informed, via the agenda posted at [munster.org](http://munster.org), that questions or comments about an item on the agenda were to be emailed to [wmis@munster.org](mailto:wmis@munster.org). All in-person public comments are limited to two minutes and limited to a total of twenty minutes for the public comment section.

Mr. Mike Wachala, 7 Terrace Drive, shared appreciation for closing Terrace Drive at the state line  
Mr. Mike Dujmovic, 1833 Tulip Lane, requested rumble strips on Fran Lin and Chestnut and add state law signs require motorists to stop in the crosswalks in that area

Mr. Mike Englert, 113 Beverly Place, updated on the Beverly Place planned improvements  
Mr. Bruce Caruso, 8560 Forest Avenue, thanked Council for closing Terrace Drive at the state line  
Mr. Michael Vanes, 8222 Baring Avenue, followed up on a email he sent earlier to council regarding the Ridge Road project.

Clerk-Treasurer Mis shared that no emails were submitted electronically.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Minutes of a regular meeting held on August 19, 2024

**ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #24-7L dated 07/31/24 totaling \$561,128.45  
Approval of Voucher Register #24-7M dated 07/31/24 totaling \$3,503,338.06  
Confirmation of Voucher Register #24-8H dated 08/22/24 totaling \$112,509.08  
Confirmation of Voucher Register #24-8I dated 08/23/24 totaling \$511,780.08  
Confirmation of Voucher Register #24-8J dated 08/29/24 totaling \$665,253.04

Approval of Voucher Register #24-9A dated 09/05/24 totaling \$123,720.91

### **TREASURER'S REPORT**

The July 2024 Treasurer's Report was presented.

#### **WATER LEAK ADJUSTMENTS 2024-43 AND 2024-44**

Staff received requests for 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:

<u>Adjustment Number</u>	<u>Average Usage</u>	<u>Actual Usage</u>	<u>Length of Time</u>	<u>Original Bill</u>	<u>Requested Adjustment Amount</u>	<u>Adjusted Bill</u>
2024-43	5,000	22,000	1 month	\$ 146.13	\$ 90.80	\$ 55.33
2024-44	5,000	106,000	1 months	\$ 667.15	\$ 596.43	\$ 70.72

Councilor Shinkan moved, with a second by Councilor Hofferth, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

### **NEW BUSINESS**

#### **RESOLUTION 2138: CLOSURE OF TERRACE DRIVE**

Proposed RESOLUTION 2138 is A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MUNSTER, INDIANA PERMANENTLY CLOSING TERRACE DRIVE AT THE ILLINOIS STATE LINE. Traffic on State Line and Terrace Drive was restricted during the recent road resurfacing project. The road was then temporarily closed, and observations made about how traffic responded. Residents of the area, both in Munster and Lansing, have observed a quieter neighborhood.

Councilors have spoken with residents, Staff and officials of the neighboring community Lansing, Illinois about closing Terrace Drive at the State Line and have determined it is in the best interest of the community to permanently close Terrace Drive at State Line.

Councilor Petersen moved, with a second by Councilor Shinkan, to adopt Resolution 2138 as presented. Councilor Gardiner asked for a standard procedure to close roads. Councilor Petersen stated they followed a process and conducted a survey. Councilor Nellans shared they had a meeting with the Lansing, IL officials. Councilor Shinkan called to question with a second by Councilor Petersen. Councilors Shinkan, Hofferth, Petersen, and Nellans voted in favor; Councilor Gardiner voted present; none voted against. Motion carried. Councilors Shinkan, Hofferth, Petersen, and Nellans voted in favor of Resolution 2138; Councilor Gardiner voted present; none voted against. Motion carried.

#### **ORDINANCE 1962: ADDITIONAL APPROPRIATIONS (5)**

Proposed ORDINANCE 1962 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2024 (5). To legally spend Town money, we must have appropriations, which simply means permission to spend. Two funds are now in need of additional appropriations.

The Park Department deemed it necessary to employ more summer staff than originally planned when the 2024 budget was created. The total appropriation request for the Park Fund of \$120,000.00 has been made to fund these payroll expenses.

The procedure for securing additional appropriations requires a public hearing, scheduled for September 16, 2024, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the Park Fund request will be submitted to the DLGF for their review and authorization.

Councilor Shinkan moved, with a second by Councilor Hofferth, to hear proposed Ordinance 1962 for additional appropriations on first reading, and schedule a public hearing for September 16, 2024. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

#### **ORDINANCE 1963: AMENDMENT #4 TO 2024 SALARY ORDINANCE**

Proposed ORDINANCE 1963 is AMENDMENT #4 TO THE 2024 SALARY ORDINANCE. Ordinance 1926 established the 2024 Salary Ordinance and was adopted December 4, 2023. Ordinances 1940, 1953, and 1961 were amendments 1, 2, and 3 respectively. This amendment will accomplish the following.

The Town has numerous projects running concurrently under the umbrella of Public Works. These include watermain replacements, road resurfacing, sidewalk replacement, and water tower rehabilitation. At the same time, there are the day-to-day operations of any Public Works Department which must be addressed as well as regular, on-going resident requests. The current organizational structure has a Superintendent of Operations to oversee all Street, Water and Sewer employees. There is a desire to add an additional Superintendent. This individual would focus on the large projects by acting as liaison to contractors and vendors and address resident requests. The Superintendents would work together with the Project Superintendent requesting staff support from the Operations Superintendent as needed.

The Town fleet currently exceeds 100 vehicles; this does not include large equipment (e.g. front-end loaders, skidsteers, street sweepers, etc.). Council approved the purchase of twenty take-home vehicles for the Police Department earlier this year and delivery is expected this year. Currently, tracking the fleet is handled by the various departments with mixed results. With the known increase in the number of vehicles, there is a need to have someone responsible for tracking the fleet. This person would maintain the inventory, vehicle assignment information, maintenance records, capital asset information, and support all departments in vehicle registration and purchase/trade-ins. Staff from the Police, Public Works and Clerk-Treasurer's Office met to discuss the matter and recommend hiring a full-time, clerical employee assigned to the Clerk-Treasurer to handle these tasks. The role would be assigned as Deputy Clerk III.

There are also two ministerial amendments to formally include language for the retirement health savings plan and to include the Administrative Secretary in Public Works for PTO as outlined in §4.3 of Resolution 2126 which is a resolution for the Interim Town Manager.

Councilor Shinkan moved, with at a second by Councilor Hofferth, to consider Ordinance 1963 on first reading and schedule second reading for the next regular meeting. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

## **IMPACT CONTRACT REVISION**

The Town of Munster works with Impact Networking to manage its IT needs. Impact has made a review of the number of items being serviced and under the terms of the existing contract, the monthly payment will increase by \$324.95 from \$15,630.61 to \$16,955.56.

Councilor Hofferth moved, with a second by Councilor Shinkan, to approve the revised monthly invoice cost for Impact Networking to a cost not to exceed \$15,955.56. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

## **PORTFOLIO REPORTS**

Councilor Gardiner asked who our NICTD contact was, and Councilor Nellans informed him he is the Town representative. Councilor Gardiner shared a community car show event that will be held on Saturday, September 7<sup>th</sup> called Cruising the Ridge to promote business along the Ridge Road corridor.

## **ANNOUNCEMENTS**

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

The Town Council will hold a regular meeting on Monday, September 16, 2024. The Redevelopment Commission will hold a regular meeting immediately following.

## **ADJOURNMENT**

There being no further business to come before the Council, and upon a motion by Councilor Shinkan and seconded by Councilor Hofferth, the meeting adjourned at 7:32 p.m. by voice vote.

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**David B. Nellans, President**

**ATTEST:**

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**Wendy Mis, Clerk-Treasurer**