

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
FEBRUARY 20, 2023

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, February 20, 2023. Ordinance 1830 is the basis for holding electronic meetings. The announced meeting location was Munster Town Hall. Councilors, Staff, and the public had the option to participate via Zoom meeting technology.

Councilors Chuck Gardiner, Lee Ann Mellon, and Ken Schoon were physically present at Town Hall. Councilors Andy Koultourides and Steven Tulowitzki were absent. President Gardiner presided. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Deputy Town Manager Jill DiTommaso, Town Attorney Dave Westland, Police Chief Steve Scheckel, Police Lieutenant Dan Broelmann, Fire Chief Mark Hajduk, and Munster Representative to the Hammond Sanitary District Mike Hawkins. Director of Operations Steve Gunty was online. The news media were not represented.

President Gardiner opened the meeting with a moment of silence followed by the pledge of allegiance.

SWEARING IN OF POLICE OFFICER

Clerk-Treasurer Mis performed the swearing in ceremony for Police Officer Joseph Brandner. His family along with Police Chief Steve Scheckel, Lieutenant Dan Broelmann, and fellow officers were present to observe. Council congratulated Officer Brandner.

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, that questions or comments about an item on the agenda were to be emailed to danderson@munster.org.

Mr. Mike Dujmovic, 1833 Tulip Lane, asked if the Town has an evacuation plan. The question arose because of the recent train derailment in Ohio. Chief Hajduk stated it is included in the Emergency Action Plan and that a copy would be provided.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on February 6, 2023

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #23-2D dated 02/09/23 totaling \$307,640.22
Confirmation of Voucher Register #23-2E dated 02/10/23 totaling \$628,427.52
Confirmation of Voucher Register #23-2F dated 02/16/23 totaling \$346,599.50
Approval of Voucher Register #23-2G dated 02/20/23 totaling \$141,324.92

WATER BILL ADJUSTMENTS 2023-09 THROUGH 2023-11

Staff received requests for adjustment under the leak adjustment policy adopted by the Town Council on April 8, 2013. The customer has completed the required form and the request meets all the criteria for adjustments as follows:

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2023-09	1,000	79,000	1 month	\$ 346.88	\$ 331.85	\$ 15.03
2023-10	0	80,000	1 month	\$ 394.62	\$ 377.71	\$ 16.91
2023-11	2,000	20,000	1 month	\$ 95.55	\$ 55.93	\$ 39.62

Councilor Schoon moved, with a second by Councilor Mellon, to suspend the rules, waive the readings, and adopt the Consent Agenda as corrected. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against.

NEW BUSINESS

GREAT NEWS PROPOSAL

The Town seeks to improve public communication and outreach. GreatNews.Life is a Region-based news service that contracts with municipalities and other clients to take a positive approach to online publishing that creates new opportunities to spread good news about communities. They do this with a team of professional photographers, copywriters and editors to create dynamic press releases and posts.

Staff recommended accepting the GreatNews.Life proposal for ten articles per year at a total cost of \$6,600.00. Additional articles can be commissioned on an as-needed basis.

Councilor Schoon moved, with a second by Councilor Mellon, to authorize the Town Manager to engage with GreatNews.Life for an initial cost not to exceed \$6,600.00. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against. Motion carried.

ORDINANCE 1895: AMENDMENT #1 TO 2023 SALARY ORDINANCE

Proposed ORDINANCE 1895 is AMENDMENT #1 TO THE 2023 SALARY ORDINANCE. Last Fall, the Town and School Town adopted a Memorandum of Understanding that an additional School Resource Officer would be provided by the Town with the School Town paying 100% of the costs. This position needs to be added to the 2023 Salary Ordinance.

In reviewing the ordinance, two minor errors were discovered on Exhibit D: Distribution of Payroll by Fund. One position was inadvertently left out and one position had the incorrect Grade number assigned. Ordinance 1895 has been drafted to add one police officer and to correct the errors on Exhibit D.

Councilor Mellon moved, with a second by Councilor Schoon, to hear Ordinance 1895 on first reading and set second reading for March 6, 2023. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against.

ORDINANCE 1896: AN ORDINANCE AMENDING PORTIONS OF THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER

Proposed ORDINANCE 1896 is an ORDINANCE AMENDING PORTIONS OF THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER. Staff presented an ordinance to update the Town Code regarding vehicle towing and impoundment to address issues with the metered parking at Centennial Park.

Councilor Schoon moved, with a second by Councilor Mellon, to hear Ordinance 1896 Amending Vehicle Towing and Impoundment on first reading and set second reading for the next regular meeting. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against.

PURCHASE APPROVAL: 2023 ATTENUATOR TRAILER

Public Works sought quotes for a new 2023 attenuator trailer with lighted arrow board sign. This is a new piece of safety equipment for the Town which consists of a towable trailer with an energy absorbing crumple zone built into the frame. This would absorb the impact of a crash with minimal to zero damage to the towing vehicle. More importantly, it will provide a buffer zone for the Street crew working in or close to traffic. It is expected to be used during street paving and repair, tree cutting, holiday decoration installation, and water main breaks. The purchase is part of the Capital Improvement Plan. Quotes were received as follows.

Vendor	Unit Description	Cost
Highway Safety Specialists, Fort Wayne, Indiana	TTMA-200 Gregory Attenuator w/light package	\$ 22,000.00
Delwa Enterprises, Knox, Indiana	Scorpion II towable Attenuator	\$ 29,824.06
Delwa Enterprises, Knox, Indiana	Gregory TTMA-200 Mash TL- 3 Attenuator	\$ 31,320.40
Striping Service and Supply, Grand Prairie, Texas	TL-3 Scorpion II trailer Attenuator	\$ 40,032.00

The purchase will be made from the 2022 General Obligation Bond proceeds.

Councilor Mellon moved, with a second by Councilor Schoon, to approve purchase from Highway Safety Specialists a new 2023 Gregory TTMA-200 Attenuator with light package for \$22,000.00. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against. Motion carried.

CCMG 2023-1 DESIGN ENGINEERING SERVICES PROPOSAL

Staff is seeking approval for engineering services for the CCMG 2023-1 project. This will include work on Treadway Road, Tudor Court, Tamarack Drive, Pasturegate Lane, Thicket Lane, and Azalea Drive. According to the proposal letter dated February 13, 2023, the work to prepare project plan sheets, traffic calming measures, price contract documents and bid phase services will be performed for a lump sum of \$75,200.00. Resident project representative services will be performed on an hourly basis at a cost not to exceed \$37,100.00 without prior authorization by the Town.

Staff explained that CCMG 2023-1 funding is expected to be announced in April and there is a short time frame to complete projects once the funding is awarded.

Councilor Schoon moved, with a second by Councilor Mellon, to approve the proposal from SEH for engineering services for the CCMG 2023-1 project with Task 1 not to exceed \$75,200.00 and Task 2 not to exceed \$37,100.00 without prior Council approval. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against.

ON-CALL ENGINEERING SERVICES AGREEMENT

The Town leases space on the water tanks to telecommunication companies. The leases allow the Town to hire an engineer to review plans when upgrades or maintenance are needed with the telecommunication equipment. This is done to ensure the Town's infrastructure is not adversely impacted. The cost of this work is paid by the telecommunication company involved.

SEH has provided these services to the Town and the Town has been pleased with the work from the engineer assigned to do this work. This individual has left SEH to join a different firm, VMC LLC. Staff would like to continue working with this individual as he has provided good work, knows the Town's infrastructure, and has an excellent

working relationship with Town staff. With a general agreement in place, Staff can call him to help with questions and concerns regarding the tank rehabilitation projects and other related projects.

Councilor Mellon moved, with a second by Councilor Schoon, to authorize the Town Manager to enter into the Agreement for Professional Services for On-Call General Engineering Services with VMC LLC. Councilors Schoon, Mellon, and Gardiner voted in favor; none voted against. Motion carried.

PORTFOLIO REPORTS

This portion of the meeting has been added to give elected officials an opportunity to share news about the various boards and commission on which they serve as liaison.

No reports were given.

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 6, and 20, 2023. The Redevelopment Commission will hold regular meetings immediately following.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Schoon and seconded by Councilor Mellon, the meeting adjourned at 7:16 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer