

**To:** President and Members of the Munster Town Council  
**From:** Wendy Mis, Clerk-Treasurer *WMis*  
**Date:** October 5, 2020  
**Re:** Postage Meter Lease

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Staff met with representatives from Pulse Technology to discuss the lease of the Town's Quadient postage machine and scale. Our current postage equipment is under lease at a cost of \$766.50/quarter. The lease will expire in October 2020.

A new postage machine and scale are available at a cost of \$766.35/quarter or \$15,327.00 over the proposed five-year contract. The new equipment is an updated version of the equipment currently in use. Related charges for ink, supplies and maintenance remain unchanged.

Quarterly lease payments will be made to Quadient Leasing with service calls being handled through Pulse Technology. Lease payments are made from the General Fund with postage costs charged to the associated fund.

**Recommendation:**

By motion and roll call vote, authorize the leasing of a Quadient postage meter system for a period of five years at a lease cost of \$766.35/quarter.