

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
APRIL 18, 2022**

A regular meeting of the Munster Town Council convened at 7:01 p.m. on Monday, April 18, 2022. 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, Andy Koultourides, Lee Ann Mellon, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. President Gardiner presided.

Also present in Town Hall were Clerk-Treasurer Wendy Mis, Town Manager Dustin Anderson, Town Attorney Dave Westland, Fire Chief Mark Hajduk, Police Chief Steve Scheckel, Planning Director Thomas Vander Woude, and Superintendent of Operations Chris Spolnik. The news media were not represented.

President Gardiner announced that former Munster Police Chief Thomas Rhind passed away and asked that he be remembered. President Gardiner then asked for a moment of silence followed by the pledge of allegiance.

PROCLAMATION: ARBOR DAY 2022

President Gardiner read the proclamation naming April 29, 2022, as Arbor Day and encouraging Munster citizens to support efforts to protect trees and woodlands.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to adopt "A Proclamation Recognizing Arbor Day." Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried *viva voce* and the proclamation was adopted.

PUBLIC COMMENT

The Town of Munster accepted public comment 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. Anderson reported that none were received.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on April 4, 2022

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #22-4B dated 04/11/22 totaling \$50,876.80
Confirmation of Voucher Register #22-4C dated 04/07/22 totaling \$627,367.06
Confirmation of Voucher Register #22-4D dated 04/06/22 totaling \$270,151.37
Confirmation of Voucher Register #22-4E dated 04/08/22 totaling \$455,519.02
Confirmation of Voucher Register #22-4F dated 04/11/22 totaling \$26,966.23
Confirmation of Voucher Register #22-4G dated 04/14/22 totaling \$53,600.87
Approval of Voucher Register #22-4H dated 04/18/22 totaling \$63,681.50

WATER LEAK ADJUSTMENT 2022-19 AND 2022-20

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
2022-19	6,000	35,000	2 months	\$ 132.03	\$ 84.95	\$ 47.08
2022-20	0	79,000	1 month	\$ 271.71	\$ 259.96	\$ 11.75

Councilor Mellon moved, with a second by Councilor Schoon, to approve the Consent Agenda as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

NEW BUSINESS

MPD - DESTRUCTION OF PROPERTY

The Police Department requested permission from the Town Council to dispose of the following property:

- Scanner from squad (no longer functioning 13340B100D)
- Ikey keyboard (no longer functioning SB87TPMUSB Ser# Bak0122013046145)
- Handheld Flashlight (Streamlight 059082A 1216)
- One office chair (No longer usable)
- Radar raptor RP-1 Kustom Signals (RP07897 No longer working)
- Portable Breath test (PBT) 1072760 Alco-sensor (no longer working)
- Fujitsu Tablet power Serial # R8300040 (no longer functioning)
- Whelen Siren box Serial # N045111 (no longer functioning)
- All of the old records desks and the chairs in the lobby (desks damaged and being replaced as well as the chairs in the lobby)

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to authorize the Police Department to destroy listed property, and remove same from our current inventory. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

MPD - SCHEDULING SOFTWARE AGREEMENT

The Munster Police Department is looking to enter into a contract agreement with Pace Scheduler. This company offers a software program which will update the way MPD does scheduling and will make the everyday schedule available to the police officers online. In addition, it will update the way they contact officers to cover overtime shifts, assign details. Pace Scheduler will work with our current payroll system to keep leave and leave balances up to date. Pace Scheduling is based out of Naperville and is used by other local police departments. The cost of this software, implementation, and training is \$ 3,200.00. This fee will be a yearly recurring fee unless we decide later to enter into a more long-term contract. The money for this fee can be taken out of the technology fund.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to authorize the Police Department to enter into a one-year contract with Pace Scheduler for the fee of \$ 3,200.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

JJ NEWELL CONCRETE AWARD

On April 1, 2022, bids were received and read aloud for the 2022 Sidewalk Replacement Program project. The project includes removal and replacement of residential and commercial sidewalks deemed to be tripping hazards. Construction costs will be evenly shared between property owners and the Town through the Town's 50/50 Sidewalk Replacement program. The project was publicly bid pursuant to state and local bidding regulations. Bids were based on an estimated quantity of sidewalk to be replaced in order to obtain a unit cost per square foot for participation in

the program and available funds. Two bids were received for the Project: \$ 180,300 from JJ Newell Concrete Contractors, Inc and \$ 261,080 from FH Paschen, SNS Nielsen & Associates, LLC. The engineer estimated \$ 182,000.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to authorize the Police Department to destroy listed property, and remove same from our current inventory Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

RESOLUTION #2093: ROAD SALT PURCHASE FOR 2022-2023 SNOW SEASON

Proposed RESOLUTION 2093 is A RESOLUTION AUTHORIZING THE TOWN TO PARTICIPATE IN THE JOINT PURCHASING PROGRAM FOR ROAD SALT. Since 2009 the Town has participated in the State of Indiana joint purchasing of road salt and plans to do so again for the 2022-2023 season. Last month the Town had to provide its purchase commitment and committed to 3,600 tons. The Town must purchase at least 80% and up to 120% of its commitment. Staff believes this is an adequate amount to provide for the Town's needs for the coming snow season.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve Resolution 2093, authorizing the Town Manager and Director of Public Works to purchase up to 3,600 tons of treated road salt from the awarded State Contractor through the 2022-2023 State Joint Purchasing Program Bid on Road Salt for INDOT LaPorte District #40. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. The motion carried and Resolution 2093 was adopted.

ORDINANCE #1862: REZONING OF CERTAIN REAL ESTATE (PC DOCKET 22-002)

Proposed ORDINANCE 1862 is AN ORDINANCE AMENDING THE ZONING MAP OF THE TOWN OF MUNSTER REZONING CERTAIN REAL ESTATE TO CD-3.R2 NEIGHBORHOOD – 60' LOT ONE FAMILY RESIDENCE DISTRICT. Earlier this year, Town staff was approached by Cesar Tovalin, the owner of the property, requesting information about the zoning of the subject property. Staff made the following findings:

- The property is currently located within the CZ – Civic Zone District, a district that permits parks, civic buildings, religious buildings, and other non-residential, non-commercial uses.
- A Town of Munster zoning map adopted in 1994 indicates that the property has been zoned as park land since at least that time, perhaps longer.
- A single-family home is not a permitted use within the CZ – Civic Zone District.
- The property has been in continual use as a single-family home since the existing home was constructed in 1952.
- The existing single-family home on the property is classified as a legal non-conforming use.
- The neighboring properties to the north, east, and south are zoned CD-3.R2 Neighborhood - 60' Lot One Family Residence District.

It was the opinion of staff that the most appropriate zoning district for this property is CD-3.R2 Neighborhood - 60' Lot One Family Residence District. After discussion between staff and the Plan Commission, the Plan Commission initiated a zoning map amendment to change the zoning of the property at 1503 Fairway Avenue from CZ-Civic Zone District to CD-3.R2 Neighborhood - 60' Lot One Family Residence District. The Plan Commission considered this petition under PC Docket 22-002 at a public hearing held on April 12, 2022. There were no remonstrances. The Plan Commission voted unanimously (4 in favor, none opposed, 1 absent) to forward a favorable recommendation to rezone the subject property CD-3.R2 Neighborhood – 60' Lot One Family Residence District.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to approve Resolution 2094, authorizing a zoning map amendment to change the zoning of the property at 1503 Fairway Avenue from CZ-Civic Zone District to CD-3. R2 Neighborhood - 60' Lot One Family Residence District. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. The motion carried and Resolution 2094 was adopted.

Clerk-Treasurer's Note: This item was originally listed on the agenda as Ordinance 2094. The correct number is 1862. All copies of the document have been modified to show the correct number.

APPOINTMENT TO UNSAFE BUILDING BOARD

The Town of Munster Municipal Code Article XI Unsafe Building Regulations establishes an Unsafe Building Board (UBB) as the hearing authority to conduct public hearings on orders issued by the Munster Chief Building Inspector under the unsafe building law. The UBB consists of two members of the Board of Zoning Appeals and one non-council member of the Plan Commission. Plan Commission member Roland Raffin and BZA member Daniel Buksa currently comprise the UBB. Jonathan Petersen had been appointed as the second member from the BZA. Since he stepped down from the BZA earlier this year, there is a vacancy on the UBB for a BZA member. After discussion at the April 12, 2022, BZA meeting, Sharon Mayer has volunteered to serve as the second BZA member. According to IC 36-7-9-2, the legislative body of a town designates the person or persons that comprise the hearing authority.

Councilor Mellon moved, with a second by Councilor Koultourides, to appoint Sharon Mayer as a member of the Unsafe Building Board representing the Board of Zoning Appeals. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

REPORTS

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 number of residents able to participate in person will be limited based on the Governor's Executive Order(s) in effect at that time.

The Town Council will hold a regular meeting on Monday, May 2, 2022. The Redevelopment Commission will hold a regular meeting immediately following the Town Council meeting.

ADJOURNMENT

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

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer