

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
MAY 2, 2022

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, May 2, 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, and Ken Schoon were physically present at Town Hall. Councilor Steven Tulowitzki was present in the virtual setting. President Gardiner presided.

Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Town Attorney Dave Westland, Fire Chief Mark Hajduk, Police Chief Steve Scheckel, and Munster Representative to the Hammond Sanitary District Mike Hawkins. The news media were not represented.

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

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 18, 2022

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #22-3M dated 03/31/22 totaling \$36,987.85
Confirmation of Voucher Register #22-3N dated 03/10/22 totaling \$23.13
Confirmation of Voucher Register #22-3O dated 03/31/22 totaling \$4,021.23
Confirmation of Voucher Register #22-4I dated 04/21/22 totaling \$79,673.80
Confirmation of Voucher Register #22-4J dated 04/22/22 totaling \$418,652.22
Confirmation of Voucher Register #22-4K dated 04/28/22 totaling \$361,414.89
Approval of Voucher Register #22-5A dated 05/02/22 totaling \$282,327.47

TREASURER'S REPORT

The March 2022 Treasurer's Report was presented.

Councilor Koultourides 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

LETTER OF ENGAGEMENT: LANDFILL ASSURANCE TEST

The Indiana Department of Environmental Management (“IDEM”) requires documentation from the Town regarding financial assurance of the landfill site. This requirement has traditionally been in place to assure IDEM that a private business owners operating a landfill site has placed financial assurance on record in case the owner closes the business without any warning, leaving behind a brownfield. The provisions in 329 IAC 10-39-2(a)(6) apply to municipalities as well, even though the same risks are not involved.

Baker Tilly, and their predecessor Umbaugh & Associates, has completed numerous reports on the financial status of the landfill for the Town. A letter of engagement to perform the work that must be completed to provide IDEM with the proper financial assurance has been presented.

Baker Tilly has the appropriate financial information to provide IDEM with information about the Town’s general financial well-being. IDEM does not stipulate that the Town pass any further bonds or pay any sums of money at this time to comply with the financial assurance provisions.

The fee for this service is set at \$6,700.00 and is to be funded from the Solid Waste Management Fund.

Councilor Koultourides moved, with a second by Councilor Schoon, to approve the letter of engagement with Baker Tilly for the Annual Landfill Assurance Test in the amount of \$6,700.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

CONTRACT APPROVAL: COMPREHENSIVE PLAN

A comprehensive plan is the official statement of a local government establishing policies for its future long-range development. The comprehensive plan draws upon public and stakeholder involvement and data analysis to develop a vision, goals, and strategies typically for the future land use, transportation, economic development, the environment, and natural resources of the community. The most recent comprehensive plan was completed in 2010 and it identified the following guiding principles for future development.

- Promote sustainable growth
- Support transit as critical to a prosperous town
- Create a legacy of unique parks and open spaces
- Grow as a hub of the regional trail system
- Strengthen infrastructure to meet future needs
- Redevelop old areas as walkable, mixed-use centers

The best practice is to update the comprehensive plan about every ten years and more frequently if the community is experiencing rapid change. Staff was directed to seek proposals to update the 2010 comprehensive plan. Six proposals were received, reviewed, ranked, and interviewed by a selection committee which included the Council President, Town Manager, Department Heads, and the Town Engineer. The committee recommends Houseal Lavigne Associates, LLC. as the most qualified candidate. Houseal will partner with Troyer Group to perform the work.

The scope of services includes public and stakeholder involvement, and the plan will include recommendations for land use, transportation, housing, community facilities and infrastructure, parks and open space, economic development, and arts and culture. The process will include Staff and an advisory committee. Once done, the plan will be presented to both the Plan Commission and the Town Council for adoption. The project is expected to be completed in fourteen months at a cost not to exceed \$171,045.00.

Councilor Tulowitzki confirmed that the scope was expanded to include more stakeholder interviews. Staff stated that the possibility of an interactive web site will be determined as the project proceeds.

Councilor Mellon asked about the advisory committee. Mr. Anderson confirmed that once a list is created, it will be shared with Council for their input prior to contacting potential members. Councilor Mellon also confirmed that the contract had been reviewed by the Town Attorney.

Councilor Koultourides moved, with a second by Councilor Schoon, to authorize the Town Manager to enter into a service agreement with Houseal Lavigne Associated in an amount not to exceed \$171,045.00 to develop a comprehensive plan for the Town of Munster. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

PROPOSAL FOR GEOTECHNICAL ENGINEERING SERVICES

At the November 1, 2021, meeting, Council approved geotechnical engineering services with Advanced Engineering Services (AES) for the proposed CCMG project at River Drive, East and North Delaware Parkway, and Potomac Drive. Advanced Engineering Services (AES) has submitted a proposal for geotechnical engineering services for the CCMG 2022-1 street paving and watermain replacement at White Oak Avenue, Hawthorne Drive, Crestwood Avenue, and Cypress Avenue.

The purpose will be to obtain information about the subsurface soil and groundwater conditions, to determine selected engineering characteristics of the sub surfaces encountered in the study, and to develop recommendations regarding roadway subgrade and earthwork activities for the proposed construction.

Councilor Koultourides moved, with a second by Councilor Mellon, to approve the AES Proposal No. 2022-175G for Geotech Engineering Services dated April 25, 2022, in the amount of \$4,950.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

EMERGENCY SANITARY SEWER REPAIR

On April 1, 2022, NIPSCO informed the Town that they had accidentally discovered a collapsed sanitary sewer pipe when they were performing other work on Beverly Place. Munster Water and Sewer Department employees inspected the line and discovered about 800 feet of vitrified clay pipe. Inspection showed multiple collapses in the lines in each direction. It was deemed a potential emergency situation requiring immediate action.

The scope of work included installation of approximately 770 linear feet of 8" PVC SDR 35 sanitary sewer main on Beverly Place between State Line Avenue and Hohman Avenue to replace the existing deteriorated 10" clay pipe. The Engineer's Estimate was a total cost of less than \$150,000.00. Quotes were solicited on April 6 in accordance with IC 36-1-12-4.7. Two quotes were received as follows.

Gatlin Plumbing	\$115,000.00
Calumet City Plumbing	\$335,145.00

Due to the potential emergency, Staff authorized the work with Gatlin Plumbing with the understanding that the award would be presented to Council at its May meeting. The required payment and performance bond and insurance certificate have been received.

Work is expected to begin by May 16, 2022, and be complete on or about May 30, 2022 with no anticipated interruption of service to residents.

Councilor Koultourides moved, with a second by Councilor Schoon, to award the Beverly Sanitary Sewer Project to Gatlin Plumbing and Heating, Inc. 1111 East Main Street, Griffith, Indiana 46319, deemed the most responsive and responsible quoter in the amount of \$115,000.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

PRINT MANAGEMENT PROGRAM

The Munster Police Department would like to engage in a printer management program with Pulse Technology. The program is all-inclusive with Pulse providing toner cartridges, maintenance, and if necessary, replacement of damaged printers. The Munster Fire Department and the Town Manager's Data Processing area would also like to participate in the program as well. Three separate contracts are presented as follows.

Department	Term	Covered Items	Monthly Cost	Total Contract Cost
Police	36 months	7 printers	\$ 329.00	\$ 11,844.00
Fire	36 months	1 printer	\$ 94.00	\$ 3,384.00
Data Processing	60 months	1-36" plotter/map printer	\$ 363.35	\$ 21,801.00

New printers will be delivered after approval of the agreement.

Councilor Koultourides moved, with a second by Councilor Mellon, to approve the three contracts with Pulse Technology for the print management program to be paid from the Technology Fund. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. The motion carried and Resolution 2094 was adopted.

2018 GENERAL OBLIGATION BOND PROCEEDS: POLICE DEPARTMENT

At the time the 2018 General Obligation Bond was issued, the Police Department provided a list of equipment needed. Two of these projects came in a lower cost than expected and the Police Department would like to use those funds for other purposes that are in line with eligible uses of the bond proceeds.

Police Staff plans to purchase two electric bikes from RECON at an approximate cost of \$10,500.00. Staff also wants to purchase four new portable breath tests to replace older ones which no longer function at a cost of about \$2,500.00.

This item is presented to Council for information purposes only and no formal action is required.

BOARDS AND COMMISSIONS

Mr. Stuart Friedman has served on the Plan Commission and Board of Zoning Appeals from June 29, 1998, and March 27, 2007, respectfully. He is moving out of Munster and resigned his positions effective May 31, 2022.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to appoint Rachel Branagan to the Plan Commission to complete the vacated term set to expire December 31, 2023. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

Councilor Koultourides moved, with a second by Councilor Mellon, to appoint Brian Specht as the Council appointee to the Board of Zoning Appeals to complete the vacated term set to expire December 31, 2023. 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.

Councilor Schoon reported that the Lake County Solid Waste Management District has moved to its new location in Merrillville, Indiana.

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 16, 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 Schoon and seconded by Councilor Koultourides, the meeting adjourned at 7:27 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer

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