

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JANUARY 16, 2023**

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, January 16, 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, Andy Koultourides, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. Councilor Lee Ann Mellon was absent. President Gardiner presided. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Deputy Town Manager Jill DiTommaso, Town Attorney Dave Westland, Water Department Crew Leader David White, 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.

PROCLAMATION: MONARCH CITY

President Gardiner read a proclamation declaring the Town of Munster committed to supporting the monarch butterfly species in our community and beyond. President Gardiner thanked those present working on this project for their efforts and announced that seeds which attract Monarch butterflies are available free to the public.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to adopt the proclamation as presented. Motion carried *viva voce*.

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.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on January 9, 2023

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #23-1E dated 01/12/23 totaling \$1,082,772.01

Approval of Voucher Register #23-1F dated 01/16/23 totaling \$327,792.63

Confirmation of Voucher Register #23-1G dated 01/13/23 totaling \$528,407.35

WATER UTILITY WRITE-OFFS

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In 2017, the Town began using Attorney Jonathan Peterson to increase collection efforts. In 2020, the Town began using the TRECS system as an additional collection remedy.

There are twenty accounts from 2019 totaling \$7,224.58 that had appropriate collection efforts made but were not successful. It is unlikely that these would be or could be collected. Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided but is available to the Council at the clerk-Treasurer's Office.

Although no action is required of the Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$7,224.58 will be written off pursuant to Ordinance 1745.

ACCEPTANCE OF PUBLIC OFFICIALS' BONDS

There are statutory needs for certain officers and employees of a town to file individual surety bonds for the faithful performance of their duties.

IC 5-4-1-18 stipulates that the bond of a town Clerk-Treasurer shall be fixed by the town council in an amount equal to \$15,000 for each one million dollars of receipts, up to a maximum bond amount of \$300,000. During 2022, the Town of Munster received net revenues in excess of \$25,000,000.00. Twenty-five times \$15,000 equals \$375,000. Therefore, the bond for the Munster Clerk-Treasurer should be in the amount of \$300,000. The Munster Clerk-Treasurer is Wendy Mis.

IC 36-7-14-7(c) calls for each redevelopment commissioner (each member of the Munster Redevelopment Commission) to execute a bond in the amount of \$15,000 before beginning his (her) duties. Further, the cost of the bond shall be paid by the special taxing district. The Munster Redevelopment Commissioners are Chuck Gardiner, Andy Koultourides, Lee Ann Mellon, Kenneth J. Schoon, and Steve Tulowitzki.

IC 36-5-5-5 stipulates that a town manager "must, in the manner prescribed by IC 5-4-1, execute a bond for the faithful performance of his duties." IC 5-4-1-18(c)(2) requires the "amount of the bond of any other person required to file an individual bond shall be fixed by the fiscal body of the unit" at not less than \$5,000. Dustin C. Anderson is the Munster Town Manager.

The Town of Munster Board of Safety is a town board of metropolitan police commissioners. IC 36-8-9-3.1(f), stipulates that a board member shall give a bond in the amount of \$5,000. The members of the Munster Board of Safety are Matt Maloney, Lorin M. Brown, Michael Clark, Linda S. Dunn, and Robert Dershewitz.

IC 36-8-6-3(e) stipulates that a secretary of a 1925 police pension fund "shall, in the manner prescribed by IC 5-4-1, execute a bond conditioned upon the faithful discharge of the secretary's duties." IC 5-4-1-18(c)(2) required the "amount of the bond of any other person required to file an individual bond shall be fixed by the fiscal body of the unit" at not less than \$5,000. The Secretary of the Munster Police Pension Board is Bryan Oberc.

Public official bonds have been executed by the town Clerk-Treasurer, the five redevelopment commissioners, the town manager, the five members of the board of public safety and the secretary of the police pension board and are now ready for acceptance by the Town Council.

2023 MILEAGE RATE

The 2023 salary Ordinance 1890 provides, in part the following:

"Mileage Reimbursement Rate – Employee use of a privately owned vehicle driven on official Town business shall be reimbursed at the standard mileage rate established by the latest Internal Revenue Service determination for business miles driven."

On December 29, 2022, the Internal Revenue Service announced that beginning January 1, 2023, the standard mileage rate for the use of a vehicle for business purposes will be 65.5¢ per mile for business miles driven. Claims made for mileage reimbursement must be made on General Form No. 101 (1955), available through the Clerk-Treasurer's Office.

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

NEW BUSINESS

RESOLUTION 2103: AUTHORIZED SIGNER FOR INDOT BUSINESS

Proposed RESOLUTION 2103 is A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE CONTRACTS AND DOCUMENTS FOR THE INDIANA DEPARTMENT OF TRANSPORTATION. The Indiana Department of Transportation requires Council documentation allowing the Town Manager to execute contracts and related documents for public improvement projects. This documentation must be updated annually. Resolution 2103 has been drafted for this purpose.

Specific contract documents will still be brought to Council prior to signature.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to approve Resolution 2103 authorizing the Town Manager to execute contracts and documents for the Indiana Department of Transportation. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

AGREEMENT APPROVAL: 2022-2 CCMG LPA

The Town of Munster applied for a Community Crossings Matching Grant (CCMG) from INDOT. The grant award is \$625,347.52. The grant is for the complete reconstruction of three local streets as follows.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Miles</u>	<u>Estimated Cost</u>	<u>CCMG Request</u>
Beverly Place	State Line Avenue	Hohman Avenue	0.158	\$ 664,310.00	\$ 332,155.00
Camellia Drive	Fran Lin Parkway	Hawthorne Drive	0.193	283,995.00	141,997.50
White Oak Avenue	Fairway Avenue	River Drive	0.202	335,745.00	167,872.50
Totals			0.553	\$ 1,284,050.00	\$ 642,025.00

Councilor Koultourides clarified which streets are included. Staff confirmed that 45th Street west of Calumet Avenue will be worked on separately this year.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to authorize the Town Manager to execute Contract #069638 with the Indiana Department of Transportation in the amount of \$625,347.52 to reconstruct 0.553 miles of local roads and streets. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

PUBLIC WORKS - LEAF HAULING

Duneland 28 in Valparaiso, IN has been the alternative site for the dumping of leaves and wood chips since October 13, 2014, with an unchanged cartage and disposal rate charged by P&C Trucking for both leaves and woodchips when needed of \$385.00 per load from 2018 through 2022. P&C Trucking stated they would not be able to hold their rate for 2023 and Staff sought quotes from five vendors. Two vendors responded with P&C Trucking keeping their rate of \$385.00 per load and Republic Services from Crown Point, Indiana quoting \$665.00 per load with other ancillary charges.

Staff requests Town Council approval of the proposal submitted by P&C Trucking for leaf and wood chip hauling in the Town of Munster. Leaf hauling services are funded by the Town's Solid Waste Management Fund.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve the proposal from P&C Trucking for the pickup, transportation and disposal of leaves and wood chips until December 31, 2023, as needed to Duneland 28 in Valparaiso, IN at \$385.00 per load. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

PROCUREMENT OF FLOW METERS AND HYPOCHLORITE DOSING EQUIPMENT

The Water Utility is required to maintain a certain residual level of chlorine in the water provided to its customers. Flow meters are needed to determine the injection rate of hypochlorite solution to maintain these levels. Staff sought quotes by advertising in The Times of Northwest Indiana for the needed equipment. Public Works staff

will install the equipment at the Riverbend Station and a contractor will be engaged to perform the work at the Calumet Avenue Station. An outside contractor will be needed there because of the added complexity. This will be done under a separate contract.

One quote was received from Metropolitan Industries for \$89,871.00. They will provide the equipment, all programming needed to integrate the flow meters and dosing pumps with the Town's SCADA system, start-up assistance, and training. Metropolitan currently provides SCADA services to the Town and is very familiar with the system.

Councilor Schoon moved, with a second by Councilor Koultourides, to approve the purchase of the flow meters and hypochlorite dosing systems for the quoted price of \$89,871.00. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

WATER TANK REHABILITATION AND MAINTENANCE PROGRAM

The Town has seven water tanks in its distribution system. These are significant assets to the Utility and a team of specialists is needed to inspect, install, and maintain the specialized coating systems that protect them and keep them operational.

Staff sought and received two proposals for these services in 2022. Utility Service Company, Inc. (A Veolia Company) and SEH Design/Build, Inc. (SEH) submitted proposals. Staff reviewed the proposals based on a number of criteria including price, project experience, and client references. Based on this analysis, Staff recommends entering a five-year maintenance contract with Veolia based on the scope of work presented which includes complete repainting of each tank within the next five years and yearly inspections.

Councilor Tulowitzki stated this is part of the work to enhance the Town's Water Utility infrastructure.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to authorize the Town Manager to sign the Master Services Agreement and seven Statement of Work contracts with Veolia for a full-service water tank rehabilitation maintenance program. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

CSX TRANSPORTATION: QUIET ZONE INSPECTION FEE

The developer of the Maple Leaf Crossing project would like to see a quiet zone established by the Federal Railroad Administration of the Department of Transportation (FRA) at the at-grade crossing on Calumet Avenue. This crossing is owned by the Canadian National Railroad and CSX Transportation operates the rail traffic along the crossing.

An application must be filed with the FRA as part of the process. The application requires review and concurrence from all interested rail parties. Canadian National is willing to work with the Town and CSX requires \$6,000.00 to review the field conditions necessary prior to agreeing.

The developer has committed to paying for all costs associated with the application, the Town and developer agree that the applying party is the best entity to pay the fee to CSX. The fee will be paid from the LIT-Economic Development Fund.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve the payment of \$6,000.00 to CSX for services associated with the Town's quiet zone application. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

2023 COUNCIL PORTFOLIO ASSIGNMENTS

The list of Council Portfolio Assignments was presented. Assignments remain unchanged with one addition. Councilor Mellon is appointed as an alternate to the Lake County Solid Waste Management Board.

PARK BOARD APPOINTMENT

The term of David Cerven (R) expired on December 31, 2022. Mr. Cerven was initially appointed to the Park Board on January 28, 1991. Mr. Cerven declined to be reappointed. Mr. Cerven was recognized at the December 20, 2022, Park Board meeting for his many years of service to the Town of Munster.

Per IC 36-10-3-4(c), the Park Board may not have more than two members affiliated with the same political party. The fifth member of the Park Board is selected by the governing body of the school corporation and political affiliation is not a concern.

The Nominating Committee met on Tuesday, December 20, 2022, and reviewed the completed Board and Commission applications from those who indicated an interest in serving on the Park Board. The Committee forwarded three names to Council for consideration.

On Thursday, January 12, 2023, Park Board Liaison, Councilor Ken Schoon and Town Council President, Councilor Chuck Gardiner interviewed the three applicants.

Councilor Schoon moved, with a second by Councilor Koultourides, to appoint Mr. Scot Pierce to the Park Board a four-year term expiring December 31, 2026. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

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, February 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 Tulowitzki, the meeting adjourned at 7:22 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer