

Burns Harbor Town Council
Regular Meeting
February 10, 2016

The Town Council of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, February 10, 2016 in the Town Hall. The meeting was called to order by Council President, Raymond Poparad at 7:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

Roll Call: Toni Biancardi ----- Present
Andrew Bozak ----- Present
Eric Hull ----- Present
Raymond Poparad ---- Present
Marcus Rogala ----- Present

Clerk-Treasurer Jane Jordan was present. A quorum was attained.

Additional Officials Present: Attorney Clay Patton, Town Engineer Hesham (Shem) Khalil, Town Marshal Michael Heckman, Street Superintendent Pat Melton and Building Commissioner/Fire Chief/Sanitation Superintendent William Arney.

Also Present: Jeff Schultz of the Chesterton Tribune

Approval of Minutes:

Councilwoman Biancardi made a motion to approve January 21, 2016 meeting minutes. Councilman Hull seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Reports:

Building Commissioner Arney went over the monthly report and stated that the report is in the Council members' boxes.

Street Superintendent Pat Melton went over the monthly report and stated that the report is in the Council members' boxes. Superintendent Melton informed the Council that the department has been busy disposing of debris. The new furnace and carbon monoxide detectors have been installed. Would the Council consider pay increases for the department's part-time employees since they have not had a raise in many years? Councilman Poparad stated we will be looking at that after the new employees are hired. Clerk-Treasurer Jordan stated several people have reached out to Lori McCormick and me commending the Town for getting curbside recycle.

Town Marshal Heckman went over the monthly report and stated that the report is in the Council members' boxes.

Fire Chief Arney went over the monthly report and stated that the report is in the Council members' boxes. Fire Chief Arney indicated the new ambulance arrived but still needs to be inspected by the State before it can be placed into service.

Sanitation Superintendent Arney indicated we are having power issues with lift station number three. We are finding shop rags in the system which, are causing pump problems.

Park Board President Amanda Sucku informed the Council we continue planning for this year's Footloose. The Park Board is working on events for different age groups and is hoping to replace the 1970's tractor.

Redevelopment Commission representative Joe Rurode informed the Council that the Commission renewed its contact with Live Work Learn Play.

The following purchase orders were presented for discussion: purchase order #2371, 2386, 2387, 2388, and 2389.

Correspondence:

IDEM - Approval of FESOP Administrative Amendment for Urschel Laboratories, Inc.
Shared Ethics Advisory Commission – 2015 Annual Report
DNR - Floodplain Control Class 2016 Operation Stay Afloat March 15th
Anton Insurance Company – House Bill 1024 opinion letter to State Senators.

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Council discussed the proposed House Bill 1024.

Councilman Bozak made a motion that the Town sends Building Commissioner Arney to the DNR flood control class and that the expenses be paid by the Building Department. Councilman Rogala seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Presentations, Resolutions, Ordinances and Remonstrance:

Resolution 2016-03 Amending 2016 Salary Ordinance

Councilman Hull made a motion that the Town adopts **ORDINANCE 2016-03 2016 SALARY AND WAGES** Amending Ordinance 2015-13 BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BURNS HARBOR, PORTER COUNTY, INDIANA that the following listed Officers and Employees receive compensation for the year of 2016 in the amount and manner hereinafter set forth:

Officer/Employee	Frequency of Payment.	Amount of Compensation
Council Members (5)	Monthly	\$ 4,000.00 each per year.
Clerk-Treasurer	Bi-weekly	2,067.52 bi-weekly Exempt 75% from General Fund 25% from Sanitation Fund
Town Marshal	Bi-weekly	27.84 hourly.
Assistant Deputy Marshal	Bi-weekly	1,000.00 per yr. Exempt
Sergeant	Bi-weekly	21.50 - 24.50 hourly
Corporal	Bi-weekly	21.00 - 24.00 hourly
Deputy Marshal	Bi-weekly	19.75 - 24.00 hourly.
Probationary Deputy Marshal	Bi-weekly	17.50 - 20.00 hourly.
Deputy Marshal Part-time	Bi-weekly	16.00 - 18.00 hourly.
Police Clerk Full-time	Bi-weekly	16.50 - 20.50 hourly.
Police Clerk Part-time	Bi-weekly	10.00 - 13.00 hourly.
GM/MVH Superintendent	Bi-weekly	27.59 hourly.
GM Laborer Full-time	Bi-weekly	18.00 - 23.50 hourly.
MVH Eqpt. Operator Part-time	Bi-weekly	13.00 - 17.00 hourly.
GM/BLDG/Sanitation Clerk	Bi-weekly	16.00 - 21.00 hourly. 60% from GM General Fund 40% from Sanitation Fund
GM/BLDG Clerk Part-time	Bi-weekly	10.00 - 13.00 hourly.
Building Commissioner	Bi-weekly	8,423.00 per year. Exempt
Building Inspector	Monthly	35.00 per inspection performed
Building Code Enforcement Part-time	Bi-weekly	13.00 - 17.00 hourly
Fire Chief	Bi-weekly	13,317.00 per year. Exempt
Fire Department Secretary	Monthly	8,000.00 per year.
Plan Commission Board Members (7)	Yearly	500.00 each per year.
Plan Commission Secretary	Monthly	3,000.00 per year based upon 12 meetings per year and additional \$200.00 per special meeting.
BZA Board Members (5)	Yearly	500.00 each per year
BZA Secretary	Monthly	3,000.00 per year
Sanitary Sewer/Storm Water Superintendent	Bi-weekly	27.59 hourly from Sanitation Fund
Sanitary Sewer/GM Laborer Full-time	Bi-weekly	19.00 - 23.50 hourly 10% from General Fund 90% from Sanitation Fund
Sanitary Sewer/Storm Water Boards Secretary	Monthly	3,000.00 per year

In addition the Town will pay all full-time employees longevity compensation in the amount of \$100.00 per year to be paid on the payroll following the employee's anniversary full-time hire date. For all other benefits and paid time off, refer to personnel handbook adopted on November 11, 2009.

Salaries contained in this Ordinance are to be deemed the maximum allowable salary payable for each position. See attached salary listing.

New pay rates will take effect with the first payroll check written beginning the January, 2016.
Passed and Adopted this 9th day of March, 2016.

Police Department:

Michael Heckman	Chief	27.84 hourly
Michael Chandler	Corporal	23.93 hourly

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Shayna Dujmovich	Clerk	18.47 hourly
Timothy Lucas	Deputy Marshal	23.38 hourly
Jeremy McHargue	Corporal	23.93 hourly

Street Department:

Randal Skalku	Superintendent	27.59 hourly
Derrell Melton	Labor	23.11 hourly
Robert Wesley	Labor	23.11 hourly 10% from General
Loretta McCormick	Clerk	19.92 hourly 60% from General

Sanitation Department:

William Arney	Superintendent	27.59 hourly Minus Fire & Blding pay
Robert Wesley	Labor	23.11 hourly 90% from Sanitation
Loretta McCormick	Clerk	19.92 hourly 40% from Sanitation

Councilwoman Biancardi seconded the motion. Councilman Bozak asked if the Council was going to discuss the increase for Deputy Marshals. Councilman Poparad stated we are going to get this position taken care of, then we are going to take care of the Sanitary Secretary, then we will look at everything. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Resolution 2016-03 Amending 2016 Salary Ordinance passed and was adopted.**

Resolution 2016-04 2016 Park Salary Ordinance

Councilman Rogala read **ORDINANCE 2016 – 04 2016 SALARY AND WAGES BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BURNS HARBOR, PORTER COUNTY, INDIANA** that the following listed Officers and Employees of the Park receive compensation for the year of 2016 in the amount and manner hereinafter set forth:

Officer/Employee	Frequency of Payment.	Amount of Compensation
Park Director	Monthly	1,321.00 per month
Assistant Park Director	Bi-weekly	10.00 - 11.75 per hour
Program Director	Bi-weekly	10.00 per hour
Head Maintenance	Bi-weekly	12.60 per hour
Maintenance	Bi-weekly	9.25 - 11.75 per hour
Head Gate Keeper	Bi-weekly	7.75 – 8.25 per hour
Gate Keeper/Teen Help	Bi-weekly	7.25 – 8.00 per hour
Head Life guard	Bi-weekly	10.00 per hour
Lifeguard	Bi-weekly	8.75 - 9.50 per hour
Park Board Members (4)	Yearly	400.00 per year

Park Director will also be paid \$60.00 per month cellular telephone allowance.

Maintenance, Lifeguards, gatekeepers, teen help will be paid monthly September – May and Bi-weekly June, July, and August.

Councilman Bozak made a motion that the Town adopts Resolution 2016-04 2016 Park Salary Ordinance. Councilman Hull seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Resolution 2016-04 passed and was adopted.**

New Business:**Shared Ethics Advisory Commission's 2016 Ethics Summit March 2nd:**

Shared Ethics Committee Member Phyllis Constantine informed the Council that she met with President Cal Bellamy yesterday and will attend the Ethics Summit and the March Ethics Commission meeting.

Council's consensus was to have Shared Ethics Trainer Shayna Dujmovich attend the Ethics Summit.

Porter County Recycle & Waste Reduction District 2016 Memorandum of Understanding:
Councilman Poparad asked if the recycle bids are still being used.

Street Superintendent Melton stated residents are still using the bins.

Councilman Hull stated we have the ability to terminate the agreement at any time.

Councilwoman Biancardi stated Jane reminded me that our tax dollars pay for this so, we are entitled to it. Some residents have said every two weeks is not always enough. It's nice to have them available.

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Councilwoman Biancardi made a motion that the Town signs the 2016 Drop-off Recycle Site Lease Agreement with the Recycling and Waste Reduction District of Porter County. Councilman Bozak seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Councilman Poparad informed the audience that the lease agreement is for one dollar for the same service as the previous years.

Bison-Tennial Art Project:

Councilman Rogala stated I think we should reserve it for the Footloose. If we have events in Burns Harbor we should look to display it. We have two days to decide what we want to put on the bison to represent our community. I would like to reserve it for the Town's fiftieth birthday.

Councilman Poparad asked that Councilman Rogala and Councilwoman Biancardi submit an idea.

Cement bus stops:

Councilwoman Biancardi asked that the Town look at removing the bus stops if they are not being used.

Town Marshal Heckman informed the Council that the bus stop on Oak Leaf and Forest is the only one being used in the town. The one at the park is the only one that looks nice. The rest need painted and some need repaired.

After further discussion on where to dispose of the concrete once removed, the Council consensus was to remove the damaged ones first, once weather and time allows remove the ones that are not being used.

Decommission old fire department siren:

Councilman Poparad informed the Council that the Porter County Emergency Management Agency took over the responsibility of maintaining and setting off the sirens in the County which has been a huge cost savings to the Town. When that took place, the old siren was decommissioned and promised to the PCEMA for parts.

Councilman Hull made a motion that the Town decommission the siren no longer in service and donate it to the Porter County Emergency Management Agency. Councilman Bozak seconded the motion. Councilman Bozak informed the Council that residents in Harbor Trails cannot hear the siren. Fire Chief Arney informed the Council that the PCEMA are using these old sirens in smaller coverage areas. People can go on the system anytime and indicate if you heard the siren. They use the feedback to address the dead zones. The PCEMA recently replaced the electrical components of the Town's siren. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Purchase of leaf vacuum system:

Councilman Poparad informed the Council that there are residents that call every year to see if we pick up leaves. I have located a used leaf vacuum system that was a former county unit. The used leaf vacuum pull behind is ten thousand dollars.

Street Superintendent Melton submitted proposals for new leaf vacuum systems that begin at fifty-two thousand dollars.

Councilman Bozak asked if we have the manpower to begin leaf pickup.

Councilman Poparad said the manpower is there maybe one guy part-time. They manage staff for brush pickup.

After further discussion, Councilman Rogala made a motion that the Town approves the purchase of the used leaf vacuum system for ten thousand dollars upon inspection and approval by Councilman Poparad and Street Superintendent Melton. Councilman Bozak seconded the motion. Councilman Bozak asked if the equipment can be used for anything else but leaves. Councilman Poparad stated no. Attorney Patton informed the Council that Porter County Solid

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Waste District would have sold the equipment over ten years ago. When they sold them, they sold them to private parties because they used to contract out with individuals that lived in unincorporated areas that did not have this service. The Town may be able to contact Therese Davis and find out when they bought it to see how old the unit is. Councilman Bozak asked if the Town could contract out the service. Councilman Poparad stated he was not aware of anyone that provides the service. Councilman Hull asked if we set precedents for providing the service and in a few years are we going to be bound to continue? Councilman Poparad stated in my opinion no. Councilman Rogala stated then we consider buying new equipment to continue the service. Councilman Hull asked would there be a plan to specify the pickup days. Councilman Poparad stated we could specify days in the spring and in the fall for pickup as we do for brush. Councilwoman Biancardi asked if we would have a spot here where we would essentially compost it, turn it? Councilman Poparad stated not yet, we would be losing parking lot. Burns Harbor Resident Phyllis Constantine of Haglund Road asked is there that many residents in town that do not mulch them with their lawnmowers? Councilman Poparad stated there are a lot of them that don't and they are not allowed to burn them in Porter County. Councilwoman Biancardi asked what part of the budget would pay for the equipment. Councilman Poparad stated the Street Department has money in their budget for equipment or the Cumulative Capital Development Fund. Councilman Rogala asked where the equipment would be stored. Councilman Poparad stated it could sit outside until we have our auction and we can go from there. Councilman Bozak asked if the unit that say Burns Harbor on it. Councilman Poparad said it can. It is painted white right now. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Appoint board secretary:

Councilwoman Biancardi informed the Council that the Town had twelve people apply and we narrowed it down to four the Committee interviewed. I would make a motion that the Town hires Margarite Falbo for the secretary to the Planning Commission, Board of Zoning Appeals and Redevelopment Commission. Councilman Hull seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Fire Department ambulance service agreement:

Attorney Patton informed the Council that he received an email from Superior Ambulance requesting that the Town approve an amendment to the ambulance service agreement as well as an amendment to the lease agreement regarding the new ambulance that is being put into service.

Fire Chief Arney informed the Council that it is the same agreement that we currently have but, in order to bill Medicare and Medicaid, Superior must show they have a lease agreement for each ambulance with the Town.

Councilman Hull made a motion that the Town accepts the amended ambulance service agreement and amended ambulance lease agreements as submitted. Councilman Rogala seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Approval to Pay Vouchers:

Councilwoman Biancardi moved to approve all vouchers with three or more signatures. Councilman Bozak seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Approval of Financial Report:

Councilwoman Biancardi moved to approve the January 2016 financial report. Councilwoman Hull seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Old Business:

Appointment to open seat on Park Board:

Councilman Bozak stated I think we need to interview because that is the precedents we have set for other open board seats.

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Councilman Rogala stated for the one board seat, I would be comfortable instead of having an executive session, meeting with the applicants.

Councilwoman Biancardi asked if the Council would approve the liaison and two of the Park Board members interview the applicants and making a recommendation to the Council at the next meeting.

Council's consensus was to have the Park liaison and Park Board members meet and make a recommendation to the Council at their next meeting.

Good of the Order of the Community:

Councilman Poparad informed the Council he was one of the three presidential appointments to the Redevelopment Commission. Earlier this evening at the Redevelopment Commission meeting he resigned from the Board. Councilman Poparad appoints Burns Harbor resident Nicholas Loving as a presidential appointment, to get citizen involvement, effective immediately (term will expire December 31, 2016).

Councilman Poparad informed the Council that Town of Porter contacted Joe Rurode informing him that they are going to pave South Babcock south of the railroad crossing on the east side within their jurisdiction. Council's consensus was to have Councilman Poparad meet with Town of Porter to discuss the cost of Town of Burns Harbor paving the west side at the same time.

Burns Harbor resident Sarah Oudman of Clifford Way informed the Council that South Shore Clean Cities would have available forty clean vehicles for one to two months free leasing which, would be an opportunity for the Town to try out some clean vehicles of various sizes.

Councilman Poparad asked that Mrs. Oudman forward that information to the Town.

Burns Harbor resident Bernie Poparad of State Road 149 commended Burns Harbor resident Steven Biancardi on his recent wrestling wins.

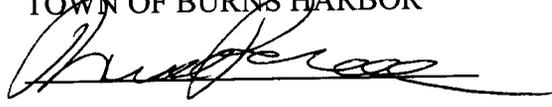
Town Marshal Heckman asked permission to forward a revised set of department rules and regulations to the town attorney for review. Council's consensus was to forward them to Attorney Patton.

Councilman Poparad informed the Council that he asked Town Engineer Shem Khalil to be here tonight because he would like a plan to address the flooding issue on Old Porter Road. Building Commissioner Arney informed the Council some of that issue could be due to the storm water drainage infrastructure problems; there is nothing east for drainage. Councilman Hull made a motion that the Town Engineer, Building Commissioner and Street Superintendent put together an assessment for corrective measures of the flooding issue on Old Porter Road. Councilman Bozak seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

Councilman Rogala made a motion that we adjourn. Councilman Hull seconded the motion. Councilwoman Biancardi – Aye, Councilman Bozak – Aye, Councilman Hull – Aye, Councilman Poparad – Aye, Councilman Rogala – Aye. **Motion passed.**

There being no further business to discuss, the meeting concluded at 8:07 p.m.

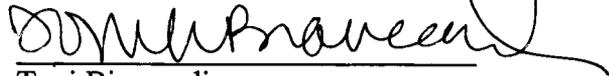
TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR



Raymond Poparad, President

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Eric Hull, Vice-President



Toni Biancardi



Andrew Bozak



Marcus Rogala

ATTEST:



Jane M. Jordan, IAMC, MMC, CPFA
Clerk-Treasurer