

**Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, June 17, 2013**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, June 17, 2013** at the time of 7:10 o'clock p.m.

**Silent Roll Call:** Councilors Mark Herak, Dan Vassar, Konnie Kuiper and Brian Novak were present. Councilor Zemen was absent owing to family vacation. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Also present:** Mr. Don Haynes, Highland Fire Fighter and member of the Highland Plan Commission; and Ed Dabrowski, Contract IT Director were also present.

**General Substance of Matters Discussed**

1. The Town Council discussed a possible three-year service extension on the existing T-1's. The discussion included whether the Town should consider utilizing Comcast business services rather than renew the T-1's. Comcast presently provides Internet services. The discussion included that the Town should explore moving to voice over Internet. The IT Director suggested that at least Internet service be extended to the Public Works facility and the Lincoln Community Center to allow greater service.

The (contract) IT Director also discussed concerns he had regarding a preliminary report made by the SPYGLASS Company, a telecommunications consultancy that reviews existing services for savings.

The IT Director indicated that he is behind in installing the 2013. He represented that there were eight machines behind. He also suggested that he needed better access to the Fire Station or access equal to the building access he has at other public facilities. He believes that this is necessary to assist his productivity.

To an inquiry, the IT Director (Contract) indicated that there were no other providers besides AT&T and Comcast. It was suggested that the IT Director should get the existing the telecom contract, determine its expiration, any notice provisions for ending in advance of expiration, and to obtain a COMCAST Business Service for voice over internet telecom and a wider area network.

The IT Director (Contract) asked for the assignment of a liaison from the Town Council in order to facilitate communication. *Councilor Vassar volunteered.*

2. The Town Council discussed the status of rental property in the Town. Don Haynes, Highland Firefighter and Plan Commission member, spoke to the Town Council regarding the desirability of regulating rental property. Mr. Haynes discussed the City of Hammond Code and the merits of many of its provisions.

It was noted that HEA 1313 established a moratorium on new regulations of landlord tenant properties, effective from February 28, 2013 through July 1, 2014.

The Town Council and Mr. Haynes discussed the ways and means of financing any renter regulation program. There was some discussion of requiring an identifying sticker to be placed on any residential property to assist with identifying particularly single-family dwellings that may be used as rental properties.

3. The Town Council and the Clerk-Treasurer discussed the desirability to make a temporary or fixed policy regarding maximum hours for non-full-time workers because of policy implications of the Affordable Health Care Act. It was noted that this is time sensitive because the Town is currently under the preliminary period when the average hours for all workers are being measured to determine what requirements the Town will be required to meet. It was further noted that the municipality currently defines eligibility for the option of health care to

be based upon a worker's status as full-time worker. It was still further noted that the Affordable Health Care Act bases the requirement for employers with over 50 workers to make available access to the health insurance based upon the worker averaging *30 hours a week*.

The Town Council was also advised that the possible cost to the Town could be as much as \$170,312 if all eligible part timers enrolled. This does not include the actuarial effect upon all premiums.

The Town Council was further advised that a measure to limit time for year round part-time workers to take effect immediately would be helpful to allow the Town Council a period of reflection regarding the desirability of allowing the increased costs to be borne in order to extend the access to the health insurance.

The Town Council President suggested that an ordinance to limit the hours of the full year part-time workers to less than 30 hours should be prepared for the Town Council's consideration at the next meeting.

4. The Town Council President reviewed several requests for sponsorships or contributions that were in his possession as follows:
  - The American Legion Post 180 requested an ad for an annual book it provides. It was noted that last year the Town purchased a half-page.
  - The Highland Athletic Department presented its annual request for an advertisement in its annual program book. It was noted that the size purchased the previous year would be agreeable to the councilors and the clerk-treasurer. The Town Council President indicated that he would delegate this to Councilor Zemen who has handled this matter for the elected officers in the past.
  - The Clerk-Treasurer inquired about the willingness of the individual elected officers to provide \$25 each the sum of which would support a sponsorship of a hole at the Highland Chamber of Commerce Golf Outing.

The discussion noted that the timing of the request coincided with the contribution for candies distributed at the annual Independence Day Parade. The conversation turned on the desirability of limiting the amount of candy purchased noting that each elected officer offered at least \$100 or \$120 toward the cost of the candies and some asserted that supplies were insufficient to reach the full parade.

No formal response was given regarding the golf outing hole sponsorship request.

5. The Town Council discussed a concerned raised by a resident from 3239 George Street, reported by Councilor Vassar, regarding the amount of water experienced by her neighbors during a recent rain. She reported that water levels rose and sopped just short of the front porch. It was noted that this neighborhood has a number of homes built without basements and that water levels like that threatened the living space of the home. Councilor Herak was asked to follow-up on the matter, perhaps raising it with the Board of Sanitary Commissioners.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council of **Monday, June 17, 2013**, was adjourned at 8:15 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer