

**Enrolled Minutes of the Eighty-Fourth Regular Meeting or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Business Meeting (Electronic/In person Hybrid)
Monday, January 9, 2023**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 9, 2023 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*This meeting was convened as both an in person and an electronic meeting. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Zemen, Councilor Toya Smith, Councilor Tom Black, Councilor Schocke, Councilor Roger Sheeman all participated in person.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council President Bernie Zemen presided. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Toya Smith reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Toya Smith, Mark J. Schocke, Thomas Black were present. Roger Sheeman was remote. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Alex Brown, CPRP, Superintendent of Parks and Recreation was remote. John Reed, Attorney with Abrahamson, Reed & Bilsse, Mark Knesek, Public Works Director, Pete Hojnicky, Metropolitan Police Chief; Edward Dabrowski, Director of Information Technology; Maria Becerra, Redevelopment Director; William R. Timmer, Jr., CFOD, Fire Chief and Kenneth J. Mika, Building Commissioner were present.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Minutes of the Previous Meetings: The minutes of the December 28, 2022 Plenary meeting were approved by general consent.

**Enrolled Minutes of the Eighty-Third Regular Meeting or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Business Meeting (Electronic/In person Hybrid)
Wednesday, December 28, 2022**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Wednesday, December 28, 2022 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*This meeting was convened as both an in person and an electronic meeting. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Zemen, Councilor Toya Smith, Councilor Tom Black, Councilor Schocke, Councilor Roger Sheeman all participated in person.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council President Bernie Zemen presided. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Toya Smith reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Toya Smith, Mark J. Schocke, Thomas Black were present. Roger Sheeman was remote. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Alex Brown, CPRP, Superintendent of Parks and Recreation was remote. John Reed, Attorney with Abrahamson, Reed & Bilsle, Mark Knesek, Public Works Director, Pat Vassar, Assistant Metropolitan Police Chief; Edward Dabrowski, Director of Information Technology; Maria Becerra, Redevelopment Director and Steve Jurczak, Town Board of Metropolitan Police Commissioner were present. William R. Timmer, Jr., CFOD, Fire Chief and Kenneth J. Mika, Building Commissioner were absent.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Minutes of the Previous Meetings: The minutes of the December 12, 2022 Plenary meeting were approved by general consent.

Special Orders:

1. **Administration of Oath of Office** for Police Officer Candidates **Shane M. Geringer, Addison P. Barnhill and Joshua Kempke** were appointed by the Town Board of Metropolitan Police Commissioners at its meeting of December 8, 2022, with the appointment to be effective December 25, 2022, but not earlier than approval by Indiana Public Retirement System (INPRS).

- (a) *Instruction and Administration of Oath.* The Town Clerk-Treasurer offered the outline, rationale and instruction related to the oath of office for the police officer candidate. The clerk-treasurer then administered the oath of office to the officer.

- (b) *Presentation of Badge by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief.* The Assistant Metropolitan Police Chief Pat Vassar and the Town Board of Metropolitan Police Commissioner Steve Jurczak presented police badge to Police Officer Navarro.

The Town Council President and members of the Town Council welcomed the new officers, who then introduced members of their friends and family who were in attendance.

Councilor Schocke moved that the Town Council of Highland hereby determines that the herein named candidates meets the qualifications for such position, as determined by the Town Board of Metropolitan Police Commissioners and as now approved by the Highland Town Council which is the Town Legislative Body on this 28th day of December, 2022. Councilor Black seconded the motion. Upon a roll call vote of the elected officials, there five (5) affirmatives and no negatives. The motion passed.

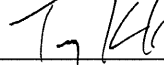
STATE OF INDIANA)
)SS:
COUNTY OF LAKE)

CERTIFICATE of APPOINTMENT

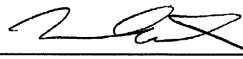
This is to certify that the Town Board of Metropolitan Police Commissioners for the Town of Highland, acting in accordance with applicable law, on the 8th day of December 2022 in the Town of Highland in said County and State, in which it is set forth and declared Shane M. Geringer, being of good moral character, was duly appointed to the position of Police Officer, subject to a probationary period, in and for said Town to serve during the probationary or regular appointment if conferred, only during good behavior, subject to the terms and provisions of the Rules, Regulations and Standard Operating Procedures duly adopted and in force for the Highland Metropolitan Police Department and for the citizens of the Town of Highland, all pursuant to I.C. 36-8-9 et seq., with said appointment to be effective, upon its approval, beginning on the 25th day of December, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and send this certification to be made part of the records of the Town of Highland, Lake County, Indiana this 8th day of December 2022.

**By: Town Board of Metropolitan
Police Commissioners of Highland**



Terry Krooswyk, Chairman



Michael Danko, Secretary

Pursuant to IC 5-4-1-2 (a), the oath which is to be signed by the person taking the oath, and certified to by the officer before whom the oath was taken, may be found attached to this certificate or affixed to its reverse side.

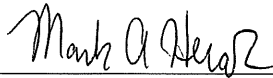
OATH OF OFFICE

I, **Shane M. Geringer** do solemnly (swear or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as Police Officer of the Town of Highland, Indiana, according to law, and to the best of my ability, so help me God.

Shane M. Geringer

IN WITNESS WHEREOF as subscribed and sworn/affirmed before me, I hereunto set my hand and Corporate seal of the Town of Highland, Indiana this 28 day of DECEMBER, 2022. I certify that I am the duly elected, qualified, acting and serving Clerk-Treasurer for the Town of Highland, and as such empowered pursuant to IC. 33-16-4-1; IC 36-5-6-5 to make acknowledgments.

Authority Expiration: The Director of the Lake County Board of Elections and Registration Certified the Election of November 3, 2015, officially November 18, 2015. I was qualified to office upon my oath administered December 28th, 2015, to serve for a term of four years commencing at noon January 1, 2016 and until a successor is elected and qualified. IC 36-5-6-2(b)



Mark A. Herak
Town of Highland Clerk-Treasurer

I.C. 36-8-9-4(e) Highland Municipal Code § 51; I.C. 5-4-1-1

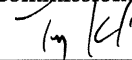
STATE OF INDIANA)
) SS:
COUNTY OF LAKE)

CERTIFICATE of APPOINTMENT

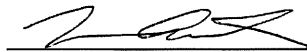
This is to certify that the Town Board of Metropolitan Police Commissioners for the Town of Highland, acting in accordance with applicable law, on the 8th day of December 2022 in the Town of Highland in said County and State, in which it is set forth and declared Addison P Barnhill, being of good moral character, was duly appointed to the position of Police Officer, subject to a probationary period, in and for said Town to serve during the probationary or regular appointment if conferred, only during good behavior, subject to the terms and provisions of the Rules, Regulations and Standard Operating Procedures duly adopted and in force for the Highland Metropolitan Police Department and for the citizens of the Town of Highland, all pursuant to I.C. 36-8-9 et seq., with said appointment to be effective, upon its approval, beginning on the 25th day of December, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and send this certification to be made part of the records of the Town of Highland, Lake County, Indiana this 8th day of December 2022.

**By: Town Board of Metropolitan
Police Commissioners of Highland**



Terry Krooswyk, Chairman



Michael Danko, Secretary

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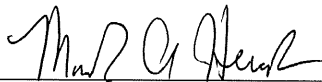
OATH OF OFFICE

I, **Addison P Barnhill** do solemnly (swear or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as Police Officer of the Town of Highland, Indiana, according to law, and to the best of my ability, so help me God.

Addison P Barnhill

IN WITNESS WHEREOF as subscribed and sworn/affirmed before me, I hereunto set my hand and Corporate seal of the Town of Highland, Indiana this 29 day of December, 2022. I certify that I am the duly elected, qualified, acting and serving Clerk-Treasurer for the Town of Highland, and as such empowered pursuant to IC. 33-16-4-1; IC 36-5-6-5 to make acknowledgments.

Authority Expiration: The Director of the Lake County Board of Elections and Registration Certified the Election of November 3, 2015, officially November 18, 2015. I was qualified to office upon my oath administered December 28th, 2015, to serve for a term of four years commencing at noon January 1, 2016 and until a successor is elected and qualified. IC 36-5-6-2(b)



Mark A. Herak
Town of Highland Clerk-Treasurer

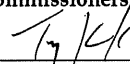
STATE OF INDIANA)
) SS:
COUNTY OF LAKE)

CERTIFICATE of APPOINTMENT

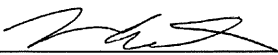
This is to certify that the Town Board of Metropolitan Police Commissioners for the Town of Highland, acting in accordance with applicable law, on the 8th day of December 2022 in the Town of Highland in said County and State, in which it is set forth and declared Joshua A Kempke, being of good moral character, was duly appointed to the position of Police Officer, subject to a probationary period, in and for said Town to serve during the probationary or regular appointment if conferred, only during good behavior, subject to the terms and provisions of the Rules, Regulations and Standard Operating Procedures duly adopted and in force for the Highland Metropolitan Police Department and for the citizens of the Town of Highland, all pursuant to I.C. 36-8-9 et seq., with said appointment to be effective, upon its approval, beginning on the 25th day of December, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and send this certification to be made part of the records of the Town of Highland, Lake County, Indiana this 8th day of December 2022.

**By: Town Board of Metropolitan
Police Commissioners of Highland**



Terry Krooswyk, Chairman



Michael Danko, Secretary

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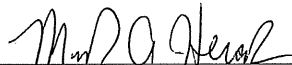
OATH OF OFFICE

I, **Joshua A Kempke** do solemnly (swear or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as Police Officer of the Town of Highland, Indiana, according to law, and to the best of my ability, so help me God.

Joshua A Kempke

IN WITNESS WHEREOF as subscribed and sworn/affirmed before me, I hereunto set my hand and Corporate seal of the Town of Highland, Indiana this 29 day of December, 2022. I certify that I am the duly elected, qualified, acting and serving Clerk-Treasurer for the Town of Highland, and as such empowered pursuant to IC. 33-16-4-1; IC 36-5-6-5 to make acknowledgments.

Authority Expiration: The Director of the Lake County Board of Elections and Registration Certified the Election of November 3, 2015, officially November 18, 2015. I was qualified to office upon my oath administered December 28th, 2015, to serve for a term of four years commencing at noon January 1, 2016 and until a successor is elected and qualified. IC 36-5-6-2(b)



Mark A. Herak
Town of Highland Clerk-Treasurer

I.C. 36-8-9-4(a)(c)Highland Municipal Code § 51; I.C. 5-4-1-1

Comments from the Public or Visitors:

Terry Steagall, Highland, said he wanted to show his support for Resolution 2922-31 for the Highland Neighbors of Sustainability. I hope that when the vote is taken, all

Councilors are on board and show their support and the vote is 5 to 0, as the Council has to realize that you are stewards of Highland and Highland has been neglected in the past. If Highland hadn't been neglected, the Town wouldn't have a \$70M liability against it from the EPA for the Town's sewage problems. He asked how is the Town going to pay for the project? The Town cannot continue that practice and the Town needs to do everything possible to correct these issues. This is same issue as the lead service line in Highland. Highland needs to replace lines to make the drinking water safe for the public. So, if we can keep those things in mind as we go forward and do some positive things for the Town. That's what we're hoping for.

Larry Kondrat, Highland began asking about why praise these people with resolution 2022-31. We're going to give them access to our public mailings so they can spew their manifesto on what they perceive to be environmental issues. Are any of these people experts in the field of environment? Do any of them know how to clean water or generate electricity. One of them, even promised to bring you an angry mob if you didn't go their way. An angry mob, according to the Webster's Dictionary is a large organized mob, that threatens violence. They threatened you last week if they don't get their way. That is not way to run or represent democracy. These people threatened violence and it was all caught on camera. Councilor Schocke, the lady who represented this group in Michigan City promised to get back to you regarding the number of businesses that relocated to Michigan City because Michigan City has a sustainability council in place? Did she ever get back to you with that information?

Councilor Schocke responded that she had not gotten back to him.

Larry added that's a shame. They made a lot of promises and they even threatened the Council with violence and yet you guys cowl down to them. You're going to expend public monies for their manifesto and allow them to spew whatever nonsense they want. Are you going to allow other groups to have access to the mailings of the Town? Once they put out their nonsense, are you going to allow other groups a chance to rebut what they say, using the Gazebo Express. If I threaten you by saying I'm going to bring an angry mob, can I use the same mailings as them. This is nonsense. Vote no.

Councilor Zemen asked if there were any other comments. Hearing none, he closed comments from the public and began reading communications.

Communications:

1. The January 2, 2023 Highland Town Council Standing Study Session was cancelled in observance of the New Year's Holiday.
2. The Town Hall and Public Works will be closed on Monday, January 2, 2023.
3. Garbage pick-up will be on Wednesday, January 4, 2023.

Staff Reports: None

Appointments: None

General Orders and Unfinished Business:

- 1. Proposed Ordinance No. 1774:** An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana. *The last general wage and salary ordinance, Ordinance 1760 was passed and adopted December 27, 2021 to be effective January 9, 2022. Councilor Sheeman introduced and filed the Ordinance at the Town Council meeting of December 12, 2022. The introduced ordinance was marked up at the Study Session of December 19, 2022.*

Councilor Schocke moved for the passage adoption of Ordinance No. 1774. Councilor Black seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstain. Councilors Smith, Schocke, Sheeman and Zemen voting in the affirmative and Councilor Black abstaining. The motion passed. Ordinance 1774 was passed and adopted upon the signature of the municipal executive.

**ORDINANCE No. 1774
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, Pursuant to IC 36-8-9-5, the town legislative body shall appropriate a sum sufficient to pay the salaries of the members of the town police department;

WHEREAS, Pursuant to IC 36-8-9-4(b), the town legislative body shall determine the compensation to be paid to members of the police department in

amounts that are just and reasonable;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective from the date indicated in this ordinance or at the conclusion of an authorized medical disability leave;

(B) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to 4 %, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, *provided* such increase remains within prescribed ranges or terms of this ordinance;

(C) That no other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

Section 2. (A) That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise. Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;

(B) Further, department heads shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this ordinance. Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which the change is reported and is properly filed;

(C) That still further, pursuant to IC 36-5-3-2(d), for the compensation of services performed for the town and are connected with the operation or a municipally owned utility or function, the salaries and wages fixed for the officers and employees in the Office of the Clerk-Treasurer and the Public Works Department (Agency) are hereby fixed in this ordinance but the governing bodies of the municipal utilities shall authorize the payment from utility resources the amounts that will support the payments authorized in this ordinance;

(D) *Incumbent defined.* Further, except as otherwise provided in the compensation and benefits ordinance regarding acting pay, the term "*Incumbent rate*" as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for *more than one year*;

Section 3. That supervisors will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended. Supervisors and Department Heads are further advised as follows:

(A) Temporary employee is defined in compensation and benefits ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(B) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

(C) *Master's Degree Pay.* Department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount of \$112.32;

Section 4. *Approved workforce levels.* That the approved staffing levels for certain positions in the various offices and departments are hereby *approved* as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized force strength provisions of Highland Municipal Code 9.10.010 (C) as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

Section 5. *Compensation of Legal Counsel.* In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk;

Section 6. *Town Legislative Body, Boards and Commissions.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

(A) Office of the Town Council

Town Council President (1) \$ 1,568.32 per month*

Town Council Member (4) \$ 1,489.28 per month*

Town Council Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

*the annual compensation for the Office of the Town Council will increase equal to the percentage increase awarded to the Town Employees, each year a raise is given and is self-implementing without any specific vote by the Town Council, unless disapproved by the Legislative Body. When a different percentage increase is given to different Town Employees, the increase for the Office of the Town Council will be the lesser of the two increases

(B) Advisory Board of Zoning Appeals

Chairman (1) \$ 50 per month

Members (4) each \$ 40 per month

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

(C) Municipal (Advisory) Plan Commission

Chairman (Citizen member) (1) \$ 50 per month

Citizen Member Secretary (1) \$ 40 per month

Citizen Members (2) \$ 40 per month

Legislative Body appointees (3) see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

(D) Town Board of Metropolitan Police Commissioners

Chairman (1) \$ 50 per month

Members (4) \$ 40 per month

Attorney \$ 200 per month

Recording Secretary \$ 50 per month

(Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3.1(g))

(E) Board of Sanitary Commissioners

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

(1) During Actual Construction:

President	(1)	\$ 4,500.00 per year (\$375.00 mo.)
Commissioners	(4) each	\$ 3,600.00 per year (\$300.00 mo.)

(2) During other years:

President	(1)	\$ 750.00 per year (\$62.50 mo.)
Commissioners	(4) each	\$ 600.00 per year (\$50.00 mo.)

(F) Water Works Board of Directors

President	(1)	\$ 50 per month
Citizen Members	(4) each	\$ 40 per month

(G) Park and Recreation Board

President	(1)	\$50 per month
Citizen Members	(3) each	\$40 per month
Member appointed by School Board	(1)	See below
Member appointed by Library Board	(1)	See below

Authority to Fix this compensation: IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(H) Redevelopment Commission

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

Section 7. *Office of the Clerk-Treasurer.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its **Office of the Clerk-Treasurer** as follows:

(A) Elected Officer Clerk-Treasurer

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That subject to subdivision (D), the compensation for a Clerk-Treasurer-possessing a **baccalaureate** level degree in a related field granted from an accredited University or College is hereby fixed at **\$3,145.21** bi-weekly;

(2) That, subject to subdivision (D), the compensation for a Clerk-Treasurer possessing an associate's level degree or less from an accredited University or College is hereby fixed at **\$3,050.85** bi-weekly;

(B) Deputy Clerk-Treasurer

(1) That, subject to subdivision (D), the base compensation for a deputy clerk-treasurer with an associate's level degree or less granted from an accredited

University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
\$2,039.45	\$ 2,136.49 bi-weekly

(2) That, subject to subdivision (D), the compensation for a deputy clerk-treasurer possessing a **baccalaureate** level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate
\$ 2,278.69	\$ 2,278.69 bi-weekly

(C) Associate Employees and Staff

Incumbent	Starting Rate	Rate
(1) Fiscal Analyst That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the base compensation for a fiscal analyst is hereby fixed as a biweekly salary as follows: 2,336.26	(1) \$ 2,278.69	\$
(2) Encumbering Officer hr.	(1)	\$ 21.39 \$ 21.39
(3) Associate Clerk, Payroll & Personnel hr.	(1)	\$ 21.39 \$ 21.39
(4) Chancery / Bursar Clerk, Senior hr.	(1)	\$ 20.59 \$ 20.59
(5) Chancery / Bursar Clerk hr.	(2)	\$ 20.25 \$ 20.25
(6) Lead Utility Clerk hr.	(1)	\$ 21.39 \$21.39
(7) Utility Systems Clerk	(2) ^{xx}	\$ 20.25 \$20.25 hr.
(8) Chamberlain Clerk (part-time)	(X)	\$ 16.37 \$ 16.37-\$16.85
(9) Chancery & Bursar Aide (part-time) hr.	(X)	\$ 9.73 - \$ 16.85

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

(D) *Certifications:* That a full-time worker described in subsection (B) and (C), or the officer and employee described in subsection (A) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

<i>adds</i>		<i>Salaried adds</i>	<i>Hourly</i>	
Indiana Accredited Municipal Clerk hour	(IAMC)	\$40.00 bi-weekly	50¢	per
Certified Municipal Clerk hour	(CMC)	\$50.40 bi-weekly	63¢	per
Master Municipal Clerk hour	(MMC)	\$75.20 bi-weekly	94¢	per
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>				
Fundamental Payroll Certification hour	(FPC)	\$50.40 bi-weekly	63¢	per
Certified Payroll Professional hour	(CCP)	\$75.20 bi-weekly	94¢	per

(E) *Special assignment.* Pursuant to and not in derogation of the authority conferred in I.C. 36-5-6-7, the clerk-treasurer may designate up to two (2) positions described subsections (B) or (C) as senior staff, part of supervisory succession, eligible to receive the following amount to be added to base pay: Senior Staff assignment eighty cents per hour.

(F) Additional provisions Training and Transition.

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of

training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

Section 8. Building and Inspection Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief Inspector/Building Commissioner (1)	\$3,062.53	\$ 3,062.53;

(B) Assistant Inspectors:

- (1) Code Enforcement Officer (1) \$ 21.63 - \$28.58 hr.
- (2) Assistant Inspector for Electrical (part-time) \$ 25.34 - \$33.43 hr.

(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employee(s) performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.

(Fee based compensation)

- (4) Assistant Inspector for Plumbing (part-time) **\$18.00** for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.

\$25.50 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

(C) Associate Employees and Staff

		Starting Rate	Incumbent Rate
(1) Inspection Clerk	(1)	\$20.25	\$20.25

(2) Inspection Secretary (1) \$20.79 \$20.79

(D) Certifications: That a full-time worker described in Section 8 possessing a relevant professional certification from a generally accepted professional association including **but not limited to** International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

<i>adds</i>	<i>Salaried adds</i>	<i>Hourly</i>
Inspector Designations (B5,E5,M5 or P5) hour	\$50.40 bi-weekly	63¢ per hour
Code Specialists Designations (B8,E8, FA, M8,P8 or H8) hour	\$50.40 bi-weekly	63¢ per hour
Master Code Professional (MCP) hour	\$75.20 bi-weekly	94¢ per hour
Master of Special Inspection (MSI) hour	\$75.20 bi-weekly	94¢ per hour
Certified Building Official (CBO) hour	\$101.60 bi-weekly	\$1.27 per hour

Section 9. *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and hourly wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(A) Supervisory Employees

	Starting Rate	Incumbent Rate
(1) Public Works Director (1)		
With an employer provided vehicle:	\$ 3,680.83	\$ 3,680.83
Without an employer provider vehicle:	\$ 3,866.61	\$ 3,866.61
(2) Assistant Public Works Director* (1)		
With an employer provided vehicle:	\$ 3,071.90	\$ 3,071.90
Without an employer provider vehicle:	\$ 3,256.65	\$ 3,256.65
(3) Operations Director (1)		
With an employer provided vehicle:	\$ 3,071.90	\$ 3,071.90
Without an employer provider vehicle:	\$ 3,256.65	\$ 3,256.65
(4) Division Supervisors		
Supervisor Streets (1)	\$ 2,596.06	\$ 2,596.06

Supervisor Water & Sewer	(1)	\$ 2,596.06	\$ 2,596.06
Supervisor Maintenance	(1)	\$ 2,596.06	\$ 2,596.06
Supervisor Facilities	(1)	\$ 2,596.06	\$ 2,596.06

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate
(1) Administrative Assistant	*(1)	\$ 25.48	\$ 25.48
(2) Public Works Secretary*	(1)	\$20.79	\$20.79
(3) Dispatch Clerk	(1)	\$18.80	\$18.80

**If position of assistant public works director is filled, the positions of administrative assistant and public works secretary must be vacant.*

** If position of administrative assistant is filled, the position of public works secretary must be vacant.*

(4) Senior Utility Technician	(1)	\$ 25.48	\$ 25.48
(5) Utility Technician	(2)	\$ 24.45	\$ 24.45

This position subject to base modification as outlined in subdivision E

(6) Utility Worker /Equipment Operator A	(3)	\$25.48	\$25.48
(7) Utility Worker /Equipment Operator B	(2)	\$24.93	\$24.93

(8) Pump Station Operator	(2)	\$22.00	\$22.00
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This position subject to base modification as outlined in subdivision D

		Starting Rate	Incumbent Rate
(9) Street Sweeper Operator	(1)	\$ 22.55	\$ 22.55
(10) Utility Worker/Driver A	(4)	\$ 24.39	\$ 24.39
(11) Utility Worker/Driver B	(3)	\$ 21.79	\$ 21.79
(12) Utility Worker/Driver C	(2)	\$ 19.19	\$ 19.19
(13) Senior Mechanic	(1)	\$ 24.08	\$24.08
(14) Mechanic	(1)***	\$ 22.91	\$ 22.91
(15) Mechanic	(2)	\$ 22.91	\$ 22.91-\$24.62

*** Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

(16) Sign & Traffic Control Technician	(1)	\$ 21.14	\$ 21.14
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This position subject to base modification as outlined in subdivision D.

(17) Utility Worker A	(3)	\$18.47	\$18.47-\$20.09
(18) Utility Worker B	(3)	\$15.87	\$15.87 per hr.
(19) Custodian	(1)	\$17.11	\$17.11 per hr.
(20) Attendant Town Garage	(1)	\$15.90	\$16.61 per hr.
(21) Secretary (part-time)		\$ 10.03	- \$20.79 per hr.
(22) Laborer (not truck driver)(part-time)		\$ 10.03	-\$ 12.97 per hr.
(23) Laborer, Seasonal Leaf Collection		\$ 10.33	per hour
(24) Master Gardener/Streetscaping (part-time)		\$ 13.36	- \$ 15.60 per hr.
(25) Driver C Seasonal (must have a CDL)		\$ 17.67	per hour
(26) Temporary (Summer Help)		\$10.00	- \$13.71 per hr.

(C) Additional provisions.

For any position described in subsection (B) a duly selected or promoted successor employee may be paid at the new position’s pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

(D) *Certifications.* A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician, Mechanic, Sign & traffic Control Technician* and *Driver C Seasonal* are eligible for the following certification pay:

Commercial Driver’s License add to the hourly base pay: \$ 0.71

- (2) The positions *Pump Station Operator* and *Utility Technician* are eligible for the following certification pay:

DSL Operators’ License add to the hourly base pay: \$ 1.39

CT Operator’s License add to the hourly base pay: \$ 1.39

- (3) The position *Pump Station Operator* is eligible for the following certification pay:

Backflow prevention license add to the hourly base pay: \$ 0.68

(4) The position of Sign and traffic Control Technician is eligible for the following certification pay:

MUTCD* Certification add to the hourly base pay: \$ 1.34

*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

(E) *Stand-by Duty*. During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.11 per hour.

Section 10. *Metropolitan Police Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

		Starting Rate	Incumbent Rate
(A)	Chief of the Department (1) (biweekly)	\$ 3,599.02	\$ 3,859.93

(B) The following ranks of Sergeant are authorized as indicated:

		Starting Rate	Incumbent Rate
(1)	Sergeants* (5) Bi-weekly	\$ 3,160.93	\$ 3,160.93

** If position(s) of deputy commander is filled, the authorized strength of sergeants must be reduced by the number of deputy commanders.*

(2) The following ranks of Sergeant are deemed placeholder ranks. These are authorized ranks that are being held in place for department members who hold that service rank and held it before their appointment in an upper policy-making policy position, or an

assignment named in (E)(5) of this ordinance, pursuant to IC 36-8-3-4 (b),(m) and IC 36-8-9-6:

	Starting Rate	Incumbent Rate			
(a) Sergeants (4) (placeholders)	\$ 3,160.93	\$ 3,160.93			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 15%; text-align: center;">Starting Rate</th> <th style="width: 15%; text-align: center;">Incumbent Rate</th> </tr> </thead> </table>				Starting Rate	Incumbent Rate
	Starting Rate	Incumbent Rate			
(C) Corporals (10) (biweekly)	\$ 2,983.71	\$ 2,983.71			

(D) Special Assignment. In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

- (1) Sergeant will be paid at the rate of Corporal
- (2) Corporal will be paid at the rate of Lance Corporal
- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivisions B or C of this section.

(E) Other Police Officers and Assignments.

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary for twelve (12) months from their date of hire pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.
- (2) A candidate possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 3 unless waived by the Town Board of Metropolitan Police Commission. Pursuant to Regulation (SOP

#1.1) and under authority of IC 36-8-9-7, all initial appointments to the Metropolitan Police Department, having no previous law enforcement or academy experience (L/E), are eligible for initial appointment to Police Officer 3rd Class for a period of twelve (12) months. After the successful completion of twelve (12) months at 3rd Class, the Officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must be approved by the Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

- (3) A candidate/officer possessing a Law Enforcement Academy Certification but less than twelve (12) months of full-time of continuous law enforcement experience (L/E) is eligible, pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan of Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.
- (4) Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, a candidate/officer possessing twelve (12) months to twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.
- (5) A candidate/officer possessing more than twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy

certification is eligible, pursuant to Regulation (SOP#1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 2nd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

Incumbent	Starting	
	Rate	Rate
(4) Patrol Officers:		
Police Officer 1 (Special)	\$ 2,885.17	\$ 2,885.17
Police Officer 1	\$ 2,821.40	\$ 2,821.40
Police Officer 2	\$ 2,488.42	\$ 2,488.42
Police Officer 3 (no LEA certification)	\$ 2,330.09	\$ 2,330.09

(5) The following represent **assignments** in the Metropolitan Police Department for which the following salaries are authorized. Persons so assigned shall be paid the greater of the assigned person's pay attached to person's actual service rank or grade, or the pay associated with the listed assignments depicted as follows:

	Starting Rate	Incumbent Rate
Assistant Chief	\$ 3,599.02	\$ 3,599.02
Division Commander (2)	\$ 3,338.12	\$ 3,338.12
Deputy Commander* (2)	\$ 3,249.51	\$ 3,249.51

**If position of deputy commander is filled, the equivalent number of sergeants must remain unfilled.*

(6) The following rank has been deemed a trace rank. Only officers employed in with the Metropolitan Police Department **on or before April 12, 2001** shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank **is** conferred as follows:

(a) It shall be conferred on all Patrol Officers First Class in good standing, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners; or

(b) It may be conferred on an officer of any higher rank in consequence of a proper disciplinary action who meets the date eligibility indicated.

Officers holding such rank will continue to hold such rank until their **demotion**, promotion or separation from service with the Metropolitan Police Department, at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired, unless ordered by a court.

	Starting Rate	Incumbent Rate
Lance Corporal	\$ 2,917.06	\$ 2,917.06

(F) Other Associate Staff and Public Safety Employees

	Starting Rate	Incumbent Rate
(1) Support Services Administrator (1)	\$ 2,174.40	\$ 2,233.33
	Starting Rate	Incumbent Rate
(2) Systems Administrator/ IT & Training Officer (part-time)	\$33.60 hr.	\$35.00 hr*.
	Starting Rate	Incumbent Rate

(3) Administrative Assistant*		\$25.48	\$25.48 per hr.
(4) Secretary *	(1)	\$20.79	\$ 20.79 per hr.

**If position of administrative assistant is filled, the position of metropolitan police secretary must be vacant.*

(5) Lead Support Services Clerk	(1)	\$ 18.46	\$ 20.10
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(6) Lead Support Services Training Coordinator	(1)	\$ 18.46	\$ 20.10
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(7) Support Services Clerk	(2)	\$ 17.25	\$ 18.87
Support Services Clerk (part-time)		\$ 17.25	\$ 18.87

Animal Warden	(part-time)	\$ 12.98 hr. -	\$16.72 hr.
Crossing Guard	(part-time)	\$ 11.98 hr. -	\$ 13.97 hr.
Sub Crossing Guard	(part-time)	\$ 11.98 hr. -	\$ 13.97 hr.
Secretary	(part-time)	\$ 20.79 hr.	\$ 24.08 hr.

Metropolitan Police Chaplain (4) no pay

Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum
 Off-Duty Court Time (2-hour minimum) hourly rate

* That if the incumbent in the position of Systems Administrator/IT & Training Officer as of the date of the passage and adoption of this ordinance, is appointed to the position or performs in the position as a part-time worker, that person shall be paid at the rate denoted for an incumbent based upon composite pay that person earned when holding the position previously.

(G) Special Detail Pay Provisions:

(1) *Special Patrol Zone Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the Special duty/Highland Grove or other Special Patrol Zone detail will be paid at the following described rate:

Fixed at an hourly rate as set forth in an agreement or memorandum approved and authorized by ordinance of the municipality providing for special patrol zones and related agreements, pursuant to and as provided in Sections 9.10.250 through 9.10.280 of the Highland Municipal Code, which authorize Special Patrol Zones. A copy of such agreement must be on file in the office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

(2) *Select Details.* Overtime provisions of the Compensation and Benefits

Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant, plus the actual longevity.

- (a) Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils;
- (b) Mobile Park Patrol
- (c) Special patrol

(3) *Other details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, any special assignments or details not otherwise described herein for which no other provision applies, such special details or overtime assignments will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant plus the actual longevity.

(4) *Grant Supported Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant and the actual rate is fully funded by the grant source:

- (a) Lake County Task Drug Task Force
- (b) Grant Supported Special Law Enforcement Detail(s) or Patrols
- (c) (OWI; DWI; Sobriety Checks/Domestic Violence Duties/)

(5) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(H) Specialty Pay:

(4)	Range Officers	\$ 75.00 per month
(8)	Field Training Officers	\$ 75.00 per month
(1)	Systems Administrator	\$ 75.00 per month

Specialty payments to be made for those months as prescribed by the Chief of Police

in each category. Range instructors are paid only during the months May through October.

- (I) *Stand-by Duty.* During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.07 per hour not to exceed \$1,070.00 per year.

Section 11. Parks and Recreation Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(A) Supervisory Staff or Employees

	Starting Rate	Incumbent Rate
(1) Superintendent of Parks and Recreation (1) With an employer provided vehicle:		\$ 3,117.57
Without an employer provider vehicle:		\$ 3,302.32
(2) Director of Recreation (1)	\$ 2,228.91	\$ 2,228.91
(3) Recreation Supervisor (3) \$1,657.67	\$ 1,556.57	\$ 1,556.57-
(4) Director of Parks (1)	\$ 2,584.18	\$ 2,584.18

(B) Associate Staff and Employees

	Starting Rate	Incumbent Rate(s)
(1) Park Secretary (1)	\$ 20.79	\$ 21.39 hr.
(2) Park Repairs Specialist (1) hr.	\$ 19.35	\$ 19.35 - \$ 21.68
(3) Park Specialist I (3) hr.	\$ 16.91	\$ 16.91 - \$20.68

(4) Park Specialist II	(4)	\$ 15.87	\$ 15.87
(5) Custodians	(3)	\$ 15.87	\$ 15.87- \$16.51

(6) Part-time workers:

Office Clerks	(part-time)	\$11.00 –\$20.00 per hr.
Building Supervisors	(part-time)	\$12.00- \$24.00 per hr.
Custodians	(part-time)	\$ 9.00 - \$13.71 per hr.
Recreation Leaders	(part-time)	\$ 9.00 –\$13.94 per hr.
Recreation Program Instructors		\$ 9.00 – \$53.56 per hr.
Temporary workers for parks division		\$10.00 - \$13.71 per hr.

Temporary Workers reference above refers to Outside summer crew (Summer Help)

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

(C) Certifications. A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

<i>adds</i>	<i>Salaried adds</i>	<i>Hourly</i>
Certified Park & Recreation Executive (CPRE) hour	\$ 80.80 bi-weekly	\$1.01per
Certified Park & Recreation Professional (CPRP) hour	\$ 51.20 bi-weekly	64¢ per
Certified Playground Safety Inspector (CPSI)..... hour	\$ 51.20 bi-weekly	64¢ per
Certified Master Gardener..... hour	\$ 40.00 bi-weekly	50¢ per

Pursuant to IC 36-10-3-10(b), in the event of an accreditation not listed herein, the Park and Recreation Board shall fix the additional adjustment in a range not lower than that paid to a Certified Master Gardener and not higher than that fixed for the CPRE.

Section 12. Fire Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of Department/Fire Inspector (1)		\$ 2,927.13

(B) Associate Supervisory Staff or Specialty Employees

	Starting Rate	Incumbent Rate
Assistant Chief for Logistics (1)		\$ 472.37 per quarter
Assistant Chief for Planning (1)		\$ 377.91 per quarter
Assistant Chiefs for Operations (3)		\$ 377.91 per quarter
Station Captains (2)		\$ 157.46 per quarter
Lieutenants (7)		\$ 110.22 per quarter
Mechanics (1)		\$ 157.46 per quarter

(C) *Supervisory and Regular Employee pay treatment.* Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) *Fire Chief Limitations.* The Fire Chief shall not be entitled to additional compensation apart from his base pay plus longevity and adjustments when responding to fire or ambulance calls nor for any training nor inspection participation.

(E) *Certification/Credentialing:* That a full-time or approved paid on call firefighter described below possessing a relevant professional certification or credentialing from a generally accepted professional association, such as but not limited to the Center for Public Safety Excellence, or the International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly</i>
<i>adds</i>		
Chief Fire Officer designation (CFO) hour	\$ 51.20 bi-weekly	64¢ per
Fire Officer designation (FO) hour	\$ 40.00 bi-weekly	50¢ per
Chief Training Officer (CTO) hour	\$ 40.00 bi-weekly	50¢ per
Certified Fire Marshal (CFM) hour	\$ 51.20 bi-weekly	64¢ per

(F) Support staff

Secretary (1)	\$ 20.79 per hr.
Custodian (part-time)	\$ 7.25 –16.07 per hr.

(G) Fire Fighters compensation

Firefighters' compensation shall be paid quarterly as follows effective on the date in the column:

January 1, 2023

(1) Fire Calls <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 18.00 hr.
(2) Training <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 18.00 hr.
(3) Special Preparedness duties/details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 18.00 hr.
(4) Special Maintenance (non-custodial) duties/details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 18.00 hr.
(5) Inspection <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 18.00 hr.

(H) Special Pay Protocols

(1) Monthly General Membership Meeting:	\$ 1.07 per member in attendance as certified by the Fire Chief or his/her
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designee.

Section 13. *Information Communications Technology Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed as biweekly pay unless stated otherwise for its Information Communications Technology Department as follows:

	Starting Rate	Incumbent Rate
(A) Director of Information Technology (1)	\$ 3,838.03	\$ 3,838.03

Section 14. That Section 4.04 of the Compensation and Benefits Ordinance commonly called the Employees Handbook be hereby amended to read as follows:

§ 4.04 Longevity Pay

All regular full-time employees from all departments who have completed a specified consecutive number of years of service, subject to Section 3.20 regarding Bridging of Service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit. Longevity pay will be combined with the regular hourly or bi-weekly rate of pay to create a composite rate of pay. This composite rate of pay will begin and increase, as scheduled beginning with the payroll period in which the associated pay date will be the first **full pay period following** the employee's service anniversary date. The composite rate shall be the base rate for the purposes of calculating any overtime premium where such premium applies. For the purposes of establishing the value of the longevity benefit for the objects of IC 36-8 et seq., generally and IC 36-8-8-3(d) in particular, the annual longevity benefit will be as set forth in this section. The composite rate for longevity shall be applied according to the following schedule:

Years of Service Completed	HOURLY	BI-WEEKLY
1	\$ 0.09	\$ 7.20
2	\$ 0.14	\$ 11.20
3	\$ 0.19	\$ 15.20
4	\$ 0.24	\$ 19.20
5	\$ 0.29	\$ 23.20
6	\$ 0.34	\$ 27.20
7	\$ 0.39	\$ 31.20
8	\$ 0.44	\$ 35.20
9	\$ 0.49	\$ 39.20
10	\$ 0.54	\$ 43.20
11	\$ 0.59	\$ 47.20
12	\$ 0.64	\$ 51.20
13	\$ 0.69	\$ 55.20
14	\$ 0.74	\$ 59.20
15	\$ 0.79	\$ 63.20
16	\$ 0.84	\$ 67.20
17	\$ 0.89	\$ 71.20
18	\$ 0.94	\$ 75.20
19	\$ 0.99	\$ 79.20
20	\$ 1.05	\$ 84.00
21	\$ 1.11	\$ 88.80
22	\$ 1.16	\$ 92.80
23	\$ 1.20	\$ 96.00
24	\$ 1.22	\$ 97.60
25	\$ 1.24	\$ 99.20
26	\$ 1.26	\$ 100.80
27	\$ 1.28	\$ 102.40
28	\$ 1.30	\$ 104.00
29	\$ 1.32	\$ 105.60
30	\$ 1.34	\$ 107.20
31	\$ 1.40	\$ 112.00
32	\$ 1.46	\$ 116.80

Elected Officials who have completed a specified number of years of service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit according to the following schedule:

Completion of 4 consecutive years	\$ 10 per month
Completion of 7 consecutive years	\$ 30 per month
Completion of 10 consecutive years	\$ 40 per month
Completion of 13 consecutive years	\$ 50 per month
Completion of 16 consecutive years	\$ 60 per month
Completion of 18 consecutive years	\$ 70 per month
Completion of 20 consecutive years	\$ 85 per month
Completion of 22 consecutive years	\$100 per month

Section 15. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 16. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second, following Saturday, immediately preceding the week of the scheduled payday; beginning on December 25, 2022 and continuing thereafter;

Section 17. (A) That an emergency exists for the immediate taking effect of this ordinance, which, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, subject to any express provisions of this ordinance, in all other instances not sooner than January 8, 2023, and except to any express effective dates herein described to the contrary and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed 12th day of December 2022. Consideration on same day or at same meeting of introduction was not considered pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 28th Day of December 2022, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

New Business:

1. Proposed Ordinance No. 1764.1760-I: An Ordinance To Further Amend Ordinance No. 1760, An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana, Particularly Regarding Change To The Staffing Authority Of The Public Works Department (Agency). *(If adopted will re-establish the position of Assistant Public Works Director.)*

Councilor Smith introduced and moved for the consideration of Proposed Ordinance No. 1764.1760-I at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives, no negatives and one abstain, with Councilors Smith, Schocke, Black and Zemen voting in the affirmative and Councilor Sheeman voting to abstain. The motion failed and could not be considered at the same meeting of its introduction.

ORDINANCE No. 1764.1760-I
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1760 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING CHANGE to the STAFFING AUTHORITY of the PUBLIC WORKS DEPARTMENT (AGENCY).

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees;

WHEREAS, I.C. 36-5-3-2 provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2022 and thereafter as amended;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Staffing Authority of the Public Works Department (Agency) is modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 9 (A) of Ordinance No. 1760 be amended by repealing Section 9(A) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 9 (A) and read as follows:

Section 9. *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(B) Supervisory Employees		Starting	
		Rate	Rate
(1) Public Works Director	(1)		
With an employer provided vehicle:		\$ 3,539.26	\$3,539.26
Without an employer provider vehicle:		\$ 3,717.89	\$3,717.89

(2) Assistant Public Works Director	(1)		
With an employer provided vehicle:		\$ 2,953.75	\$ 2,953.75
Without an employer provider vehicle:		\$ 3,131.39	\$ 3,131.39
(3) Operations Director	(1)		
With an employer provided vehicle:		\$ 2,953.75	\$ 2,953.75
Without an employer provider vehicle:		\$ 3,131.39	\$ 3,131.39
(4) Division Supervisors			
Supervisor Streets	(1)	\$ 2,496.21	\$ 2,496.21
Supervisor Water & Sewer	(1)	\$ 2,496.21	\$ 2,496.21
Supervisor Maintenance	(1)	\$ 2,496.21	\$ 2,496.21
Supervisor Facilities	(1)	\$ 2,496.21	\$ 2,496.21

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. That a job description be on file for any position created and authorized by this ordinance and maintained on file with the Public Works Department (Agency) and the Office of the Clerk-Treasurer;

Section 4. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

Section 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constrains currently in force in Ordinance No. 1760 and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed 28th day of December 2022. Consideration on same day or at same meeting of introduction was not considered pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 9th Day of January 2023, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

- 2.** ACTION TO APPROVE APPOINTMENT OR EMPLOYMENT OF FULL-TIME EMPLOYEE, PURSUANT TO SECTION §3.03 OF THE COMPENSATION AND BENEFITS ORDINANCE. *PUBLIC WORKS DIRECTOR RECOMMENDS THE FOLLOWING:*

(A) THE HIRING (PROMOTION) OF KIMBERLY WEBB, TO THE FULL-TIME POSITION OF ASSISTANT PUBLIC WORKS DIRECTOR IN PUBLIC WORKS DEPARTMENT (AGENCY) AT A RATE OF PAY OF \$2,953.75 BI-WEEKLY WITH A VEHICLE AND \$3,131.39 BI-WEEKLY WITHOUT A PROVIDED VEHICLE. THIS WILL NOT INCREASE THE FULL-TIME WORKFORCE GREATER THAN THE AUTHORIZED WORK FORCE STRENGTH AND TAKES EFFECT THE 1ST PERIOD IN 2023. WHILE UNDER CURRENT ORDINANCES, PROMOTIONS ARE UNDER THE AUTHORITY OF THE DEPARTMENT HEAD. THE PUBLIC WORKS DIRECTOR ASKED FOR THIS ACTION TO AFFIRM THE PROMOTION AND THE RETENTION OF THE POSITION.

Councilor Schocke moved to authorize and approve the promotion, and regular appointment of Kimberly Webb as the Assistant Public Works Director. Councilor Black seconded.

Discussion:

Councilor Sheeman asked how could you appoint someone to a position (Assistant Public Works Director), when the motion to reinstatement that position failed to pass.

Councilor Schocke responded that he felt that by passing Ordinance No. 1774, it actually reinstated the position and this Ordinance as described by the Clerk-Treasurer is simply a precautionary step. I don't have an objection to it even though I feel it is unnecessary.

Councilor Sheeman agreed as he felt it was redundant.

Upon a roll call vote, there were four affirmatives, no negatives and one abstain, with Councilors Smith, Schocke, Black and Zemen voting in the affirmative and Councilor Sheeman abstaining. The motion passed. The promotion and appointment were approved.

3. ACTION TO APPROVE VACATION LEAVE FOR A NON-EXEMPT EMPLOYEE, PURSUANT TO SECTION §5.02.01 OF THE COMPENSATION AND BENEFITS ORDINANCE.

The Metropolitan Police Chief makes the request that Police Officer Raymond Navarro, have Section 5.02.01 of the Highland Municipal Employee Handbook of the Compensation and Benefits Ordinance be retroactively applied to Police Officer Navarro as Section 5.02.01 was modified under Ordinance 1777 on the 12th day of December 2022, taking effect on or after the 8th of January 2023, and Officer Navarro started his employment as a Highland Metropolitan Police on the 11th day of December 2022.

Councilor Black moved to approve to make Section 5.02.01 of the Highland Municipal Employee Handbook of the Compensation and Benefits Ordinance be retroactively applied Police Officer Navarro. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Section 5.02.01 of Highland Employee Handbook of the Compensation and Benefits Ordinance was retroactively applied to Officer Navarro.

4. RESOLUTION NO. 2022-30: A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND FIXING THE OFFICIAL FAITHFUL PERFORMANCE BOND OF THE MUNICIPAL FISCAL OFFICER, PURSUANT TO I.C. 5-4-1 ET SEQ.

Councilor Schocke moved the passage and adoption of Resolution No. 2022-30. Councilor Smith seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Resolution 2022-30 was adopted.

**TOWN of HIGHLAND
Town Council Resolution No. 2022-30**

**A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND
FIXING the OFFICIAL FAITHFUL PERFORMANCE BOND of the
MUNICIPAL FISCAL OFFICER PURSUANT to I.C. 5-4-1 et seq.**

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, The Clerk-Treasurer is required to file an individual surety bond conditioned on the Clerk-Treasurer's faithful performance of the duties of the office of clerk-treasurer, including the duty to comply with I.C. 35-44-1-22 pursuant to I.C. 5-4-1-18(a)(2) with such filing subject to I.C. 5-4-1-9;

WHEREAS, The Highland Town Council now desires to comply with the provisions of law identified herein,

NOW, THEREFORE, BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Town Council hereby fixes the Individual surety for the clerk-treasurer for the year **2023** in the amount of Three Hundred Thousand Dollars (**\$300,000**);

Section 2. That the Town Council hereby finds and determines that the subject amount fixed for the bond is established according to the values and thresholds set forth in I.C. 5-4-1-18(e), which particularly states in pertinent part:

(A) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, that amount being in Fiscal Year 2021 receipts of *forty-six million, six hundred one thousand, five hundred fifty dollars* (\$46,601,550) for the purposes of the clerk-treasurer surety; and

(B) The amount may not be less than Thirty Thousand dollars (\$30,000) **nor more than** Three Hundred Thousand Dollars (\$300,000);

Section 3. That the Clerk-Treasurer be instructed and authorized to procure a surety bond pursuant to this resolution and that the proper officers take such steps as necessary to carry out the objects and purposes of this resolution;

Section 4. That the signature of the proper officer engrossed upon on the surety bond, shall represent the approval by the legislative body as set forth in IC 5-4-1-8(a)(6).

DULY RESOLVED and ADOPTED this 28th Day of December 2022, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President

Attest:

Mark Herak
Clerk-Treasurer

- 4. Resolution No. 2022-31:** A Resolution Articulating The “Sense Of The Town Council” Recognizing the Highland Neighbors for Sustainability as an Advisory Associate Partner Organization to the Town of Highland and urging all citizens to participate in initiatives or programs that improved the environmental quality and well-being of the Town of Highland.

Councilor Schocke moved the passage and adoption of Resolution No. 2022-31.
Councilor Smith seconded.

Discussion:

Councilor Schocke said he was encouraged and excited to work with the organization. I do hope that it is a good relationship and what I hope to do in this newly revised version is to essentially provide a pathway to getting this organization recognized as a full commission. I know I ask a bunch of questions and that’s just the way I am and it’s not meant to be offensive. That’s just part of my jobs.

Councilor Sheeman said he had a couple of issues with the wording, in a particular the “must” as found in WHEREAS Businesses, Community Leader’s and Neighbors must partner together to improve the environmental quality of our Community by working together to create a clean and safe environment for current and future generations. That is a legal term, a definitive thing and I object to the word “must”. I don’t feel that they should be able to determine what another business can and cannot do.

Councilor Sheeman moved to table Resolution 2022-31. The motion failed to get a second. The motion failed for a lack of a second.

Upon a roll call vote, there were four affirmatives and one negative, with Councilors Smith, Schocke, Black and Zemen voting in the affirmative and Councilor Sheeman voting no. The motion passed. Resolution 2022-31 was adopted

**SENSE of the TOWN COUNCIL RESOLUTION
RESOLUTION NO. 2022-31**

**A RESOLUTION ARTICULATING THE “SENSE OF THE TOWN COUNCIL”
REGARDING THE HIGHLAND NEIGHBORS FOR SUSTAINABILITY TO MAKE A
BONE FIDE EFFORT TO WORK TOGETHER TO PROMOTE ENVIRONMENTAL
SUSTAINABILITY**

WHEREAS,The Town of Highland was incorporated to provide certain public services to the residents of this community, for whom their elected public servants commit their judgment to promote the general welfare and common public good;

WHEREAS, The Highland Town Council, as the fiscal and legislative body of the Town of Highland, from time to time, encounters issues of public import and moment which warrant an expression from the elected representatives as part of the public discourse on the matter

WHEREAS, Managing our natural resources in a sustainable manner is essential for the health and well-being of all people, as well as, future generations; and;

WHEREAS, Nature and the plant and animal life that occupy the ecosystem, which share the Earth, offer not only an intrinsic value but also contribute to the well-being of our economy, culture and way of life; and

WHEREAS, Environmental Sustainability benefits a town economically, socially and environmentally; and

WHEREAS, Businesses, Community Leader's and Neighbors must partner together to improve the environmental quality of our Community by working together to create a clean and safe environment for current and future generations; and

WHEREAS, The Highland Neighbors for Sustainability wishes to provide volunteer services to the Town of Highland regarding Environmental Sustainability Issues by coordinating and educating the general public on initiatives that improve the environmental quality of the Town of Highland; and

WHEREAS, the Highland Neighbors for Sustainability wish to assist the Town of Highland in applying for grants with various governmental entities, foundations, corporations that benefits the Town of Highland environmentally; and

WHEREAS, the Highland Neighbors for Sustainability wish to assist the Town of Highland by presenting educational materials, holding meetings and lectures regarding Environmental Sustainability efforts as they apply to such as the use of alternative energy sources, proper waste disposal, composting, recycling, repurposing, and promoting native ecological flora and fauna in the Town of Highland.

NOW THEREFORE BE IT ORDAINED, by the Highland Town Council, that Highland Neighbors for Sustainability shall be recognized as an Advisory Associate Partner Organization for the Civil Town of Highland; and

WHEREAS, The Highland Neighbors for Sustainability shall assist in educating the Citizens of the Town of Highland on best practices on environmentally sustainable operations; and

WHEREAS, The Highland Town Council encourages the Highland Neighbors for Sustainability to utilize the Gazebo Express and submit editorial pieces for publication in the Gazebo Express regarding Environmental Sustainability; and

WHEREAS, The Highland Town Council, through the Redevelopment Commission, will assist the Highland Neighbors for Sustainability for the purpose of applying for grants with various governmental entities, foundations, corporations; and

WHEREAS, All grant applications must be approved by the Highland Town Council, the Redevelopment Director or Assistant will act as a professional staff liaison between the Highland Neighbors for Sustainability and the Highland Council in the cooperation and coordination of attaining Grants; and

WHEREAS, The Highland Town Council member who serves as Liaison to the Redevelopment Commission will also serve as the liaison between the Highland Town Council and the Highland Neighbors for Sustainability.

WHEREAS, The initial probationary period shall be for 1 year and will be revisited on or before the end of 2023 at which time, the Highland Town Council will explore the formation of a Sustainability Commission, however the Highland Town Council may decide to unilaterally terminate this partnership at any time with or without cause; and

WHEREAS, The *sense of the Town Council of Highland Resolution* is not a bargained for exchange but rather a gratuitous promise from the Highland Town Council that is not supported by consideration of any kind. Moreover, the *sense of the Town Council of Highland Resolution* shall not be construed as a grant of any authority and/or property right to any member of the Highland Neighbors for Sustainability or to the Highland Neighbors for Sustainability organization as a whole. Moreover, the Highland Neighbors for Sustainability are not employees of the Town of Highland and the Highland Neighbors for Sustainability cannot act on behalf of or bind the Town of Highland without the express written consent approved by the majority of the Legislative Body of the Town of Highland; and

WHEREAS, The Town of Highland by and through its elected officers now wishes to offer a *distinct* public expression on the public importance of this matter,

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana that the *sense of the Town Council of Highland* is as follows:

Section 1. That the Highland Town Council hereby recognizes the Neighbors for Sustainability as an Advisory Associate Partner Organization with no other purpose, express or implied unless expressly modified;

Section 2. That the Town Council is supportive of measures that further promotes Environmental Sustainability;

Section 3. That it is further the sense of the Town Council of the Town of Highland to urge all citizens to participate in initiatives or programs that improve the environmental quality and well-being of the Town of Highland;

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 28th day of December 2022. Having been passed by a vote of 4 in favor and 1 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

- 6. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** *Public Works Director recommends the following:*

(A) The hiring of Tyler Chievrue to the full-time position of Utility Worker/Driver C in Public Works Department (Agency) at a rate of pay of \$19.99 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

Councilor Black moved to approve the hiring of Tyler Chievrue to the full-time position of Utility Worker/Driver C as indicated. Councilor Smith seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Tyler Chievrue was hired effective 1/08/2023

TOWN OF HIGHLAND
 PERSONNEL-EMPLOYMENT NOTICE

Name: Tyler Chisvruce Employee Payroll # _____
 Address: 3103 Lois Pl Phone #: _____
 Department: Public Works Account #: 1104
 Email address: tchisvruce@gmail.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 1-8-23
 Remind new hires they will need to show their original social security card when they complete their employment forms.
 *NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
 *BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: Utility Wkr/Driver Bi-weekly Salary/Hourly Rate: 19.19

Characterize the Employment:
Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received _____ (Date Season Ends)

Full-Time Only:
 This position succeeds: Ron Bellamy (if applicable)
 The current workforce level is 2 as of the date of this notice.
 This position will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

Current:
 Job Title: _____ Account: _____
 Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
 Job Title: _____ Account: _____
 Base Bi-weekly/Hourly Rate: _____ Longevity: _____
 This position succeeds: _____

Characterize the Increase or Status Change:
Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance _____
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____

Resignation Discharge Retirement Other _____
 (Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
 Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: _____ Date: 12-27-22

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
 (if applicable)

 Date: 12/27/22

Date of Revision: 4/2010
 Approved by Clerk-Treasurer pursuant to IC36-5-6-(a)(3)

7. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. Public Works Director recommends the following:

(A) The hiring of David Giza, to the full-time position of Utility Worker/Driver C in Public Works Department (Agency) at a rate of pay of \$19.99 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

Councilor Black moved to approve the hiring of David Giza to the full-time position of Utility Worker/Driver C as indicated. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. David Giza was hired effective 1/08/2023.

TOWN OF HIGHLAND
 PERSONNEL-EMPLOYMENT NOTICE

Name: David Giza Employee Payroll # _____
 Address: 6034 Debra Ln Lowell Phone #: _____
 Department: Public Works Account #: water
 Email address: davidgiza9@aol.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 1-8-23
 Remind new hires they will need to show their original social security card when they complete their employment forms.
 *NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
 *BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: Utility Worker / Driver Bi-weekly Salary/Hourly Rate 19.19

Characterize the Employment:
Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received (Date Season Ends)

Full-Time Only:
 This position succeeds: _____ (if applicable)
 The current workforce level is _____ as of the date of this notice.
 This position will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

Current:
 Job Title: _____ Account: _____
 Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
 Job Title: _____ Account: _____
 Base Bi-weekly/Hourly Rate: _____ Longevity: _____
 This position succeeds: _____

Characterize the Increase or Status Change:
Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____

Resignation Discharge Retirement Other _____
 (Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
 Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: _____ Date: 12-27-22

TOWN COUNCIL BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
 (If applicable)

 Date: 1/28/2023

Date of Revision: 4/2020
 Approved by Clerk-Treasurer pursuant to IC36-5-6-6(a)(3)

8. APPROPRIATION TRANSFER RESOLUTION NO. 2022-32: AN EXIGENT RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN POLICE PENSION FUND AS REQUESTED BY THE PROPER OFFICER AND FORWARDED TO THE TOWN COUNCIL FOR ITS ACTION PURSUANT TO IC 6-1.1-18-6.

Councilor Schocke moved the passage and adoption of Resolution No. 2022-32. Councilor Smith seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Appropriation Transfer Resolution 2022-32 was adopted

TOWN OF HIGHLAND
 APPROPRIATION TRANSFER RESOLUTION
 RESOLUTION NO. 2022-32

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS of the POLICE PENSION FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Police Pension Fund, General Fund;**

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That is has been shown that certain existing unobligated appropriations of the **Police Pension Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

Police Pension Fund

Police Pension

Reduce Account:	#8802-0000-310.01 Legal Fees	<u>\$ 3,877.02</u>
	#8802-0000-320.02 Travel Expenses	<u>\$ 146.12</u>
	<i>Total 300 Series Reductions</i>	\$ 4,023.14

Increase Account:	#8802-0000-112.08 Death Benefits	<u>\$ 4,023.14</u>
	<i>Total 100 Series Increases</i>	\$ 4,023.14

Total of All Fund Decreases:	\$ 4,023.14
Total of All Fund Increases:	\$ 4,023.14

DULY RESOLVED and ADOPTED this 28th Day of December 2022 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

Comments from the Town Council:

(Good of the order)

Councilor Toya Smith: • *Sanitary Board Liaison • and Public Works.*

Councilor Smith began by hoping everyone had a good holiday and welcomed Highland Neighbors for Sustainability, as well as, the 3 new officers. She then acknowledged Public Works Director Mark Knesek who said it has been quite a busy holiday for the Public Works Department, beginning on Thursday, December 22nd, with the crews clearing the streets from the falling snow and then dealing with 2 water breaks, one on Christmas Eve and the other on Christmas Day. They had another one yesterday and another today. The guys are really tired. The streets were not in the greatest condition after the snow because with the freezing temperatures, the salt did not activate, so we didn't use a lot of salt. He was asked at what temperature the salt quits working? He advised either between 15 and 20 degrees. Not only did the freezing temperatures cause problems but the high winds caused drifting. With the temperatures being in the 40's today, you can see asphalt again. He also added, we had quite a few frozen water meters, frozen service lines. The whole cause of that is, people have outside walls without insulation and keep their meters in little closets that gets no air circulation or heat inside the closets. Residents that have their water meter in an enclosed area and when it gets this cold, they can either open up the door so air can circulate or open up their water. This will prevent their meters from freezing. Another problem is with residents who have finished their basement and the water line or water meter goes into a finished ceiling that isn't insulated. In many cases, a standard hair dryer will de-thaw a frozen water line. Keeping your water running is very inexpensive when compared to replacing busted water pipes. Another cause of water-breaks is the frost line which is already 8" down from the surface. Normally, we don't have frost this deep until the end of January.

Councilor Mark Schocke: • *Park and Recreation Liaison • and Community Events Commission Liaison.*

Councilor Schocke acknowledge Park Superintendent, Alex Brown who said the last pickle ball class ended last Tuesday and the next class doesn't start up for a couple of weeks. The park crew is getting Main Square ready for this Saturday night's, New Year's Eve fireworks at midnight. In all of his years employed by the Town, he never has had to worry about rain effecting the New Year's Eve fireworks but there is a chance of rain for New Year's Eve. He said he is sure that there won't be enough rain to cancel the fireworks. Next Friday, January 6th will be the 12th night and the Christmas Tree burning. That starts at 6:00 o'clock p.m. And tomorrow, at 8:30 in the morning, on WJOB, he will be a guest of the Highland/Griffith Chamber of Commerce. He encouraged people not to tune in.

Councilor Schocke said that youth basketball will start up again on January 7th. He encouraged residents to come out to the fireworks on New Year's Eve at Main Square. He acknowledged all the hard work of the Council of Community Events, the Police Department and the Park Department in planning a successful New Year's Eve fireworks display. He understood the Council of Community events will be passing out glow sticks prior to midnight and have a count-down clock. It will really be a family-oriented event so come down to Main Square and ring in the new year responsibly. He too wanted to welcome the Sustainability folks. I know it was kind of back and forth for a little while but he was glad they were able to come to a consensus and he wants to work in good faith with them. He also welcomed the new police officers and offered his thoughts and prayers to the Gard family.

- **Councilor Tom Black:** *Liaison to the Board of Waterworks Directors • Redevelopment Commission Liaison.*

Councilor Black began by offering his condolences to the Gard family and thank Officer Gard for his years of service to Highland. He too welcomed the new offers to the Town of Highland and thanked them for choosing a profession that is not very popular these days. He too wished everyone a belated Merry Christmas and a blessed and prosperous New Year. He then acknowledged Redevelopment Director Maria Becerra and recognized several of the Redevelopment Commissioners who were in attendance in particular Redevelopment Commission Chairman Sean Conley and Alex Robertson. He then asked Maria to introduce the new Assistant Redevelopment Director Susan Hale of Hammond.

Susan Hale began by thanking the Redevelopment Commission and the Town Council for having me. She said she wanted to touch on why I think I'm qualified for this position. Last May, I graduated with my Bachelor of Science in Public Affairs, where I concentrated in environmental policy at IUN. I co-founded the Sustainability and Climate Club while at IUN. I am excited to work with the Highland Neighbors of Sustainability folks you have here.

Sean Conley then asked Councilor's Schocke and Smith if they had any questions of Susan as they were the 2 councilors who were unable to attend the interview with Susan. Councilor's Zemen, Black and Sheeman were in attendance. Neither Councilor Schocke or Councilor Smith had any questions.

Maria then said that tomorrow at 1 o'clock p.m., there will be a photo opportunity at the newly remodeled Brums Bloomin Barn on 45th. She invited the Council to join with the Redevelopment Commissioners to get their picture taken as they present to the developer, Jim Lyons, a check in the amount of \$20,000. Robin Carlascio, of the Gazebo Express will be on hand to take the picture and will be writing a story for the January edition of the Gazebo Express. She said that the Commission is looking forward to 2023 and achieving their goals.

- **Councilor Roger Sheeman:** *Town Board of Metropolitan Police Commissioners Liaison • Fire Department, Liaison • Chamber of Commerce Liaison • Information Communications and Technology Department Liaison.*

Councilor Sheeman began by congratulating the 3 new police officers. He then asked Assistant Metropolitan Police Chief Pat Vassar if that raised our authorized strength to 43. Assistant Chief Vassar acknowledge it did but he recently received a verbal resignation from one of our officers who came here from Illinois and has been offered a position with a police department located in Illinois and has accepted it. The officers last day will be this Friday.

Assistant Chief Vassar continued that unfortunately law enforcement has become like other professions in that there no loyalty anymore. It used to be about loyalty and never about the money. I wish I had the magical answer on how to retain officers. It is not exclusive to Highland. It's everywhere in country. I know the last 3- years, law enforcement has gotten kind of beaten up. That has taken its toll on the application process. We don't get a lot of people applying for openings. Normally we test every 2 years and sometimes even longer. We have already tested twice in 2022 and will be testing again in February. I truly want to thank the Clerk-Treasurer for processing the paperwork and getting it on tonight's agenda so the Council could approve so the family of Officer Gard can receive his death benefits. Just a little bio on Paul Gard. He was 77 years old when he passed on December 24, 2022. He started with Highland in 1970 and retired in 2001. Prior to coming to Highland, he worked briefly for Munster. Bob Brakely is our longest living retiree. He started with Highland in 1956 and retired as Chief in 1976. He turns 100 this Friday. I'd love to go to the party but it's in Colorado Springs and I'm not going there in December.

Councilor Sheeman added his condolences to Paul Gard's family on Paul's passing. He concluded by wishing everyone Happy New Year and he hopes 2023 will be better than 2022 with inflation and gas prices declining, so people have more money in their pockets. He then acknowledged IT Director, Ed Dabrowski.

Ed began by saying that according to radio stations 101.9 and Cirrus, Christmas is officially over so I shut off the Christmas music today. I had the contractor come out and look at the sound system just before the cold stretch and he couldn't find a problem, however, the other side started to act up. The original install, which was done about 15 years ago, wasn't well thought out and over time the system has aged. He said the equipment wasn't installed in an environmentally controlled setting but was installed in

one of the bays of the fire station. He said some of the wire is the original wire. He asked the contractor for a quote and he said it would be \$15,000 to \$20,000 to revamp it and Ed encouraged the Council to consider the proposal in the coming spring. He did say there is currently no money appropriated for it, so a funding source would have to be found. He said he would like to consider putting it in a different location, like Main Square, as he felt music in the park could be kind of nice as more people congregate there.

Councilor Sheeman asked Ed if the bid he received was for just fixing what's existing and nothing about adding additional speakers to the park or Jewett Street. Ed said it did not and only include the existing system.

Ed went on to say that he would hope the Council would rethink the cyber policy as proposed by the Brown Insurance Agency. I would really look long and hard at the cyber policy because we do a lot to protect the Town and continue to get premium increases. When I question them as to why, I'm told that it's simply the industry. We haven't had any incidents or occurrences but our premium continues to increase. I think the Council should push back a little.

- **Council President Bernie Zemen:** *Town Executive • Chair of the Board of Police Pension Trustees • Liaison to the Tree Board.*

Councilor Zemen began by saying the Plan Commission hasn't met for several weeks and he doesn't believe they are meeting next week either. He wanted to reiterate that garbage pick-up next week will be on Wednesday and not on Tuesday as it is normally scheduled so don't put your garbage out too early. The January 2nd standing study session is cancelled. He too wished everyone a Happy New Year and wanted he has asked a few people if a microphone can be placed on stage as he has been promising, Mrs. Hanrahan, a long-time Highland resident that one of these years we would sing Auld Lang Syne. Of course, then I need somebody who knows the words and could sing it right before the fireworks. He too welcomed the Highland Neighbors for Sustainability. He acknowledged it was a long hard fight and he thanked them for hanging in there. He thanked Councilor Schocke for touching up the ordinance. He too offered condolences to Officer Gard's family and congratulations to former officer Bob Brakley on his 100th birthday. He concluded by wishing everyone Happy New Year.

That concluded comments from the Council and President Zemen then turned it over to comments from visitor's or residents, reminding them to limit it to 2 minutes.

Comments from Visitors or Residents:

Cathy Perrin, Highland, began by saying she really would like to thank Mr. Schocke and the rest of the Council for giving us the opportunity to try to do our best to make Highland more resilient, more sustainable and more-green, and that make Highland even an even better place for everybody. I'd like to kindly re request a copy of the official

document so I can put it in my scrap book. She was advised a copy would be emailed to her.

Councilor Zemen asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then entered a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Schocke moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **December 14, 2022 through December 29, 2022.** Councilor Smith seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

**General Fund, \$252,316.39; MVH Fund, 16,520.04; Special Events, \$28.59; LR&S Fund, 2,198.60; LAW Enforcement Continuing Education, Training and Supply Fund, \$5,542.84; Information and Communications Technology Fund, \$11,316.37; Traffic Violations, \$3,000.00; Insurance Premium, \$46.10; M CCD, \$7,950.50; Police Pension, \$15,500.00; Community Crossing Grant, \$112,897.05; Public Safety Income Tax Fund; \$40,640.00
Total: \$467,956.48.**

PAYROLL DOCKET FOR PAYDAY OF DECEMBER 16, 2022 BY FUND:

TOTAL PAYROLL BY FUND: \$273,750.27.

PAYROLL DOCKET FOR PAYDAY OF DECEMBER 16, 2022:

COUNCIL, BOARDS AND COMMISSIONS, \$10,169.88; OFFICE OF CLERK-TREASURER, \$15,043.12 BUILDING AND INSPECTION DEPARTMENT, \$10,360.44; METROPOLITAN POLICE DEPARTMENT, \$125,449.95; PUBLIC WORKS DEPARTMENT (AGENCY), \$69,802.39; FIRE DEPARTMENT, \$5,296.072 AND INFORMATION AND TECHNOLOGY DEPARTMENT, \$3,745.61; TOTAL PAYROLL: \$229,697.92.

Adjournment of Plenary Meeting. THERE BEING NO FURTHER BUSINESS ON THE AGENDA, THE TOWN COUNCIL PRESIDENT DECLARED THE REGULAR PLENARY MEETING OF THE TOWN COUNCIL OF MONDAY, DECEMBER 28, 2022, ADJOURNED AT 7:31 O'CLOCK P.M.

Mark Herak

Clerk-Treasurer

Approved by the Town Council at its meeting of January 9, 2023.

Special Orders:

1. Election of the **Town Council President** for 2023, pursuant to § 2.05.040 of the Highland Municipal Code.

President Zemen asked if there were any nominations for President of the Council for the year 2023.

Councilor Schocke moved to nominate Tom Black as Town Council President for the year 2023.

President Zemen asked if there were any other nominations. Hearing none, he instructed the Clerk-Treasurer to conduct a roll call vote on the nomination of Tom Black for Council President for the year 2023.

Upon a roll call vote, there were four (4) affirmatives and one (1) negative, with Councilors Zemen, Smith, Black and Schocke voting in the affirmative and Councilor Sheeman voting in the negative. The motion to elect passed. Councilor Black was elected the 71st Town Council President. Councilor Black assumed the chair.

Congratulations were offered to President Black.

2. Election of the **Town Council Vice President** for 2023, pursuant to § 2.05.040 of the Highland Municipal Code.

President Black asked if there were any nominations for Vice President of the Council for the year 2023.

Councilor Schocke moved to nominate Bernie Zemen as Town Council Vice-President for the year 2023.

President Black asked if there were any other nominations. Hearing none, he instructed the Clerk-Treasurer to conduct a roll call vote on the nomination of Bernie Zemen for Council Vice-President for the year 2023.

Upon a roll call vote, there were four (4) affirmatives, no negative and one (1) abstain, with Councilors Zemen, Smith, Black and Schocke voting in the affirmative and Councilor Sheeman voting to abstain.

Councilor Black moved to elect Bernie Zemen as vice president. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Zemen was elected the Town Council Vice President.

Comments from the Public or Visitors: None

Councilor Black asked if there were any other comments. Hearing none, he closed comments from the public and began reading communications.

Communications: None

Staff Reports: The following staff reports were received and filed.

Building Report December, 2022

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	1	0	1	\$ 50,000.00	\$ 916.50
Signs	0	0	0	\$ -	\$ -
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	26	26	0	\$ 280,357.00	\$ 6,511.50
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	0	0	0	\$ -	\$ -
Fences	9	9	0	\$ 58,828.00	\$ 1,863.00
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	3	3	0	\$ 7,950.00	\$ 439.50
Misc: Cell Twr (1); Concrete (2); Road Cut (1)	4	4	0	\$ 29,370.00	\$ 1,281.00
Total Building Permits	43	42	1	\$ 426,505.00	\$ 11,011.50
Electrical Permits	11	3	8	\$ -	\$ 2,169.00
Mechanical Permits	17	16	1	\$ -	\$ 1,972.00
Plumbing Permits	6	4	2	\$ -	\$ 1,002.80
Water Meters	5	3	2	\$ -	\$ 3,992.40
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	11	7	4	\$ -	\$ 4,995.20

December 2022 Code Enforcement: 50 Investigations and 5 Citations were issued & 0 Warnings were given. Inspections done for the month of December 2022 were as follows: 21 Building Inspections, 17 Plumbing Inspections, 15 HVAC and 19 Electrical Inspections. There were 3 Electrical Exams given.

Submitted By:


 Kenneth J. Milka

Mark Herak

From: Denise Beck
Sent: Friday, January 6, 2023 8:52 AM
To: Mark Herak; Chad Kinley
Subject: December Fire Department Stats

Good Morning Mark and Chad,

Types of Calls	Dec 2022	YTD
General Alarms	16	151
Paid Still Alarms	23	341
Still Alarms	1	31
Total calls in 2022	40	534

Denise Beck
Highland Fire Department
2901 Highway Ave.
Highland, IN 46322
(219)-923-9876

2022
 TOWN OF HIGHLAND INJURIES FOR THE MONTH
DECEMBER

CASE	DATE OF INJURY	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
				No Med Treatment	Recordable	Recordable	
			No Injuries for the month of December				

RO = Record Only

DEPT	2022		TOTAL	2022			
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE		2021	DAYS THIS YEAR	THIS YEAR	DAYS 2021
PARK & REC		3			25		
FIRE			1				
POLICE		7	4		67		10
STREET		1			44		
WATER SEWER		1	2			32	
MAINTENANCE		5	2		77		
OTHER							
TOTALS	0	17	9	0	213	32	10

Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days

Appointments:

• **Statutory Boards and Commissions**

Executive Appointments

1. **Municipal Plan Commission:** (1) appointment to be made by Town Council President. *(Note: Currently held by Mario Martini (R)) Citizen members cannot have more than two of any party. Currently, 2 D,2 R.*

The Town Council President, as municipal executive, announced the re-appointment of **Mario Martini**, 9428 Erie, Highland.

2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council President. *(Note: Currently held by Susan Murovic.)*

The Town Council President, as municipal executive, said he would delay this appointment until a later date.

3. **Redevelopment Commission:** (3) appointments to be made by Town Council President. *(Note: currently held by George Georgeff, Bill Leep and Sean Conley)*

Action. The Town Council President as municipal executive announced the re-appointments of **George Georgeff**, 2251 Oakdale, Highland, **Sean Conley**, 2852 100th Street, Highland and **Alex Robertson**, 9343 Wildwood Drive, Highland to the Redevelopment Commission. Terms are 1 year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

4. **Waterworks Board of Directors:** (2) appointments to be made by Town Council President. *(Note: Currently serving Lawrence R. Kondrat (D), and Rick Volbrecht (R). Current composition of the board is three Republicans and two Democrats. No more than three of any one party under state law.*

The Town Council President, as municipal executive, announced the re-appointments of **Larry Kondrat**, 9343 Kennedy Avenue, Highland and **Rick Volbrecht**, 9221 Parkway Drive, Highland.

5. **Board of Sanitary Commissioners:** (1) appointment to be made by the Town Council President. *(Currently held by Rex Burton (R)). Current composition of the board is three Democrats, two Republicans. No more than three of any one party under state law .appointments to be made by Town Council President. .*

The Town Council President, as municipal executive, announced the re-appointment of **Rex Burton**, 2712 40th Place, Highland.

Regional Statutory Commissions or Boards

6. **Northwestern Indiana Regional Planning Commission (NIRPC):** (1) appointment to be made by Town Council President. (Note: *No action is necessary unless the Town Council President wishes to change appointment. Appointee must be an elected official of the community represented. Currently serving, Tom Black.*)

The Town Council President acknowledged the current appointment of himself and indicated that he would continue to service in that capacity.

7. **Town Representative to the Lake County Public Safety Communications Commission.** Pursuant to Lake County Ordinance No. 1362A-2, the Town of Highland is a Group A municipality, so the appointment is an Executive appointment. Term expires 12.31.2020 and terms are four years. (Currently held by William R. Timmer, Jr., CFOD)

The Town Council President announced his re-appointment of William R. Timmer, Jr. CFOD, Highland Fire Chief to an additional term.

8. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1st. (Currently the position is vacant)

The Town Council President, as municipal executive, said he would delay this appointment until a later date.

Home Rule Boards and Commissions

9. **Community Events Commission** Multi-Year position: (1) appointment to be made by the Town Council President. **Term: 4 years.** (Note: *Currently the position is vacant*)

The Town Council President, as municipal executive, said he would delay these appointments until a later date.

10. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. (Positions currently held by James Colias and Ron Jackowski)

The Town Council President, as municipal executive, said he would delay this appointment until a later date.

- **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. (See HMC Section 8.25.030 (C)) (Currently held by James Colias.)

The Town Council President indicated that he would delay action on the appointment of a Tree Board Chair until he conferred with the Tree Board members.

11. Committee and Liaison Assignments. *Assignments made by Town Council President. (Custom and Convention) The new assignments are below:*

- Bernie Zemen: Liaison and Plan Commission Member, Liaison to the Tree Board, Liaison to the Sustainability Commission, Liaison to the Board of Water Works Directors.
- Toya Smith: Sanitary Board Liaison, Advisory Board of Zoning Appeals Liaison; Building and Inspection Department Liaison and Public Works Liaison.
- Mark J. Schocke: Park and Recreation Board Liaison, Council of Community Events Liaison, Liaison to Main Street Bureau Board of Directors.
- Tom Black: Town Executive, Chair of the Board of Police Pension Trustees, Liaison to the Redevelopment Commission; Member of the Lake County Solid Waste Management District Board, Member of the Northwestern Indiana Regional Planning Commission (NIRPC), Member Joint Board of Delegates Shared Ethics.
- Roger Sheeman: Chamber of Commerce Liaison; Town of Metropolitan Police Commissioners Liaison, Fire Department Liaison, Information Communications and Technology Department Liaison, Traffic Safety Liaison.

Legislative Appointments

- 1. Municipal Plan Commission:** (3) appointments to be made by Town Council. *(Note: Appointees may be elected or appointed officials or employees of the Town. Currently one vacancy. **No action necessary** if incumbents continue to serve unless the legislative body acts to change. Currently serving: Bernie Zemen (Elected Official); Douglas Turich (employee); vacancy (employee))*

Councilor Zemen moved to appoint Morgan Wright as the Legislative appointment to the Municipal Plan Commission. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **Morgan Wright**, 3052 Lincoln Street, Highland, was appointed.

- 2. Park and Recreation Board:** (1) appointment to be made by Town Council. *(Note: Currently serving Nick Russo (D).)*

Councilor Schocke moved to re-appoint Nick Russo to the Park and Recreation Board. Councilor Zemen seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. **Nick Russo**, 9341 Idlewild Drive, Highland, was re-appointed.

- 4. Town Board of Metropolitan Police Commissioners: (1)** appointment to be made by Town Council. *(Note: currently serving Terry Krooswyk (D)) Cannot have more than three persons of any single party. Current composition is Three Democrats and 2 Republicans.*

Councilor Sheeman moved to re-appoint Terry Krooswyk to the Town Board of Metropolitan Police Commissioners. Councilor Schocke seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. **Terry Krooswyk**, 3625 38th Street, Highland was re-appointed to the Town Board of Metropolitan Police Commissioners.

- 5. Redevelopment Commission (2)** appointments to be made by Town Council. *(Note: currently held by Alex Robertson and Cyril Huerter)*

Councilor Zemen moved to re-appoint Bill Leep to the Redevelopment Commission. Councilor Sheeman seconded. Upon a roll call vote, there were four (4) affirmatives and one negative. With Councilors Zemen, Smith, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion passed. **Bill Leep**, 8407 Cottage Grove Place, Highland was re-appointed to the Redevelopment Commission.

The Town Council President indicated that the final legislative appointment would be delayed until a later date.

Regional Statutory Commissions or Boards

- 6. Lake County Solid Waste Management District Board of Directors (1)** appointment to be made by Town Council. *(Note: currently held by Councilor Thomas "Tom" Black. Must be a member of the Town Council (Fiscal Body). Term is co-extensive with term of councilor. No action necessary unless the Town Council wishes to change the appointment. The term continues until acted upon or status changes as a fiscal body member)*

It was noted that there was no desire to make a change to this appointment.

Home Rule Commissions

- 7. Main Street Bureau Board: (17)** appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There is currently 1 of the 17 in place and serving.*

The Town Council President indicated without objection that owing to the on-going recruiting for members of this body, there was not readiness regarding these appointments.

- 8. Joint Board of Delegates of the Interlocal Cooperation Ethics Entity.** *Continues until recalled. Currently, Tom Black.*

It was noted that there was no desire to make a change to this appointment.

9. **Community Events Commission** *Multi-year positions: (4)* appointments to be made by the Town Council. **Term: 4 years.** *(Note: Currently all positions are vacant)*

The Town Council President indicated without objection that owing to the ongoing recruiting for members of this body, there was not readiness regarding these appointments.

Single year positions: (8) appointments to be made by the Town Council. **Term: 1 year.** *(Note: Currently serving, Allencia L. Ballard, Stan M. Allen, Deborah Trevino, Sandra McKnight, Christopher Clarkson Gonzalez, Linda Carter, Elizabeth Alakel and Jeffrey Pena) Mr. Pena advised that he recently too a new job and will be unable to serve on the Commission but he will continue to help out.*

The Town Council President indicated without objection that owing to the ongoing recruiting for members of this body, there was not readiness regarding these appointments.

10. **Traffic Safety Commission: (5)** appointments, which must be comprised of 1 representative from the **Fire Department**, (1) representative from the **Public Works Department** (Agency), (1) **member from the Town Board of Metropolitan Police Commissioners**, and (2) **members** from the **Police Department**. Also note, HMC Chapter 10.45 provides that the Police Chief serves as Chief of the Commission regardless of being a member of the commission. *(Currently serving, William Timmer, CFO, Fire Department Representative; Vacant* (owing to retirement) Public Works Department (Agency) representative; Steve Jurczak, Town Board of Metropolitan Police Commissioners representative; Commander John Banasiak, Police Department representative; and Chief Peter T. Hojnicky, Police Department representative.)*

The Town Council President indicated without objection that owing to the ongoing recruiting for members of this body, there was not readiness regarding these appointments.

General Orders and Unfinished Business:

1. **Proposed Ordinance No. 1764.1760-J:** An Ordinance To Further Amend Ordinance No. 1760, An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana, Particularly Regarding Change To The Staffing Authority Of The Public Works Department (Agency). *(If adopted will re-establish the position of Assistant Public Works Director.)*

Councilor Schocke moved to adopt Ordinance No. 1764.1760-J. Councilor Smith seconded. Upon a roll call vote, there were four (4) affirmatives and one (1) negatives, with Councilors Zemen, Smith, Schocke and Black voting in the affirmative and

Councilor Sheeman voting in the negative. The motion passed. Ordinance No. 1764.1760-I passed and adopted upon the signature of the municipal executive.

ORDINANCE No. 1764.1760-J
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1760 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING CHANGE to the STAFFING AUTHORITY of the PUBLIC WORKS DEPARTMENT (AGENCY).

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees;

WHEREAS, I.C. 36-5-3-2 provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2022 and thereafter as amended;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Staffing Authority of the Public Works Department (Agency) is modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 9 (A) of Ordinance No. 1760 be amended by

repealing Section 9(A) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 9 (A) and read as follows:

Section 9. *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(C) Supervisory Employees Incumbent	Starting Rate	Rate
(1) Public Works Director (1)		
With an employer provided vehicle:	\$ 3,539.26	\$3,539.26
Without an employer provider vehicle:	\$ 3,717.89	\$3,717.89
 (2) Assistant Public Works Director (1)		
With an employer provided vehicle:	\$ 2,953.75	\$ 2,953.75
Without an employer provider vehicle:	\$ 3,131.39	\$ 3,131.39
 (3) Operations Director (1)		
With an employer provided vehicle:	\$ 2,953.75	\$ 2,953.75
Without an employer provider vehicle:	\$ 3,131.39	\$ 3,131.39
 (4) Division Supervisors		
Supervisor Streets (1)	\$ 2,496.21	\$ 2,496.21
Supervisor Water & Sewer (1)	\$ 2,496.21	\$ 2,496.21
Supervisor Maintenance(1)	\$ 2,496.21	\$ 2,496.21
Supervisor Facilities (1)	\$ 2,496.21	\$ 2,496.21

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. That a job description be on file for any position created and authorized by this ordinance and maintained on file with the Public Works Department (Agency) and the Office of the Clerk-Treasurer;

Section 4. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

Section 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constrains currently in force in Ordinance No. 1760 and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed 28th day of December 2022. Consideration on same day or at same meeting of introduction was not considered pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 9th Day of January 2023, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Thomas Black, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

New Business:

- 1. Resolution No. 2023-01:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.

Councilor Zemen moved the passage and adoption of Resolution No. 2023-01. Councilor Schocke seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Resolution No. 2023-01 was adopted.

TOWN of HIGHLAND

Town Council Resolution No. 2023-01

A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND APPROVING AND FIXING THE OFFICIAL CHARGES OR FEES FOR INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS AND OFFICES AND ACCOUNTED IN THE INFORMATION AND COMMUNICATION TECHNOLOGY FUND

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

WHEREAS, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

WHEREAS, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *“interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;”*

WHEREAS, Section 3.45.110 (F) (1) (a) still further provides that the *“charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council”*;

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for FY 2023 to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

WHEREAS, The Town Council now desires to fix and adopt the charges and rates as recommended,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year 2021 as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund**, the annual charge is allocated at 25% of costs or \$85,043.75;

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, the annual charge is allocated at 20% of costs or \$68,035.00;

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, the annual charge is allocated at 5% of costs or \$17,008.75;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at 25% of costs or \$85,043.75;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at 25% of costs or \$85,043.75;

Section 2. That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

Section 3. That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund**;

DULY RESOLVED and ADOPTED this 9th Day of January 2023, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Thomas Black, President (IC 36-5-2-10)

ATTEST:

Mark Herak,

Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Proposed Ordinance No. 1780:** An Ordinance Amending The Parking Schedules Of Chapter 10.35 Of The Highland Municipal Code For The Town Of Highland, Indiana, Repealing All Ordinances And Conflict Therewith And Declaring An Emergency.

Councilor Schocke introduced and moved the consideration of Ordinance No. 1780 on the same meeting of its introduction. Councilor Smith seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Smith moved the passage and adoption of Ordinance No. 1780 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. Ordinance No. 1780 was adopted at the same meeting of its introduction.

**ORDINANCE NO. 1780
of the
TOWN OF HIGHLAND, INDIANA**

**AN ORDINANCE AMENDING THE PARKING SCHEDULES OF
CHAPTER 10.35 OF THE HIGHLAND MUNICIPAL CODE FOR THE
TOWN OF HIGHLAND, INDIANA, REPEALING ALL ORDINANCES
AND CONFLICT THEREWITH AND DECLARING AN EMERGENCY**

WHEREAS, the Town Council of the Town of Highland is the municipal legislative body of the unit; and

WHEREAS, with the passage of time various Ordinances, Codes, and Procedures of the Town of Highland must be amended; and

WHEREAS, with the passage of time various practices, policies, and procedures must be updated; and

WHEREAS, the Town Council is interested in amending the Parking Schedules in Chapter 10.35 of the Highland Municipal Code to protect the public health, safety and welfare in all traffic safety programs to meet local needs, among others things; and

WHEREAS, the Town Council desires to amend the Parking Schedules set forth in Chapter 10.35 of the Highland Municipal Code in order to insure public health, safety and welfare insofar as they are affected by traffic laws and traffic safety education within the Town of Highland, Indiana, and to provide that vehicle operators that do not comply with these provisions shall be penalized to provide a minimum level of health and safety as required herein; and

WHEREAS, the Town Council desires to amend Chapter 10.35 of the Highland Municipal Code as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Chapter 10.35

PARKING SCHEDULES

1. Section 10.35.020 Schedule II – Parking for persons with disabilities install “Handicap Only” parking sign is amended to add the following location:

- 8339 Gordon Drive.

Introduced and filed on the 9th day of January 2023. Consideration on the first reading sustained by a vote of 5 in favor and 0 opposed, pursuant to I.C. 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 9th day of January 2023, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF
HIGHLAND, INDIANA**

THOMAS BLACK, President (IC 36-5-2-

10)
ATTEST:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

Comments from the Town Council:
(Good of the order)

- **Council President Bernie Zemen:** *Liaison and Plan Commission Member • Liaison to the Highland Neighbors for Sustainability • Liaison to the Tree Board • Liaison to the Board of Water Works Directors*

Councilor Zemen began by acknowledging Ken Mika, Building and Inspection Commissioner, who said nothing has been filed with his office, however, the Plan Commission will still be meeting next Wednesday.

Councilor Zemen said that since he hadn't met with the Water Board, Tree Board or Highland Neighbors for Sustainability he doesn't have an update but he'll have one at the next meeting and is looking forward to working with all the groups

- **Council Smith:** • *Sanitary Board Liaison* • *Building and Inspection Liaison* • *Advisory Board of Zoning Appeals Liaison* • *Public Works Liaison*

Councilor Smith began acknowledging Ken Mika, Building and Inspection Commissioner who said on the 25th of January, the BZA has a use variance on the property of the former Tri-State Coach Bus Depot. The petitioner, DVG, is proposing a mix use for the property, retail and personal storage and the personal storage is non-permitted use in that zoning district. The petitioner is coming before the BZA seeking a use variance. He said he had a conversation with the architect for Cardinal Campus and they will be submitting drawings for the proposed boutique hotel in the next few weeks.

She then acknowledged Public Works Director Mark Knesek who they continue to have several more water breaks. One in particular, the resident waited five (5) days before calling in the break and in the interim several of their neighbors yards flooded, leaving about 12" of water in every yard. It took Public Works several hours to pump the water down. He reminded the residents if they see standing water in their backyard and it normally isn't there or can't be explained by rain water, please check it out and please call Public Works if you see water bubbling up. It took Public Works over 20 hours to fix because the ground was so saturated. He then related a story how the Public Works crew was in the process of fixing a water main break and they nicked an electric line that wasn't marked. Fortunately, no one was hurt. He wasn't accepting the excuse of the locate company that they are understaffed and over worked. Someone could have gotten killed.

- **Councilor Mark Schocke:** • *Park and Recreation Liaison* • *Community Events Commission Liaison* • *Liaison to Main Street Bureau Board of Directors.*

Councilor Schocke acknowledge Park Superintendent, Alex Brown who said if you've been watch ABC 7, you'll see the Lincoln Center being promoted as one of the 6 locations for the Red Crosses, great American blood drive. It will be this Wednesday, from 7 in the morning, till 7 at night and some of Channel 7's on air personalities will be at Lincoln Center broadcasting live. Four hundred (400) people have already made appointments. He thought Wicker Park would be doing the same on Thursday. He commented on some of the year end financially reporting and the Park Department

did over \$1.2M in revenue which was significant considering how bad the years 2020 and 2021 were, with the pandemic. It was nice to get the revenues back in the black.

- **Councilor Roger Sheeman:** *Town Board of Metropolitan Police Commissioners Liaison • Fire Department, Liaison • Chamber of Commerce Liaison • Information Communications and Technology Department Liaison.*

Councilor Sheeman began by acknowledging Metropolitan Police Chief, Pete Hojnicky, who said he really didn't have a lot to discuss but commented that we often times measure success by statistics and all I do is steer the ship next door. It's the men and women on the street who keep the criminal activity low. We've been keeping stats and some of our stats last year were better than the stats since 1995. Our numbers continue to go down and down and down and are matching categories from 1968. One of the categories is burglaries. A burglary could be a residence, business, shed or garage. The number of burglaries in 2022 was at an all time low. We only had 13 burglaries in the town last year and we are very happy with our success in those numbers. But again, it's the men and women on the street that are causing the effect. They are waiting on the equipment for the new cars that are in the garage. He asked the Council to revisit the take home car program that he emailed them if they haven't already.

Councilor Sheeman said those numbers are outstanding and he is sure other communities would love to have those-kind of numbers which goes to show the dedication to safety to our residents from your staff and officers. Please pass along our compliments to your staff and officers.

Councilor Schocke asked the status of the body cameras?

The Chief responded that he hoped to have them in operation in the 1st or 2nd week of February. All of the equipment is in and we are waiting on the company we bought the cameras to install the hardware. Once the hardware is installed, the manufacturer will come out and train the whole department and stay around to make sure everything is up and running. He said the internal SOP has already been updated, as has the fee schedule for those who wish to purchase a copy of a tape.

He then acknowledged Bill Timmer, Fire Chief, who said, he too didn't have much to report on. He commented on how well organized the 6th Night tree burning was as it went off without a hitch, however, he was disappointed that Crown Point's tree burning made it into the paper and not Highland's. He said the turn-out was good and he complimented the Park and Recreation Department on doing a really good job. He thanked the Police Department for providing security.

Councilor Sheeman asked the Town Attorney if there was an ordinance that states when holiday decorations had to be taken down. He was advised that no there wasn't and per a person 1st amendment rights, to express themselves, they can leave them up as long as they want.

Councilor Sheeman then acknowledged IT Director, Ed Drabowski who said this was the third year of live streaming the Town Council Meetings. It started when we began the lock down from covid. Mr. Dabrowski concluded his remarks by congratulating Councilor Black on being elected president of the Council for the year 2023 and Councilor Zemen on being elected vice-president of the Council for 2023.

- **Councilor Tom Black:** *Town Executive • Chair of Board of Police Pension Trustees • Redevelopment Commission Liaison • Member of the Lake County Solid Waste Management District Board • Member of the Northwestern Indiana Regional Planning Commission (NIRPC) • Member Joint Board of Delegates Shared Ethics*

Councilor Black began acknowledging Redevelopment Director, Maria Becerra and asked her to give an update on what's happening in Redevelopment. She first began by thanking Mr. Black and Mr. Zemen for re-appointing 4 of the 5 current members of the Redevelopment Commission. The Commission is looking forward to the New Year and it being a very productive year. She commented that she wasn't sure if everyone saw the article in the Times regarding the Highland Neighbors for Sustainability. It was a really nice article with a nice picture as well. Today was the Assistant Redevelopment Director, Susan Hales first day with the Town of Highland. She added that their 1st meeting with the Highland Neighbors for Sustainability is tomorrow at 3:30 in the afternoon.

Councilor Black concluded by thanking those members of the Council who voted for him to be President in the year 2023. He's hoping he can do a good job and lead Highland in the right direction. He wanted to wish everyone a Happy New Year and thanked again the Park Department for a great showing on the 12th Night Christmas Tree Burning.

That concluded comments from the Council and President Black then turned it over to comments from visitor's or residents, reminding them to limit it to 2 minutes.

Comments from Visitors or Residents:

Larry Kondrat, Highland, began by congratulating Councilor Black on becoming Town Council President and how he looks forward to bantering with Councilor Black the next 365 days.

Councilor Black responded by saying somehow I feel this is the calm before the storm.

Councilor Black asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then entered a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Zemen moved to allow the vendors accounts payable vouchers

as filed on the pending accounts payable docket, covering the period **December 30, 2022 through January 10, 2023**. Councilor Schocke seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$340,843.17; MVH Fund, \$35,101.01520.04; Special Events, \$5,000; Information and Communications Technology Fund, \$22,593.95; Insurance Premium, \$222,698.20; Police Pension, \$67,922.82; Corporation Bond - Exempt, \$393,500.00; Total: \$1,087,659.15.

PAYROLL DOCKET FOR PAYDAY OF DECEMBER 30, 2022 BY FUND:

TOTAL PAYROLL BY FUND: \$362,283.45.

PAYROLL DOCKET FOR BOARDS, COMMISSION AND POLICE PENSION FOR PAYDAY OF DECEMBER 30, 2022:

COUNCIL, BOARDS AND COMMISSIONS, \$10,336.65; POLICE PENSION, \$67, 815.17; TOTAL PAYROLL: \$78,151.82

PAYROLL DOCKET FOR PAYDAY OF DECEMBER 30, 2022:

OFFICE OF CLERK-TREASURER, \$14,634.10; BUILDING AND INSPECTION DEPARTMENT, \$9,696.64; METROPOLITAN POLICE DEPARTMENT, \$121,836.24; PUBLIC WORKS DEPARTMENT (AGENCY), \$81,549.74; FIRE DEPARTMENT, \$5,103.57 AND INFORMATION AND TECHNOLOGY DEPARTMENT, \$3,857.93; TOTAL PAYROLL: \$236,678.22.

Adjournment of Plenary Meeting. THERE BEING NO FURTHER BUSINESS ON THE AGENDA, THE TOWN COUNCIL PRESIDENT DECLARED THE REGULAR PLENARY MEETING OF THE TOWN COUNCIL OF MONDAY, JANUARY 16, 2022, ADJOURNED AT 7:09 O' CLOCK P.M.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of January 23, 2023.