Agenda
Sixty-first Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Plenary Meeting of Monday, February 28, 2022 at 6:30 p.m.
Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code
This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive Order 21-31, allowing such meetings, pursuant to IC 5-14-1.5-3.7 for the duration of the emergency, through to January 1.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform:
https://us06web.zoom.us/j/86106115723?pwd=V2hoU0p6NJYOG22MDFXRCsvU1ldz09

Meeting ID: 861 0611 5723
Passcode: 497521
One tap mobile +13126266799,,86106115723#,,,,,*497521# US (Chicago)
+16465588656,,86106115723#,,,,,*497521# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 720 707 2699 US (Denver)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 861 0611 5723
Passcode: 497521
Find your local number: https://us06web.zoom.us/u/kdCkadQxQT

Prayer: Mark Herak
Pledge of Allegiance: Mark Herak
Minutes of Previous Session: Minutes of the Regular Meeting of 14 February 2022.
Special Orders: • Consideration of Proposed Additional Appropriations: (controlled funds)
Proposed Additional Appropriations in Excess of the 2022 Budget for the...

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.
1. Appropriation Enactment 2022-07
INFORMATION COMMUNICATIONS TECHNOLOGY FUND
Acct. 030-0000-11101 Director of IT Salary: $3,999.00
Acct. 030-0000-11201 FICA: $306.00
Acct. 030-0000-11201 PENSION: $448.00
Acct. 030-0000-11210 PERF PAID by EMPLOYER $120.00
Total Personnel Expenditures: $4,873.00
Increase
Acct. 030-0000-34023 Medical/Dental Insurance $1,612.00
Total Contractual and Services Expenditures: $1,612.00
Fund Total: $6,485.00

(a) **Attorney verification of Proof of Publication:** The TIMES 9 February 2022.
(b) **Public Hearing.**
(c) Action on **Appropriation Enactment No. 2022-07:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5

Appropriation Enactment 2022-08
GENERAL FUND
Increase
Office of Town Council
001-0001-11101 Town Council Salaries $16,248.00
001-0001-11201 TC FICA $1,243.00
Department Increase Total: $17,491.00

Increase
Building and Inspection Department
001-0006-34023 Group Health/Medical Insurance: $35,648.00
Decrease
Police Department
001-0009-34023 Group Health/Medical Insurance: ($35,648.00)
Department Reduction Total: ($35,648.00)

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3. Consideration of engaging Idea Factory and Lithographics to create and maintain a renter newsletter and database

<table>
<thead>
<tr>
<th>COMMENTS FROM THE PUBLIC or VISITORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.</td>
</tr>
</tbody>
</table>

Appointments:

• **Home Rule Boards and Commissions**
  (Appointments have been placed on agenda in case there is readiness to act)

  **Executive Appointments**

  • **Economic Development** Commission (1) appointment to be made by the Town Council President. Term expires 01.30.2022. *(Note: Currently held by Matthew Reardon.)*

  • **Tree Board** (1) appointment to be made by the Town Council president BUT nominated by the Town Council. See HMC Section 8.25.030 (B). *(Note: Currently a vacancy for a NON-High School Member)*

  • **Multi-year terms** (1) appointment to be made by the Town Council President term expiring 01.01.2023.

  **Legislative Appointments**

  • **Redevelopment Commission** (1) appointments to be made by Town Council. *(Note: Currently held by Cyril Hueter)*

  • **Community Events Commission**

  • **Multi-year terms** (4) appointments to be made by the Town Council with 2 terms expiring 10.01.2022 and 2 terms expiring 01.01.2025.

*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*
• **Annual terms** (9) appointments to be made by the Town Council terms ending on 01.01.2022. (Note: Currently serving Allencia Ballard, Stan Allen, Deborah Trevino, Christine Gonzalez, Linda Carter, Jeffery Pena, Sandra McKnight, Elizabeth Alakel (who does not wish to be reappointed) and a vacancy.)

3. **Community Events Commission Multi-year positions.** (2) appointments to be made by the Town Council. **Term: 4 years.**
   • One vacancy of term expires on 1 Jan 2025.
   • One vacant post the term of which expires 1 January 2022 (unexpired term)

  **Single year positions:** (2) appointments to be made by the Town Council.
  **Term: 1 year.**
  • One position the term expiring on 1 January 2022
  • One position the term expiring on 1 January 2022

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### Unfinished Business & General Orders:

#### NEW BUSINESS:

- Comments or Remarks from the Town Council: (Good of the Order)
  - Councilor Bernie Zemen
  - Councilor Mark Herak
  - Councilor Mark Schocke
  - Councilor Thomas Black
  - Councilor Roger Sheeman

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#### COMMENTS FROM THE PUBLIC or VISITORS

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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#### ACTION TO PAY Accounts Payable Vouchers

Accounts payable vouchers February 15 to February 28, 2020 in the amount of $1,000.

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#### ADJOURNMENT

The Town Council may meet in study session immediately following the Regular Meeting.

*Posted pursuant to IC 5-14-1.5-4(a)*

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Page 4 of 4
## Estimate - postcard to renters, e-newsletter blast

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTCARD</td>
<td>6” x 11” POSTCARD - CREATIVE Custom content and design of postcard</td>
<td>1</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>6” x 11” MAILER - PRINTING Full-color, two-sided mailer printed on 100# gloss</td>
<td>1,962</td>
<td>$358</td>
</tr>
<tr>
<td>MAILING SERVICES</td>
<td>Includes the mailing list of all Highland renters</td>
<td>1,962</td>
<td>$395</td>
</tr>
<tr>
<td>POSTAGE</td>
<td>Lithographic Communication estimates the postage will be 0.4277 each, or up to 0.4850 for first-class mailing.</td>
<td>0.4850</td>
<td>$951.57</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2304.57</td>
</tr>
<tr>
<td>E-NEWSLETTER</td>
<td>MAIL CHIMP SUBSCRIPTION Free account based on 2,000 contacts a month. Note: Subscriptions are available from $11-$299 per month based on the number of contacts and complexity of services.</td>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>E-NEWSLETTER TEMPLATE Custom e-newsletter template.</td>
<td>1</td>
<td>$500 one-time fee</td>
</tr>
<tr>
<td></td>
<td>E-NEWSLETTER + MANAGE MAILING LIST Monthly e-newsletter blast to registered recipients. Highlights Gazebo headlines and clicks through to PDF.</td>
<td>1</td>
<td>$500 per month</td>
</tr>
<tr>
<td>CUSTOM GRAPHICS</td>
<td>Custom graphics and photography</td>
<td></td>
<td>$150 each</td>
</tr>
<tr>
<td>STOCK IMAGES</td>
<td>Stock images</td>
<td></td>
<td>$50 each</td>
</tr>
</tbody>
</table>

The charges quoted are based on the amount of time expected to complete each task. The services shall be carried out within the framework described in this proposal. Any delay in these approvals or activities shall affect the total effort of The Idea Factory and may lead to additional charges. If additional work is required, it will be carried out with mutually agreeable terms and conditions. This proposal contains information that is proprietary to The Idea Factory. No part of this proposal may be duplicated or used for commercial purposes without the prior consent of The Idea Factory. This proposal is valid for 30 days.
Details

User ID: 64040HAV

Count ID: 64040HAV-7

Search Description: Highland Renters

Total count: 1,962

Geography:

ZIP Codes
46322

Selects:

Address Type Indicator
Undetermined, Single Family Dwelling, Apartment with Unit #, Apartment without Unit #, Rural Route

Homeowner Renter
Renter

Homeowner Flag
Renter and or Uncoded Null, Uncoded/Null

Homeowner Renter Precision Indicator
Premier, Premier Plus

One Per All Per Household or Address
One per Address (default)

Only records with ZIP+4
Only Records with ZIP+4

Confidence Use Code
Premium Deliverability, U.S. Territory Military Addresses
## Geography Breakdown

<table>
<thead>
<tr>
<th>ZIP Codes</th>
<th>Qty</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>46322 HIGHLAND, IN</td>
<td>1,962</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,962</td>
<td>100%</td>
</tr>
</tbody>
</table>
Notice of Available Position

Department: Fire Department
Position: Full time Secretary
Position summary: Administrative duties of the Fire Department
Posted: Tuesday February 22, 2022
Post period ends: Tuesday, March 1, 2022

The Highland Fire Department is accepting applications for the position of Fire Department Secretary from all departments within the Town of Highland.

Applicants must be able to work 8:30 am to 4:30 pm, 5 days a week which may include an occasional holiday to work that will support any Fire Department operations.

Knowledge and experience of Excel and Word is vital to maintain the Department’s administration. There will also be involvement with the County Spillman system and ESO Firehouse system to access fire call case sheets and entries for the State Fire Marshal’s office. This will require specific on the job training, but general computer knowledge and navigation is a must for the transition.

Key responsibilities of this position will be to do entries of fire call case sheets\trainings\maintenance tasks, issue reports, enter purchase orders, process invoices, along with the organization, entry and validation of the firefighter payroll system for submittal throughout the year. The role requires constant communication with the Fire Chief, firefighters, vendors, support services and citizens that may require our services.

Applicants must have quality people skills as this job requires dealing with the general public both in person and on the telephone. You must be able to work in an office environment both in a solo capacity and with fire department personnel.

The rate for this position is $19.99 per hour.

Interested persons should submit their intent in writing to Chief William Timmer of the Highland Fire Department by 4:00pm on March 1, 2022.

If you have any questions, you may contact Chief Timmer 219-923-9876.
State of Indiana )
Lake County ) ss:

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for time(s), the date(s) of publication being as follows:

February 9, 2022

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
CHAD, ACCOUNTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

ORDER NUMBER 87765

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

Nicole Muscari, Legal Clerk

By: JoAnn Nuñez

Subscribed and sworn to before me this 9th day of February 2022

Amanda Koepf
Notary Public

My commission expires: 10/5/25

Section: Legals
Category: 198 Legal - Lake County
PUBLISHED ON: 02/09/2022
Town of Highland Clerk
Treasurer
(Governmental Unit)
Lake County, Indiana

To: The Times Media Company
601-45th Avenue, Munster, IN 46321

PUBLISHER’S CLAIM

LINE COUNT
Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines 

Head -- number of lines
Body -- number of lines
Tail -- number of lines
Total number of lines in notice

COMPUTATION OF CHARGES

6.5 lines, ..........columns wide equals 65 equivalent lines at .4907 - 1 line $ 31.40

Additional charges for notices containing rule or tabular work (50 per cent of above amount)

Charge for extra proofs of publication ($1.00 for each proof in excess of two)

TOTAL AMOUNT OF CLAIM

$ 31.40

DATA FOR COMPUTING COST

Width of single column in picas 9p4
Number of insertions 1

Size of type 7.0 point. order 87765

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper (1) times. The dates of publication being as follows:

February 9, 2022

Additionally, the statement checked below is true and correct:

...... Newspaper does not have a Web site.
.X. Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.
...... Newspaper has a Web site, but due to technical problem or error, public notice was posted on .......... 
...... Newspaper has a Web site but refuses to post the public notice.

Date February 9, 2022

Nicole L. Muscar
Title: Legal Clerk

By:

February 9, 2022

Jana Hanev
TOWN OF HIGHLAND ADDITIONAL APPROPRIATION ENACTMENT NO. 2022-07

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the INFORMATION COMMUNICATIONS TECHNOLOGY FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

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 Information Communications Technology Fund;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED 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 additional sums of money are hereby appropriated and ordered set apart out of the Information Communications Technology Fund, herein named and for the purposes herein specified, subject to the laws governing the same:

INFORMATION COMMUNICATIONS TECHNOLOGY FUND

Increase
INFORMATION COMMUNICATIONS TECHNOLOGY FUND
Acct. 030-0000-11101 Director of IT Salary : $ 3,999.00
Acct. 030-0000-11201 FICA: $ 306.00
Acct. 030-0000-11201 PENSION: $ 448.00
Acct. 030-0000-11210 PERF PAID by EMPLOYER $ 120.00
Total Personnel Expenditures: $ 4,873.00

Increase
Acct. 030-0000-34023 Medical/Dental Insurance $ 1,612.00
Total Contractual and Services Expenditures: $ 1,612.00
Fund Total: $ 6,485.00

DULY RESOLVED and ADOPTED this 14th Day of February 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:

__________________________________________
Janice Figueroa
Fiscal Analyst (IC 33-42-4-1; IC 36-5-6-5)
State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for ___ time(s), the date(s) of publication being as follows: February 9, 2022

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
CHAD, ACCTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

ORDER NUMBER 87767

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

Nicole Muscari, Legal Clerk

By. JoAnn Nuñez

Subscribed and sworn to before me this ___ day of February, 2022

Amanda Koeppl
Notary Public

My commission expires: 05/25

Section: Legals
Category: 198 Legal - Lake County
PUBLISHED ON: 02/09/2022

TOTAL AD COST: 32.39
FILED ON: 2/9/2022

AMANDA KOEPPL
Notary Public, State of Indiana
Lake County
Commission #706122
My Commission Expires October 05, 2025

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 28th day of February 2022, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

GENERAL FUND
Increase Office of Town Council 001-0001-11101 Town Council Salaries $18,248.00 001-0001-11201 TC FICA $1,243.00 Department Increase Total: $19,491.00
Increase Building and Inspection Department 001-0003-34023 Group Health/Medical Insurance: $35,648.00 Department Increase Total: $35,648.00
Decrease Police Department 001-0002-34023 Group Health/Medical Insurance: ($35,648.00) Department Reduction Total: ($35,648.00)

Funds to support these additional appropriations in the Corporation General Fund shall be supported by reductions from the Police Department to be used to support the increases to the Building and Inspection Department and from positive net income approved for and identified in the FY 2022 Budget for this fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers may also write to the Office of the Clerk-Treasurer if a taxpayer desires to communicate a concern.

The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken filed by the Gateway Portal.

TOWN COUNCIL OF HIGHLAND
Bernie Zemen, President
By. Michael W. Griffin, IAMO/MMC
/CFAF/ACPFIM/CMO
Clerk-Treasurer
2/9 - 87767
HSPAXLP
Town of Highland Clerk  
(Governmental Unit)  
601-45th Avenue, Munster, IN 46321  

To: The Times Media Company  

PUBLISHER'S CLAIM  

LINE COUNT  
Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMPUTATION OF CHARGES

\[
\text{lines, columns wide equals } 6.7 \text{ equivalent lines at } 0.4907 \text{ cents per line} \\
\text{Additional charges for notices containing rule or tabular work (50 per cent of above amount)} \\
\text{Charge for extra proofs of publication ($1.00 for each proof in excess of two)} \\
\text{TOTAL AMOUNT OF CLAIM} \\
\]

\[
\begin{align*}
\text{cents per line} & = 6.7 \times 0.4907 \\
\text{Additional charges} & = \ 
\text{Charge for extra proofs} & = \ \\
\text{TOTAL AMOUNT OF CLAIM} & = \ 32.39 \\
\end{align*}
\]

DATA FOR COMPUTING COST

<table>
<thead>
<tr>
<th>Width of single column in picas</th>
<th>9p4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of insertions</td>
<td>1</td>
</tr>
<tr>
<td>Size of type</td>
<td>7.0 point</td>
</tr>
<tr>
<td>Order</td>
<td>87767</td>
</tr>
</tbody>
</table>

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper (1) times. The dates of publication being as follows:

February 9, 2022

Additionally, the statement checked below is true and correct:

[ ] Newspaper does not have a Web site.
[X] Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.
[ ] Newspaper has a Web site, but due to technical problem or error, public notice was posted on [ ]
[ ] Newspaper has a Web site but refuses to post the public notice.

Date: February 9, 2022  

Nicole L. Muscarello  
Title: Legal Clerk  

By: John Ann Hynes
TOWN OF HIGHLAND ADDITIONAL APPROPRIATION ENACTMENT NO. 2022-08

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the General Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

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 General Fund;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED 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 additional sums of money are hereby appropriated and ordered set apart out of the General Fund, herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL FUND
Increase
Office of Town Council
001-0001-11101 Town Council Salaries $16,248.00
001-0001-11201 TC FICA $1,243.00
Department Increase Total: $17,491.00

Section 2. That it has been shown that certain existing unobligated appropriations of the General 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:
Increase

Building and Inspection Department
001-0006-34023 Group Health/Medical Insurance: $35,648.00
Department Increase Total: $35,648.00

Decrease

Police Department
001-0009-34023 Group Health/Medical Insurance: $(35,648.00)
Department Reduction Total: $(35,648.00)

DULY RESOLVED and ADOPTED this 14th Day of February 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:

______________________________
Janice Figueroa
Fiscal Analyst (IC 33-42-4-1; IC 36-5-6-5)
UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT
State Form 54266 (R2 / 5-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: Christina Cash
   9515 Kennedy Ave Highland, IN 46322

2. Title or Position With Governmental Entity: Board Member

3. a. Governmental Entity: SSA
   b. County: Lake

4. This statement is submitted (check one):
   a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
   b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.

5. Name(s) of Contractor(s) or Vendor(s): Hammond Hotel & Conference 6131 Calumet Avenue Hammond, Indiana 46320

6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):

   Promotions of Lodging needs.
7. Description of My Financial Interest  (Describe in what manner the public servant or "dependant" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

Managing the hotel described in line 3

(Attach extra pages if additional space is needed.)

8. Approval of Appointing Officer or Body (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):

I (We) being the _______________________________ of

(Title of Officer or Name of Governing Body)

_____________________________________________ and having the power to appoint

(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____________________________________________  __________________________________________

_____________________________________________  __________________________________________

Elected Official  Office

9. Effective Dates (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

Date Submitted (month, day, year)  Date of Action on Contract or Purchase (month, day, year)
10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: ______________________

(Signature of Public Servant)

Date: ______________________

(month, day, year)

Printed Name: ______________________

(Please print legibly)

Email Address: ______________________

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here [https://gateway.ifionline.org/sboa_coil](https://gateway.ifionline.org/sboa_coil) which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.
TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE

Name:  
Address:  
Department:  

Employee Payroll #: 1999
Phone #:  
Account #: 

Email address: 

NEW HIRE  (Not currently on the payroll in any status) Date Effective: 
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: __________________________ Bi-weekly Salary/Hourly Rate ____________

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/will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: 1/9/22

Current:
Job Title: __________________________ Account: 111.42
Base Bi-weekly/Hourly Rate: ____________ Longevity: ____________

Proposed:
Job Title: __________________________ Account: 111.42
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: __________________________
Severance Pay: __________________________ Personal Day Pay: __________________________
Holiday Pay: __________________________ Other Pay Allowed: __________________________

SUPERVISOR SIGNATURE: __________________________ Date: 2-11-22

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: □APPROVED □DISAPPROVED

(If applicable)

_________________________________ 

______________________________

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