

**Topics Tentatively Scheduled for Study Session Discussion
and
Topics Requested for Action at Future Business Meetings of the
Twenty-Ninth Town Council of Highland**

This meeting will be convened as a Hybrid in person and electronic meeting.

Topic: Town of Highland, IN - Town Council Study Session
Time: Mar 21, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84430642050?pwd=NitZdGpKM1kyVEdORVlocjJBShV3Zz09>

Meeting ID: 844 3064 2050

Passcode: 161983

One tap mobile

+13017158592,,84430642050#,,,,*161983# US (Washington DC)

+13126266799,,84430642050#,,,,*161983# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

Meeting ID: 844 3064 2050

Passcode: 161983

Find your local number: <https://us06web.zoom.us/j/kcjin4dste3>

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive. By practice and local ordinance, study sessions are distinguished from plenary (regular business) meetings of the Town Council "as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC 5-14-1.5 et seq." (Confer HMC Section 2.05.130(3))

X. **Discussion:** An Ordinance Establishing the Policy by which Members of Boards and Commissions of the Town of Highland may participate by Electronic Means of Communication

Governor Holcomb has ended the statewide COVID-19 public health emergency.

Please take note of the following: At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.

- (a) A member may not attend more than fifty percent (50%) of the meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:
 - (1) military service;
 - (2) illness or other medical condition;
 - (3) death of a relative; or
 - (4) an emergency involving actual or threatened injury to persons or property.
- (b) A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:
 - (1) military service;
 - (2) illness or other medical condition;
 - (3) death of a relative; or
 - (4) an emergency involving actual or threatened injury to persons or property.

The attached spreadsheet had been provided with guidance from AIM and may be used to help with administration of meetings in the post-public health emergency world.

X. **Discussion:** Redevelopment Appointment

Can an individual can serve as a Commissioner on two boards?

Redevelopment does not necessarily exclude this, merely excludes compensation for multiple board positions. If an individual is appointed to the Redevelopment Commission while serving a term on a different board, they will forego any and all compensation from Redevelopment.

14.10.050 Commissioners' compensation.

(A) Except as provided in subsection (B) of this section, redevelopment commissioners are not entitled to salaries, but are entitled to reimbursement for expenses necessarily incurred in the performance of their duties.

(B) A redevelopment commissioner who does not otherwise hold a **lucrative** office for the purpose of Article 2, Section 9 of the Indiana Constitution may receive:

(1) A salary; or

(2) A per diem; and

is entitled to reimbursement for expenses necessarily incurred in the performance of the redevelopment commissioner's duties. [Ord. 1157 § 4, 2000. Code 2000 § 216.05].

X. **Discussion:** Re-Advertise for Services status

X. **Discussion:** Fire Department Full Time Secretary position

X. Discussion: Update salary ordinance: Park Dept is hiring all part time employees at \$9.00, higher than the Salary Ordinance range of \$7.25 - \$xx . Each time they hire a part time employee it has to be approved at the Park Board monthly meeting, then we have to back pay the employees that start before the Park Brd mtg. Current:

(6) Part-time workers:		
Laborers	(part-time)	\$7.25 –\$13.71 per hr.
Recreation Leaders	(part-time)	\$7.25 –\$13.94 per hr.
Recreation Program Instructors		\$7.25 – \$53.56 per hr.
Temporary workers for parks division		\$9.64 - \$13.71 per hr.

Proposed:

Part-Time Workers		
Office Clerks	(part time)	\$11.00 - \$20.00 per hour
Building Supervisor	(part time)	\$12.00 - \$24.00 per hour
Laborers	(Part- Time)	\$ 9.00 – 13.71 per hour
Recreation Leaders	(part time)	\$ 9.00 – 13.94 per hour
Recreation Program Instructors	(part time)	\$ 9.00 – 53.56 per hour
Temporary Workers for Parks Division		\$10.00 - \$13.71 per hour

Temporary Workers above refers to the Outside summer crew to be the same as Public Works Temporary (Summer Help)

PUBLIC WORKS

Temporary (Summer Help)	\$10.00 1 st Year
	\$10.35 2 ND Year
	\$10.70 3 rd Years or more

X. Discussion Police Vest Carrier Reimbursement

X. Discussion HIDTA Reimbursement

• Plenary Business Meeting of Monday 28, 2022 Likely matters

- Minutes of the Meeting of Monday, February 14, 2022.
- Tax Abatements
- Contracts for 4th of July Celebration
- Redevelopment Commission (1) appointments to be made by Town Council. *(Note: Currently held by Cyril Huerter, note an individual cannot concurrently hold 2 lucrative positions)*
- Accounts payable vouchers Docket
- Payroll Docket for the payday of _____, 2022 in the amount \$ _____

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.

ORDINANCE NO. xxxx
of the
TOWN OF HIGHLAND, INDIANA

An Ordinance Establishing the Policy by which Members of Boards and Commissions of the Town of Highland may participate by Electronic Means of Communication.

WHEREAS, P.L. 88-2021 (HEA 1437), SEC. 5, amended I.C. ss5-14-1.5-1, et. seq. (Act), effective April 20, 2021 by amending I.C. ss5-14-1.5-3.5 to prescribe new requirements by which members of the governing body of a public agency of a political subdivision may participate in a meeting by any electronic means of communication; and

WHEREAS, a member of the governing body may participate by means of communication that:

- allows all participating members of the governing body to simultaneously communicate with each other; and; and
- except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting;

WHEREAS, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication and may adopt procedures that are more restrictive than the procedures established by I.C. ss5-14-1.5-3.5(d); and

WHEREAS, the Highland Town Council (hereinafter "Council") is the governing body of the Town of Highland, Indiana; and

WHEREAS, the written policy adopted herein shall apply to all boards and commissions appointed by, and under the jurisdiction of, the Council;

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

Section 1.

- (a) The provisions of the Act, including definitions, apply to this Ordinance.
- (b) This Ordinance shall be known as the "Electronic Meetings Policy" of the Council and applies to the Council and any committee appointed directly by this Council or its presiding officer.

Section 2.

- (a) Subject to Sections 3 and 5, any member may participate in a meeting by any electronic means of communication that: (i) allows all participating members of the governing body to simultaneously communicate with each other; and (ii) other than a meeting that is in an executive session, allows the public to simultaneously attend and observe the meeting.
- (b) A member who participates by electronic means of communication: (i) shall be considered present for purposes of establishing a quorum; and (ii) may participate in final action only if the member can be seen and heard.
- (c) All votes taken during a meeting at which at least one member participates by an electronic means of communications must be taken by roll call vote.

Section 3.

- (a) At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by electronic means of communication at the same meeting.
- (b) A member may not attend more than fifty percent (50%) of the meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

© A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

Section 4. The minutes or memoranda of a meeting at which any member participates by electronic means of communication must:

(a) identify each member who:

- (1) was physically present at the meeting;
- (2) participated in the meeting by electronic means of communication; and
- (3) was absent; and

(b) identify the electronic means of communication by which:

- (1) members participated in the meeting; and
- (2) members of the public attended and observed the meeting if the meeting was not an executive session.

© Exhibit 1 shall be used as a Virtual Meeting Attendance Sheet and be incorporated as part of the minutes or memorandum.

Section 5. No member of the Council may participate by means of electronic communication in a meeting at which the Council may take final action to:

Section 6.

(a) If an emergency is declared by:

- (1) the governor under I.C. ss10-14-3-12; or
- (2) the Town Council president under I.C. ss10-14-3-29;

members are not required to be physically present for a meeting until the emergency is terminated.

(b) Members may participate in a meeting by any means communication provided that:

- (1) At least a quorum of the members participate in the meeting by means of electronic communication or in person.
- (2) The public may simultaneously attend and observe the meeting unless the meeting is in an executive.
- (3) The minutes or memoranda of the meeting must comply with Section 4 of this Ordinance.
- (4) Exhibit 1 shall be used as a Virtual Meeting Attendance Sheet and be incorporated as part of the minutes or memorandum.

© All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

Section 7. This ordinance shall become and be in full force and effect from and after its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

DULY ORDAINED and ADOPTED this 28th day of March 2022 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor 0 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)

Annual Record of Board Members who attended Meeting Via Electronic Means

	In-Person	Virtual	Absent

	In-Person	Virtual	Absent

	In-Person	Virtual	Absent

	In-Person	Virtual	Absent

Board

Staff

Secretary

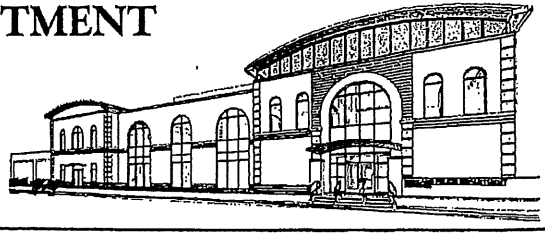
Initials of Officer Verifying Attendance



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



January 14, 2022

Michael Griffin- Clerk Treasurer
Town of Highland

Dear Michael,

The Highland Police Department has received funds from the Officer Andrew Germonprez in the amount of \$272.00 for the purchase of his fitted outer vest carrier which has been deposited and receipted into the MCCD Fund (receipt # 861493). We are asking that the entire amount be deposited into our MCCD account line #230.09 (PD Bulletproof Vests) as an additional appropriation.

We appreciated your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter T. Hojnicky".

Peter T. Hojnicky, Chief
Highland Police Department

PTH/lis

Attachments

RCPT.# 761493

STATE BOARD OF ACCOUNTS FOR TOWN OF HIGHLAND 2009

RECEIPT - OFFICE OF THE CLERK-TREASURER

TOWN OF HIGHLAND

3933 RIDGE ROAD
HIGHLAND, IN 46322

DATE: 01/12/2022

Ref: POLICE RECEIP

RECEIVED OF: ANDREW GERMONPREZ

CROWN POINT IN 46307

THE SUM OF: 272.00

DESCRIPTION: EMPLOYEE GERMONPREZ REIMBURSING TOWN FOR VEST (OUTER CARRIER)

ON ACCOUNT OF:		AMOUNT:
55-0000-39900	MCCD MISC REVENUE	272.00
TOTAL		272.00
TENDERED:	Check 106	Payment: 272.00
		Change Due: 0.00

MICHAEL GRIFFIN/ JCF
CLERK-TREASURER



THE
EAGLE
UNIFORM CO.

4732 137ST ST.
CRESTWOOD, IL 60418
PH 708-371-0050 FAX 708-371-1926

DATE

2/25/2020

SOLD TO:

Highland Police Department
3333 Ridge Road
Highland, Indiana 46322

SHIP TO:

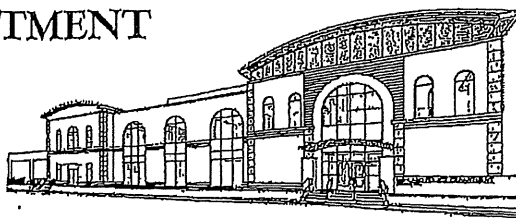
P.O. NUMBER		TERMS	DUE DATE	SALES REP		
		30 Days		RB		
QTY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT	
39		Custom (Black) Outer Vest Carriers		\$ 272.00	\$ 10,608.00	
		Includes:				
		10-50 Denier Waterproof Fabric, (4) Pocket, (3) Rows of Molle				
		Padded Mesh Interior				
		Business Card Pocket				
		Center Seam Zipper Pocket				
		Embroidered Name Strip (on velcro)				
		Embroidered (Police) Back Patch (on velcro)				
		Badge Patch (on velcro)				
		Price Does not include:				
		Internal Holsters, Rifle Plate Pouches, Hand Warmer Pocket				
		or Molle Gear Attachments.				
We greatly appreciate your business!				TOTAL		
PHONE #	FAX #	E-MAIL		PAYMENTS/CREDITS		
708-371-0050	708-371-1926	THEEAGLEUNIFORMCOMPANY@GMAIL.COM		BALANCE DUE	\$ 10,608.00	



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



Vest Carrler Reimbursement Agreement

The Highland Police Department has agreed to purchase Vest Carriers, via Eagle Uniform Co., for each Officer of the Highland Police Department. The Police Department has limited resources to accomplish these purchases; therefore, we need to be good stewards of these resources. By purchasing a Vest Carrier for the Officer, the department expects the Officer to stay with the Highland Police Department for at least 24 months. Therefore, if an Officer receiving a Vest Carrier chooses to end their employment with the Highland Police Department prior to 24 months they will be responsible for reimbursing the Highland Police Department all costs associated with this purchase. If an Officer chooses not to agree to these terms, the Vest Carrier order will be cancelled and the Officer will be required to wear their assigned Body Armor under their Uniform shirt.

This shall not apply to an Officer retiring or an Officer terminated within 24 months.

Total Vest Carrier Cost: \$272.00

By affixing your signature to this document, you are agreeing to the contents of this document and thus recognize your responsibility to reimburse the Highland Police Department for the costs upon your last day of employment with the Highland Police Department. Should you be required to pay, your Vest Carrier becomes your property.

Andrew Germann
Officer's name (PRINT)

02-05-20
DATE

[Signature]
Officer's Signature

[Signature]
Witness (Print)

3-5-20
DATE

[Signature]
Witness Signature

LuAnn Stirling

From: LuAnn Stirling
Sent: Tuesday, January 18, 2022 8:35 AM
To: mgriffin@highland.in.gov
Subject: RE: Germonprez

Michael,

The vest carrier Germonprez was purchasing was a "fitted" one which no one else would be able to wear as are all the vest carriers for the officers and when he left our department he wished to purchase it as he was able to wear the vest carrier at his new position as a police officer in another jurisdiction. Most of the equipment is returned to us and it is passed on to another.

LuAnn Stirling

LuAnn Stirling
Administrative Assistant
Highland Police Department
3315 Ridge Rd
Highland, IN 46322
219-838-3184 ext 3318
lstirling@highland.in.gov

THIS EMAIL AND ATTACHMENTS ARE NOT PUBLIC RECORDS UNDER IC 5-14-3-4. The information in this email message and information contained in any attachments contain legally privileged and/or law enforcement sensitive information intended only for the use of the individual(s) named above. If you, the reader of this message, are not the intended recipient, you are hereby notified that you should not further distribute, forward or in any way disseminate the contents of this email message. Dissemination of the contents of the email may result in criminal prosecution under applicable state and/or federal law. If you have received this email in error, please notify the sender immediately and delete the original.

From: mgriffin@highland.in.gov <mgriffin@highland.in.gov>
Sent: Tuesday, January 18, 2022 8:16 AM
To: LuAnn Stirling <lstirling@highland.in.gov>
Cc: Janice Figueroa <jfigueroa@highland.in.gov>
Subject: Germonprez

Please explain what this payment is. why did he pay you? Is it policy? What is the payment called? Is there an SOP to which you may refer me?

Sent from my iPhone

Michael W. Griffin, Clerk-Treasurer
Town of Highland, Indiana

LuAnn Stirling

From: LuAnn Stirling
Sent: Tuesday, January 18, 2022 10:21 AM
To: mgriffin@highland.in.gov
Subject: Germonprez
Attachments: Vest Carrier Reimbursement Agrmt.pdf

Michael,

Please see the attached.

LuAnn Stirling

LuAnn Stirling
Administrative Assistant
Highland Police Department
3315 Ridge Rd
Highland, IN 46322
219-838-3184 ext 3318
lstirling@highland.in.gov

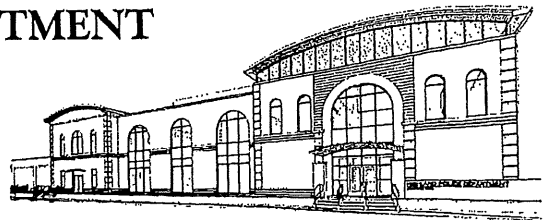
THIS EMAIL AND ATTACHMENTS ARE NOT PUBLIC RECORDS UNDER IC 5-14-3-4. The information in this email message and information contained in any attachments contain legally privileged and/or law enforcement sensitive information intended only for the use of the individual(s) named above. If you, the reader of this message, are not the intended recipient, you are hereby notified that you should not further distribute, forward or in any way disseminate the contents of this email message. Dissemination of the contents of the email may result in criminal prosecution under applicable state and/or federal law. If you have received this email in error, please notify the sender immediately and delete the original.



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



February 15, 2022

Janice Figueroa, Deputy Clerk-Treasurer
Town of Highland

Dear Janice,

The Highland Police Department has received reimbursement from HIDTA for overtime paid to Officer Brian Stanley who was assigned to the LC-RET/HIDTA Initiative (receipt # 766429 for \$661.65). The amount of \$661.65 is for the overtime paid to the above Officer for the month of November and December 2021 and has been deposited in the General Fund.

We are asking that the total amount of this reimbursement be deposited into the listed account as an additional appropriation.

\$ 661.65 into line # 111.30 (Overtime)

I have attached a copy of the invoices submitted to HIDTA for the overtime.

We appreciate your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter T. Hojnicky".

Peter T. Hojnicky, Chief
Highland Police Department

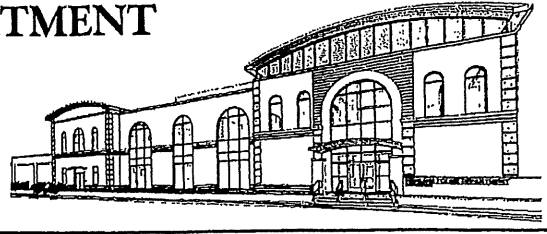
PTH/lis



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



INVOICE – OVERTIME REIMBURSEMENT

HIDTA Initiative

Invoice Date: 12-13-21

Invoice Total: \$525.93

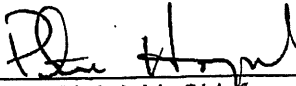
HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND IN 46322-2097
Telephone: (219) 838-3184
Fax: (219) 972-5095

The Highland Police Department is requesting LC-RET/HIDTA overtime reimbursement for officers assigned to LC-RET/HIDTA initiatives. The following overtime is for the month of November 2021 and has been calculated based on the Highland Police Department's overtime policy. The participating agency of the personnel receiving HIDTA funded overtime shall ensure overtime is tracked, the maximum allowable amounts are not exceeded, the overtime is for HIDTA initiative-related activities, and the individual does not receive overtime compensation from another funding source for the same hours worked. Copies of the overtime sheets documenting the requested reimbursement are on file with the department payroll records and the Clerk Treasurers Office

BADGE #	HOURS	RATE	MONTHLY TOTAL	TOTAL YEAR to date all sources
204	11	\$33.93		
204	3	\$50.90	\$525.93	\$525.93

The total reimbursement requested for the officer assigned to the LC-RET/HIDTA initiatives for the month of November 2021 is **\$525.93**. I certify that the information provided is accurate and represents actual costs incurred by this agency.


Peter T. Hojnicky, Chief

1-5-22
Date

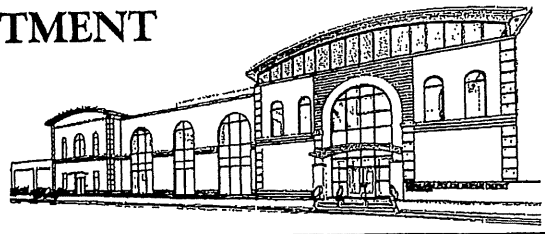




HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



INVOICE – OVERTIME REIMBURSEMENT

HIDTA Initiative

Invoice Date: 1-5-2022

Invoice Total: \$135.72

HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND IN 46322-2097
Telephone: (219) 838-3184
Fax: (219) 972-5095

The Highland Police Department is requesting LC-RET/HIDTA overtime reimbursement for officers assigned to LC-RET/HIDTA initiatives. The following overtime is for the month of December 2021 and has been calculated based on the Highland Police Department's overtime policy. The participating agency of the personnel receiving HIDTA funded overtime shall ensure overtime is tracked, the maximum allowable amounts are not exceeded, the overtime is for HIDTA initiative-related activities, and the individual does not receive overtime compensation from another funding source for the same hours worked. Copies of the overtime sheets documenting the requested reimbursement are on file with the department payroll records and the Clerk Treasurers Office

BADGE #	HOURS	RATE	MONTHLY TOTAL	TOTAL YEAR to date all sources
204	4	\$33.93	\$135.72	\$661.65

The total reimbursement requested for the officer assigned to the LC-RET/HIDTA initiatives for the month of December 2021 is \$135.72. I certify that the information provided is accurate and represents actual costs incurred by this agency.

Peter T. Hojnicky, Chief

1-5-22

Date



RCPT.# 766429

APPROVED BY STATE BOARD OF ACCOUNTS FOR TOWN OF HIGHLAND 2009

RECEIPT - OFFICE OF THE CLERK-TREASURER

TOWN OF HIGHLAND

3333 RIDGE ROAD
HIGHLAND, IN 46322

DATE: 02/11/2022	Ref: 001-0000-33131
RECEIVED OF: CITY OF CROWN POINT	
THE SUM OF: 661.65	
DESCRIPTION: REIMBURSEMENTS/HIDTA NOV 2021 - DEC 2021	
ON ACCOUNT OF:	AMOUNT:
001-0000-33131 PD HIDTA REIMBURSEMENTS	661.65
TOTAL	661.65

TENDERED: Check 88705 Payment: 661.65
Change Due: 0.00

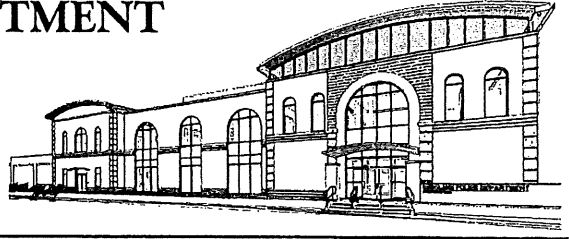
MICHAEL GRIFFIN/ JCF
CLERK-TREASURER



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



March 18, 2022

Janice Figueroa, Deputy Clerk-Treasurer
Town of Highland

Dear Janice,

The Highland Police Department has received reimbursement from HIDTA for overtime paid to Officer Brian Stanley who was assigned to the LC-RET/HIDTA Initiative (receipt # 773283 for \$1552.32). The amount of \$1552.32 is for the overtime paid to the above Officer for the month of January 2022 and has been deposited in the General Fund.

We are asking that the total amount of this reimbursement be deposited into the listed account as an additional appropriation.

\$ 1552.32 into line # 111.30 (Overtime)

I have attached a copy of the invoices submitted to HIDTA for the overtime.

We appreciate your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter T. Hojnicky".

Peter T. Hojnicky, Chief
Highland Police Department

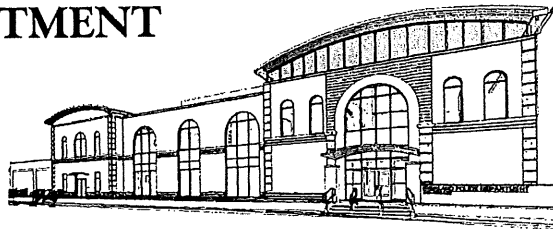
PTH/ls



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



INVOICE – OVERTIME REIMBURSEMENT

HIDTA Initiative

Invoice Date: **2-1-2022**

Invoice Total: **\$1,552.32**

HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND IN 46322-2097
Telephone: (219) 838-3184
Fax: (219) 972-5095

The Highland Police Department is requesting LC-RET/HIDTA overtime reimbursement for officers assigned to LC-RET/HIDTA initiatives. The following overtime is for the month of January 2022 and has been calculated based on the Highland Police Department's overtime policy. The participating agency of the personnel receiving HIDTA funded overtime shall ensure overtime is tracked, the maximum allowable amounts are not exceeded, the overtime is for HIDTA initiative-related activities, and the individual does not receive overtime compensation from another funding source for the same hours worked. Copies of the overtime sheets documenting the requested reimbursement are on file with the department payroll records and the Clerk Treasurers Office

BADGE #	HOURS	RATE	MONTHLY TOTAL	TOTAL YEAR to date all sources
204	11	\$35.28	\$388.08	\$1,552.32
204	22	\$52.92	\$1,164.24	

The total reimbursement requested for the officer assigned to the LC-RET/HIDTA initiatives for the month of January 2022 is **\$1,552.32**. I certify that the information provided is accurate and represents actual costs incurred by this agency.


Peter T. Hojnicky, Chief

2-1-22
Date

RECEIPT - OFFICE OF THE CLERK-TREASURER

TOWN OF HIGHLAND

3333 RIDGE ROAD
HIGHLAND, IN 46322

DATE: 03/18/2022

Ref: 001-0000-33131

RECEIVED OF: CITY OF CROWN POINT

THE SUM OF: 1,552.32

DESCRIPTION: REIMBURSEMENTS/ HIDTA

ON ACCOUNT OF:

AMOUNT:

001-0000-33131

PD HIDTA REIMBURSEMENTS

1,552.32

TOTAL

1,552.32

TENDERED:

Check

89119

Payment:

1,552.32

Change Due:

0.00

MARK HERAK/JCF

CLERK-TREASURER