

**Agenda**  
**First Regular or Special Meeting**  
**of the Thirtieth Town Council of Highland**  
**Inaugural and Regular Plenary Meeting of Monday, January 8, 2024 at 6:30 p.m.**  
**Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code**

Topic: Town of Highland, IN - Town Council Plenary Meeting  
Time: January 8, 2024 06:30 PM Central Time (US and Canada)

\*This meeting is convened as an in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person.

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<b>Pledge of Allegiance:</b>	Public Safety Chiefs: Ralph J. Potesta, Police Chief Mike Pipta, Fire Chief
<b>Invocation:</b>	Rev. Tim Huizenga Senior Pastor, Faith Church, Highland

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<b>Opening Ceremony:</b>	<p>Since this is the first regular or special meeting of the 30<sup>th</sup> Town Council, pursuant to IC 36-5-2-7 and Section §2.05.040(D) of Highland Municipal Code, the Clerk-Treasurer will call the meeting to order, take roll and cause the selection of the Town Council President, <i>"which shall be first in order."</i> Once selected, he shall assume the chair. <i>All terms of the prior Council ended just before noon January 1, 2024, including the officers of the Council, whose holding over provisions cannot exceed the member's term (IC 36-5-2-7).</i></p> <ol style="list-style-type: none"> <li>1. <b>Administration of the Oath of Office for the Town Officers-Elect:</b> <ol style="list-style-type: none"> <li>A. Oath of Office for the Eighth Clerk-Treasurer administered by: The Honorable Jon DeGuilio, United States District Court Judge Northern Indiana District.</li> <li>B. Presentation of Town Councilors-Elect and Administration of the Oath of Office to be administered by: The Honorable Jon DeGuilio, United States District Court Judge Northern Indiana District.</li> </ol> </li> </ol>
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Roll Call:

George Georgeff

Doug Turich



**A GREAT PLACE  
TO CALL HOME**

Alex Robertson

Thomas (Tom) Black

Philip Scheeringa

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**Special Orders:**

1. Election of the **Town Council President** for 2024 pursuant to § 2.05.040 of the Highland Municipal Code. *(Once elected, Clerk-Treasurer will transfer gavel.)*

*Note: Councilor x nominated Councilor y for Town Council President in 2024. There were no further nominations. Councilor x moved that nominations be closed and a unanimous ballot be cast in favor of Councilor y be elected President. Councilor z seconded.*

2. Election of the **Town Council Vice President** for 2024, pursuant to § 2.05.040 of the Highland Municipal Code.

*Note: Councilor z nominated Councilor x for Town Council Vice-President in 2024. There were no further nominations. Councilor z moved that nominations be closed and a unanimous ballot be cast in favor of Councilor x be elected Vice-President. Councilor y seconded.*

3. Selection and Appointment of Town Attorney/Firm for the Session. *(No formal action necessary as firm continues unless the Town Council acts otherwise. Since this is a new "session" of the Town Council, going from 29<sup>th</sup> to 30<sup>th</sup>, affirming the current appointment is desirable.)*

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**Minutes of**

**Previous Session:** Minutes of the Regular Meeting of 27 December 2023.

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**Staff Reports:**

- Building & Inspection Report for December 2024.
- Fire Department Report for December 2024.
- Workplace Safety Report for December 2024.

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**Appointments:****• Statutory Boards and Commissions**

*Executive Appointments (May be made in meeting or at another time)*

(Appointments have been placed on agenda in case there is readiness to act)

1. **Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Formerly held by Mario Martini (R), term ending 1<sup>st</sup> Monday January 2027). No more than two of any party. Current composition is 1 Republican, 1 Democrat.*
2. **Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Formerly held by Hunter Balczo, Esq., (D) term ending 1<sup>st</sup> Monday January 2025). No more than two of any party. Current composition is 1 Republican, 1 Democrat.*
3. **Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Currently held by Olga Briseno (D). No more than two of any party. Current composition is 1 Republican, 1 Democrat.*
2. **Advisory Board of Zoning Appeals** (1) appointment to be made by Town Council President. This appointment only necessary if there is a change to the appointment on the Plan Commission. *(Note: Currently held by Doug Turich term is co-extensive with his plan commission term for which there is no fixed term)*
3. **Redevelopment Commission** (3) appointments to be made by Town Council President. *(Note: currently held by George Georgeff, Sean Conley, and Alex Robertson (vacant))*
4. **Waterworks Board of Directors:** (3) appointments to be made by Town Council President. *(Note: Currently serving Jason Tharp (D) and George Smith (R) and formerly held by Curt Schroeder (D), term ending 1<sup>st</sup> Monday January 2025). Current composition of the board is two Republicans and three Democrats. No more than three of any one party under state law.*
5. **Board of Sanitary Commissioners:** (1) appointments to be made by Town Council President. *(Note: currently serving, David Jones (R). Current composition is two Republicans, three Democrats. Current law provides no more than three of any one party.*

*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 as the appointment continues unless the Town Council President*

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wishes to change appointment. Appointee must be an elected official of the community represented. Currently serving, Tom Black.)

7. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Lake County Council. Term ends just before February 1<sup>st</sup>. *Should instruct proper officer to ask for the County Council to submit its nomination in writing. Currently serving is Dave Beanblossom.*

(1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Unexpired term of John Bach, term ending 1<sup>st</sup> Monday February 2025.

(1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Vacancy created by the resignation of Matt Reardon.

8. **Community Events Commission** *Multi-Year position: (1) appointment to be made by the Town Council President. Term: 4 years. (Positions currently held by Sandy McKnight & Jacqueline Herrera)*

9. **Committee and Liaison Assignments.** *Assignments made by Town Council President. (Custom and Convention)*

- George Georgeff:
- Doug Turich:
- Alex Robertson:
- Thomas (Tom) Black:
- Philip Scheeringa:

#### *Legislative Appointments*

*Note: If it is a reappointment then Councilor x moved to re-appoint (name of the person) to the (name of board or commission) . Councilor y seconded.*

*Note: If it is an appointment then Councilor x moved to appoint (name of the person) to the (name of board or commission) . Councilor y seconded*

1. **Municipal Plan Commission** (1 or 3) appointments to be made by Town Council. *(Note: Appointee may be elected or appointed officials or*

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employees of the Town. Currently 1 vacancy. No action necessary as incumbents continue to serve unless the legislative body acts to change. Currently serving: Doug Turich (Elected Official); Morgan Wright (employee)

2. **Park and Recreation Board** (1) appointment to be made by Town Council. (Note: Currently serving Christopher Ray (R).)
3. **Town Board of Metropolitan Police Commissioners** (2) appointments to be made by Town Council. (Note: currently serving Steve Jurczak (D) and Danny Stombaugh (D))
4. **Redevelopment Commission** (2) appointments to be made by Town Council. (Note: Currently held by Tom Black and Bill Leep (vacant))

Regional Statutory Commissions or Boards

5. **Lake County Solid Waste Management District Board of Directors** (1) appointment to be made by Town Council. (Note: currently held by Tom Black. Must be a member of the Town Council. Term is co-extensive with term of councilor. No action necessary unless the Town Council wishes to change the appointment as the term continues until acted upon or status changes as a legislative body member)
6. **Shared Ethics Interlocal Cooperation Entity, Joint Board of Delegates.** Incumbent is Councilor Tom Black. Appointment should be an elected official of the municipality. No action necessary if incumbent wishes to continue to serve.

Home Rule Commissions

7. **Main Street Bureau Board:** (8) appointments (vacant or unfilled positions) to be made by the Town Council. Term: Two years ending 1 Jan 2025. There are currently 9 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray and Kathy Smailis.
8. **Community Events Commission:**  
(4) appointments to be made by the Town Council. Term: 4 years.  
(Note: All Vacant)  
  
(9) appointments to be made by the Town Council. Term: 1 year. (Note: There are currently 7 of the 9 in place and serving. Currently serving, Jack Rowe, Carol Parker, Maria Armagast, Michelle Coon, Linda Carter, Rachael Carter and Erica Fizer Katsepas )

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Unfinished  
Business &  
General Orders:

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- NEW BUSINESS:
1. **Resolution No. 2024-01:** A Resolution of the Fiscal Body Approving & Fixing the Official Charges 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.
  2. **Authorizing the proper officer to publish legal notice of a public hearing:** A Public Hearing to consider additional appropriations in the amount of **\$302,124.00** in the **Redevelopment Capital Fund** and **\$44,000** in the **MCCD Fund**. If approved, the public hearing will be held on January 22, 2024, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.

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Comments or  
Remarks from the  
Town Council:  
(Good of the Order)

Councilor George Georgeff  
Councilor Doug Turich  
Councilor Alex Robertson  
Councilor Thomas (Tom) Black  
Councilor Philip Scheeringa

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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 December 29, 2023 to January 9, 2023 in the amount of **\$854,716.19**.

General Fund, \$368,128.77; MVH Fund, \$13,463.99;  
Information and Communications Technology Fund, \$46,440.46;  
MCCD, \$1,235.56; Communication Crossing Grant, \$132,722.88;  
Special Events, \$300.81; Insurance Premium, \$224,728.31;  
Police Pension \$67,695.41;

Payroll Docket for payday of December 29, 2023 by fund:

General, \$314,251.79

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Payroll Docket for payday of December 29, 2023:

Office of Clerk-Treasurer, \$15,853.04; Building and Inspection Department, \$10,354.22; Metropolitan Police Department, \$157,777.66; Public Works Department (Agency), \$76,514.65.; Fire Department, \$2,204.25 and Information and Technology Department, \$4,009.55;  
Total Payroll: \$266,713.37.

Payroll Docket for payday of December 29, 2023 by fund:

Total Payroll by fund: \$79,044.79

Payroll Docket for payday of December 29, 2023

Boards & Commissions. \$10,911.82; Police Pension \$67,587.76;  
Total Payroll: \$78,499.58.

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BENEDICTION  
ADJOURNMENT

*Rev. Tim Huizenga*  
*Senior Pastor, Faith Church Highland*

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Reception and Refreshments Immediately after Adjournment In the Police Community Room.

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 1101 GENERAL						
Dept 0000	GEN FUND TRANSFERS GROSS	106948	PAYROLL ACCOUNT	12/29PRL D/S TRANSFER GENERAL	210,969.86	49839
1101-0000-45200			Total For Dept 0000		210,969.86	
Dept 0001 TOWN COUNCIL						
1101-0001-31003	TRANSCRIPT-KENNETH MIKA	107030	ISEMINGER & ASSOCIATES, INC	CHOSEN CONSULTING V HIGHLAND	708.80	
1101-0001-39004	INSERTING GAZEBO INTO BILLS	106968	LITHOGRAPHIC COMMUNICATIONS	DECEMBER 2023 GAZEBO EXPRESS PRIN	1,198.63	
			Total For Dept 0001 TOWN COUNCIL		1,907.43	
Dept 0004 CLERK-TREASURER						
1101-0004-20003	TABLE CLOTHES FOR TOWN CHRIST	106947	GORDON FOOD SERVICE, INC	TABLE CLOTHES FOR TOWN CHRISTMAS	49.90	
1101-0004-34023	HEALTH & DENTAL INS	107000	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM GEN	5,764.83	49909
1101-0004-34043	LIFE INS	107000	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM GEN	25.97	49909
			Total For Dept 0004 CLERK-TREASURER		5,840.70	
Dept 0006 BUILDING & INSPECTION						
1101-0006-34023	HEALTH AND DENTAL INSURANCE	106997	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREMIUM	4,530.36	49909
1101-0006-34043	LIFE INSURANCE	106997	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREMIUM	30.24	49909
			Total For Dept 0006 BUILDING & INSPECTION		4,560.60	
Dept 0007 FIRE DEPARTMENT						
1101-0007-34023	HEALTH & DENTAL INSURANCE	107001	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM FIR	2,763.45	49909
1101-0007-34043	LIFE INSURANCE	107001	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM FIR	8.54	49909
			Total For Dept 0007 FIRE DEPARTMENT		2,771.99	
Dept 0009 POLICE DEPARTMENT						
1101-0009-34023	HEALTH & DENTAL INSURANCE	106998	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM PD	95,316.00	49909
1101-0009-34042	SURVIVORS ADJ	106998	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM PD	2,175.42	49909
1101-0009-34043	LIFE INSURANCE	106998	TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM PD	423.10	49909
			Total For Dept 0009 POLICE DEPARTMENT		97,914.52	
Dept 0011 SERVICES & WORKS						
1101-0011-35001	000-901-005-4 9217 LIABLE	106978	NISOURCE INC.	MISC TH,VTP 198-801-002-1,000-901	925.38	999805
1101-0011-35001	7502010024,8001 KENNEDY-ELECT	106981	NISOURCE INC.	MISC (TH,GARAGE)-CT JAN '23	335.58	999805
1101-0011-35001	7502010024,8001 KENNEDY-ELECT	106979	NISOURCE INC.	MISC (TH,GARAGE)-CT JAN '24	44.93	999807
1101-0011-35002	0514000055, 2705HIGHWAY AVE	106976	NISOURCE INC.	STREET/TRAFFIC LIGHTS- JAN 2024 N	16,477.80	999805
1101-0011-35003	198-801-002-1 9201 LIABLE	106978	NISOURCE INC.	MISC TH,VTP 198-801-002-1,000-901	819.03	999805
1101-0011-35003	7502010024,8001 KENNEDY-GAS	106981	NISOURCE INC.	MISC (TH,GARAGE)-CT JAN '23	448.13	999805
1101-0011-35003	7502010024,8001 KENNEDY-GAS	106979	NISOURCE INC.	MISC (TH,GARAGE)-CT JAN '24	29.14	999805
1101-0011-38005	PERSONAL PROPERTY ANALYSIS	106945	REEDY FINANCIAL GROUP, PC	PERSONAL PROPERTY ANALYSIS	10,000.00	999807
1101-0011-38005	AGREEMENT CIRCUIT BREAKER	106946	REEDY FINANCIAL GROUP, PC	AGREEMENT CIRCUIT BREAKER	15,000.00	
			Total For Dept 0011 SERVICES & WORKS		44,079.99	
Dept 0012 TOWN HALL						
1101-0012-36003	TOWN HALL MATS ACT 1659440	106967	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	83.68	
			Total For Dept 0012 TOWN HALL		83.68	
Fund 2201 MVH						
Dept 0000	MVH TRANSFERS GROSS	106949	PAYROLL ACCOUNT	12/29 PRL D/S TRANSFER MVH	13,463.99	49840
2201-0000-45200			Total For Dept 0000		13,463.99	



GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 2201 MVH				Total For Fund 2201 MVH	13,463.99	
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Fund 2405 COMMUNITY CROSSING GRANT FUND				Total For Fund 2405 COMMUNITY CROSSING GRANT FUND	132,722.88	
Dept 0000	PARKWAY DR. (CN)	106960	GRIMMER CONSTRUCTION	PARKWAY DR (CN) - WORKS BOARD CCM	132,722.88	
2405-0000-41020			Total For Dept 0000		132,722.88	

Fund 2505 SPECIAL EVENTS				Total For Fund 2505 SPECIAL EVENTS	300.81	
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Dept 0000	NEW YEAR'S SUPPLIES FOR PROMO	106959	GORDON FOOD SERVICE, INC	NEW YEAR'S SUPPLIES FOR PROMOTING	100.81	49905
2505-0000-33012			HILLSIDE COMMUNITY CHURCH	HONORARIA FROM CCE	100.00	49906
2505-0000-39003			RICHARD TRAFAR	HONORARIA FROM CCE	100.00	49907
2505-0000-39003			Total For Dept 0000		300.81	

Fund 4402 MCCD				Total For Fund 4402 MCCD	1,235.56	
Dept 0000	ALF-20X-CAM PTZ	106991	HQ PRODUCTION AUDIO, INC	ALFATRON EQUIPMENT	1,235.56	
4402-0000-43009			Total For Dept 0000		1,235.56	

Fund 7701 ICT FUND				Total For Fund 7701 ICT FUND	46,440.46	
Dept 0000	POSTAGE METER SERVICE 01/2023	106992	PITNEY BOWES INC.	POSTAGE METER SERVICE AGREEMENT	449.82	49911
7701-0000-32001			VERIZON	PD CELL PHONE USE PD- 642004646-0	1,663.40	49912
7701-0000-32003			VERIZON	642004646-00002 D/S BROADBAND FIR	330.15	49912
7701-0000-32003			COMCAST CABLE	PUMP STATION 8771400250296375	285.88	999809
7701-0000-32003			COMCAST CABLE	3001 RIDGE MAIN SQUARE 87711400250	149.90	999810
7701-0000-32003			COMCAST CABLE	TOWN HALL ACCT 8771400250188267 I	306.72	999811
7701-0000-34017			COMBELL INSURANCE AGENCY LL	CYBER INSURANCE	13,329.10	
7701-0000-34023			TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM ICT	3,280.16	49909
7701-0000-34043			TOWN OF HIGHLAND INS FUND (	JAN 2024 HEALTH/LIFE INS PREM ICT	9.50	49909
7701-0000-38006			VERMONT SYSTEMS, INC	RECTRAC / WEBTRAC ANNUAL MAINTENA	12,757.53	
7701-0000-38006			ZANZO LLC	CISCO NETWORK SUPPORT FOR FIRST H	9,000.00	
7701-0000-45200			PAYROLL ACCOUNT	12/29PRL D/S TRANSFER ICT	4,878.30	49841
			Total For Dept 0000		46,440.46	

Fund 8802 POLICE PENSION				Total For Fund 8802 POLICE PENSION	67,695.41	
Dept 0000	PAYROLL ACCOUNT				67,695.41	37780
8802-0000-45200			Total For Dept 0000		67,695.41	

Fund 8903 INSURANCE PREMIUM				Total For Fund 8903 INSURANCE PREMIUM	8,503.11	
Dept 0000	VOLUNTEER LIFE INS	106996	TOWN OF HIGHLAND INS FUND (	VOLUN LIFE INS/ COBRA JAN '24	415.68	49909
8903-0000-30013			TOWN OF HIGHLAND INS FUND (	VOLUN LIFE INS/ COBRA JAN '24	37.10	49909
8903-0000-30014			METLIFE GROUP BENEFITS	KM05-958227 DEC 2023 DENTAL PREMI	8,503.11	49908
8903-0000-34002			Total For Dept 0000		8,503.11	

User: CRK  
DB: Highland

EXP CHECK RUN DATES 12/29/2023 - 01/09/2024  
BOTH JOURNALIZED AND UNJOURNALIZED

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 8903 INSURANCE PREMIUM

Dept 0000

8903-0000-34002

INSURANCE PREMIUM HEALTH/DENT 107007

AIM MEDICAL TRUST

DEC 2023 MEDICAL AND LIFE INSURAN

215,772.42

999808

Total For Dept 0000

224,728.31

Total For Fund 8903 INSURANCE PREMIUM

224,728.31

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 1101 GENERAL	368,128.77
Fund 2201 MVH	13,463.99
Fund 2405 COMMUNITY CROSSING GRAN	132,722.88
Fund 2505 SPECIAL EVENTS	300.81
Fund 4402 MCCD	1,235.56
Fund 7701 ICT FUND	46,440.46
Fund 8802 POLICE PENSION	67,695.41
Fund 8903 INSURANCE PREMIUM	224,728.31

854,716.19