

The Town Council of the Town of Burns Harbor, Porter County, Indiana, met in a special meeting session on Wednesday, April 29, 2026, in the Town Hall and streamed the meeting electronically on YouTube. The meeting was called to order by Council President Toni Biancardi at 7:30 p.m.

The Pledge of Allegiance to the American Flag was recited.

Roll Call: Councilwoman Roseann Bozak ----- Present
 Councilwoman Lisa Draves -----Present
 Councilwoman Jennifer McHargue-----Present
 Councilman John (Jack) McGraw -----Present
 Councilwoman Toni Biancardi ----- Present

Clerk-Treasurer Nick Loving was absent. A quorum was attained.

Additional Officials Present: Deputy Clerk Madeline Parker.

Approval of Minutes

Councilwoman McHargue made a motion to approve the special meeting minutes from April 22, 2026. Councilwoman Bozak seconded the motion. Councilman McGraw- Aye, Councilwoman Draves- Aye, Councilwoman Bozak- Aye, Councilwoman McHargue- Aye. Councilwoman Biancardi- Aye. Motion passed.

Councilwoman Biancardi stated Deputy Clerk Parker can now take those signed meeting minutes to the bank and have her name added to the account. I would also take a copy of the notarized resignation letter, so the bank is also aware of that. If you can also find out if on May 16th his name will be automatically removed, or if we need to do something else.

New Business

Authorize Deputy Clerk to Sign Purchase Orders

Councilwoman Biancardi stated that these are just transitional items to make sure we are prepared on May 16th. The first one is to authorize the Deputy Clerk to sign purchase orders. I don't think we have to do this, but I just felt like, for Maddie, and for us, in a public meeting we are all aware, so by signing the purchase orders, she would be letting us know that money is available. Councilwoman Bozak made a motion to authorize Deputy Clerk Madeline Parker to sign the purchase orders. Councilwoman McHargue seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Aye, Councilwoman Bozak - Aye, Councilwoman Biancardi - Aye. Motion passed.

Authorization to Obtain Town Credit Card in Deputy Clerk's Name

Councilwoman Biancardi stated this would allow us to get a town credit card in Maddie's name; we currently have a town credit card in Nick's name, which will be cancelled and destroyed after May 15, 2026. This will allow the Clerk-Treasurer's office to have a

credit card. Councilwoman Bozak made a motion to obtain a town credit card in Deputy Clerk Madeline Parker's name. Councilwoman McHargue seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Aye, Councilwoman Bozak - Aye, Councilwoman Biancardi - Aye. Motion passed.

Councilwoman Biancardi stated this next one is just for information, regarding the records request. At this point, going forward for the interim, Maddie is going to be our point of contact, so if we have a foyer request or any other communication that is coming in, she has been replying to people's requests and letting them know. She is also copying Attorney Patton and the Town Council when necessary.

Councilwoman Biancardi stated that Intime is our state taxes. We do need to make a motion for Maddie to be a new authorized representative. The next three things that we are going to do is so that they will talk to her when we have a question. If we don't have someone authorized, they won't. Councilwoman Draves made a motion for Deputy Clerk Parker to be an authorized representative for Intime. Councilwoman McHargue seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Aye, Councilwoman Bozak - Aye, Councilwoman Biancardi - Aye. Motion passed.

Councilwoman Biancardi stated that the next step is for Deputy Clerk Parker to serve as an IRS responsible officer. This means they will talk to her, answer questions, and help facilitate things. Councilwoman Draves made a motion for Deputy Clerk Parker to serve as the IRS responsible officer. Councilwoman Bozak seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Aye, Councilwoman Bozak - Aye, Councilwoman Biancardi - Aye. Motion passed.

Councilwoman Biancardi stated the final one is the Indiana Department of Revenue, the responsible officer, so they will talk to her on behalf of the Town of Burns Harbor. Councilwoman Draves made a motion for Deputy Clerk Parker to be the Indiana Department of Revenue's responsible officer. Councilwoman McHargue seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Aye, Councilwoman Bozak - Aye, Councilwoman Biancardi - Aye. Motion passed.

Good of the Order and Any Other Business

Councilwoman Biancardi stated just a couple of other updates on things that have been going on. We were able to get our Sam.gov account renewed today. I am the entity administrator currently, but what that means is if I am signed in and if anyone else requests that, I can authorize them. The ARP annual report is due tomorrow, but Maddie was able to get that submitted today, with Susan's assistance. E&ES is where we report our quarterly payroll. Susan was able to help us file quarters 2, 3, and 4 of 2025, and quarter 1 of 2026. So, we are current. Quarter 2 is not due until April, and Maddie has that on the calendar. Doing this means we are now in good standing. So, we can get our money from the State of Indiana for the trail that they have been waiting for. We are also able to extend the grant. Those things are all in place. Some of these

things that were outstanding also incurred some fines, which the Town of Burns Harbor cannot pay. The Clerk-Treasurer is aware of this, and those fines will need to be paid. In terms of state and local taxes, Susan is looking into it to verify that those numbers have been recorded correctly.

Our regular meeting will be on May 13, 2026. I just want to remind everyone if they could please look at Baker Tilley's proposals. There are two, one is for financial sustainability that will give us an outlook of the future and the finances of different things, and how it impacts us. The second one was support and budgeting changes this year. They are going to 2.0, and DLGF has a new system. They are also available to do that. So, if you can please look at those, and if you have any questions before the meeting, please let me know. In the meantime, we have extended Susan's contract for another year, and she has been extremely helpful.

Adjournment

Councilwoman Bozak made a motion to adjourn. Councilwoman McHargue seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Aye, Councilwoman Bozak - Aye, Councilwoman Biancardi - Aye. Motion passed.

There being no further business to discuss, the meeting concluded at 7:40 p.m.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Toni Biancardi, President

Jennifer McHargue, Vice-President

Lisa Draves

John (Jack) McGraw

Roseann Bozak

ATTEST:

Nick Loving

Clerk-Treasurer