

The Town Council of the Town of Burns Harbor, Porter County, Indiana, met in a special meeting session on Wednesday, April 22, 2026, in the Town Hall and streamed the meeting electronically on YouTube. The meeting was called to order by Council President Toni Biancardi at 6:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

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

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

Additional Officials Present: Attorney Clay Patton and Deputy Clerk Parker.

Councilwoman Biancardi stated the purpose of the meeting this evening is to address a couple of tasks to help us in the transition as Clerk-Treasurer Loving leaves the office on May 15, 2026.

New Business

Check Signing Authorization- Deputy Clerk

Councilwoman Biancardi stated that we need to authorize our Deputy Clerk, Madeline Parker, to be able to sign checks. She is already bonded as the deputy. Councilwoman McHargue made a motion to authorize Deputy Clerk Madeline Parker to serve as a check signer on all Horizon Bank accounts and to have access to the Trust Indiana account. In addition, a motion for a stamp to be made that is to be used only with her written permission in the event of her absence. Councilman McGraw seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Absent, Councilwoman Bozak - Absent, Councilwoman Biancardi - Aye.

Motion passed.

Gateway Submitter Access

Councilwoman Biancardi stated that I did reach out to the DLGF, and they responded that if the Clerk-Treasurer was not able to perform the duties of the office for a period of time, the President of the board would be the official who could gain submitter access in Gateway. If this were to be needed, the board President would send an email to Tina Market and support at DLGF explaining the situation and providing contact information, such as phone and email, for the board President, and that would be assigned. I would like to ask that this be the transition so that we are able to continue submitting what we need to. This would only be during the transition to the next appointment.

Councilwoman McHargue made a motion for the President of Town Council, Toni Biancardi, to get Gateway Submitter access from DLGF. Councilman McGraw seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye,

Councilwoman Draves - Absent, Councilwoman Bozak - Absent, Councilwoman Biancardi - Aye. Motion passed.

Flex Local Government Consulting Service Agreement

Councilwoman Biancardi stated that Susan Aylea with Flex Local Government Consulting Service has been a huge support to the office over the last two years. She has talked with me briefly about things to think about during this transition to make sure things are in place prior to Clerk-Treasurer Loving leaving the office. There is a contract that she has provided, but I did ask her to provide a new contract that we could consider tonight. I know Attorney Patton has reviewed it, and his concern that he raised was her clause about arbitration. Based on our relationship over the last two years, I feel comfortable, and I would also want to renew an annual contract if we choose to continue to do business with her. Councilwoman McHargue made a motion to approve the contract with Susan Aylea for a 12-month period. Councilman McGraw seconded the motion. Councilwoman McHargue - Aye, Councilman McGraw - Aye, Councilwoman Draves - Absent, Councilwoman Bozak - Absent, Councilwoman Biancardi - Aye. Motion passed.

Councilman McGraw questioned what the amount was. Councilwoman Biancardi stated it is for \$65 an hour. She does do this on a consulting basis, so just like our other professional services, we can't expect something immediately. But she is available after hours, and we do have the ability for her through TeamViewer to assist us remotely. I would like to preface that I do still think there should be oversight into what we are calling for. I know Maddie and Michelle have learned a lot, and I appreciate that. So, always try to figure it out first, and then when you're stuck, potentially call Jennifer or me and say, "What do you think?"

Deputy-Clerk Parker asked if we are talking about more of a case-by-case basis right now and not so much bringing someone in a couple of times a week. Councilwoman Biancardi stated that it is correct. I also wanted to go on the record for the minutes that Clerk-Treasurer Loving's resignation was filed with the clerk's office. If there is an interested party in filling that seat, they can either contact Don Craft or me. Hopefully, we are looking for a transition, and then obviously we will come back together if that is not the case, and we will figure it out.

Councilwoman Biancardi stated that we will need to meet, if possible, to approve these minutes next week, so Maddie can take them to the bank in time enough to add her name.

Good of the Order and Any Other Business

None

Adjournment

Councilman McGraw made a motion to adjourn. Councilwoman McHargue seconded the motion. Councilwoman McHargue- Aye, Councilwoman Draves- Absent,

Councilman McGraw- Aye, Councilwoman Bozak- Absent, Councilwoman Biancardi- Aye. **Motion passed.**

There being no further business to discuss, the meeting concluded at 6:14 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