

Burns Harbor Town Council
Regular Meeting
July 9, 2025

The Town Council of the Town of Burns Harbor, Porter County, Indiana met in its regularly scheduled session on Wednesday, July 9, 2025 in the Town Hall and streamed electronically on YouTube. The meeting was called to order by Council President Jennifer McHargue at 7:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

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

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

Additional Officials Present Attorney Clay Patton, Town Marshal Jeremy McHargue, Building Commissioner Joe Lawson and Park Board President Kylan Tumblin

Approval of Minutes:

Reports:

Toni Biancardi:

Verified that the Town is still contracting with NewFocus.

Department heads will be asked to update job descriptions.

Reminded that the Town Garage Sale is the last weekend of July.

Updated on meeting with Brainstorm to build shared drives for council documents.

Updated that Michelle Watlkins was able to find the Town a 72" x 72" rug for the council room.

Councilwoman Biancardi made a motion to purchase a rug from LogoMat Central for \$884.45. Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

Updated that Michelle, Maddie, Jill and Toni discussed the proper way to use the new sound system.

Councilwoman Biancardi made a motion to allow Jill Sherill to use the spare laptop. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

Neil Stout:

Asked Jeremy to talk about the recent "Train the Trainer" event. The 2-hour training was well received by those employees in attendance.

Toni Biancardi spoke for Engineering:

The Lakeland Drive plat is completed.

Councilwoman Biancardi made a motion to accept Lakeland Park Drive and make it available for funds. Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

Councilwoman Biancardi made a motion to authorize President McHargue to sign documents to accept Lakeland Park Drive. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

Joe Lawson:

Discussed PVS sound Complaints. The equipment to test sound levels is \$8,000. PVS claims that they have recently passed EPA sound checks. Lawson asked for permission to obtain quotes for sound engineers to check the sound levels in lieu of purchasing any equipment. There was discussion about the usage of noise dampeners and frequency of testing. Biancardi stated that it may be worth asking PVS to attend the August meeting. Bozak recommended that Lawson reach out and ask for testing.

Joe Lawson then gave an update on the property at 1182 Salt Creek Rd.

Councilwoman Biancardi made a motion to authorize the creation of the Unsafe Building Fund. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

The council then discussed the situation with the property at 1182 Salt Creek Rd.

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Biancardi then asked for an update on property liens in town. Lawson advised that there are two pending: 280 Melton Rd. and 301 Melton Rd. There is a lien template and the CT office is responsible for filing liens at the direction of the council.
Biancardi then advised that she would put together a plan for the Building Commissioner salary for the August 13th Meeting.

Councilwoman Biancardi reporting for Brandon Downey:
Street sweeping is a success and will be done again in the fall. Ongoing brush pickup every Monday. Thank you to Jeremy for the ethics training provided.

Councilwoman Biancardi made a motion to allow Brandon Downey to take his town vehicle home at night. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

Police Chief Jeremy McHargue:
Advised that two officers are still in field training and that officer Grant Vawter will be released next week.

Councilwoman Draves reporting for Ryan Nowacki:
Discussion on converting the ambulance to a dive vehicle. The council indicated that Nowacki should bring a proposal for the conversion.

Councilwoman Draves made a motion to approve Invoice #ST20652 in the amount of 1,585.73 from the fire department budget. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

Park Board President Kylane Tumblin informed the Council that July 19th is the Youth Archery Event at the park for those age 7 and up. Day Camp will be held August 4-8 at Lakeland Park.

Redevelopment Commission President Bozak informed the Council that the RDC had approved sidewalk repairs and that there was an updated design plan for Phase 1B.

Correspondence:

Notice of Public Comment: Indiana Flame Service Contractor of Cleveland-Cliffs Burns Harbor LLC 127-48930-00098; Chrome Deposit Corporation 127-48773-00093; Valparaiso University 127-48990-0071

Presentations, Resolutions, Ordinances and Remonstrance:

Resolution 2025-03 Resolution to Adopt the Safety Action Plan funded by the "Safe Streets and Roads for All (SS4A) Grant.

Councilwoman Biancardi made a motion to adopt Resolution 2025-03. Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

Resolution 2025-04 Fund Line-Item Transfer.

Councilwoman Biancardi made a motion to adopt Resolution 2025-04. Councilwoman Draves seconded the motion. **Motion Passed 4-0 with Councilwoman McHargue abstaining.**

Ordinance 325-2025 Amending the Text of the Fee Table Concerning Various Building Department Fees within the town of Burns Harbor, IN.

Councilman McGraw made a motion to approve Ordinance 325-2025 (first reading). Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

Councilwoman Biancardi made a motion to suspend the rules. Councilman McGraw seconded the motion. **Motion Passed 5-0.**

Councilman McGraw made a motion to approve Ordinance 325-2025 on second reading. Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

Councilwoman Biancardi asked that the new fee table be published.

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New Business:

1. Staff Anniversary Recognition:

Council recognized and thanked Vernon Davis, Joe Lawson, Madeline Parker and for their 1 year of service to the Town.

2. Porter County Assessor MOU Approval:

Councilwoman Biancardi advised that Cleveland-Cliffs is in discussion with the DLGF and there may be a settlement. There is uncertainty on the timeline. Biancardi and Draves expressed that they were not comfortable committing money at this time.

3. TIF Capture Determination:

Councilwoman Biancardi made a motion to approve the TIF Capture Determination. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

4. Recommendation Letter & Invoice – Milestone Contractors – 2024 – 2 CCMG Road Paving Project:

Councilwoman Biancardi made a motion to approve payment from the MVH Fund. Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

5. Cell Tower Lease Agreement:

There has been a requested change to the lease for the addition of 625 sq.ft. and a reduction in the escalation clause from 3% to 2%. There was discussion on how the council will proceed. The new lease will be reviewed.

6. Lakeside Home Inspection Proposal:

Councilwoman Biancardi made a motion to accept the Lakeside Home Inspection Proposal. Councilwoman Draves seconded the motion. **Motion Passed 5-0.**

7. Demolishing Bids for 1182 Salt Creek Rd.:

Joe Lawson to seek out demolition bids and determine if they are acceptable.

8. Pay Salt Dome Application 1&2:

\$30,000 still needs to be paid after the punch list is completed.

Councilwoman Biancardi made a motion to pay Application 1 & 2 from the ARP Funds. Councilwoman Bozak seconded the motion. **Motion Passed 5-0.**

9. Items for Closed Bid:

Moved to August Meeting. Department Heads to determine list for their departments.

10. 27th Payroll:

The council decided that the Rainy Day Fund will be used for this payroll.

11. Zoom Streaming:

It was discussed and decided that Zoom will continue be used for all meetings in the event of a council member needing to dial-in remotely. Live Streaming and video archiving will be on YouTube going forward.

Approval of June 2025 financial report:

Councilwoman Biancardi made a motion to approve the June 2025 financial report.

Councilwoman Draves seconded the motion. Councilwoman Biancardi – Aye
Councilwoman Bozak – Aye, Councilwoman Draves- Aye, Councilman McGraw – Aye,
Councilwoman McHargue – Aye. **Motion passed.**

Approval to pay vouchers with 3 or more signatures:

Councilwoman Bozak moved to approve vouchers with three or more signatures.

Councilwoman Draves seconded the motion. Councilwoman Biancardi – Aye
Councilwoman Bozak – Aye, Councilwoman Draves- Aye, Councilman McGraw – Aye,
Councilwoman McHargue – Aye. **Motion passed.**

Approval of purchase orders submitted with 3 or more signatures:

None

Old Business:

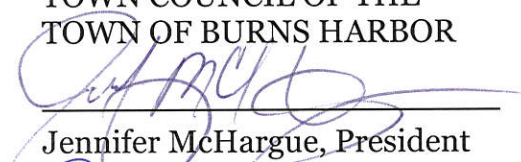
President McHargue reminded the public that there is an open seat on the Sanitary Board.

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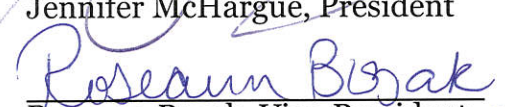
Budget Workshops were scheduled for July 17th at 10am.
Councilwoman Draves made a motion to adjourn. Councilwoman Biancardi seconded the motion. **Motion Passed 5-0.**

There being no further business to discuss, the meeting concluded at 8:40 p.m.

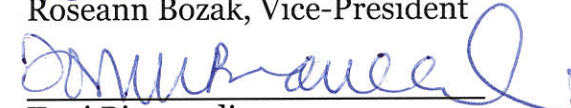
TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR



Jennifer McHargue, President



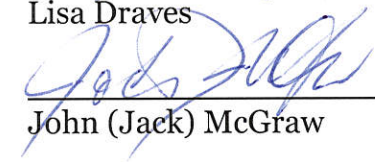
Roseann Bozak, Vice-President



Toni Biancardi

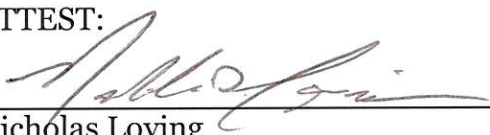


Lisa Draves



John (Jack) McGraw

ATTEST:



Nicholas Loving
Clerk-Treasurer