

The Town Council of the Town of Burns Harbor, Porter County, Indiana, met in its regularly scheduled session on Wednesday, December 10, 2025, in the Town Hall and streamed electronically with 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 Roseann Bozak ----- Present
 Councilwoman Lisa Draves ----- Present
 Councilwoman Toni Biancardi-----Present
 Councilman John (Jack) McGraw -----Present
 Councilwoman Jennifer McHargue --- Present

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

Additional Officials Present: Attorney Clay Patton, Police Chief Jeremy McHargue, Fire Chief Ryan Nowacki, Park Board Member Kyla Tumblin, and Shared Ethics Neil Stout.

Approval of Minutes:

Councilman McGraw made a motion to approve the meeting minutes of November 12, 2025. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. Motion passed.

Reports:

Nothing to report.

Town Council:

Councilwoman Biancardi stated I know we suggested meeting again next Wednesday, December 17, 2025, to finalize some POs. I suggest we meet at 7:15 PM immediately following the Sanitation meeting.

Town Attorney:

Nothing to report.

Shared Ethics Advisory Commission Representative:

Stout gave a recap of what happened throughout the year and gave credit to Police Chief McHargue and Police Clerk Watkins for all their help. Most of the employees have all been trained. I would like to discuss how often the employees should be retrained. We should decide how often a refresher program should be given and have that added into the employee handbook. A discussion was held regarding when training sessions should be held. Councilwoman Biancardi made a motion for Ethics Training to be given to new employees within 6 months of their hire date and a refresh rate of every three years for all employees. Councilwoman Draves seconded the motion. Councilwoman

Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. Motion passed.

Stout stated that the commission would like to thank all the employees as part of the 20th anniversary for all the effort and training by sending out a brochure giving their thanks.

Town Engineer:
Absent

Building Commissioner
Absent

GM/MVH Superintendent

Councilwoman Biancardi stated that, weather permitting, the Street Department will attempt to do one more leaf pickup. They will let the public know ahead of time. The Street Department would also like to thank the Police Department for helping clear the streets during the snow, so the streets could be plowed.

Police:

Police Chief McHargue stated that the FLOCK permits through INDOT came, and those cameras will be installed shortly. I am thinking probably around February, so our contract will begin once those are installed. Police Chief McHargue discussed his department's budget and wanting to purchase a new squad car and trade in the Ford F150. I would also like to discuss buying new tasers for the department. Warranties are expiring on our current ones, and there is nothing we can do with them. We can continue to use them, but there will be no updates that we can do. They have two different models available, a Taser 7 and a Taser 10. The Taser 10 was put out in 2023, and the expectancy is that they will be viable for the next 10 years, so that is my recommendation at this point. The purchase order is on the table, and that is all encumbering for the tasers and will include all certifications for the 6 devices. They supply all the training cartridges and supply all the cartridges that we need for the field. It is \$35,000 to upgrade the tasers. My current budget would support this purchase as soon as the transfers are approved. Councilwoman Biancardi stated I wouldn't be opposed to that once the transfers are made.

Councilwoman Bozak stated that at the Police Commission this evening, the board would like to send a recommendation to the council to re-appoint Chief McHargue as Police Chief for 2026. Councilwoman Bozak made a motion to approve the re-appointment of Police Chief McHargue for 2026. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Abstain. Motion passed.

Fire:

Fire Chief Nowacki stated that in the month of November, we had 24 calls of service. I also have money transfer requests on the table, multiple POs. I would like to replace flashlights on all the vehicles, so I am requesting 10 of those and would like to replace them as soon as possible. I did find a wrapping company out of Michigan City for the ambulance, and they are very reasonably priced. Under the special operations name, the ambulance is going to be more of a search and rescue, water rescue, and ice rescue vehicle. Councilwoman Biancardi asked if this could be paid from the 2025 budget. Chief Nowacki stated yes. Councilwoman Biancardi stated that the other items you have on your wish list are bunker gear and a cascade breathing air system. Chief Nowacki explained the need for a cascade breathing air system. One of the other items was a thermal imaging camera from the same vehicle that the flashlights are coming off. We are down to one battery, but we cannot buy replacement batteries for it, and I was offered \$500 for a trade-in. A new thermal imaging camera is \$3,600, and I have the funds for that. The quote for having the ambulance wrapped is \$4,950. Last month, we discussed having the Fire Department Incorp president come to this month's meeting to discuss the 2026 contract, so he is here tonight. His name is Captain Adam Friday, and he is the Fire Department Corporation President. Friday stated back in August, I emailed out the contract for 2026, and there were not a lot of changes in it. There are a few changes that need to be made. Any funds that we have remaining will be distributed to the rest of the members. We want to make sure there is transparency with the taxpayer money that we get. I will make the changes this evening and have that emailed out to the Town Council members for approval. Councilwoman Biancardi asked if the increase was for \$66,000. Friday replied, yes, that is correct.

Sanitation/Stormwater Superintendent:

Nothing to report.

Park:

Park Board member Tumblin stated that the Park Department will be hosting their first event of the new year on January 10, 2026, the Polar Plunge at 1 PM. Sign-ups can be found on the Park Department's Facebook page.

Councilwoman McHargue stated that the Park Department needs their floors to be re-done. Kim sent over some quotes for that. We have two out of the three back that were requested. The first is from Value Flooring, for \$10,265, and the other is from Tudor Floors and More for \$8,991.14. Councilwoman Biancardi stated that there are funds that have not been spent in the CEDIT Miscellaneous services, about \$31,000 in that line. Councilwoman Biancardi made a motion to approve the quote from Tudor Floors and More for the Park Department for \$8,991.14 to be paid out CEDIT Miscellaneous Services. Councilwoman Bozak seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. **Motion passed.**

Redevelopment Commission:

Councilwoman Bozak stated that we discussed this evening where we are at with some projects, and we are still waiting to hear back from the National Park Service on NS

regarding some contracts that we have out. We also renewed our contract with Karnerblue.

Correspondence:

IDEM- Powder Processing Technology LLC, IDEM- Powder Processing Technology LLC, and IDEM-Tanco Terminals INC.

Presentations of Resolutions, Petitions, Communications, Ordinances, and Remonstrance:

Salary Ordinance (Police)

Clerk-Treasurer Loving stated that this is Resolution 2025-27, amending Resolution 2025-01, the salary and wages for the Town of Burns Harbor, Porter County, Indiana.

RESOLUTION 2025-27

AMENDING RESOLUTION 2025-01 2026 SALARY and WAGES for the TOWN of BURNS HARBOR, PORTER COUNTY, INDIANA

WHEREAS, pursuant to I.C. 36-5-3-2, the Burns Harbor Town Council must annually fix the compensation for all elected officials, and the Police Chief prior to January 1 of the ensuing year; and,

WHEREAS, the annual salary ordinance must define the compensation, including fringe benefits, of all employees of the Town of Burns Harbor; and,

WHEREAS, I.C. 36-5-7-6 requires the town legislative body to fix the number of patrolman by ordinance;

NOW THEREFORE BE IT RESOLVED, by the Town Council, that the Salary and Wages for all employees, elected and appointed members of boards and commissions, and other compensation matters for the year of 2026 in the amount and manner hereinafter be set forth:

<u>Officer/Employee</u>	<u>Frequency of Payment</u>	<u>Amount of Compensation</u>
<u>Police Department</u>	–	–
<u>Police Chief Full-time</u>	<u>Bi-weekly</u>	<u>\$36.06-45.67 hourly</u>
<u>Assistant Chief Full-time</u>	<u>Bi-weekly</u>	<u>\$34.86-44.47 hourly</u>
<u>Sergeant Full-time</u>	<u>Bi-weekly</u>	<u>\$33.65-43.27 hourly</u>
<u>Corporal Full-time</u>	<u>Bi-weekly</u>	<u>\$32.45-42.07 hourly</u>
<u>First Class Patrolman Full-time</u>	<u>Bi-weekly</u>	<u>\$87,000 annually</u>
<u>Patrolman Full-time</u>	<u>Bi-weekly</u>	<u>\$31.25-40.87 hourly</u>
<u>Patrolman (Probationary)</u>	<u>Bi-weekly</u>	<u>\$20.70-30.05 hourly</u>
<u>Patrolman Part-time</u>	<u>Bi-weekly</u>	<u>\$20.00-\$31.00 hourly</u>
<u>Instructor Part-time</u>	<u>Bi-weekly</u>	<u>\$23.57-29.99 hourly</u>
<u>Police Clerk Full-time</u>	<u>Bi-weekly</u>	<u>\$20.00-27.69 hourly (75% from Police Fund 25% General Fund)</u>

Police Clerk Part-time Bi-weekly \$16.56-21.00 hourly

In addition, employees that work on Town observed holidays will be paid double time.

The Town will pay all full-time employees longevity compensation in the amount of \$100.00 per year to be paid on the payroll following the employee's anniversary full-time hire date.

Employees, as approved by the Town Council, receive \$60.00 per month cell phone allowance.

Employees participating in the Civilian INPRS shall have an amount paid by the Town equal to the employer contribution rate (11.2% effective January 1, 2023) as established by INPRS.

Employees participating in the 1977 Fund shall have an amount paid by the Town equal to the employer contribution rate (23.3% effective January 1, 2026) as established by INPRS.

Employees will contribute ten percent (10%) each month of the premium cost for medical insurance; the remainder paid by the Town. The Town will provide dental insurance, vision insurance, life insurance, short-term disability and long-term disability insurance.

Employee use of a privately owned vehicle driven on official town business shall be reimbursed at the state mileage reimbursement rate established by the latest Indiana Department of Administration determination for business miles driven.

All newly hired employees of the Town of Burns Harbor will not be eligible for a pay increase prior to completing one year of employment with the Town.

The Clerk-Treasurer shall participate in all aspects of the full-time employee benefits programs, less mandated deductions and withholdings.

For all other benefits and paid time off, refer to the personnel handbook adopted on September 1, 2018 & its updates.

Salaries contained in this Ordinance are to be deemed the maximum allowable salary payable for each position. See attached salary listing. Salary ranges do not include overtime compensation, deferred compensation, longevity, insurance and retirement contributions paid by the Town, tax liability added for personal use of Town vehicles, compensation for accrued vacation liability, reimbursement for business related expenses, and imputed income derived from other employee benefits.

Additional Pay considerations, while working a secondary job for the Town, employees will be compensated the secondary job rate of pay for those hours worked.

New pay rates will take effect with the first payroll check written beginning in January, 2026.

FURTHERMORE, the Police Chief with, the approval of the Town Council, shall appoint such number of Patrolman as the interests of the Town may require, not exceeding twenty (20), who shall, on taking the oath of office, have all powers, duties, responsibilities and limitations of the Police Chief.

Passed and adopted this 10th day of December, 2025.

Town Council of the
Town of Burns Harbor

ABSTAIN

 Jennifer McHargue, President

 Roseann Bozak, Vice-President

 Lisa Draves

 Toni Biancardi

 John, "Jack", McGraw

ATTEST:

 Nicholas Loving
 Clerk-Treasurer

**Full Time Employee 2026 Salary & Wage
Effective 01/01/2026**

Police Department:

Jeremy McHargue	Police Chief	41.83- 42.31 hourly
Timothy Lucas	Assistant Chief	40.14- 40.63 hourly
Kyle Poracky	Sergeant	36.54- 37.02 hourly
Jordan Jacquez	Corporal	33.89- 34.38 hourly
Dathan Bennett	Patrolman	31.25- 31.73 hourly
Michelle Watkins	Police Clerk	27.17 hourly 75% Pol 25% Town

2026 PAY SCALE

POSITION	Rate	1yr	2yr	3yr	4yr	5yr	6yr	7yr	8yr	9yr	10yr
OFFICER- PROBATIONARY	62,500	X	X	X	X	X	X	X	X	X	X
1 st CLASS OFFICER	65,000	66,000	67,000	68,000	69,000	70,000	71,000	72,000	73,000	74,000	75,000
CORPORAL	67,500	68,500	69,500	70,500	71,500	72,500	73,500	74,500	75,500	76,500	77,500
SERGEANT	70,000	71,000	72,000	73,000	74,000	75,000	76,000	77,000	78,000	79,000	80,000
ASSISTANT CHIEF	72,500	73,500	74,500	75,500	76,500	77,500	78,500	79,500	80,500	81,500	82,500
CHIEF	75,000	76,000	77,000	78,000	79,000	80,000	81,000	82,000	83,000	84,000	85,000

POSITION	11yr	12yr	13yr	14yr	15yr	16yr	17yr	18yr	19yr	20yr
OFFICER- PROBATIONARY	X	X	X	X	X	X	X	X	X	X
1 st CLASS OFFICER	76,000	77,000	78,000	79,000	80,000	81,000	82,000	83,000	84,000	85,000
CORPORAL	78,500	79,500	80,500	81,500	82,500	83,500	84,500	85,500	86,500	87,500
SERGEANT	81,000	82,000	83,000	84,000	85,000	86,000	87,000	88,000	89,000	90,000
ASSISTANT CHIEF	83,500	84,500	85,500	86,500	87,500	88,500	89,500	90,500	91,500	92,500
CHIEF	86,000	87,000	88,000	89,000	90,000	91,000	92,000	93,000	94,000	95,000

*Years of service will only apply to those years worked for the Town of Burns Harbor.

**Pension rate would be based off 1st CLASS OFFICER including longevity at 20 years of service.

The following positions are approved to receive a monthly cell phone allowance:

Police Chief
 Assistant Chief
 Sergeant
 Corporal

Full-time Patrolman
 Full-time Probationary Patrolman
 Full-time Police Clerk

Councilwoman Biancardi made a motion to approve Resolution 2025-27 Salary Ordinance (Police Department). Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Abstain. Motion passed.

Salary Ordinance (All Other Departments)

Clerk-Treasurer Loving stated that this is Resolution 2025-26, amending Resolution 2025-01, salary and wages for the Town of Burns Harbor, Porter County, Indiana.

RESOLUTION 2025-26

AMENDING RESOLUTION 2025-01 2025 SALARY and WAGES for the TOWN of BURNS HARBOR, PORTER COUNTY, INDIANA

WHEREAS, pursuant to I.C. 36-5-3-2 the Burns Harbor Town Council must annually fix the compensation for all elected officials, and Police Chief prior to January 1 of the ensuing year; and,

WHEREAS, the annual salary ordinance must define the compensation, including fringe benefits, of all employee of the Town of Burns Harbor; and,

WHEREAS, I.C. 36-5-7-6 requires the town legislative body to fix the number of patrolman by ordinance;

NOW THEREFORE BE IT RESOLVED, by the Town Council, that the Salary and Wages for all employees, elected and appointed members of boards and commissions, and other compensations matters for the year of 2025 in the amount and manner hereinafter be set forth:

Officer/Employee	Frequency of Payment	Amount of Compensation
Town Hall		
Council Members (5)	Monthly	\$10,000.00 each per year
Clerk-Treasurer	Bi-weekly	\$2,815.80 Exempt (75% from General Fund 25% from Sewage Utility Fund)
Deputy Clerk 1 Full-time	Bi-weekly	\$27.17 hourly (50% General Fund 50% Sanitation)
Deputy Clerk 2 Full-time	Bi-weekly	\$23.45-26.00 hourly (50% General Fund 50% Sanitation)
Deputy Clerk 3 Full-time	Bi-weekly	\$17.13-23.43 hourly (50% General Fund 50% Sanitation)
Clerk/Board Secretary Part-time	Bi-weekly	\$16.56 hourly
Custodian	Bi-weekly	\$14.00-20.70 hourly
INDOT ERC (Employee in Responsible Charge certified)	Yearly	\$1,000.00 Exempt (25% from General Fund 75% from RDC Operations F32.42und)

Street/Sanitation Department

GM/MVH/Sanitation Superintendent	Bi-weekly	\$37.15 hourly (50% from Sewage Fund 50% GM General Fund)
GM Unlimited Equipment Operator Full-time	Bi-weekly	\$24.57-25.27 hourly (50% from GM General Fund and 50% from Sewage Utility Fund)
GM Equipment Operator Full-time	Bi-weekly	\$23.27-24.37 hourly (50% from GM General Fund and 50% from Sewage Utility Fund)
GM Laborer 1 Full-time	Bi-weekly	\$19.66-23.02 hourly (50% from GM General Fund and 50% from Sewage Utility Fund)
GM Laborer Part-time	Bi-weekly	\$18.63 hourly (100% from GM General Fund)
MVH Equipment Operator Part-time	Bi-weekly	\$20.70 hourly (100% from GM General Fund)
GM/BLDG Clerk 1 Full-time	Bi-weekly	\$30.12 hourly (80% from Building General Fund and 20% GM General Fund)
GM/BLDG Clerk 2 Full-time	Bi-weekly	\$24.20 hourly (80% from Building General Fund and 20% GM General Fund)
GM/BLDG Clerk 3 Full-time	Bi-weekly	\$24.20-27.68 hourly (80% from Building General Fund and 20% GM General Fund)
GM/BLDG Clerk Part-time	Bi-weekly	\$17.13-23.43 hourly (80% from Building General Fund and 20% GM General Fund)
Sanitation Clerk Part-time	Bi-weekly	\$17.13-23.43 hourly (100% from Sewage Utility Fund)
Sewage Utility Laborer Part-time	Bi-weekly	\$18.63 hourly (100% from Sewage Utility Fund)

Building Department

Building Commissioner/Inspector Full-time	Bi-weekly	\$32.42 hourly
Building Inspector	Bi-weekly	\$35.00 per inspection not performed during office hours

Fire Department

Fire Department Secretary	Monthly	\$791.67.00 per month
Fire Chief Part-time	Monthly	\$2,083.00 per month
Fire Deputy Chief Part-Time	Monthly	\$1,416.67 per month

Board Members

Plan Commission Board Members (7)	Yearly	\$750.00 each per year
BZA Board Members (5)	Yearly	\$750.00 each per year
Sanitary Board Members (4)	Yearly	\$750.00 each per year
Stormwater Board Members (3)	Yearly	\$375.00 each per year
Redevelopment Commission Resident Board Members (2)	Yearly	\$750.00 each per year

Metropolitan Police Commission Resident Board Members (0)	Yearly	\$750.00 each per year
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Board Secretaries

Redevelopment Commission Secretary	Monthly	\$4,200.00 per year (100% from Redevelopment Operations Fund)
BZA Secretary	Monthly	\$4,200.00 per year
Plan Commission Secretary	Monthly	\$4,200.00 per year (Based upon 12 meetings per year and additional \$200.00 per special meeting)

Certifications that a full-time Clerk processing a relevant professional certification from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, or Association of Public Treasures as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

Indiana Accredited Municipal Clerk (IAMC)	bi-weekly salary \$40.00 or 50¢ per hour
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In addition, employees that work on Town observed holidays will be paid double time.

The Town will pay all full-time employees longevity compensation in the amount of \$100.00 per year to be paid on the payroll following the employee's anniversary full-time hire date.

Employees, as approved by the Town Council, receive \$60.00 per month cell phone allowance.

Employees participating in the Civilian INPRS shall have an amount paid by the Town equal to the employer contribution rate (11.2% effective January 1, 2023) as established by INPRS.

Employees will contribute ten percent (10%) each month of the premium cost for medical insurance; the remainder paid by the Town. The Town will provide dental insurance, vision insurance, life insurance, short term disability and long-term disability insurance.

Employee use of a privately owned vehicle driven on official town business shall be reimbursed at the state mileage reimbursement rate established by the latest Indiana Department of Administration determination for business miles driven.

All newly hired employees of the Town of Burns Harbor will not be eligible for a pay increase prior to completing one-year of employment with the Town.

The Clerk-Treasurer shall participate in all aspects of the full-time employee benefits programs, less mandated deductions, and withholdings.

For all other benefits and paid time off, refer to personnel handbook adopted on September 1, 2018 & its updates.

Salaries contained in this Ordinance are to be deemed the maximum allowable salary payable for each position. See attached salary listing. Salary ranges do not include overtime compensation, deferred compensation, longevity, insurance and retirement contributions paid by the Town, tax liability added for personal use of Town vehicles, compensation for accrued vacation liability, reimbursement for business-related expenses, and imputed income derived from other employee benefits.

Additional Pay considerations, while working a secondary job for the Town, employees will be compensated for the secondary job rate of pay for those hours worked.

New pay rates will take effect with the first payroll check written beginning in January 2026.

Passed and adopted this 10th day of December 2025.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

Toni Biancardi

John, "Jack", McGraw

ATTEST:

Nicholas Loving
Clerk-Treasurer

Councilwoman Biancardi made a motion to approve Resolution 2025-26 Salary Ordinance (all other departments). Councilwoman Bozak seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. Motion passed.

Resolution 2025-21 – Building Department Transfers (Amended)

Clerk-Treasurer Loving stated that this is Resolution 2025-21, Building Department Transfers (amended). The resolution was read out loud. Councilwoman Biancardi made a motion to approve Resolution 2025-21, Building Department Transfers (Amended). Councilman McGraw seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. Motion passed.

Resolution 2025-22 – Park Transfers

Clerk-Treasurer Loving read Resolution 2025-22 Park Transfers out loud to the board members.

RESOLUTION 2025-22

TOWN OF BURNS HARBOR APPROPRIATIONS TRANSFER
BE IT HEREBY RESOLVED, THE TOWN COUNCIL of the TOWN OF BURNS HARBOR, PORTER COUNTY, INDIANA, that the following transfers of funds be made from the 2025 budget.

Park:

\$1,671.00 from Equipment Repairs, 9-362, into Director, 9-111
\$248.43 from Equipment Repairs, 9-362, into Assistant Director, 9-112
\$17.57 from Building Repairs, 9-361, into Assistant Director, 9-112
\$1,000.00 from Gas, 9-352, into Teen Help, 9-114
\$44.04 from Building Repairs, 9-361, into Teen Help, 9-114
\$20.63 from Equipment Repairs 9-362, into Teen Help 9-114

\$2,657.50 from Park Rental 9-371, into Lifeguard 9-116
 \$545.32 from Tires & Tubes 9-223, into Diesel 9-222
 \$495.00 from Garage & Motor 9-224, into Building Materials 9-231
 \$260.97 from Office Supplies 9-213, into Building Materials 9-231
 \$1,000.00 from Aglime 9-235, into Othe Materials 9-237
 \$29.50 from Park Rental 9-371, into Other Materials 9-237
 \$874.22 from Repair Parts 9-236, into Other Supplies 9-243
 \$171.11 from Cement 9-234, into Other Supplies 9-243
 \$142.62 from Stationary & Printing 9-212, into Phone 9-323
 \$9.98 from Office Supplies 9-213, into Phone 9-323
 \$100.00 from Gravel 9-232, into Phone 9-323
 \$78.39 from Equipment Repairs 9-362, into Phone 9-323
 \$51.20 from Uniforms 9-244, into Phone 9-323
 \$96.63 from Freight 9-321, into Phone 9-323
 \$38.33 from Building Repairs 9-361, into Phone 9-323
 \$312.86 from Park Rental 9-371, into Phone 9-323
 \$23.29 from Repair Parts 9-236, into Phone 9-323

PASSED AND ADOPTED this 10th day of December, 2025.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

Toni Biancardi

John, "Jack", McGraw

ATTEST:

Nicholas Loving
Clerk-Treasurer

Councilwoman Bozak made a motion to approve Resolution 2025-22 Park Transfers.
Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman
McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye,
Councilwoman McHargue- Aye. Motion passed.

Resolution 2025-23 – Building & Street Department Transfers

Clerk-Treasurer Loving read Resolution 2025-23 Building & Street Transfers out loud to the board members.

RESOLUTION 2025-23

TOWN OF BURNS HARBOR APPROPRIATIONS TRANSFER
 BE IT HEREBY RESOLVED, THE TOWN COUNCIL of the TOWN OF BURNS HARBOR, PORTER
 COUNTY, INDIANA, that the following transfers of funds be made from the 2025 budget.

Building:

\$420.00 Tire & Tubes 5-223, into Building 5-114 Clerk
 \$220.00 Other Garage & Motor Supplies 5-224, into Building 5-114 Clerk
 \$500.00 Repair Parts 5-236, into Building 5-114 Clerk
 \$560.00 from Other Supplies 5-243, into Building 5-114 Clerk
 \$500.00 from Equipment Repairs 5-362, into Building 5-114 Clerk
 \$200.00 from Promotion of Business 5-396, into Building 5-115 Part-Time Clerk
 \$200.00 from Uniforms 5-244, into Building 5-121
 \$200.00 from Building Materials 5-231, into Building 5-121
 \$130.00 from Other Garage & Motor Supplies 5-224, into Building 5-221 Gasoline
 \$5.00 from Stationery & Printing 5-212, into Building 5-213 health Insurance
 Street:
 \$100.00 from GM Part-Time Laborer 3-113, into Part-Time Clerk 3-115
 \$350.00 from GM Part-Time Laborer 3-113, into Repair Parts 3-236

PASSED AND ADOPTED this 10th day of December 2025.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

Toni Biancardi

John, "Jack," McGraw

ATTEST:

Nicholas Loving
Clerk-Treasurer

Councilman McGraw made a motion to approve Resolution 2025-23 Building & Street Transfers. Councilwoman Biancardi seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. **Motion passed.**

Resolution 2025-24 – Fire Department Transfers

Clerk-Treasurer Loving read Resolution 2025-24 Fire Department Transfers out loud to the board members.

RESOLUTION 2025-24

TOWN OF BURNS HARBOR APPROPRIATIONS TRANSFER
BE IT HEREBY RESOLVED THE TOWN COUNCIL of the TOWN OF BURNS HARBOR, PORTER COUNTY, INDIANA that the following transfers of funds be made from the 2025 budget.

Fire:

\$3,887.50 from Fire Chief, 4-111, into Other Equipment, 4-444
 \$2,701.20 from Deputy Chief, 4-113, into Other Equipment, 4-444
 \$80.00 from Deputy Chief, 4-113, into Instruction, 4-311
 \$500.00 from Secretary, 4-112, into Miscellaneous Services, 4-392

\$1,454.45 from Travel Expenses, 4-131, into Miscellaneous Services, 4-392
 \$500.00 from Stationary & Printing, 4-212, into Miscellaneous Services, 4-392
 \$800.00 from Office Supplies, 4-213, into Other Equipment, 4-444
 \$200.00 from Garage & Motor Supplies, 4-224, into Uniforms, 4-244
 \$200.00 from Garage & Motor Supplies, 4-224, into FICA, 4-121
 \$1,897.31 from Garage & Motor Supplies, 4-224, into Miscellaneous Services, 4-392
 \$1,769.94 from Building Materials, 4-231, into Miscellaneous Services, 4-392
 \$2,218.05 from Repair Parts, 4-236, into Miscellaneous Services, 4-392
 \$1,000.00 from Other Supplies, 4-243, into Miscellaneous Services, 4-392
 \$1,000.00 from Gas, 4-352, into Miscellaneous Services, 4-392
 \$400.00 from Electric Current, 4-351, into Miscellaneous Services, 4-392
 \$300.00 from Electric Current, 4-351, into Telephone, 4-323
 \$205.03 from Repair Parts, 4-236, into Other Supplies, 4-243
 PASSED AND ADOPTED this 10th day of December 2025.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

Toni Biancardi

John, "Jack", McGraw

ATTEST:

Nicholas Loving
Clerk-Treasurer

Councilwoman Draves made a motion to approve Resolution 2025-24 Fire Department Transfers. Councilwoman Biancardi seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. **Motion passed.**

Resolution 2025-25 – General Marshall Transfers

Clerk-Treasurer Loving read Resolution 2025-25 General Marshall Transfers out loud to the board members

RESOLUTION 2025- 25

TOWN OF BURNS HARBOR APPROPRIATIONS TRANSFER
BE IT HEREBY RESOLVED, THE TOWN COUNCIL of the TOWN OF BURNS HARBOR, PORTER COUNTY, INDIANA, that the following transfers of funds be made from the 2025 budget.

General Marshal:

\$450.64 from Police Chief, 2-111, into Squad Car Equipment, 2-445
 \$354.03 from Patrolman, 2-112, into Clerk, 2-113
 \$880.65 from Patrolman, 2-112, into Assistant Chief, 2-118
 \$476.48 from Patrolman, 2-112, into Corporal, 2-119
 \$1,405.35 from Patrolman, 2-112, into Sergeant, 2-120

\$257.30 from Patrolman, 2-112, into FICA/SS, 2-121
 \$5,759.48 from Patrolman, 2-112, into Squad Car Equipment, 2-445
 \$1,815.00 from Part-Time Clerk, 2-115, into Squad Car Equipment, 2-445
 \$4,479.81 from Special Event Overtime, 2-116.1, into Squad Car Equipment, 2-445
 \$1,500.00 from Professional Liability Insurance, 2-125, into Squad Car Equipment, 2-445
 \$493.74 from Medicare Taxes, 2-126, into Office Equipment, 2-443
 \$239.02 from Perf, 2-127, into Squad Car Equipment, 2-445
 \$150.00 from Stationery & Printing, 2-212, into Building Material, 2-231
 \$9.47 from Office Supplies, 2-213, into Building Material, 2-231
 \$5,000.00 from Gasoline, 2-221, into Building Material, 2-231
 \$264.72 from Garage & Motor Supplies, 2-224, into Building Material, 2-231
 \$419.00 from Tires & Tubes, 2-223, into Building Material, 2-231
 \$1,111.88 from Uniforms, 2-244, into Building Material, 2-231
 \$976.79 from Uniforms, 2-244, into Squad Car Equipment, 2-445
 \$35.80 from Instruction, 2-311, into Equipment Repair, 2-362
 \$92.07 from Instruction, 2-311, into Office Equipment, 2-443
 \$2,158.58 from Telephone, 2-323, into Equipment Repair, 2-362
 \$34,826.00 from Insurance, 2-342, into Other Equipment, 2-444
 \$400.00 from Building Repair, 2-361, into Squad Car Equipment, 2-445
 \$4,325.00 from Subscriptions & Dues, 2-391, into Squad Car Equipment, 2-445
 \$1,721.79 from Miscellaneous Services, 2-392, into Squad Car Equipment, 2-445
 \$296.30 from Promotion of Business, 2-396, into Squad Car Equipment, 2-445
 PASSED AND ADOPTED this 10th day of December 2025.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

Toni Biancardi

John, "Jack", McGraw

ATTEST:

Nicholas Loving
Clerk-Treasurer

Councilwoman Bozak made a motion to approve Resolution 2025-23 Building & Street Transfers. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Abstain. Motion passed.

Ordinance 312-2022

Clerk-Treasurer Loving stated that this was on last month's agenda, but the version we had last month had the changes highlighted in yellow. So, the copy we have tonight is all cleaned up and just needs signatures.

ORDINANCE NO. 312-2022

**AMENDMENT TO AN ORDINANCE OF THE BURNS HARBOR TOWN COUNCIL
ESTABLISHING A UNIFORM ALLOWANCE**

WHEREAS, the Town of Burns Harbor, Porter County, Indiana, Town Council deems it necessary to provide full-time active sworn members of the police department with uniforms, clothing, and equipment *necessary* to perform their duties, and the Town may require the member to furnish and maintain uniforms, clothing and equipment upon available installments of a uniform allowance; and

WHEREAS, I.C. 36-1-3 *et seq.*, the Home Rule statute, provides that the Town may establish by ordinance a policy for the provisions of uniforms, clothing, and equipment for the Police Department; and

WHEREAS, it has been determined that is in the best interest of the Town to specifically establish a uniform allowance for the Police department; and

WHEREAS, it has been recommended that the **2026** Salary and Wage Ordinance Resolution No. **2026-02**, be amended to define and establish a uniform allowance for the Police Department,

NOW, THEREFORE, BE IT RESOLVED by the Burns Harbor Town Council as follows:

SECTION ONE. Each full-time active sworn member of the police department shall be provided a uniform allowance in the amount of fifteen hundred dollars (\$1,500.00) per year available in two installments (January 1st & July 1st) of seven hundred and fifty dollars (\$750.00) that will be recorded with the police clerk.

SECTION TWO. Newly hired full-time sworn members will not be eligible to receive any uniform allowance until they reached their first year anniversary of their full-time hire date.

SECTION THREE. In the case of a newly hired full-time active sworn member, the initial purchase of uniform and equipment necessary to perform their duties will be purchased by the Town as authorized by Town Council and approved by the Police Chief.

SECTION FOUR. All equipment directly paid for by the Town shall remain the property of the Town and shall be properly cared for by the individual to whom they are issued, and shall revert to the Town upon the employee's severance from service.

SECTION FIVE. Specific uniform items and equipment required by the Town shall be determined by the Police Chief and shall remain the property of the Town and revert to the Town upon the employee's severance from service.

SECTION SIX. The need for and timing of uniform replacement is at the discretion of the Police Chief. Uniforms and equipment damaged or destroyed in the line of duty shall be replaced by the Town, at the discretion of the Police Chief.

SECTION SEVEN. An employee who does not complete a full year of employment with the Town, due to resignation, termination, lay off, extended medical leave, will not receive uniform allowance.

SECTION EIGHT. Employees will not be eligible for uniform allowance during disability leave or any other extended leave of absence from work.

SECTION NINE. Uniform allowance will not be prorated for any purpose.

SECTION TEN. This Ordinance shall be in full force and effect retroactive to January 1, 2026.

PASSED AND ADOPTED by the Council of the Town of Burns Harbor, Indiana, this 12th day of November 2025.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

Toni Biancardi

John, "Jack", McGraw

ATTEST:

Nicholas Loving
Clerk-Treasurer

New Business:

Staff Anniversary Recognition:

Councilwoman McHargue stated that we have Jordan Jacquez with 3 years in the Police Department.

1782 Notice

Clerk-Treasurer Loving stated that the 1782 notice came back to us from the State of Indiana, and everything was as we requested. We had to respond by November 24, 2025, and I responded on November 20, 2025.

2026 Health Insurance Plan Option

Councilwoman Biancardi stated they were sent to all department heads, and the response I received was that the majority would like to stick with the current plan. If the council agrees, I can communicate that with Shephard Insurance. There were a couple of questions that they were going to investigate. If we want to investigate more options for the following year, we really need to start looking into it much sooner.

Permission to Make Transfers Through the End of the Year

Clerk-Treasurer Loving stated I grouped this with Encumber POs. I talked with Councilwoman Biancardi, and we are going to meet next week and encumber POs. We may not need to encumber POs. At last year's meeting, Councilwoman Bozak made a

motion to approve line-item transfers, purchase order payments, and encumbrances through the end of the year. So, this will allow me to go in and fix any line items that are in the negative by making transfers as necessary by December 31, 2025.

Councilwoman Biancardi made a motion for the Clerk-Treasurer to have the authority to transfer appropriations between budget classifications within a department or office as necessary for the 2025-year-end business. Councilwoman Bozak seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. Motion passed.

Nepotism Certification for 2026

Councilwoman McHargue stated this is a form that we all sign yearly, and Clerk-Treasurer Loving has put it in the shared drive with individual names on it. Clerk-Treasurer Loving stated that there are two documents that you all need to sign, the first is compliance with the municipal nepotism policy involving contracting. The second is the municipal nepotism policy involving direct line supervision.

Councilwoman Bozak stated that I have a few conflicts: my father-in-law, George Bozak, works for the Park Department, and my son, Aiden Bozak, works for the Park Department as well. My husband is on the Porter County Council.

Councilwoman McHargue stated that I have one conflict: my husband, Jeremy McHargue, is the Police Chief of the Town of Burns Harbor. We also have a company, JC Signs and Design, that will sometimes do work for the Town of Burns Harbor.

Clerk-Treasurer stated that I have a conflict as well, my brother-in-law is Travis Dunlap, who is on the Plan Commission board and the Board of Zoning Appeals.

Attorney Contract

Councilwoman McHargue stated that Attorney Patton has sent that over. Does anyone have any questions? Councilwoman Biancardi made a motion to approve the attorney contract. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. Motion passed.

Councilman McGraw stated as discussed earlier in the Redevelopment Commission meeting, I am going to be making sure that we have a folder that has everyone's insurance documentation for anyone that has a contract with the Town of Burns Harbor going forward. Councilwoman Bozak stated that we do not have anything in our ordinances or the rules that say that we must have that, so I do not know that you alone can make the decision that we need to have that documentation. You can't just suggest and make it happen. We will have to figure out how it happens and if we are allowed to do this. All that needs to be figured out and then presented to the council about the change you would like to make.

Attorney Patton stated that I would request clarification on a couple of things. The contract that was asked for and submitted to the council sometime last week, and it

wasn't until this morning that I heard there were some inquiries about some other vendors and consultants for the Town of Burns Harbor for insurance information or confirmation that there was insurance. I was never directly asked by this body or any individual member of the body for my insurance. The document that was presented earlier at the Redevelopment Commission meeting by another professional services contractor was a certificate of insurance, but it did not say that the Town of Burns Harbor was an additional insured. That is not something that attorneys do. I can show you a copy of my renewal contract for 2026 malpractice insurance, but that is not something that is normally shared with my clients. A discussion was held regarding Councilman McGraw's request. Councilwoman Biancardi stated I think you need to investigate this more. Police Chief McHargue stated that if we request all those documents, they then become public records and can be requested. Attorney Patton stated yes, that is correct. Police Chief McHargue stated we may potentially have people then who may not want to do business with us because of certain stuff that would be disclosed in that information. I think a document should be created just acknowledging that insurance is in place and have any vendor, contractor, or service provider sign that document.

Engineer Contract

Councilwoman McHargue stated that this was emailed over to everyone. Councilwoman Biancardi made a motion to approve Global Engineering's contract. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. **Motion passed.**

IT Services Contract

Councilwoman McHargue stated that Brainstorm sent us their contract. Councilwoman Bozak made a motion to approve the contract with Brainstorm. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. **Motion passed.**

Clerk-Treasurer Loving stated this is not a new contract; this is agreeing to a renewal of the existing agreement for another 12-month term with 5% increase in the monthly fee effective January 1, 2026. Councilwoman Biancardi stated that we will have to talk about this every year, regardless of the auto-renewal.

Graff Ford Invoice- Building Department Truck Repair

Councilwoman Biancardi made a motion to pay the invoice from CEDIT Miscellaneous Services. Councilman McGraw seconded the motion. Councilwoman Bozak – Aye, Councilman McGraw – Aye, Councilwoman Biancardi- Aye, Councilwoman Draves – Aye, Councilwoman McHargue- Aye. **Motion passed.**

Councilman McGraw stated that Graff Ford has a fleet program that doesn't cost the Town of Burns Harbor anything. We never enrolled in it, and it would have helped us out a whole lot with these processes in bringing in an unwarranted vehicle. The fleet

warranty will help us get coverage on vehicles in the future. This is something I would like to be able to present to the Town Council at a future meeting.

Approval Financial Report (Fund Report, Appropriation Report, & Revenue Report)

Councilwoman Biancardi asked if this could be moved to next week after all the transfers are done, and we can have better numbers.

Year-End Procedures- Keystone

Clerk-Treasurer Loving stated that there were questions regarding year-end procedures to close out accounts and then reset accounts for 2026. We have procedures written by a previous Clerk-Treasurer, and those will be followed at the end of December and into early January.

Approval to pay vouchers with 3 or more signatures:

Councilwoman McHargue stated we are going to wait for all the claims and will discuss them at next week's meeting.

Approval of purchase orders submitted with 3 or more Encumber POs

Councilwoman McHargue stated we are going to wait for all the claims and will discuss them at next week's meeting.

Clerk-Treasurer Loving stated that the claim book is currently allowed to be removed from the Clerk-Treasurer's office for review by the department heads. We have a department head that had it and had an emergency, and the claim book was locked up in the office. Councilman McGraw stated the claim book was retrieved and brought up to the Clerk-Treasurer's office earlier today. Clerk-Treasurer Loving stated that I am going to be setting a new policy, and I would like you all to agree that the claim book does not leave the Clerk-Treasurer's office. Councilwoman Biancardi stated the printout can be provided to all department heads to help in reviewing it.

Cleveland Cliffs Tax Abatement Amendment

Councilwoman Biancardi stated that there is nothing that we can do tonight because they are still working on this. They were contacted by Porter County, and they conducted a personal property tax audit for Cleveland Cliffs for the tax years 2022, 2023, and 2024. As a result of the audit, they found the original SB1s that were approved in resolutions 2016-1420 and 2017-14, and 2019- 6,7, and 8 when the plant was under the ownership of AM USA, did not support the total deductions that were claimed in 2022 to 2024. Basically, the next step is that they are going to amend those forms so they are in line with what they should be, but they will need to come to us at our next meeting for approval. They will then refile with the county.

Town Hall Remodeling Quotes

Councilwoman Biancardi stated that Superintendent Downey and I have been working on this, and we are going to work on a PO to encumber at next week's meeting.

Good of the Order of the Community:

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

There being no further business to discuss, the meeting concluded at 8:21 p.m.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR

Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

John (Jack) McGraw

Toni Biancardi

ATTEST:

Nick Loving
Clerk-Treasurer