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September 3, 2013
TOWN COUNCIL MINUTES

Council President Glen Gaby called the September 3, 2013 meeting to order at 7:01 p.m.

ROLL CALL:

Larry Ballah
Rick Ryfa
Glen Gaby
Pat Schaadt
Stan Dobosz

ALSO ATTENDING:

George Jerome - Clerk Treasurer
Greg Mance – Police Chief
Roy Schoon – Fire Chief
Rick Konopasek – Public Works Director
Bob Schwerd – Attorney for the Town

APPROVAL OF MINUTES:

Council Member Stan Dobosz moved to adopt the minutes of the August 20, 2013 meeting as presented, second by Council Member Pat Schaadt. MOTION CARRIED

APPROVAL OF CLAIMS:

Claims No. 2577– 2689 in the amount of \$456,677.19 (four hundred fifty-six thousand, six hundred seventy-seven dollars and nineteen cents) were presented for payment. Council Member Pat Schaadt moved to accept the claims as presented, second by Council Member Larry Ballah. MOTION CARRIED

ANNOUNCEMENTS:

- a. The next council meeting will be Tuesday September 17th at 7:00 p.m. A study session will be held at 6:30 p.m. before the meeting and one to follow if necessary.
- b. There will be a council study session on Tuesday September 10th at 5:00 p.m.
- c. There will be a public hearing regarding the 2014 budget at Town Hall on Tuesday September 24th at 5:00 p.m.
- d. The council will review proposed budgets at a various times and dates which were announced.

COMMUNICATIONS:

- a. The Griffith Historical Society is holding their 30th Annual Railroad Fair on September 28th and 29th. They have requested permission to close Avenue A as well as the use of Tourism Funds to help defray the cost of advertising their event. Council Member Larry Ballah moved to grant permission for the road closing and to allocate \$500 from the Tourism Fund to offset part of their advertising costs, second by Council Member Stan Dobosz. MOTION CARRIED
- b. Timothy Ball Chapter requested that the Town proclaim the week of September 17th through September 23rd as Constitution Week in Griffith. Council Member Pat Schaadt moved to authorize Council President Gaby to sign a Proclamation to the effect, second by Council Member Stan Dobosz. MOTION CARRIED
- c. The Town received a letter from an attorney representing the Hammond Sanitary District (HSD) stating that the District is unilaterally cancelling a valid contract between the Town and the HSD. Council Member Rick Ryfa pointed out that Attorneys representing the Town are confident that the cancellation is not legal and the matter will be resolved.

REPORTS:

1. NIRPC – No Report
2. Community Policing Committee – No Report
3. Board of Public Works – No Report
4. Director of Public Works – No Report

5. Police – Over \$900 was collected for the Animal Shelter during the Rock & Rail Street and Music Festival. There will also be a benefit motorcycle run in support of the animal shelter scheduled for Sunday September 15th.
6. Fire – No Report .
7. 911 Committee – Meetings have been held to review the budget numbers provided by the county
8. Pending Items
 - a. Rock 'n Rail Street and Music Festival had record attendance in spite of the inclement weather. Council Member Rick Ryfa thanked the Town employees who participated and helped make the event a success. He particularly thanked Nicole Roberts for her prompt recognition of the severe weather hazard that allowed for a safe and orderly evacuation of the area.

BUSINESS FROM THE COUNCIL:

A. UNFINISHED BUSINESS

1. None

B. NEW BUSINESS

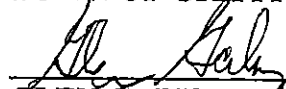
1. Council Member Larry Ballah moved to approve the special use variance requested by Sarah J. Wathen d/b/a Love of Learning, 717 N Elmer, second by Council Member Rick Ryfa. MOTION CARRIED
2. Council Member Rick Ryfa moved to authorize Council President Gaby to sign a Letter of Engagement with Barnes & Thornburg, LLP for lobbying services, by Council member Larry Ballah. MOTION CARRIED
3. Council Member Stan Dobosz introduced Salary Ordinance 2013-22 on 1st reading.
4. Council Member Pat Schaadt moved to authorize Council President Gaby to sign an agreement with Enbridge Energy for the use of certain town roads to transport waste water to a treatment facility, second by Council Member Larry Ballah. MOTION CARRIED.

PUBLIC COMMENTS:

- None

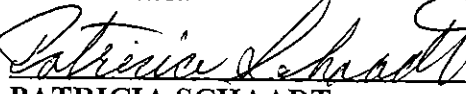
There being no further business to come before this Council; the meeting was adjourned at 7:32 p. m.

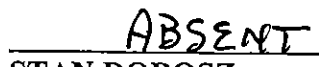
**TOWN COUNCIL
TOWN OF GRIFFITH**


GLEN GABY


LAWRENCE BALLAH


RICK RYFA


PATRICIA SCHAADT


ABSENT
STAN DOBOSZ


GEORGE N. JEROME
CLERK TREASURER

RESOLUTION 2013-23

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF GRIFFITH AUTHORIZING THE CLERK TREASURER TO RECEIVE, DEPOSIT AND DISBURSE FUNDS RECEIVED FROM ENBRIDGE ENERGY, LIMITED PARTNERSHIP

WHEREAS, the Enbridge Energy, Limited Partnership (hereafter "Enbridge"), operates and maintains pipelines throughout the Town of Griffith (hereafter "Town"); and

WHEREAS, Enbridge is engaged in a pipeline construction project that will require an increase of truck traffic on certain town roads and

WHEREAS, said increase will total approximately seven (7) loads per hour, approximately 168 trips per day around the clock for approximately 30 days and

WHEREAS, said truck traffic is above the normal truck traffic patterns and Enbridge acknowledges that this is likely to cause damage to the roads and possibly infrastructure along the route and

WHEREAS, in consideration of the above, Enbridge will provide the Town of Griffith with a lump sum payment of \$775,000 (seven hundred seventy-five thousand dollars) for the use of, and potential damage to the town's roads and

WHEREAS, the Town of Griffith has maintained a General Improvement Fund (225) for several years and such fund has routinely been available for use of general improvements, including but not limited to road repairs, sidewalk and curb replacement, building rehabilitation, plantings, streetscapes, signs and other beautification projects.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Griffith, Lake County, Indiana, as follows:

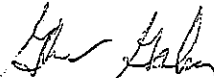
- A. The Clerk Treasurer is authorized to receive payment from Enbridge and deposit the funds into Revenue Account 225600: General Improvement - Miscellaneous
- B. Costs for the repair of damage to the truck route roads are to be paid from General Improvement, Fund (225) with all such repairs made prior to September 30, 2014
- C. Funds remaining after repairs to truck route roads will be available for other general improvement purposes

BE IT FURTHER ORDAINED that this Resolution shall be in full force and effect from and after its passage.

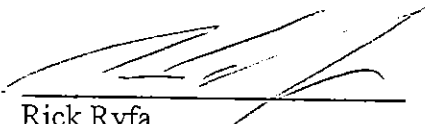
RESOLUTION 2013-23


PASSED AND ADOPTED by the Town Council of the Town of Griffith, Lake County,
Indiana this 17th day of September, 2013.

TOWN COUNCIL
TOWN OF GRIFFITH


Glen Gaby

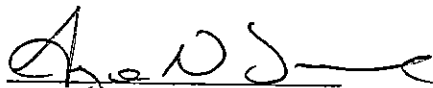

Lawrence Ballah


Rick Ryfa


Patricia Schaadt

ABSENT
Stan Dobosz

ATTEST:


George N Jerome
Clerk Treasurer

RESOLUTION 2013-25

A RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN THE GENERAL FUND

WHEREAS, in the appropriations in the budgets of various departments within the General Fund of the Town of Griffith, there is a need to transfer appropriations among the departments.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Griffith, that to meet the need for additional funds in certain appropriations there is hereby the transference of funds

FROM: Appropriation

TO: Appropriation

TC/CT

101001313	TC/CT Engineering	\$6,500	101001224	TC/CT Misc Office Sup	\$250
101001332	TC/CT Call One	\$850	101001263	TC/CT Coffee Suplies	\$200
101001361	TC/CT Bldg R&M	\$500	101001317	TC/CT Insp, & CerT	\$200
101001388	TC/CT Public Relations	\$750	101001328	TC/CT Internet	\$75
			101001329	TC/CT Newsletter/Info	\$1,500
			101001363	TC/CT HVAC R&M	\$500
			101001399	TC/CT Misc Svs & Chg	\$250
		\$8,600			\$2,975

POLICE

101002254	PD Misc R&M Supls	\$3,500	101002120	PD Part Time Empl	\$18,000
101002351	PD Gas	\$500	101002239	PD Misc Opr Supl	\$3,500
101002440	PD Office Equip	\$1,000	101002243	PD Station Eq R&M	\$150
			101002266	PD Misc Off Equip	\$250
			101002352	PD Electric	\$1,000
			101002362	PD Computer R&M	\$3,500
			101002378	PD Misc Rentals	\$350
			101002388	PD Public Relations	\$150
		\$5,000			\$26,900

FIRE

101003464	VFD Misc Equip	\$500	101003232	VFD Spec Events	\$75
			101003239	VFD Misc Oper Supls	\$1,250
			101003243	VFD Station Eq R&M	\$75
			101003258	VFD Janitor/Clean Spl	\$225
			101003259	VFD Plants & Mulch	\$125
			101003263	VFD Luncheon Supl	\$125
			101003317	VFD Insp, & Certs	\$125
			101003391	VFD Janitor/Pest Cont	\$250
			101003317	VFD Misc Srv & Chg	\$1,850
		\$500			\$4,100

RESOLUTION 2013-25

SANITARY

	101004242	SAN Mob Eq R&M	\$3,500
	101004254	SAN Misc R&M Supl	\$1,250
	101004262	SAN Hand Tools	\$250
	101004365	SAN Station Eq R&M	\$500
\$0			\$5,500

PLAN COMMISSION

	101006344	PLAN Other Print Ads	\$150
\$0			\$150

BZA

	101007311	BZA Legal	\$2,000
\$0			\$2,000

BUILDING DEPARTMENT

	101008374	BLD Misc R&M	\$500
\$0			\$500

COMMUNITY CENTER

101009120	COM CTR Cust Wage	\$1,225
101009124	COM CTR Other Wage	\$400
101009125	COM CTR FICA	\$450
101009130	COM CTR WC	\$400
101009224	COM CTR Office Sup	\$100
101009239	COM CTR Misc Op	\$500
101009254	COM CTR R&M Supl	\$700
101009258	COM CTR Janitor Supl	\$450
101009269	COM CTR Misc Supl	\$500
101009317	COM CTR Insp/Certs	\$1,800
101009324	COM CTR Other Prof	\$1,000
101009326	COM CTR Telephone	\$400
101009328	COM CTR Internet	\$1,100
101009374	COM CTR Misc R&M	\$2,175
101009399	COM CTR Misc Scv	\$2,200
101009423	COM CTR Signage	\$850
101009435	COM CTR Station EQ	\$2,200
	\$16,450	\$0

RESOLUTION 2013-25

REDEVELOPMENT

101013311	RDC Legal	\$8,500	101013342	RDC Legal Notices	\$500
101013313	RDC Engineering	\$1,000			
101013389	RDC Subscriptions	\$500			
101013399	RDC Misc Svc Chg	\$275			
101013415	RDC Bldg & Struc	\$1,800			
		\$12,075			\$500

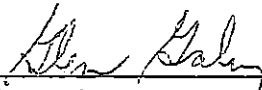
GENERAL FUND


TOTAL	\$42,625	\$42,625
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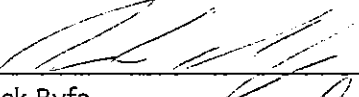
BE IT FURTHER ORDAINED that this Resolution shall be in full force and effect from and after its passage.

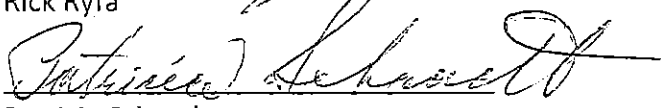
PASSED AND ADOPTED by the Town Council of the Town of Griffith, Lake County, Indiana this 6th day of August, 2013.

TOWN COUNCIL
TOWN OF GRIFFITH

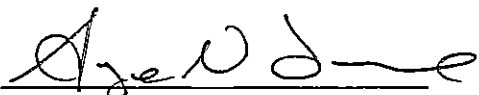

Glen Gaby


Lawrence Ballah


Rick Ryfa


Patricia Schaadt

ATTEST:


George N Jerome
Clerk Treasurer

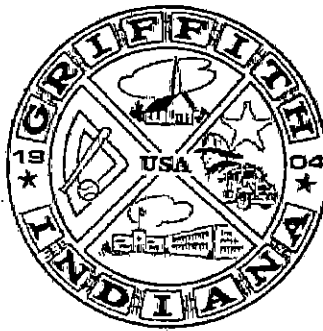
ABSENT
Stan Dobosz

Proposal

To Develop an Emergency Management
Plan

For the

Town of Griffith, IN



Submitted by



September 8, 2013

Project Scope

McGrath Consulting Group, Inc. will work with the Town of Griffith Emergency Management Committee officials to revise and develop a comprehensive Emergency Management Plan that will meet the needs of the Township. The consultants will develop the Emergency Management Plan that will include an Emergency Operations Center Plan. The goal of the consulting team is to produce a comprehensive Emergency Management Plan that will be in compliance with the National Incident Management System (NIMS) and fulfill the needs of the Town of Griffith in mitigating community emergencies in an effective, organized and safe manner.

The consultant will meet with representatives from the Town of Griffith Emergency Management Committee to obtain the information from the Town of Griffith to determine the final role and organization of the Emergency Operations Center staff and to collect any other information necessary to develop a comprehensive plan.

The consultant will present a draft of the Emergency Management Plan to the Town of Griffith Emergency Management Committee officials and will make on-site visits as necessary to discuss input and clarify any concerns or additions. Due to the fluid nature of Emergency Management Plans, the consultant will work with the Town of Griffith Emergency Management Committee officials on one draft.

Subsequent changes after the discussion and approval of the draft will be the responsibility of the Town of Griffith officials and/or Town of Griffith Emergency Management Committee officials. Once the draft report is approved, the Town of Griffith will be given five hard copies of the Emergency Management Plan and an electronic copy. A final presentation of the completed Emergency Management Plan will be presented to the Town of Griffith Emergency Management Committee officials and other designated Town of Griffith officials.

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting predominately in the field of police, fire, EMS, emergency management, human resource management, and other municipal services. The principals of the company have over 50 years of public sector and emergency management experience.

President: Dr. Tim McGrath

Address: McGrath Consulting Group, Inc.
P.O. Box 190
Wonder Lake, IL 60097

Office: Wonder Lake, IL

Contact: Phone: (815) 728-9111
Fax: (815) 331-0215
Cell: (815) 307-2780
Web: www.mcgrathconsulting.com
Email: tim@mcgrathconsulting.com

Federal Tax I.D. #: 01-0774070

The Lead Consultant for this project will be Robert Stedman:

Robert W. Stedman, Fire Chief – Lead Consultant

Chief Stedman has over 30 years fire/EMS experience and currently serves as Fire Chief of the South Shore Fire Department in Mt. Pleasant, Wisconsin. He has served as Fire Chief or Assistant Fire Chief in three other fire/EMS departments in the State of Wisconsin.

He recently served as the Project Manager for Emergency Management at Milwaukee Area Technical College and was responsible for the development and implementation of the Milwaukee Area Technical College Emergency Response Plan, Emergency Operations Center Plan and Continuity of Operation Plans (COOP).

Educational Background

- Masters – Vocational & Technical Education – University of Wisconsin - Stout
- Bachelors – Fire Science – Southern Illinois University
- Associate – Fire Science – Gateway Technical College

As a Fire and EMS Manager with over 30 years experience Chief Stedman has been involved in emergency planning and operations for numerous communities and served as Emergency Manager Director during the time he served as Fire Chief for the City of Waukesha, Wisconsin.

Chief Stedman has been instrumental in developing emergency management and hazardous material response plans throughout his career and has extensive experience in emergency operations training and exercises both as a Fire Chief and as an educator.

Emergency Management Plan Development Cost

The cost for the development of a comprehensive an Emergency Management Plan for the Town of Griffith, IN will be \$4,950. Additional expenses will include time and mileage for the trips to Griffith to meet with Town officials. The additional expenses will be priced at \$250 per trip plus mileage if the meetings are conducted after 5:00 PM. If meetings with the Town of Griffith officials are scheduled for times prior to 4:00 PM the price per trip will be \$500 plus mileage. The consultants will provide five hard copies of the final plan as well as an electronic copy to the Town of Griffith.

It is anticipated that from the start of the project until the completion of the Emergency Management Plan will take approximately (120) days after McGrath Consulting Group, Inc. receives a Purchase Order from the Town of Griffith or written approval from the Town of Griffith Town Board member Rick Ryfa to proceed with the project.

Please feel free to contact me if you have any questions about this proposal.

Respectfully,



Robert W. Stedman
McGrath Consulting Group, Inc.
Email – rstedman2@yahoo.com
Cell 414-491-4389

Cc: Dr. Tim McGrath