

TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA
MINUTES OF THE TOWN COUNCIL



September 16, 2025

**Public Meeting Advertised for 7:00 PM
Conducted at the Cedar Lake Town Hall
Pledge of Allegiance & Moment of Silence**

Roll Call:

Present	Robert H. Carnahan Council Member	Ward 1	Present	Mary Joan Dickson Council Member	At Large
Present	Julie Rivera Council Member	Ward 2	Present	Richard C. Thiel Jr. Council Member	At Large
Present	Nicholas A. Recupito Council Member	Ward 3	Present	Jennifer N. Sandberg, IAMCA, CMC, CPFIM Clerk-Treasurer	
Present	Chuck Becker Council Member	Ward 4	Present	Benjamin Eldridge Town Manager	
Present	Greg Parker Council Member	Ward 5	Present	David Austgen Town Attorney	

PUBLIC COMMENT

Teri Cox, 8505 W. 139th Avenue, stated their attorney, Nathan Vis, could not be present. He drafted a letter. Ms. Cox read from the letter.

Sue Fiene, 13835 Huseman Street, stated she is here over the walkway/path. She stated that Ms. Cox says the subdivision owns it. She stated she came to the September 2nd meeting and said she had done research but had not found a deed or title for it. Mrs. Fiene stated that prompted her to go through some old paperwork from her grandfather. She stated she had two responses from the Monon Railroad over the walkway path. Mrs. Fiene read from the documents.

Mrs. Fiene stated the survey plat of their lakefront homes, outlot, and walkway, has always stated, since 2010, that it belongs to the homeowners. The homeowners own the walkway path. Mrs. Fiene continued to discuss the survey plat. She stated it has always said, from 2010, that the homeowners own the walk path. When a home is sold on the lakefront, there is no separate deed for the walk path. It is all sold as one.

Ms. Cox stated she had the actual railroad deed that shows the where the railroad ran and there is no walkway on it.

CONSENT AGENDA

- Claims:** All Town Funds: \$260,955.99; Wastewater: \$251,450.28; Water Utility: \$62,237.14; Storm Water: \$2,022.43; Payroll (09/11/25): \$443,407.11; August Remittances: \$237,610.23
- Donations:** Four (4) United States Flags and Four (4) Indiana State Flags (from Woodman Life) c/o Caroline Sumara and Natalie Pace; EnviroFab – Joe Kocjan – In-Kind Donation to Police Department – Mount bars on three (3) cabinets
- Manual Journal Entries:** August 1, 2025 – August 31, 2025

A motion to accept the consent agenda was made by Chuck Becker with second by Greg Parker. Mr. Carnahan discussed the claims and Lowell Sewer Sinking Fund for August and September. He asked why they have August and September. He asked if they did not pay August. Ms. Sandberg responded she did not receive August. She had to reach out to Lowell to get an update. She received August and September at the same time. Mr. Carnahan asked if that was the same with the Lowell Sewer Works. There are two there for that. Ms. Sandberg responded she received the bills on the same date. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – Yes, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - Yes. Vote 7 – 0.

ORDINANCES

1. Ordinance No. 1517 – Rago Public Way Vacation

Mr. Recupito asked Mr. Austgen how they proceed since they had a reading a month ago. Mr. Austgen stated they have conducted the public hearing. That legal requirement is completed. Their deliberation is what they are here for now and any action they would consider appropriate. He stated it was heard here tonight and indicated to the Council that this was not a public way for vacation. Mr. Austgen stated he does not find that to be legally accurate. He stated it is a public way for vacation consideration. No Town ownership is reported. This property is argued to belong to the HOA. That is not a requirement either in the statute. Previous vacations were not valid. He stated he knows from having been the one that drafted the documents and sat through proceedings like this. There have been a number of public way vacations, some in this neighborhood. No challenges, no objections, or controversy over ownership occurred. That would have also been part of the comment that past vacations were improper. They were not. They are in the book and valid. The circumstance of the Lakeshore Homeowners Association is private. It is not the Council's responsibility to deal with private entity ownership dispute. It is not town governance responsibility. He stated they have all received the same

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documentation. There were plats, surveys, and legal descriptions provided. None of those items refute the character of the property as public. He stated he thought they would receive, as promised in a letter from the attorney for the homeowners, title work. That has not been received. He also indicated there is no current survey. The most recent survey is from 2010. Mr. Austgen stated they have an ordinance in front of them. If approval consideration was in a motion, he suggested they include that infrastructure would be underground and verified as such. That was a condition at the onset. Mrs. Rago stated they have owned the property for seven years. At no time, has anyone walked in front of their house on the abandoned railroad walkway, which is what their survey calls it. There is 60-feet beyond the path that is privately owned. Everyone who wants to be near the lake, will walk along the lakeshore. She stated she attempted to walk the path last month. She walked in front of their house as well as neighbors' grills, patios, and the utility pole. Even if she could walk the path, it stops before the Peterson's house. The last house before the conference grounds has been vacated. There is a fence at the conference grounds that has been there for fifty years. There is not a path to get to the lake from the walking path. She stated she would be walking through private property to get there. She stated there is access to the beach from Outlot C. It runs from the end of 139th Avenue and then 30-feet in front of their house and beyond. Everyone already uses. They have never prevented anyone from sitting in front of their house. Mrs. Rago stated the vacation request has nothing to do with Outlot C. That will always be available for Lakeshore residents because that is owned by Lakeshore. Mr. Rago stated they come before the Council concerning this path. It has been abandoned for probably 80 years. The seven years that they have been there, it has been covered with trees and brush. You could not access it. To the north of them, there are structures to be dodged. It is on a steep incline. People utilize the lakefront. Mr. Rago stated there is no need. This has been abandoned. Their property was fenced and had no access. He stated this vacation to build a deck does not affect the beach access. He stated they have met every objection or question from this Council and the previous Council. He stated they think it is time it is vacated so they can build their deck. Mr. Rago thanked the Council. Discussion occurred from the audience. Mr. Recupito stated everyone had an opportunity to speak or submit documentation for the last month. He stated the Rago Family has done everything the Town Council has asked them to do. This is going back before most sat on the Council. The lines have been moved and contingencies discussed. Mr. Recupito stated he is not for eminent domain. He would not want to take anybody's property, especially an HOA's property, with all the information given, it all went to the attorney. He stated that Mr. Austgen still states this property is public. He stated he wants to be clear. Everything has been shared. The Rago's have done everything they have been asked to do. Mrs. Rivera stated they have looked at both sides of this. Going back, she does not believe her decision would change. The lines have been buried by NIPSCO. That is what they asked. To go back now and saying adjacent owners have an objection now. She stated that is coming in late. They already had Mr. Rago do what he has been asked to do. Maybe in the future they need to expand who gets letters. It is not an easy decision. There will be people upset on both sides. She stated she hopes they are able to make a decision tonight and conclude. Mr. Recupito stated there have been opportunities to discuss. They could go all night with this. He clarified that this is not a petition to give up lakefront property. He stated he would be blunt. He feels like there has been a push to have the Rago's give up ten-feet of property to get ten-feet of property. He stated he does not agree with that. He stated this is not lakefront property being considered to be vacated. Mr. Thiel stated he asked Cliff to put the GIS visual up. Mr. Thiel stated that way he sees it as far as giving up lake access, it is not. He stated 139th to the other square just south of Outlot C is the access. Ms. Cox disagreed from the audience. Mr. Recupito asked her to quiet. Mr. Recupito agreed with Mr. Thiel. He stated there is access for the subdivision from 139th to the lake. Ms. Cox continued to disagree. Mr. Kubiak added that NIPSCO's agreement with the Rago's and also the application, states that they need to maintain the north seven and a half feet of that path for the utility easement. If there is a motion to vacate, it should just be for the south 42.5-feet of the legal description. Mr. Austgen stated the Rago's have the right to use the entire 50-feet. They have been given by agreement, the seven and a half feet to NIPSCO. They can continue to use it. He is cognizant of the NIPSCO language.

A motion to approve the Rago Public Right of Way Agreement contingent upon they follow the NIPSCO agreement and verification that the lines were buried as well as legal description of the property was made by Julie Rivera with second by Greg Parker. Mr. Austgen recommended the minutes be included. Mr. Carnahan stated he has been asked about his change in voting for vacations. He stated he would go back to voting no on vacations. He stated that is what he used to do. He stated he felt it is taking property away from somebody. Roll Call: Carnahan – No, Rivera – Yes, Becker – No, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - Yes. Vote 5 – 2.

PLAN & BZA

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1. Favorable recommendation to Town Council – Maintenance Letter of Credit in the amount of \$111,534.56 for Centennial Villas, Phase 2 and 3

This was approved 6 – 0 by the Plan Commission on August 20, 2025.

A motion to approve was made by Mary Joan Dickson with second by Greg Parker. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – Yes, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - Yes. Vote 7 – 0.

NEW BUSINESS

1. Disbursement Request No. 27 of Funds from 2022A Construction Fund in the amount of \$22,729

Ms. Sandberg explained the disbursement requests was for the outfitting of two of the four police vehicles approved earlier in the year.

A motion to approve was made by Richard Thiel with second by Chuck Becker. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – Yes, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - Yes. Vote 7 – 0.

2. Discussion and Award for Comprehensive Plan

Mr. Eldridge explained that two proposals were received regarding redoing the comprehensive plan. At the last Park Board meeting, there was discussion on the impact fee ordinance needing to be redone. They attorney recommended to the Park Board that they give a favorable recommendation to the Town Council to move on the Town comprehensive plan. They have had the two proposals now for a couple of months. He stated he reached out to four and only two responded, Lochmueller Group and Commonwealth Engineers. Mrs. Dickson asked if they are voting are two items. Mr. Eldridge stated they are asking them to award one of the two proposals. Mr. Carnahan asked him who he recommends. Mr. Eldridge recommended Commonwealth Engineers. He stated he has not worked with either firm. When comparing the two proposals, one is significantly less and very detailed in their proposal. They also provided references. Mr. Carnahan asked about the cost. Mr. Eldridge stated Commonwealth was around \$50,000 and the other around \$98,000. Commonwealth also provided an ala carte list for additional services.

A motion to award to Commonwealth Engineering was made by Robert Carnhan with second by Richard Thiel. Mr. Recupito stated he has two problems. First, he does not see it in the packet. He does not think it is appropriate to vote to approve without it being in the packet. Second, he is not comfortable approving a contract when there are only two prices for such an important document for the future of the Town. He continued to voice his concerns. Mr. Parker stated he concurred with Mr. Recupito. He stated they have had issues with Commonwealth in the past. Mr. Thiel stated he thought the presentation looked good. He stated he thought they all had it. Mr. Recupito stated they did but the public did not. Mrs. Rivera stated they did reach out to other firms and they did not want to do it. She stated they tried. Mr. Carnahan stated Christopher B. Burke did not want to do it either. Mrs. Rivera stated sometimes the pool is small and they need to take the two into consideration. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – No, Dickson- Yes, Thiel – Yes, Parker – No, Recupito - No. Vote 7 – 0.

3. Discussion and Approval of Verizon Cell Tower Contract

Mr. Eldridge explained they received a proposal from Verizon to construct a cell phone tower. They submitted a contract that was forwarded to the Town Attorney. The attorney made revisions to the contract. It was given back to Verizon. The changes have been made. The updated contract was received yesterday. Mr. Eldridge stated he provided hard copies to them. In that, it shows where the tower will be located. That is at the WPM site against the trees. Katie Harms is present on behalf of Verizon. Ms. Harms thanked them for having her. She corrected that she is with Diamond Communications, not Verizon. They are a telecom infrastructure company. They work with all of the carriers. This one is currently pushed by Verizon but has the ability to hold all carriers. This way it can cover multiple residents. Mr. Thiel asked about the design. Ms. Harms stated it would be a standard monopole approximately 175-feet. Mr. Eldridge stated there was discussion on antennas on water towers and revenue. When discussing with Ms. Harms, that is because

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they were looking at leasing Town property. Those offers were more. In this case, they would be constructing their own facilities at their own expense on a Town site. They will be getting passive revenue from this tower. It can hold up to four carriers. As more carriers are added, the Town will get a profit-sharing portion for the Tower. It is passive income and can go into where the Council sees fit. The income received will increase yearly by 2%. It is approximately \$900 per month. Mr. Eldridge stated the profit-sharing would increase 15% for each carrier. Ms. Harms clarified that it is 15% of the gross receipts that they receive from the carrier. Mr. Carnahan discussed the need for additional revenue. Mr. Recupito asked about the benefit to customers and how did they pick the location. Ms. Harms stated historically, Cedar Lake has not been welcoming to cell towers. Most of the carriers are on water tanks. The water tanks tend to have maintenance issues. Water Directors typically do not like them on the water towers as issues may occur. She stated they have two water towers and a tower on the south side on county property. She stated they do not have enough coverage. She stated when driving around, she had maybe three bars for a short period of time. She stated she is a Verizon user. She stated they do not have the coverage. Verizon has been trying to get in for a while. Mr. Thiel asked about clarification on the motion since Ms. Harms is with Diamond Communication and not Verizon. Mr. Austgen stated it should reflect both. Ms. Harms stated they are the infrastructure. They sublease to the carriers. It is an additional lease subbed to the carriers. A brief discussion continued.

A motion to approve the contract with Diamond Towers Five and Verizon was made by Julie Rivera with second by Richard Thiel. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – Yes, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - No. Vote 6 – 1.

4. Tree Removal Request at Potawatomi Park – 13034 Polk Street

Mrs. Ray explained the favorable recommendation from the Park Board. The property owner, Mr. Yukon, has a large tree encroaching into his property. At the Park Board meeting a favorable recommendation was made to allow him to remove the tree, utilize a contractor in Town, and list the Town as additional insured. Mr. Yukon will also place two additional trees within the Parks system. A brief discussion continued.

A motion to approve was made by Mary Joan Dickson with second by Chuck Becker. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – Yes, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - Yes. Vote 7 – 0.

5. Approval for Heart and Soul Funds of \$2,000 for Grant

Mrs. Dickson stated at the April meeting, they discussed being partners with the Heart and Soul grant. They received \$80,000 and there was a \$10,000 match over two years. At the time, they discussed giving them \$2,000 but they did not vote on it. She would like them to approve the \$2,000. Mr. Carnahan asked how much of the Tourism funds they had left. Ms. Sandberg stated they do not have any left. Mrs. Dickson stated this was supposed to be out of promotion. It is promoting Cedar Lake. A brief discussion continued.

A motion to award \$2,000 from Town Promotion was made by Mary Joan Dickson with second by Chuck Becker. Roll Call: Carnahan – Yes, Rivera – Yes, Becker – Yes, Dickson- Yes, Thiel – Yes, Parker – Yes, Recupito - Yes. Vote 7 – 0.

REPORTS

1. **Town Council** – Mr. Carnahan stated the Chamber of Commerce is selling Christmas Trees. There are 165 of them. They will be throughout the Town. The cost is \$100. Mr. Thiel discussed complaints regarding roosters in Town. He stated they need to remind people that they are not allowed. Mr. Recupito stated he was contacted by a resident and was asked if they can put in an active pedestrian crosswalk on 141st Avenue. By Heritage Way. Traffic between Centennial and Rose Garden is a concern. He asked if it was something Council wanted to look into. Mr. Kubiak stated that is the roadway they have Christopher B. Burke Engineering working on. Perhaps they could put something into that. He asked the Council if it was something they want to look into. Mr. Carnahan and Mr. Parker agreed. A brief discussion continued on crosswalks and looking into costs.
2. **Town Attorney** – No report.

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3. **Clerk-Treasurer** – Ms. Sandberg reported the State Board of Accounts Audit continues. The public hearing for the budget will be on the next agenda.
4. **Town Manager** – Mr. Eldridge reported on the Chamber Christmas Trees and providing the electric service. He asked about the meet and greet with Santa. He stated location is being discussed. Cliff met with the electrician and plumber for the installation of the water softener at the Fire Station. He will be talking with Barnes and Thornburg on Thursday morning to make a checklist of what needs to be done to make the transition to the Town. Mrs. Dickson asked about the Park Impact Fee. She asked if they need to make a motion to approve it. Mr. Eldridge stated the recommendation and process to update that impact fee ordinance. The process Mr. Austgen provided, included the adoption of the Town's comprehensive plan. They have one but it is outdated. The recommendation from the Park Board to Town Council was that they update the comprehensive plan so they can include that. Mrs. Dickson asked if they could move forward with the impact fee. Mr. Eldridge stated that is correct.
5. **Director of Operations** - Mr. Kubiak reported they have received complaints of roosters directly to the Building Department. He has gone out a few times to address. He stated they were previously working on an ordinance that allows chickens but that is no longer a thing. He is not sure where everyone stands on that. He stated chickens are not allowed but the roosters are the problem. He is not sure what they want to consider. Mr. Recupito stated he would not be opposed to a chicken ordinance. Discussion continued on the matter. Mr. Kubiak reported on the crosswalk near MacArthur School. He stated there is no good place to put a crosswalk. There is nowhere on the north side of 129th to receive the traffic. The only thing he could come up with is making Edison a path and not a road. Without getting land on the north side, the best solution is to provide a crossing guard. A lengthy discussion continued on the proposed crosswalk. Mr. Kubiak reported the Shades project by Zip has completed drainage. Paving should start soon. Mr. Parker asked if they are doing by Rosati's as well. Mr. Kubiak stated yes. They added some more drains and ditch work by Fulton. Mr. Parker asked if they are going to put curb by Rosati's. Mr. Kubiak stated no curb. Mr. Becker asked if they are going to lose width of the road. Mr. Carnahan asked if they can drive on the curbs. Mr. Kubiak stated yes. Mr. Carnahan stated the curb is part of the roadway. A brief discussion continued.
6. **Police Department** – Chief Gruszka reported on the monthly call report. On September 27th there will be a women's self-defense class. Currently, there are 29 people signed up. It will be taught by Reserve Corporal Harry Preste. On October 25th, they will be participating in the Trunk or Treat event. He stated they are accepting donations for that. He reported on the currency in custody ordinance. He gave thanks to the Clerk-Treasurer's Office, particularly Jennifer and Gayle. They did a lot of counting. Over \$15,000 and that money is now in the bank. The hard work comes to try and find whose money it was. He stated they have had good police work this month. He stated Officer Ben King worked a shoplifting case at Luke Gas Station. He stayed with it and was able to identify the perpetrator. Officer Shaun Meyer assisted the Lake County Sheriff's Department in a hit and run fatality. It occurred by Nine Mile and 133rd. He is a savant with the license plate reader. They were able to find the car that did it, trace it back to the owner, and locate the driver and make an arrest. Deputy Chief Brittingham, Commander Kidd, and Chief Mager worked a fire that ended up being a meth lab. There were charges and great corporation by all. He stated they did a great job piecing things together. The annual insurance inventory list is almost complete. Chief Gruszka stated there have been complaints on e-bikes. He stated he reached out to the school director of safety. There was assistance from Sergeant Moake and Corporal Allande. They are working with the school and helping to educate the kids. Mr. Parker stated there has been discussion about Grand Prize Cars on US 41. He stated when cars are delivered and the car hauler pulls to the side of the road; it is virtually impossible to get out of those businesses. He voiced concerns with them continuing to do that. Chief Gruszka stated he received a complaint this week and is looking into it. He was hoping to get with the owner to see what can be done. Mr. Parker continued to voice concerns about safety.
7. **Fire Department** – Chief Mager stated they are moving forward with the hiring process for the replacement hires. He would like to acknowledge Firefighter/Paramedic Beyer as he received the 2025 Albert's Jewelers Hero Award last month. He discussed the training and operations report. He briefly discussed community engagement and the budget.
8. **Parks Department** – Mrs. Ray stated there was a recommendation sent to the Town Council on September 5th regarding the impact fee. They asked them to begin the selection of the advisory commission. Once that is together, the work will begin with the engineering firm on the study. Mrs. Rivera asked about the advisory board make up. It was stated they need an engineer, a realtor, and a CPA. Mrs. Rivera asked Dave if they need to advertise those spots. Mr. Austgen stated no. They can if they want. Mrs. Rivera asked about getting the word out. Mrs. Dickson discussed a tight timeline. In the past they were just appointed. Nick and Ben can handle it. Mrs. Ray stated they had the Bands, Brews, and Bugaboos event this past weekend. She commended Bugaboos and their hard work on the event. Hopefully, they can plan more in the future. Mr. Carnahan

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stated he showed up and saw there were adults in area and kids in another. Mrs. Ray stated a couple families did show up. They missed the memo on the 21 and over event. They sat on the opposite side of the midway and enjoyed the opportunity. They were outside of the event space. The next kid friendly event is the Trunk or Treat on October 25th. They are accepting candy donations. They will have a DJ and a hayride. They anticipate a large attendance. A brief discussion continued on Bartlett-Wahlberg Park and updates made this year.

WRITTEN COMMUNICATION

1. **Building Department Report** – Available in the agenda packet.
2. **Christopher B. Burke Report** - Available in the agenda packet.
3. Mr. Recupito read a letter from Allan J. Lattz at 12732 Wheeler Street. The topic was public works. It commended Mr. Kubiak for his work in tackling a wasp nest.

PUBLIC COMMENT

Michael Fiene, 13835 Huseman Street, stated he was here a year ago to bring to their attention a code violation. He stated the person who built the house next to him had a code variance agreement of five-feet. He stated the agreement was violated by three to five feet. Then a generator was put in. It is on Mr. Fiene's property and it never received a permit from the Town to put it in. They found out in January of this year. They got a lawyer and confirmed no permit was granted. He stated Mr. Kubiak knew no permit was granted. To this day, nothing was done. He stated he got in touch with NIPSCO and the Cedar Lake Fire Department. He was told to get in touch with the Building Department. NIPSCO and the Fire Department agreed there was a code violation. Mr. Kubiak went out September 11th to see the violation. It is still there to this day. Mr. Fleming has sold the property. Mr. Fiene continued to voice concerns with the violation and selling of the house to a new property owner and what that means for the violation. He asked what is going on and why it has not been taken care of. Mr. Kubiak stated he has been out there. There is a generator there that was not permitted. It was put in five years ago. There is a fresh air intake putting carbon monoxide into the house. He looked at it and saw a dryer vent more than three feet away. That is the code. The furnace intake was combustion air and approximately twelve feet away. That is not an issue. Mr. Kubiak stated he was unsure about issuing a violation for something installed five years ago. He had a short discussion with Ben about it. Mr. Fiene voiced concerns with the generator being in the walkway. Mr. Kubiak stated he did not know where to go with this one. Mr. Recupito asked about the BZA contingencies. Mr. Kubiak stated he did not know about those. He only went out to investigate. Mr. Recupito stated there was an unpermitted item. Mr. Fiene continued to voice concerns. Mr. Carnahan asked what they could do. Mr. Austgen stated if there are code violations. They may enforce them. Mr. Fiene asked if it is against the law to put something in without a permit. Mr. Austgen stated of course it is. Mr. Eldridge stated the house has been sold. He asked about issuing the violations to the previous homeowner. Mr. Austgen stated they can start there. Mr. Recupito stated something needs to be done. A brief discussion continued on pursuing the matter. Mr. Wroe found the BZA contingencies. It specifies nothing is to be placed in the five-foot easement.

Joyce Ivy, 13874 Hatteras, asked about the Verizon tower location. Mr. Recupito stated just to the south of Town Hall. Mr. Thiel stated at the WPM well site and up against the west side of the property. Mr. Recupito stated there is a large clearing.

ADJOURNMENT President Recupito called the meeting to adjournment at approximately 8:39PM.

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COUNCIL OF THE CIVIL TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA

Robert Carnahan, Ward 1

Julie Rivera, Ward 2

Nick Recupito, Ward 3

Chuck Becker, Ward 4

Greg Parker, Ward 5

Mary Joan Dickson, At-Large

ATTEST:

Richard C Thiel Jr., At-Large

Jennifer N. Sandberg, IAMCA, CMC, CPFIM
Clerk-Treasurer

The Minutes of the Cedar Lake Town Council are transcribed pursuant to IC 5-14-1.5-4(b), which states:
(b) As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken by individual members if there is a roll call.
- (5) Any additional information required under section 3.5 or 3.6 of this chapter or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication