

Town Copy

TOWN OF ADVANCE

REGULAR MEETING – MINUTES

LOCATION: ADVANCE FIRE DEPARTMENT

APRIL 11, 2016

7:00 PM

112 N. Main – P. O. Box 67 Advance, IN 46102 Phone: (765) 676-6611

Fax (765) 676-6696

Email: advanceCT@ilines.net

Council Members: Matt Johnson (President), Melody Fry, Dale Thompson, and
Jim Caldwell

Clerk Treasurer – Shari Johnson

Superintendent: Nathan Reed

Marshall: Ray Hieston

Attendees:

Council Members: Matt Johnson, President (Absent), Melody Fry, Dale
Thompson, and Jim Caldwell

Clerk-Treasurer: Shari Johnson

Town Marshall: Absent Bobby Taylor, Reserve Representing

Town Employees: Chris Sheldon, Nathan Reed

Councilman Caldwell conducted the Town Meeting in President Johnson's
absence. Councilman Caldwell called the meeting to order at 19:03.

Others Present:

David Gregory, Sally Caldwell, Randy Hill, Curtis Clanton, Amanda Slaven, Karen Hiese, Jacqueline Covington, David Rogers

Pledge of Allegiance

Meeting Minutes from March 14, 2016

Councilman Thompson made a motion to accept the Meeting Minutes from March 14, 2016. Councilwoman Fry seconded. All in favor, motion passed.

Police

Reserve Taylor gave the police report. For March there was one written warning, 2 verbal warnings, assisted the Fire Department once, assisted a person once, one local Police Service, attended three meetings, one Police Escort, one golf cart permit issued, one animal complaint and one bite for a total of 21calls last month.

Community Day update was given by Clerk-Treasurer Johnson. Meeting was held and vendors being sought. No fee for vendors, no electricity. Committee would love to have Direct Sales or craft vendors for the day. Food for Community Day is set. Generator is set for band. The next meeting is Tuesday April 19, 2016 at the Town Hall at 7pm. Volunteers welcome.

No update on car grant.

Clerk-Treasurer

Clerk-Treasurer Johnson stated that consultant Retha Hicks was to be coming in that week to rectify the Fund Report. Council had no questions on the Fund Report.

This was the first month for paper bills. Office had received concerns of the look of the bill and the Clerk's office would be looking into improving and explained how the bills now look and how to interpret.

Clerk-Treasurer Johnson reminded everyone that Heavy trash day is May 14, 2016 and details were outlined in Town's newsletter.

Lastly, the IRS tax issue is still pending. Clerk-Treasurer Johnson stated that she had received correspondence that the forgiveness letter had been received and was under review. The IRS requested 45 days to review and that the case was being assigned to a Revenue Officer.

A letter was written to PERF requesting fines and penalties that the Clerk could not find authorization for be reimbursed.

Clerk-Treasurer Johnson requested payment of training. There are two sessions. One session is in May with IACT on the 10th and 11th. And the second training would be in June with SBOA and ILMCT from June 5-9, 2016.

Councilman Thompson made a motion to pay for Clerk-Treasurer training in May and June. Councilwoman Fry seconded the motion. All in favor, motion passed.

Fire

Michelle Reed gave the fire report. In the month of March there were three fires, and 9 EMS runs.

Utilities

Mr. Reed reported electric meters were changed out and 145 meters were done in March. Meters were on backorder which slowed down changing meters out. Well 3 plumbing was ordered to complete fix the well. Left to do in April is changing out meters, approximately 86 are left. Clerk-Treasurer Johnson stated that with the installation of new meters, there may be kinks and possibly errors on bills and to please be patient with

office and for residents to please feel free to come into Clerk's office to discuss bill.

Randy Hill questioned when meters were purchased. Mr. Reed stated that meter purchases had begun last year purchasing refurbished meters for \$35. Mr. Hill question when the purchase of these was approved. Mr. Reed stated that he has a \$1000 per month allowance to spend and Mr. Hill as for Council President authorized the claims each month.

Councilman Caldwell stated there is an issue with line-loss and meters could be contributing to this.

Library

Jackie Covington spoke on behalf of the Library. Pat Mchargue retired on April 1, 2016 after 8 years of service to the library. Library wanted to publically recognize her service to the community and library. The library is committed to helping with Community Day by selling popcorn and popsicles and donating all proceeds to the police department. The library is still operating without a permanent light or ceiling structure in the bathroom and requested help from the Utility Superintendents. Councilman Caldwell questioned if the gentleman from the last council meeting ever helped. Mrs. Covington stated he never showed up. Mr. David Gregory questioned if the Town owned the library and if the Town was responsible for all the library's expenses? Councilman Caldwell stated technically Town owned library and the he wasn't sure who owned the library inventory. Councilman Thompson said that the library was a big expense to the Town. Mrs. Covington stated she would contact Gary Hedrix for library bathroom repairs. The next library meeting would be May 2, 2016 at 5:30 and the library is in desperate need of volunteers.

Park

No one in attendance

CLAIMS

Councilman Thompson made a motion to accept the claims for March 14, 2016. Councilwoman Fry seconded. All in favor, motion passed.

OLD BUSINESS

Mr. Reed stated Pioneer Restoration had been to Town Hall to inspect leak and documentation would be sent to Clerk.

Councilman Caldwell stated that he, Clerk-Treasurer Johnson and President Johnson met with Pat Callahan to go over the Rate Study. After meeting with Mr. Callahan, it was determined that more work needed to be done because of issues that needed to be cleared up, due to records not being correct. Council is looking at June to have Study completed.

Dan Fry is to be Advance's new APC representative.

Councilman Thompson made a motion to accept Dan Fry as the new Advance APC representative. Councilman Caldwell seconded. All in favor, motion passed.

NEW BUSINESS

Councilman Caldwell stated the Hazardous Mitigation Committee is seeking a town resident to be on the planning team. The team will meet 3-4 times and the Town resident will give input for the planning. Any interested individuals should notify the Clerk-Treasurer.

Councilman Caldwell addressed communication of the Town's employees and residents. Residents should take concerns to the Clerk's office and a work order will be written. If Superintendents know of an issue, to please notify Clerk and she will notify the Council President. Clerk-Treasurer Johnson stated if there is a weekend emergency, she is not in her office on the weekend, please do not leave a voicemail, to contact emergency numbers.

Councilman Fry stated she is still working on the dog ordinance and it should be ready to read at the May Council Meeting.

Councilman Caldwell stated that job descriptions need to be written and requested employees write up functions of all they do and so employees don't do work outside of their realm of responsibility.

Tree trimming was addressed by Councilman Caldwell. Mr. Shelton stated there are approximately 15 trees need to be trimmed and approximately 12 trees that are dead or half dead that need to be taken all the way down.

Mr. Shelton expressed that some trees can cause electrical safety issues, public safety issues and some trees are the homeowner's responsibility. Councilman Caldwell said trees need to be identified and obtain permission from the homeowners before cutting on trees and verify which trees would be the homeowner's responsibility. Mr. Shelton stated some trees are out of their reach and a tree trimmer(s) would need to be called and quote pricing. Councilman Caldwell stated due to funds, some trees may need to be done this year and some next year.

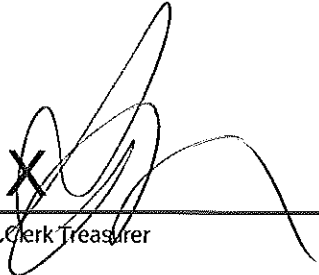
After reviewing the Employee Handbook, Councilman Caldwell requested Councilman Thompson review and modify. The handbook will need to be adopted by Ordinance to the Town. Mr. Hill stated Dennis Dunlop wrote the handbook and mirrored it to Jamestown's Handbook. Clerk-Treasurer questioned Mr. Hill if Mr. Dunlop left a CD so that the Town could make changes to the handbook without having to rely on Mr. Dunlop. Mr. Hill stated Town should have a copy and Clerk-Treasurer Johnson stated there was no CD. Mr. Hill stated that he should still have a copy in electronic format. Councilman Caldwell stated that there are many missing documents and that Ordinance book needs to be codified.

Clerk-Treasurer Johnson stated she set up OSHA Training on May 5, 2016 from 9-11am.

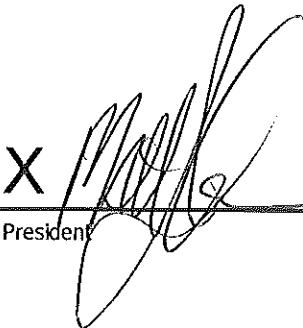
Councilman Caldwell opened the floor to the public. No comments.

Councilwoman Fry made a motion to adjourn meeting. Councilman Thompson seconded. All in favor, motion passed.

Meeting adjourned at 20:32.


X

Clerk Treasurer


X

President