

TOWN OF ADVANCE

REGULAR MEETING – MINUTES

LOCATION: ADVANCE FIRE DEPARTMENT

February 8, 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, Melody Fry, Dale Thompson, and Jim Caldwell

Clerk Treasurer – Shari Johnson

Superintendent: Nathan Reed

Marshall: Ray Hieston

Attendees:

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

Clerk-Treasurer: Shari Johnson

Town Marshall: Ray Hieston

Town Employees: Chris Sheldon, Nathan Reed

Others Present:

David Gregory, Darrell McKinney, Sally Caldwell, Caleb Otto, Randy Hill

Pledge of Allegiance

State Fire Marshall James Greeson and Asst. State Fire Marshall Robert Johnson to speak.

President Johnson introduced Mr. Greeson and Mr. Johnson and stated they were requested to come to the town to address issues from the past and give the town clarification on State Code.

1) When locking a fire hydrant what are the rules and penalties.

Mr. Greeson shared information from the fire code and the Indiana Code Council, under the 2012 International Fire and Building Code and 2014 Indiana Amendments: see code 507.5.4-.5.

Unobstructed access to the fire hydrant must be maintained at all times and must not be deterred from gaining immediate access to the fire protection of the hydrant. It is against State Fire Code and there must be a 3 foot clearance around fire hydrant and anything that obstructs access is against fire code. Some water companies that have had issues put a special type of a cap with a special hydrant wrench to open and they work with the fire department to supply the wrench.

Inspection of the fire hydrants and inspection of flow testing and maintenance of the fire hydrant is designated by the local fire code official. Lebanon can establish, or in the absence of a local jurisdiction, the Marshall can enforce. If someone wants to issue a violation, there is an 18 day window to appeal.

2) For training, using fire hydrants to transport water, what is the code?

Mr. Greeson questioned if the Fire Contract addressed training and does the contract need to be re-written? Mr. Greeson questioned how much water was used per year and how it was charged. Councilman Caldwell stated in the past water wasn't charged and each hydrant has a cost of \$176.98 each, which is about 1.3 million gallons of water which is never used, maybe a 250,000 gallon maximum.

Mr. Greeson suggested sitting down with the water company and have a conversation about how much training is done and how valuable it is and that water supply is available. Proper usage of water will actually save water in the long run. The contract must state usage and stay within limits. Mr. Greeson questioned if the water company was ever notified of usage. Councilman Caldwell directed conversation to Tony. Tony stated that dispatch would notify the water company so they can take appropriate measures. The only water source is the water tower, and pressure can drop quickly. In training, a sizeable amount is used. Mr. Greeson stated the reason he asked that question is because in Indianapolis, contractors would use the hydrant and then when the fire department went to use, it wouldn't function properly. They would notify the water company so the hydrant could be serviced after usage. Mr. Greeson also suggested that training times be during times of low usage if possible.

Mr. Johnson asked what the ISO rating was. Councilman Caldwell stated 6. Mr. Johnson also stated that if the ISO rating was down, it would save tax dollars.

3) The Town pays \$176.98 per hydrant in tax dollars which is approximately 1.3 million gallons of water. Are there any restrictions from the state?

Mr. Greeson said, no.

4) What is the role of the Fire Department in hazardous mitigations?

What is looked at is needs assessment of the town and what potential hazards may exist. The Town's biggest hazard would probably be weather. The Town would need to identify places if people needed to be relocated. An agreement needs to be reached with the location and the Town. Any facility that houses chemicals needs to report to the state. A plan needs to be made with places with chemicals as well. If there are unsafe buildings in the Town, there "may be" funds in the state for mitigation. Mitigation is primarily handled in their agency in response to recovery, but that mitigation has a lot to do with flood plains. The Town should do a needs assessment and identify any potential hazards. If any events happened in the past if Town can relay back to and identify the cost of prior events and how they were handled can help in mitigation.

Mr. Greeson questioned whether the Town had mutual aid agreements with surrounding communities? Councilman Caldwell stated we did and they were in writing but there was nothing written that stated after so many hours the Town would be charged and vice versa with the other communities. Mr. Greeson stated that this was important to have because if there is a Federal Disaster in the Town receives a Presidential Declaration, and all the time Fire Fighters and equipment are used, FEMA will look to see if a charge schedule was utilized and if not, it is very difficult to be reimbursed.

Mr. Greeson stated if any help or assistance is needed to contact him at JGreeson@dhs.in.gov.

Mr. Greeson stated there were smoke detectors that could be given to residents and Sally Caldwell mentioned Community Day that the Town would be hosting in July, and they could be distributed and done in conjunction with the event.

President Johnson opened the floor to the public.

Randy Hill stated he had previously been on the council, and there were disagreements that stemmed to missing water and the council began

investigating where did the water go. So the council decided to check with the fire department first and requested records of what water was used so the council could back into what was missing. They found the fire department used the water to fill swimming pools and was paid and allowed members to use water and the council questioned if this is how things should be done. The disagreement was, 'is filling swimming pools constitute training, and if the fire department was being paid for it, should the town give the water for free?' Mr. Hill felt that this issue was still a stigma, and that is why it was still being addressed.

Councilman Caldwell turned the comments over to the Chief Training Officer, Tony Petro. Mr. Petro stated that any time firefighters take the tanker out, they offload water into a stagnant water source and come back and refill water, is the same operation if they were at a fire, but not under emergency conditions. The fire fighters do this to be proficient because the town does not have many runs and they are all volunteers, and they do their job to benefit the community.

Mr. Greeson agreed that training is needed. But the questioned asked should be "what's right."

Mr. Hill retorted Mr. Greeson answered question well in that it was not a matter of training but usage and what is reasonable.

President Johnson stated the reason the council requested Mr. Greeson and Mr. Johnson to come out was not to rehash old issues but the community had questions and felt it was pertinent for them to come out and discuss the issues the town had, and he really appreciated them coming out.

Mr. Greeson stated that a survey would be coming soon. The Lt. Governor commissioned the Marshall Office to do a study on the retention and recruitment of EMS and volunteer fire in the state of Indiana. Mr. Greeson requested they be completed to make good decisions and recommendations.

Mr. Hill proposed another question. Are fire districts beneficial or harmful to municipalities who cross townships/towns? Doesn't that allow them to be a stay culver in their budgeting and financing verses contracting?

Mr. Greeson stated if anyone wanted answers to contact Plainfield Fire Department, or Brownsburg Fire Department.

Meeting Minutes from January 11, 2016

Councilman Thompson made a motion to accept the Meeting Minutes from January 11, 2016. Councilwoman Fry seconded. All in favor, motion passed.

Utilities

Mr. Reed stated there were recalls on the IRTs that go on the water meters, batch 680, at no cost to the Town. Moisture was causing the meters to give wrong reads or not transmit.

Mr. Reed also stated that a sewer backup happened on E. Wall Street. He explained this backup had happened before. The tank was dug up to look for a leak. A back water valve that only allows water to go one way was put on.

During the month, new electric meters were installed to trim down line loss. Mr. Reed opened up to the Council for questions.

Councilman Caldwell questioned how many sewer tanks a month were pumped. Mr. Reed stated that 5 tanks a month were pumped, unless there were issues.

Councilman Caldwell also questioned the manholes filling up with solids, and were these going to be cleaned out? Mr. Reed stated the laterals/mains hadn't been taken care of and they were halfway full of solids and debris in the lines and it clogs up the sewer system, which would require a sewer company to jet it out.

President Johnson questioned the issue on Wall St. from this past month. Mr. Reed stated a camera was run through and a black spot found, and Hopper Excavating was called out. Mr. Reed informed the council a valve was placed on the lateral, and hoped it would resolve the issue. He also stated there was an issue at the church as well.

Councilman Caldwell questioned if the plant was cleaned and the laterals cleaned would this solve the problem? Mr. Reed stated it's hard to say. The Town uses the sewer mains as storage tanks, and the Town needs to look into a larger lift station.

President Johnson requested a report be given to the Clerk-Treasurer a week before meeting to include in Council packets to describe work that was done.

Mr. Reed discussed pot hole paving on E. Wall. President Johnson questioned what had been done in the past. Mr. Reed stated in the past pot holes were cold patched and would disappear over time. President Johnson requested Mr. Reed obtain quotes from asphalt companies. Mr. Reed questioned how the quotes should be given. President Johnson requested companies survey all the streets and a unit price for one street/pothole, including allies.

President Johnson addressed with Mr. Reed the concern of line loss.

Mr. Reed gave examples of rating transformers, and town needed to buy new transformers and was the town able financially right now able to.

President Johnson then asked if IMPA had a plan to come out and do an evaluation and if there would be a fee. Mr. Reed stated there possibly could be a charge for that, and President Johnson requested Mr. Reed contact IMPA and explain Town's situation and what they could do to help the town and Mr. Reed agreed to do.

Councilman Caldwell asked Mr. Reed about the line balance, and Mr. Reed stated it was good and the only issue was changing out switches. Mr. Reed stated there were switches at the shop.

Park

President Johnson stated the town was still looking for those interested in helping on the Park Board and to contact Clerk-Treasurer Johnson if interested.

Library

No one in attendance.

Police

Marshall Hieston stated there were three traffic tickets issued and seven verbal warnings. The police were assisted four times, the fire department once and medical once and police service one local. Two meetings were attended. One hand gun permit was issued. An accident report, assault report and a PI report were written, and assisted one PI report. One misdemeanor arrest was made.

Marshall Hieston stated his car broke down and the problem was a cam shaft sensor and the part was awaiting delivery.

President Johnson questioned how the other cars were running. Marshall Hieston stated they were getting by with what they had.

Marshall Hieston informed everyone of Community Day and welcomed everyone to come and help. Three people were in attendance at the last meeting. Clerk-Treasurer Johnson stated the next meeting would be Tuesday February 16, 2016 at 7pm. in the Town Hall.

Caleb Otto spoke on police car grant for the town. Mr. Otto stated there were questions from those on the grant committee for the board. Mr. Otto had been in contact with Mary Barra, CEO of General Motors who put Mr. Otto in contact with Brian Bowden who is the National Government Sales Rep. They want to help the town, but they cannot give brand new cars and asked if there was any money the town could put towards something so a dealership could be credited, or if there was a plan in the future budget and the town was working for a way to be self supportive. President Johnson stated he would like to schedule a meeting within the week.

Marshall Hieston questioned the reinstatement of Reserves. President - Town Financial Consultant, and discussed the 1782/Budget. As of now, with budget restraints the board would not be able to bring reserves back on as part-time deputies. The council would need to know costs such as clothing allowance and training costs, and then re-evaluate bringing reserves back in the future.

Randy Hill stated the Town previously had a grant, and to search out other can.

FIRE

Tony Petro, In January, the Fire Department had 4 MVAs, 7 EMS runs and one fire run for a total of 12 runs. Uncertain of when they will begin, there will be monthly testing of the tornado sirens and the third Friday of the month at noon. This should help reduce maintenance cost.

Clerk-Treasurer

Clerk-Treasurer Johnson covered the Fund Report stating that everything was in the black excluding the Park Fund, -\$15,661.23, Water Depreciation Utility -\$42310.59, Sewer Utility Operating and Maintenance -\$384.54, and Electric Customer Deposit -\$175.00 and Payroll -\$331087.87. After meeting with the Town's Financial Consultant, the best recollection was the Payroll Fund was never sent over to the Fund software, so in actuality the General Fund has approximately \$20k, the Water is approximately -\$110k, and Sewer is -\$72508.27.

This stems to the Police Department not currently being able to bring back Reserves, because they are paid out of the General Fund.

Clerk-Treasurer Johnson then covered the Town's tax issues. An erroneous account had been paid into for State Taxes. In 2014 no payment was made. Collection notices were ignored which lead the unpaid taxes to go to a Warrant. The Warrant was not handled so the account then went to a collections agency, Premier Credit. The collections agency stated if the Town did not pay the Warrant the Town's assets could be frozen. Todd Caldwell, with SBOA, stated to pay the Warrant to "make the bleeding stop" and get authorization from the Council at this meeting. One payment was due in December of \$809.74, and the other in January for the difference due for a total of \$1619.47.

Councilman Caldwell made a motion to accept the payment to Premier Credit in the amount of \$1619.47. Councilwoman Fry seconded. All in favor, motion passed.

As a result, a refund was requested from the state for the amounts paid into the erroneous account, less fees and interest from the collections agency and warrant for a total of \$2400, approximately.

Clerk-Treasurer Johnson stated in December, the IRS was in her office, requesting 941 Returns, which are for Withholding Tax that had not been filed from 2012-2014. She completed this task. As a result, she received letters, in back taxes, fines and penalties in the amount of \$69,170.12. After speaking with our software company, to the best recollection, updates had probably not been assessed properly and updated in the system, and therefore; incorrect tax rates were applied. She spoke with Pat Callahan, and he agreed to go with her to the IRS. All the taxes were due by the end of February.

Councilman Caldwell made a motion to pay any potential fines and penalties to the IRS in the amount of \$69170.12. Councilwoman Fry Seconded. President Johnson voted yes. Councilman Thompson voted ney.

President Johnson stated recovering from previous Clerk-Treasurers was being investigated.

Clerk-Treasurer Johnson presented insurance rates for Employee benefits. Councilman Caldwell made a motion to table the discussion of insurance for Employee until employees can review and hold a Special Meeting.

In March, there is Clerk/Deputy training with the IMLCT at Ball State. Clerk-Treasurer Johnson requested a grant to cover her fees for training. Councilman Caldwell made a motion to pay for training at a cost of \$900 for the Clerk and Deputy. Councilman Thompson seconded, all in favor. Motion passed.

CLAIMS

Councilman Caldwell made a motion to accept the claims for February 8, 2016. Councilman Thompson seconded. All in favor, motion passed.

OLD BUSINESS

Mr. Reed stated he did not pass his certification test. In a couple weeks he should have results. Mr. Reed stated test had an 87% fail rate.

Ordinance 2016-01 was presented, which allows the Town President authorization to pay an expense up to \$5000.00 after the Clerk-Treasurer verifies the availability of funds before a Council Meeting. Councilman Caldwell made a motion to suspend the second reading of the Ordinance. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Thompson made a motion for the adoption of Ordinance 2016-01. Councilwoman Fry seconded. All in favor, motion passed.

The recycle dumpster relocation had been completed. Mr. Reed just needs 4x4s to put the sign up.

Four people had expressed interest in being on the Park Board, Michael Prague, Brad Bucy, Ragan Shuptrine, and Lindsey Frady. No funds are available for the Board.

Sally Caldwell stated 4-H is looking for improvement projects and can help the Park Board.

NEW BUSINESS

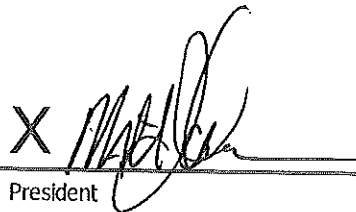
President Johnson requested a new invoice procedure, where the utilities and Marshall reviews the invoice, note what invoice is for, sign and date the invoice.

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

Meeting adjourned at 8:32pm. The next Town Council Meeting will be Monday March 14, 2016 at 7pm at the Fire Station.



Clerk Treasurer



President