

Drum Copy

TOWN OF ADVANCE

MEETING MINUTES (Memoranda)

LOCATION: ADVANCE TOWN HALL

February 11, 2019

7:00 PM

112 N. Main – P. O. Box 67 Advance, IN 46102 Phone: (765) 676-6611 – Fax (765) 676-6696

Email: advanceCT@townofadvance.com

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

Clerk Treasurer – Shari Johnson

Marshal: Brad Thomas

Attendees: Council Members, Melody Fry, Dale Thompson, and Jim Caldwell

Marshal: Brad Thomas

Clerk-Treasurer: Shari Johnson

Others in attendance: David Gregory, Jeff Hopper, Lisa Henry, Nancy Hopper, Koren Grey, Kathy Frederick-Caldwell, Shannon McLeod, Keith Cromwell and Ed Charleton.

Councilwoman Fry called to order the Council Meeting at 7:00 p.m.

Pledge of Allegiance

Rules of Order

Shannon McLeod – PPR, Grant Administrator:

Ms. McLeod introduced herself and gave a background of her qualifications and a background of her company, Priority Project Resources (PPR). Ms. McLeod has done grant administration for 28 years and knows all programs available (USDA, OCRA, SRF) and has an excellent success rate. She trains administrators for OCRA. Her company is located in Greensburg, IN. Her company can do all required reporting such as income surveys etc.

Councilman Caldwell questioned if fees were paid upfront or included in grant/loan. Ms. McLeod advised no as the environmental assessment would need to be completed before the application but could be contributed to the match. Services that would not be part of the match are the grant writing fee of \$1000.00 and \$1500.00 for the application and are pre-development costs. In the event the first request isn't funded, the application is redone at no charge.

The Income Survey would need to be completed. Councilman Caldwell stated that the last survey was done in 2010. Ms. McLeod advised the surveys are only good for 5 years. The town is at 48% and the Town would need to be at 51%.

CT Johnson questioned whether work done prior to the grant award; could funds be applied as part of the match and Ms. McLeod advised, no.

Discussion ensued regarding the original application Gary Ladd, the Town Engineer completed in 2014, would need to be updated. However, if work was included in the preliminary engineering report could be reimbursed from the loan and the funds would need to be deducted from the budget submitted to OCRA. Some local funds might be able to be used.

To meet the first funding cycle with OCRA is May 4th proposal, which is a two phase process and the full application is due June 28th. The environmental survey would need to be done the end of March, beginning of April. In April the Income Survey would need to begin. The CT would need to provide a list of all sewer customers with addresses to PPG. The \$3000.00 charge would cover all aspects of the Income Survey and considered a pre-development cost.

A breakdown of charges was presented. The sight visit with OCRA **must** have the Council President available.

Discussion of prior grant applications ensued.

For \$4000.00 gallon of service fees, CT Johnson thought the fee was \$41.05. A rate study would need to be conducted.

Councilman Caldwell made a motion for the Town of Advance to bring on Shannon McLeod as the Town's Grant Administrator for the WWTP Project. Councilman Thompson seconded. All in favor, motion passed.

Ms. McLeod will be reaching out to SRF to get the process moving and will email the agreement with cost breakdown to review for the March meeting.

Councilman Caldwell made a motion to approve the meeting minutes from the January 22, 2018 Council Meeting. Councilman Thompson seconded. All in favor, motion passed.

Police – Marshal Thomas:

Marshal Thomas stated there were 21 runs in the month of January. Runs ranged from calls on dogs, kids that missed the bus, a threatened suicide, harassment and burglaries.

Discussion ensued regarding Mr. Lowery.

The rifles and ammunition came in.

Discussion regarding replacement of a newer police car and encumbering funds for future police vehicle purchases ensued. Mileage placed on the police vehicles is 20,000 a year.

Marshal Thomas made recommendations he would like to see for the employee handbook such as taking another day off if the holiday is being worked and having the ability to carry over 5 personal days from year to year.

Discussion ensued regarding Code Enforcement.

Condemned property and APC assistance was also discussed.

Miscellaneous properties were discussed.

Clerk-Treasurer – Shari Johnson:

No comments were presented on Fund report and CT had issues printing the appropriation report and is working to complete the AFR early. The Water Fund is looking better. If claims pending would be paid, the water fund would improve.

Councilman Thompson made a motion to approve the CT adjustments for -\$408.95. Councilman Caldwell abstained due to the AVFD adjustment. Councilwoman Fry approved. President Johnson will need to vote at the March Council meeting.

CT Johnson has several Internal Controls completed that she will be forwarding to the Council to review.

CT Johnson is coordinating a meeting with Thorntown and Jamestown Clerks as well as the Town attorney, to collectively work on the ADA compliance and reporting and a compliance report needs to be submitted to Will Gay at INDOT.

Councilman Caldwell made a motion to change the Salary Ordinance number from 2018-05 to 2018-09. Councilman Thompson seconded. All in favor, motion passed.

CT questioned how to be cost effective on work orders and not be billed for two separate orders if already in Town.

Councilman Caldwell made a motion to approve the request to travel form for CT Johnson to attend the ILMCT Conference in March for an estimated cost of \$959.96. Councilman Thompson seconded. All in favor, motion passed.

CT stated she went to State Capital and spoke against HB 1347 and advised the language was taken out on the second part of the bill. How the Town bills with the renter and property owner is acceptable having both names on the bill.

Discussion ensued regarding Century Link wanting to do a pole attachment for high speed lines. Councilman Caldwell stated the Town should be paid for the attachments. CT Johnson advised the agreement needs to be updated before work can be done.

CT Johnson stated her office needs to update the copier and computers. Councilman Caldwell stated the Council would need a proposal for 2 new computers and a copier. CT also stated IT support needs to be found.

UMAC – Councilwoman Fry read the report:

For the month of January 2019 815,000 gallons of water were pumped and 705,636 were billed leaving a difference of 109,364 for a 13.42% water loss. The WW system has been running well with no January violations. Lift station repair will be done when weather improves. Clarifier scrap metal is available for someone to pick up.

Hopper – Keith Cromwell read report:

In the month of January line locates were done along with septic pumping, a leak was fixed and salting and snow removal was done. Water issues at a residence and thawing meters were completed. Barricades were placed on 75 for a manhole cover that was hit by INDOT plow and other misc. jobs.

Upcoming jobs of filling in holes on E. Wall Street were discussed as well as future potential plowing, septic pumping and repair of meter chock at a residence.

IMPA/ISC – Councilwoman Fry read report:

In the month of January 4 requests were completed. There was one emergency response ticket was completed for flickering lights/arching of pole.

Poles were engineered for 2019. Tree trimming is scheduled when weather improves by Tru-Cut, and door tags have been placed.

Discussion for trees being taken all the way down at a residence by the Solar Park occurred and Council agreed to move forward with this.

Park – Lisa Henry:

The Park Meeting was held on January 28, 2019. Marshal Thomas stated that no vandalism was done at the park, but Ms. Henry questioned the picnic tables were overturned, and too heavy for the wind to overturn.

Pizza sales will be held in the future.

The Park Board is still having difficulty in finding someone to inspect the playground equipment.

It was decided to not close the park in the winter. The RC Park is still pending. Summer programs are being reviewed.

The By-Laws were forwarded to the attorney to review.

Officers for 2019 are Dan Bewley President, Joe Watts Vice-President, Lisa Henry is secretary and Ricky Combs is Treasurer.

CT Johnson stated Mr. Watts needed to come to her office and fill out new hire paperwork.

Fire – Councilman Caldwell:

For the month of January the Fire Department had 4 fires, 2 MVAs and 12 EMS runs.

Claims:

Councilman Caldwell made a motion to approve the claims for February 11, 2019 claims in the amount of \$83,599.07. Councilman Thompson seconded. All in favor, motion passed.

WAM – Ed Charleton:

Mr. Charleton stated he did not have the attendance numbers available. WAM is working on a boot camp to be held in June or July and create a summer park schedule. WAM met with Thorntown to assist in mirroring the WAM program there. Training was completed. The lease is still pending. Mr. Charleton thanked Mr. Hopper for fixing the leaking sink and Mr. Hopper advised CT Johnson shut it off. CT Johnson stated before the lease was signed she had concerns.

Old Business:

ITRON agreement is still pending and iCloud are still pending.

Employee Handbook; Councilwoman Fry reminded Council to have recommendations in by March 13, 2019, to be discussed at the March 19, 2019 meeting.

Councilman Caldwell made a recommendation to adjust Deputy Clerk-Treasurer vacation time and increase PTO at 5 years to 2 weeks.

New Business:

Coor Consulting agreement is still pending.

Councilwoman Fry lead discussion and reading of the Local Roads and Bridges Matching Grant Agreement EDS #A249-19-LG180071.

Councilman Thompson made a motion to accept the Match Agreement #A249-19-LG-180071 and for Councilman Caldwell to sign in President Johnson's absence. Councilman Caldwell seconded. All in favor, motion passed.

Councilman Caldwell stated there was surplus equipment from the park such as lights and aluminum sections, that didn't hold much monetary value.

Councilman Caldwell made a motion to surplus the park lights, 2x4s, extra equipment and scrap metal. Councilman Thompson seconded. All in favor, motion passed.

CT Johnson advised once Craig Parks computed the MOU, the Council could sign.

Mr. Charleton stated the lease needed to be discussed and due diligence needed to be done. On page three, stated liability can't be signed away and needed to be removed. The effective date would need to be changed and excessive noise control within 10 days. Councilman Caldwell stated he was "tired" of dealing with the lease and it needed to be signed at the March meeting.

Councilman Thompson stated he was tired of the lawyer going back and forth.

CT Johnson stated she had concerns because the WAM program directly affects her office. She stated she thinks the program is excellent but there are concerns but she doesn't think others think she does because she has issues. She does not feel there has been good neighboring, respect or communication.

CT Johnson stated she had requested rugs be placed above her office for a year, and none had been done. Mr. Charleton stated they keep the kids out of that corner and it's a trip and fall hazard. CT Johnson stated that was never communicated with her.

She feels like she isn't heard and constantly repeating herself. Her office is a governmental entity and she cannot keep closing early because that is a disservice to the residents of the Town who voted her in because the noise is incredibly loud in her office.

Councilman Caldwell stated at this time the hours would not be expanding.

CT Johnson stated WAM needed to deal with the kids that were kicked out of the program. Mr. Charleton stated his view is limited when kids leave and cannot see where the kids go.

WAM also needs to clean up the parking lot when the kids make a mess.

CT Johnson also advised that she could make a key for the dumpster for WAM until such a time that WAM is using up too much space and need their own. She also stated that if WAM has contractors come in, her office is not responsible to let them in and a representative of WAM needs to let the contractor in.

Councilman Caldwell stated he was "tired" of dealing with the lease and it needed to be signed at the March meeting.

Billing Disputes:

Councilman Thompson disputed his water bill and stated it needed to be reviewed. CT Johnson advised a meter recheck had already been done.

Councilwoman Fry made a motion to adjourn the meeting. Councilman Thompson seconded. All in favor, motion passed. Meeting adjourned at 20:30.

X

Clerk Treasurer

X

President

The next Council meeting is scheduled for ~~February 11, 2019~~ at 7:00 p.m.

March 19,