

Co

TOWN OF ADVANCE

MEETING MINUTES

LOCATION: ADVANCE TOWN HALL

January 22, 2020

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: President Fry, Matt Johnson, Dale Thompson and Jim Caldwell

Marshal: Brad Thomas

Clerk-Treasurer: Shari Johnson

Others in attendance: Jeff Hopper, Nancy Hopper, Steve Brock and Gary Ladd

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

Pledge of Allegiance

Rules of Order

Gary Ladd of Ladd Engineering:

Mr. Ladd stated that Councilman Johnson was the prior signatory and this form would need to be signed by President Fry.

Councilman Caldwell made a motion to approve President Fry to sign the Authorized Signatory page, the Cost Effectiveness Certification and the Front End Certification. Councilman Thompson seconded. All in favor, motion passed.

Mr. Ladd brought plans for the INDOT Wells Ditch Project on State Road 75 and tried to be cost effective for the town. The new plans propose replacing 25 feet of 4 inch main with a deeper elevation, and 280 feet of 12 inch parallel to the existing 4. The forced main have 180 feet of replacement. Mr. Ladd requested Structure Point to update the work plan.

The next step is to send out for quote for contractors and questioned if this could be done at the February 10th meeting?

The water portion will cost the town \$25,000 and sewer would be \$15,000. Mr. Ladd stated he would put the project manual together and if the town had preferred contractors, as he needed at least 3 quotes.

Mr. Hopper questioned if there was going to be boring under the ditch and Mr. Ladd stated they weren't going underneath the ditch and there won't be any different grading.

Councilman Johnson questioned if this was forecasted in the rate study?

Mr. Brock stated that there were funds in the capital asset replacement. Mr. Brock stated it wasn't up front, and this expense was above what was included in the rates. Mr. Brock questioned when this project would begin and Mr. Ladd stated May or June.

Mr. Johnson questioned if money could be borrowed from the electric fund and repaid. Mr. Brock stated if monies are borrowed they need to be paid back in the same year. Mr. Brock also discussed utilizing "surplus cash".

Councilman Johnson made a motion to authorize town engineer, Gary Ladd, to put together documents and BID out for the lowest BID. Councilman Caldwell seconded. All in favor, motion passed.

Steve Brock – Therber, Brock and Associates:

Mr. Brock stated that the town would be using a variety of funds for the sewer project and presented a funding statement:

\$109,000 would be loaned, OCRA grant of \$700,000, and SRF grant of \$675,000 and a \$25,000 to offset the cost of the asset management plan. The asset management plan is now a requirement for receiving funds and is due before the last draw of the grant.

Next, Mr. Brock explained the disbursement requests. Contractors will request payment and Mr. Ladd will review. A motion will need to be made to approve payment and the grant administrator will advise where funds will come from.

Councilman Caldwell questioned if there will be an inspector on site and Mr. Ladd advised yet.

Contractors need to have invoices submitted timely to be approved at a Council meeting.

Mr. Brock presented the detail of the estimated project costs. The project has unique circumstances with this project with SRF, and SRF requires BIDS to be in before the loan closes. This time they did allow the engineering estimates. If the project comes in under cost, then alternative improvements can be added.

The next page presented was the amortization schedule for 20 years and has a fixed rate and lastly reviewed savings cost with use of SRF funds and what a great deal it is.

SRF discussed with Mr. Brock concern regarding the negative sewer fund balance. An action plan needs to be drafted and a commitment letter from the town allowing annual audits until the fund balances are in a positive cash flow.

President Johnson questioned if the audit would be a partial audit for sewer or an audit on all funds? Mr. Brock stated he would have to review with SRF.

The CT is the authorized signatory and a secondary signatory would be the Council President and explained the authorization process.

Councilman Caldwell questioned if the upgrades will accommodate town growth? If the infiltration can be improved it will help.

Councilman Caldwell made a motion to approve the letter to SRF requesting annual audits until fund balances is in the positive. Councilman Johnson seconded. All in favor, motion passed.

CT Johnson stated that town attorney requested the Council be abreast of the amounts of disbursements. Mr. Brock explained the six initial disbursement requests: \$126,737:

SRF Bond Council - \$1947.00, Gary Ladd - \$8470.00 current unpaid invoice and town had previously paid Mr. Ladd for his services. Bond Counsel – Ice Miller \$30,600.00, Steve Brock - \$48,400.00, Town attorney - \$4375.00 and Town reimbursement of prior funds paid out - \$32,945.00. The \$32,945.00 paid back to town will improve the town's cash operating fund.

CT Johnson will verify invoices that are related to project for payments.

Councilman Caldwell questioned the Asset Management Plan and if all parts of the sewer system be documented? Mr. Ladd stated location of pipes etc will be noted as well as the estimated value of assets, the estimated useful life and replacement costs will be in the plan and how much should be put in reserves for replacements.

Discussion of GIS ensued.

Councilman Thompson made a motion to approve the Meeting Minutes from the December 9, 2019 meeting. Councilman Johnson seconded. All in favor, motion passed.

Councilman Thompson made a motion to approve the Public Hearing/Special Meeting Minutes from December 30, 2019. Councilman Johnson seconded. All in favor, motion passed.

Police – Marshal Thomas

Marshall Thomas advised there were 7 runs in November and 23 runs in December and discussed different cases.

Marshall Thomas stated that lights were purchased without Council approval by Reserve Maye and more oversight needed to happen.

Councilman Caldwell made a motion to approve the police vehicle (Tahoe) light improvements of \$2383.79. Councilman Thompson seconded. All in favor, motion passed.

Councilman Caldwell questioned if dirt was delivered at the range.

Marshall Thomas stated he wanted to go over previous year's budget with CT.

Councilman Caldwell stated that reserve deputies being hired. M. Thomas stated applications had issues. One reason he has drug his feet is he wants to hire people who won't have problems. IMPD would not allow officers to carry badges in two counties. M. Thomas stated he wanted to go to the sheriff's department to work part-time. CT advised that previously the town paid deputies \$35.00 and hour but the town could not afford to pay that rate now. M. Thomas stated he would like to hire deputies at \$25.00 and less hours.

Discussion ensued about reserves.

CT also addressed that because of the size of the light invoice, he is the only authorized purchaser for the police department.

Marshall Thomas stated he didn't know if this behavior could be corrected.

Councilman Johnson stated Mr. Maye had never produced paperwork regarding his disabilities and this had been on-going sense September. Mr. Maye stated he didn't work much because the laptop didn't fit the mount in the Tahoe and requested to have the air-card activated. Mr. Maye then went out and had the lights installed and M. Thomas didn't know anything about it.

Discussion ensued regarding hiring of reserve officers.

Clerk-Treasurer – Shari Johnson:

CT advised fund and appropriation report will be presented when adjustments are made and year is rolled over.

Councilman Thompson made a motion to approve adjustments for December in the amount of \$-380.08. Councilman Johnson seconded. Motion passed. Councilman Caldwell abstained.

Councilman Thompson approved the overrun for CCMG paid back to INDOT in the amount of \$16221.36. Councilman Caldwell seconded. All in favor, motion passed.

CT Johnson requested interest in the OCRA award presentation. President Fry and Councilman Johnson expressed interest in attending with CT Johnson.

Councilman Caldwell made a motion that INPRS/PERF, be paid to the Clerk-Treasurer, and Town Marshall. Councilman Thompson seconded. All in favor, motion passed.

Internal Controls are still pending.

UMAC – President Fry read the report:

For the month of December usage was 820,000 and billed was 758,584 leaving a difference of 61,416 gallons or a 7% loss. DNR report will be due this month 2020. A water loss report will be due by August. No issues to report.

Hopper Excavating- President Fry read the report:

A catch basin was repaired, shut-offs, locates, septic pumping, wires checked, Christmas lights taken down, salt and plowing of roads and install of landscape timbers.

IMPA/ISC – President Fry read report:

In the month of December, there were 3 service requests; one assisted line removal, one reconnect, and a pole installation for a solar light. There were 3 poles replaced/installed and 3 outages; two damages poles and wires, and a flickering light on Wall St. All power was restored.

IMPA Commissioner’s Report – Councilman Caldwell:

Tanless meters were discussed. Fuel supplies were discussed and some coal fire plants are being shut down, and are inefficient. When the coal plants are shut down, they would be replaced with natural gas, combined generators or solar. IMPA is looking to the future and supplying renewable energy.

Park – President Fry read:

No meeting would be held in December 2019. The shed/garage was completed at the park on December 20, 2019. The next meeting would be January 27, 2020 and the park would have election of officers.

Fire – Keith Cromwell:

For the month of December 2019 the Fire Department had 14 EMS runs, 2 MVA and 5 Fires.

Claims:

Councilman Thompson made a motion to approve the claims for December 2019 in the amount of \$172,408.01. Councilman Johnson seconded. All in favor, motion passed.

Old Business:

ITRON agreement is still pending and ICloud were tabled.

Employee Handbook recommendations were tabled and due by April 2020.

Century Link contract is tabled. The Town is awaiting reply for Pole Attachment rates.

The Capital Assets project is still pending.

New Business:

An Ordinance addressing HB1347 was tabled until further meeting and after CT does some research. CT's office will be reviewing GIS for property ownership.

President Fry wants letters sent out by the end of February to property owners for property clean-up. President Johnson stated there was a template letter. This letter would give 60 days for clean-up ending with the heavy trash day at the end of April. Junk cars need to be addressed. President Fry has had 4 complaints on a pile of dirt at Nicely and Cherry and questioned what the pile of dirt is for.

Discussion ensued.

CT Johnson questioned who is writing letters? Councilman Johnson stated they would come from the Council, and be sent out by the CT's office.

Councilman Caldwell stated work would be done by January 30th on Batt's property. He was extended 30 days after the 90 days and it needs to be cleaned up. A letter needs to be sent from the town attorney.

Councilman Johnson stated he would discuss with Ms. Cardis at the APC.

Conflict of Interests for prior year, President Johnson and CT Johnson were read. Councilman Caldwell made a motion to approve the Conflict of Interest forms for former President Matt Johnson and CT Shari Johnson. Councilman Thompson seconded. President Fry motioned aye. Motion carried. Councilman Johnson abstained.

IMPA Tracking factor for Quarter One was tabled.

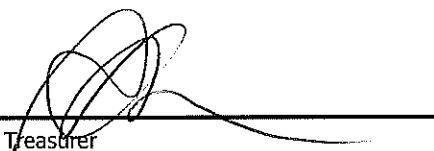
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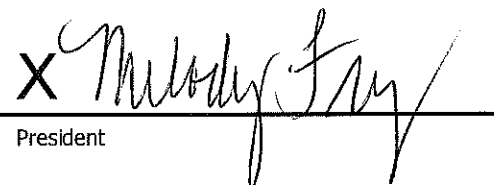
None requested.

Request to Speak:

None requested.

Councilman Thompson made a motion to adjourn the meeting. Councilman Johnson seconded. All in favor, motion passed. Meeting adjourned at 20:24.

X 
Clerk/Treasurer

X 
President

The next Council meeting is scheduled for February 10, 2020 at (19:00) 7:00 p.m. at the Advance Volunteer Fire Department, 106 E. Wall St., Advance, IN.