**NEW WHITELAND TOWN COUNCIL**

**October 18, 2016**

**MEETING MINUTES**

Town Council President John Perrin opened the meeting at 5:00 p.m. with the pledge to the American flag. Council members present were John Perrin, John Schilawski, Mike Rogier, Frank Vaughn and Scott Alspach. Also present were Clerk-Treasurer Maribeth Alspach and Attorney Lee Robbins. Councilman Alspach offered the opening prayer.

**MINUTES**

Councilman Schilawski moves to approve the minutes of the October 4th meeting and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the Fund Report and Docket for ratification and/or approval. Councilman Rogier moves to approve and ratify both reports and is seconded by Councilman Alspach. **Vote 5 affirmative.**

**2017 FINAL BUDGET HEARING**

President Perrin opens the final budget hearing at 5:02 p.m. Clerk-Treasurer Alspach states that no additional changes or revisions have been made. President Perrin asks if there are any questions or additional changes. Being none, Councilman Schilawski moves to close the hearing at 5:04 p.m. and is seconded by Councilman Alspach. **Vote 5 affirmative.**

Councilman Alspach moves to approve the proposed 2017 budget on final reading and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

**OLD BUSINESS**

Internal Controls

Clerk-Treasurer Alspach presented the Council with a copy of her office’s internal controls for review at the last meeting. President Perrin suggests that a memo be sent out to all Department Heads reminding them that they must pull a purchase order before ordering or purchasing anything except after office hours in an emergency situation. As discussed previously, failure to do so could result in the employee being responsible for the bill. Councilman Rogier moves to approve the Clerk-Treasurer office Internal Controls as presented and is seconded by Councilman Alspach. **Vote 5 affirmative.**

Trails Exploratory Committee

The exploratory committee has scheduled a meeting for October 25th at 3:30 p.m. at the Whiteland Town Hall is anyone is interested in attending. Councilman Vaughn plans to attend to listen to what is being proposed.

Additional Street Light Request

Councilman Schilawski was approached by a resident requesting that an additional street light be installed in Hilltop Commons. Both Councilman Schilawski and Alspach have driven the area and are not recommending adding a light at this time. Council agrees. Councilman Schilawski will report back to the resident.

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**NEW BUSINESS**

Conversion of Reserve Days to Vacation Days

Clerk-Treasurer Alspach states that Town Marshal Rynerson had accrued all nine (9) Reserve Days prior to being promoted to Marshal. He has now assumed the administrative position and is working Monday – Friday from 8 -5. Reserve Days are earned at 12 hours per day and Rynerson has 6 days left unused. She is requesting that we convert the six 12 hour days to 72 hours of holiday hours. Council approves.

Due to the staffing shortage in the Police Department earlier this year, some officers had to cancel some scheduled time off. The Council agreed to allow any unused vacation time that could not be scheduled by the end of 2016 to be carried over to 2017 but it must be used by March 31, 2017 or it will be lost. The same will apply to the 72 holiday hours for Chief Rynerson. Council agrees.

Police Car Purchase

Clerk-Treasurer Alspach states that Fire Chief Wilson informed her that he is not interested in the 2009 Durango. However, PW Supt. Johnson would like to swap out a 2004 GMC truck for the 2009 Durango to upgrade his fleet of vehicles. He would drive the Durango. Clerk-Treasurer Alspach had the truck appraised for trade-in at both Fletcher and Skillman earlier today. Fletcher offered $4,000 and Skillman offered $6,500 as long as the light bar and snow plow come with the truck. Councilman Perrin asks if this would make us short a snow plow. PW Supt Johnson says it will not, this is an old snow plow and not used. We have 4 trucks with new plows. Council approves ordering a 2017 Ford Taurus Police Interceptor from Skillman using the 2004 GMC as a trade in and ordering a 2017 Dodge Charger from Fletcher’s.

Clerk-Treasurer Alspach states that the new decals were approved at the last meeting. This afternoon we received a quote for Metro Printed Products to remove the old decals at a cost of $50 / car. Alspach is recommending that we approve this rather than trying to remove the old decals and risk damaging the paint. Council approves.

Scoops & Treasures Trunk or Treating

Clerk-Treasurer Alspach was contacted by the owner of Scoops & Treasures asking if it would be alright to host “Trunk or Treating” in their parking lot on October 30th which will be their 6 month anniversary. They can provide additional parking at the doctor’s office next door. Council thinks this is a great community outreach but has concerns about safety and traffic congestion on that corner. Council recommends that the hours be set at 5:30 – 7:30 p.m., that extra parking be provided in the parking lot next door and that the owners agree to close early if the Police Department has any problems with traffic congestion or public safety.

Maintenance Logs

President Perrin asks PW Supt Johnson how often the vehicles are being driven. Perrin asks if they have routine maintenance logs for each vehicle. Johnson states that they do maintenance when it is needed. Perrin notes that one of the large trucks is currently in the shop because the brakes are locked up due to not being moved or driven for a long period of time. The truck is a 2000 and only has only been driven 16,000 miles. Supt Johnson states that the trucks will be driven every month to prevent future issues.

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Traffic Monitoring Sweetbriar & Tracy

Councilman Schilawski is concerned about traffic stacking up and blocking the intersection at Sweetbriar and Tracy. He has noticed that it is especially bad on Thursday and Friday evenings. There are several options discussed including:

 Placing a stop sign on eastbound Tracy west of Sweetbriar

 Placing a “Do Not Block Intersection on Red Light” sign on Tracy Road

 Placing a “No Left Turn” sign on westbound Tracy and northbound Sweetbriar

 Striping Tracy Road from Sweetbriar to US 31 to create better lane identification

 Explore possibility of widening enough to add a left turn lane on westbound Tracy to

 keep traffic from stacking

Council and employees will investigate options and report back for further discussion. PW Supt Johnson will measure the pavement width and get right of way and easement information for the corner lot at Sweetbriar and Tracy.

Halloween

Councilman Schilawski states he has had several people mention concerns over adults or older children being out on Halloween in clown costumes. He encourages extra vigilance by our officers.

Councilman Vaughn leaves at 5:30.

**LEGISLATIVE BUSINESS**

Ordinance 2016-17

Attorney Robbins presents the ordinance to adopt and renew the investment policy for the town. Robbins adds that when the Water Utility was sold we adopted an investment policy which, by statute, has to be renewed every four (4) years. Ordinance 2016-17 extends Ordinance 2158 for an additional four (4) year period retroactive back to September 5, 2016. Councilman Alspach moves to adopt Ordinance 2016-17 on first reading and is seconded by Councilman Rogier. **Vote 4 affirmative.**

Councilman Schilawski moves to suspend the rules and consider the ordinance on final reading and is seconded by Councilman Alspach. **Vote 4 affirmative.**

President Perrin reads the ordinance in title only on final reading. Councilman Rogier moves to adopt Ordinance 2016-17 on final reading and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

**OPEN TO THE PUBLIC**

PW Supt asks if residents can paint the sewer lids. Council says no.

Being no further business the meeting was adjourned at 5:46 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 John Perrin, Council President