

# ***Town of Roann***

## ***Meeting Minutes***

9 December 2014

### **I. Call to order**

**Susan Floor** called to order the regular meeting of the **Town of Roann** at **7:00 p.m.** on the **9th day of December** in **Roann Town Hall**.

### **II. Roll call**

The following persons were present: Susan Floor, James Pell, Robert "M" Ferguson Jr., Richard Morris, Kristina Lynn, Bruce Shaw, and five citizens.

### **III. Approval of minutes from last meeting**

The Town Council read the minutes from the last meeting and the minutes were approved as read.

Open issues

- a) Kristina Lynn said she was going to speak with Josh Petruniw about the "old school" to find out if there was any new updates from the Wabash County Commissioners.
- b) Bruce Shaw sent the list of duties for the Assistant Superintendent to all council members. The Town Council spent time discussing duties, pay, and the marketing of the position. Susan Floor asked about qualifications and where a person would get their certifications. Bruce Shaw said a lot is from on-the-job-training. There is a test that a person would have to take that is administered by the State. Susan Floor asked about a timeline on the process of hiring a new person. Bruce Shaw thought he would like to have fewer responsibilities in two years. The subject was tabled until the next meeting.
- c) The subject of the Country Clipper mower as addressed. Bruce Shaw thought it would be a good idea to take sealed bids. Kristina Lynn said that as long as the fair market value was less than \$1,000.00 on a single item the town could sell it in any way the Town Council saw fit. It was also noted for future reference the fair market value could be under \$5,000.00 for multiple item and the same rule would apply. Susan Floor asked Robert "M" Ferguson Jr. to advertise in the newspapers and make the cutoff date 1/13/2015 so that the bids could be opened at the next meeting. The Town Council will set a reserve on the mower before opening the bids. James Pell made a motion that the town would take closed bids on the Country Clipper and Richard Morris seconded the motion. The vote was 3-0 in favor.

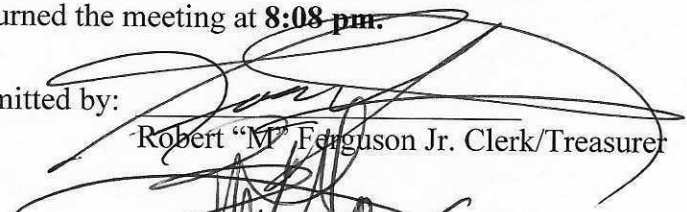
## New Business

- a) Bruce Shaw would like to have money encumbered in the MVH Fund for the new street signs in the town. Bruce Shaw had a quote for \$7,496.65, which would replace all of the signs. Robert "M" Ferguson Jr. informed the Town Council that the money was in the MVH Fund and could be encumbered. Richard Morris made a motion that we encumber \$7,496.65 from the MVH Fund to replace the old style street signs with the new style street signs. James Pell seconded the motion. The Roann Town Council vote in favor 3-0.
- b) Bruce Shaw wants to purchase free standing shelving units for the heated building. Bruce Shaw had spoken to Wabash True Value and was given an amount of \$1,400.00 for the shelving and bins to store town inventory. The Town Council asked Bruce Shaw for an additional quote before they made a decision.
- c) Robert "M" Ferguson Jr. told the board that in the past, both he and past Clerk-Treasurers have adjusted resident's utility bills if they had a problem with a leak. The way this was done, if someone had a leak and then they fixed the leak the Clerk-Treasurer would adjust the sewage part of the bill, by averaging the sewage rate over the past three months before the leak. Robert "M" Ferguson Jr. just wanted a clarification if this was still in agreement with the Town Council for him to make these adjustments as he saw the need. Richard Morris made a motion that the Town Council would give Robert "M" Ferguson Jr. the authority to use his discretion to adjust utility bills as he sees fit. James Pell seconded the motion and the Roann Town Council vote in favor 3-0.
- d) Bruce Shaw informed the Town Council that his computer at the Utility Plant was not functioning correctly. Bruce Shaw had done some research and thought that a laptop would cost about \$1,000.00. James Pell made a motion to approve the purchase of a new laptop in the amount of, up to \$1,000.00. Richard Morris seconded the motion and the Roann Town Council vote in favor 3-0.
- e) Kristina Lynn presented General Ordinance No. 2-2015 to establish the regular Board Meeting be on the second Tuesday of each month at 7:00 pm in the Roann Town Hall. Richard Morris made a motion to approve the First reading of General Ordinance No. 2-2015. James Pell seconded the motion and the Roann Town Council vote in favor 3-0.
- f) A citizen said, bales of straw are blocking the alley between Church Street and Arnold Street. The resident will be notified.

## IV. Adjournment

Susan Floor adjourned the meeting at **8:08 pm.**

Minutes respectfully submitted by:

  
Robert "M" Ferguson Jr. Clerk/Treasurer

Minutes approved by:

  
Susan Floor, Council Member