**NEW WHITELAND TOWN COUNCIL**

**January 16, 2018**

**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, Frank Vaughn and Scott Alspach. Also present were Clerk-Treasurer Maribeth Alspach and Attorney Lee Robbins. Councilman Schilawski offered the opening prayer. Councilman Mike Rogier was absent.

**MINUTES**

Councilman Alspach moves to approve the minutes of the December 29th meeting and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the January 16th Fund Report and Docket for ratification and/or approval. Councilman Vaughn moves to approve and ratify both reports and is seconded by Councilman Alspach. **Vote 4 affirmative.**

**ELECTION OF OFFICERS**

Councilman Vaughn nominates Councilman Perrin for Town Council President for 2018 and is seconded by Councilman Schilawski. Vote for John Perrin for President **4 affirmative.**

Councilman Vaughn nominates Councilman Alspach for Town Council Vice President for 2018 and is seconded by Councilman Schilawski. Vote for Scott Alspach for Vice President **4 affirmative.**

**OLD BUSINESS**

Midwestern Engineering Contract

Attorney Robbins presents the revised contract to the council and explains the changes that have been made. Both the SCADA and the GIS work have been removed form Midwestern’s contract. This work will be contracted directly with the vendors. The Resident Project Manager at a cost of $96,000 was also removed and the inspections will be covered under the Construction Administration by Midwestern as well as by the contractor. These changes caused a reduction of $179,000 in engineering fees. Robbins thanks Utility Supt. Gillock, Utility Supt. McCauslin and Clerk-Treasurer Alspach for working on the contract revisions.

Councilman Schilawski moves to approve the revised contract as submitted and to authorize Council President Perrin to execute the contract. Councilman Vaughn seconds the motion. **Vote 4 affirmative.**

Eco Infrastructure Contract

Utility Supt. Gillock presents the proposed contract for Sanitary Sewer Cleaning and Televising in a not to exceed amount of $30,000.00. Work is to be directed and determined by Supt. Gillock and will begin with the thirteen (13) identified problem areas on the list attached to the proposed contract and then make any identified repairs. If we have not exceeded the $30,000 limit Gillock intends to start on the south end of town and start working across town until this year’s funding is exhausted. He would pick up there in 2019

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and continue the process each year until the entire sanitary sewer system has been cleaned and televised. Supt. Gillock will work with Attorney Robbins to fine tune the contract before

signing it. Council President Perrin wants very clear language in the contract that any additional expenses identified in the NOTES section of the contract must have prior approval before the work is done or payment will not be authorized.

**LEGISLATIVE BUSINESS**

Ordinance 2018-01

Clerk-Treasurer Alspach presents the ordinance amending the 2018 salary ordinance on final reading. The ordinance is being amended to add the Fire Marshal position. Councilman Vaughn moves to adopt Ordinance 2017-18 and is seconded by Councilman Alspach. **Vote 4 affirmative.**

Ordinance 2018-02

Attorney Robbins presents and explains the ordinance establishing a Small Purchasing Policy on first reading. Attorney Robbins explains this covers all purchases under $50,000.00 for things like supplies, equipment, vehicles, etc. Public Works projects are the exception. Attorney Robbins adds that this will be a good supplement to our Internal Controls. After review Council directs Attorney Robbins to add similar language to the section about purchasing US goods to reflect the 15% price difference referenced in the Indiana Small Business section. Councilman Schilawski moves to adopt Ordinance 2018-02 as revised on first reading and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

Ordinance 2018-03

Clerk-Treasurer Alspach presents the Cash Change Fund ordinance on first reading. This would allow the Police Department to have a cash box to make change. Councilman Vaughn moves to adopt Ordinance 2018-03 and is seconded by Councilman Alspach. **Vote 4 affirmative.**

Ordinance 2018-04

Clerk-Treasurer Alspach presents the 2017 encumbrance ordinance on first reading. Councilman Schilawski moves to adopt Ordinance 2018-04 and is seconded by Councilman Alspach. **Vote 4 affirmative.**

**OLD BUSINESS Continued**

Parks Projects

Councilman Schilawski has received the proposed design drawings and cost estimates for East, West and Tot Park as prepared by Game Time. Schilawski will coordinate a meeting between himself, Chris Gonfiantini and PW Supt. McCauslin to review the proposed plans. The concensus was to concentrate on East Park as the first priority but the goal would be to develop a 5 year plan that would cover making the needed improvements to all of the parks including things like, benches, picnic tables, trash receptacles, water fountains and playground equipment.

After some discussion the following suggestion was made:

 Tot Park – resurface the basketball court or remove the goal. Install a gate and signage.

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Trails Committee

Councilman Schilawski attended the meeting and notes that all of the invited stakeholders were in attendance. The committee is asking for monetary commitments. Councilman Schilawski shared that New Whiteland is committed to listening but until the trail route is determined it remains unknown

what benefit this would have for our residents. Two routes that are being discussed are either along the east side of US 31 or along the ditch that runs through Proctor Park.

CPR Training

Council recommends having at least 3 members of the Public Works Department certified. If more than 3 employees want to be certified that is fine too. The full time town hall office staff will also be certified. Clerk-Treasurer Alspach states Dean McGaha on the Fire Department is a certified instructor and has offered to hold the 4 hour class on a Saturday morning. Council wants to know if the Police Department has a certified instructor that could offer the classes during regular work hours. If not, comp time will be given for those who attend the Saturday class and the town will pay for the cost of the certificates.

Attorney Robbins leaves at 6:10 p.m.

Work Orders

PW Supt McCauslin asks if there has been any progress on a Work Order. He states he wants to put these into use as quickly as possible to know who is in our buildings and what is being done. Councilman Schilawski recommends looking on Google Forms and Google Share for a template that could be used or modified.

EPN

Councilman Alspach states that all of the HVAC units that were stacked behind the building next to the church have been removed according to Police Chief Rynerson. Council is appreciative of the Police Departments quick response.

**NEW BUSINESS**

Salt Brine Info

Council President Perrin spoke with representative of Green Touch Services who make their own brine which is used to pretreat roads before a snow event. Doing this drastically reduces the amount of salt being used. PW Supt. McCauslin believes this could also reduce the amount of comp time being accumulated. We are committed to purchasing 300 tons of salt this year. 200 tons were ordered this week. Salt brine is effective for up to 72 hours but cannot be used in a rain event as it would simply be washed away. Councilman Vaughn states this would also have a positive environmental impact. Green Touch Services has issued an invitation to our superintendents to come and see their operation.

Accident Involving a New Whiteland Police Car

Clerk-Treasurer Alspach reports that this afternoon Officer Chris Wilcher was involved in an accident. No one was hurt, however his car is not operable. It has been towed to Hunters and the insurance company has been notified. Greenwood Police Department is handling the report. Officer Wilcher was not at fault as the other driver pulled directly into his path.

Funeral Arrangements for Kathy Tames

Clerk-Treasurer Alspach reports that a former council member and longtime member of the New Whiteland Fire Department recently died. Kathy Tames’ services will be at Jessen’s here in Whiteland. The showing will be Thursday evening and the funeral is Friday at 11;00 a.m. Both the New Whiteland and the Whiteland Fire Department are assisting with the service. Flowers have been ordered.

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Potential Development

Utility Supt. Gillock states he has received some inquiries about utilities for the property at the corner of Whiteland Road and 75W. He does not have any specific information just wanted the council to be aware of the interest in that property.

Employee Vacation

Utility Supt. Gillock asks if the February 15th date to turn in their vacation requests is flexible. The date is established in the employee handbook and is to allow the Department Heads to be sure they have adequate coverage all year. Once the original vacation request is approved it can be changed with Department Head approval if need be.

Employee Manual Changes

President Perrin recommends revising the employee handbook to better address resignations / terminations to possibly state that once a resignation is submitted no time off will be granted. Also need to clarify that only Department Heads may approve their own time off; all other employees must have Department Head approval.

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 6:47 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President