**NEW WHITELAND TOWN COUNCIL**

**January 3, 2017**

**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, Mike Rogier and Scott Alspach. Also present were Clerk-Treasurer Maribeth Alspach and Attorney Lee Robbins. Councilman Perrin offered the opening prayer.

**ELECTION OF OFFICERS**

Councilman Rogier nominates Councilman Perrin for Town Council President for 2017 and is seconded by Councilman Vaughn. Councilman Alspach moves to close the nominations and is seconded by Councilman Schilawski. Nominations are closed. Vote for John Perrin for President **5 affirmative.**

Councilman Vaughn nominates Councilman Alspach for Town Council Vice President for 2017 and is seconded by Councilman Schilawski. Councilman Rogier moves to close the nominations and is seconded by Councilman Schilawski. Nominations are closed. Vote for Scott Alspach for Vice President **5 affirmative.**

**MINUTES**

Councilman Schilawski moves to approve the minutes of the December 20th meeting and is seconded by Councilman Alspach. **Vote 5 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the December 30th Fund Report and Docket for ratification and/or approval. Councilman Alspach moves to approve and ratify both reports and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

**OLD BUSINESS**

Unemployment Appeal Hearing

Attorney Robbins states that former employee Ricky Wilson had filed an appeal because his unemployment claim was denied due to him being terminated for just cause. A teleconference hearing was held on December 28th and the judge’s ruling was received today. Mr. Wilson’s appeal was denied with the decision stating that he was terminated for gross misconduct after the judge heard all of the evidence and testimony from Police Chief Rynerson and Whiteland Officer Jason Beck. Robbins commends Chief Rynerson on his documentation of this incident as well as his professionalism in presenting his testimony during the hearing. Robbins is also appreciative of Whiteland Officer Beck’s professionalism and testimony and of Whiteland Chief Shipp and his department working so closely with ours. Robbins adds that the town has chosen well in making Rynerson Chief of Police and notes that he is serving the town and her citizenry very well.

Dispute Hearing Officer

Attorney Robbins states that a few years ago we included the language allowing a resident to request (in writing) a hearing if they wanted to dispute their disconnect notice for failure to pay their bill. Previously the Town Manager had been the designated hearing officer. As we no longer have a Town Manager we need to designate that authority to someone else. Attorney Robbins recommends authorizing two or more councilmen. If a request for a

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hearing is received the utility clerk will notify the hearing officer and determine a date and time for the hearing and then notify the resident. Discussion continues and it is decided that all council members will be authorized as hearing officers. At least two council members will attend the hearing and the hearing will be recorded. Robbins notes that we have never had a request for a hearing but we need to have our procedure in place in the event that we do.

Councilman Alspach moves that all Town Council Members will be authorized hearing officers in the event that a resident requests a hearing on a disconnect notice. Councilman Rogier seconds the motion. **Vote 5 affirmative.**

Vehicle Mileage and Maintenance Log Reports

President Perrin thanks PW Supt. Johnson for the sample spreadsheet and recommends the following changes:

* Perrin would like a separate spreadsheet for each vehicle or piece of equipment being tracked. Each sheet will have space for all 12 months so that they can be updated each month and by the end of the year we will have a permanent record of mileage and maintenance for every vehicle.
* If the vehicle is assigned to a specific person that information needs to be included on the spreadsheet.
* Include any maintenance done on the vehicle / equipment each month. If the work was done in-house include date of service and initial of person doing the work. If multiple maintenance projects were done use an \* and list the additional items in a Maintenance Comments box on the bottom of the sheet.
* Off duty mileage will only be recorded on Police and Fire vehicles as the Public Works employees are only authorized to use their vehicles to drive back and forth to work.
* Monthly reports will be emailed to the Clerk-Treasurer who will email them to the council. She will also print out a hard copy and place them in a binder in the council conference room for reference.

Council approves these recommended changes.

State Highway Ditch Cleaning

PW Supt Johnson states that he spoke with Marvin, a State Highway crew chief for this district, and they are supposed to start cleaning the ditch along US 31 in New Whiteland this week. Johnson will meet with the State Highway crew tomorrow to explain what the council wants cut and removed including the cattails as this is a drainage ditch not a wetlands.

**NEW BUSINESS**

Violations of Ordinance 2028

PW Supt Johnson requests a notice for residents that rake or mulch their leaves or grass and blow it out into the street. This is a clear violation of our ordinance and the yard waste debris goes into our storm sewers challenging our ability to comply with the MS4 requirements. Attorney Robbins will prepare a sample REMINDER door hanger that the MS4 Operator would give to the resident or contractor violating the ordinance. If the violation is not alleviated or occurs again, an officer will be dispatched to write an EPN violation. The MS4 Operator will keep a log of the addresses that have been given door hanger reminders.

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2014 Outstanding Checks

Clerk-Treasurer Alspach presents a list of 18 checks that were issued in 2014 and never cashed that were written off today. The total amount of the checks written off is $589.81. Councilman Schilawski moves to ratify the written off checks and is seconded by Councilman Alspach. **Vote 5 affirmative.**

**LEGISLATIVE BUSINESS**

Ordinance 2016-25

Clerk-Treasurer Alspach presents and explains the end of year transfer ordinance on first reading. Councilman Alspach moves to ratify Ordinance 2016-25 on first reading and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

Councilman Schilawski moves to suspend the rules and consider the transfer ordinance on final reading and is seconded by Councilman Rogier. **Vote 5 affirmative.**

President Perrin reads the transfer ordinance in title only on final reading. Councilman Rogier moves to ratify Ordinance 2016-25 on final reading and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

Ordinance 2017-01

Clerk-Treasurer Alspach presents the ordinance encumbering the open purchase orders from 2016 on first reading. Councilman Schilawski moves to adopt Ordinance 2017-01 on first reading and is seconded by Councilman Alspach. **Vote 5 affirmative.**

Councilman Vaughn moves to suspend the rules and adopt Ordinance 2017-01on final reading and is seconded by Councilman Rogier. **Vote 5 affirmative.**

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

John Perrin, Council President