**NEW WHITELAND TOWN COUNCIL**

**DECEMBER 19, 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 Scott Alspach, John Schilawski, Frank Vaughn and John Perrin. Also present were Attorney Lee Robbins and Clerk-Treasurer Maribeth Alspach. Councilman Perrin offered the opening prayer. Councilman Mike Rogier was absent.

**MINUTES**

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

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the December 19th Fund Report and Docket for approval. Councilman Alspach moves to approve and ratify both reports and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

**OLD BUSINESS**

Sewer Connection Request

Bruce Clark requests permission to connect to New Whiteland’s sewer line running along 25W. Mr. Clark has an accepted offer on 2.5 acres that he wants to buy from the Shelton’s and Leistner’s to build a single family home but would like to connect to our sewers. Mr. Clark would pay the $1,850.00 connection fee and would have the lateral and connection approved and inspected by our Public Works employees. Mr. Clark would be billed the flat rate each month as detailed in our rate ordinance ($53.64 / month with the 2013 rates) because his water will not be metered. Councilman Vaughn moves to approve the request and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

GIS (Geographic Informational System) Presentation

Utility Superintendent Gillock introduces Eric Lowery and Jason Lane with WTH Technologies. Mr. Lowery states WTH has been in business since 1967 and their program can do as much or as little as the council deems necessary. The system can map all of the utility lines, fire hydrants and even things like addresses and maintenance schedules for our infrastructure. Lowery adds that GIS is not a legal system and does not take the place of a survey. President Perrin asks who will input any existing information on the infrastructure into the program. Lowery states that they can or we can use our employees. PW Supt. McCauslin states this would be beneficial to him and Utility Supt. Gillock because they would be able to access our infrastructure on a computer and be able to see any history of when repairs had been made. He adds that the system could be expanded to add building permit information later if we wanted to.

Attorney Robbins asks if WTH can simply capture what the State of Indiana provides through their aerial maps. Robbins notes that information is usually available at no cost through the county. Councilman Alspach asks if they are proposing one system or separate modules for each layer. A single system is being proposed, however they do offer separate modules for things like tracking crime data for the Police Department if there is an interest. Council President Perrin asks about additional costs. Lowery states the support fee is 18% of the software cost; this is an annual fee which covers any updates or upgrades to the system.

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We would need to purchase “seats” for each location / user. The Editor Version costs $2,500.00 and would allow the user to make changes to the data. The User Version is “read only” and costs $400.00. Lowery states based on the information he has been given and the size of our community he believes the project would run between $15,000 - $50,000 depending on the number of layers requested and the amount of fieldwork required to gather the data.

Sewer Project Updates

Engineer Mark Sullivan presents a revised Table 7 and explains that the original cost for the WWTP improvements was $1,700,000.00 and after the last meeting revisions were incorporated the proposed project cost is now $2,300,000.00. Sullivan highlights the changes for the council. Deadlines are reiterated for both the PER (Professional Engineers Report) and Environmental Study (March 1st) and the final design (May 15th) and Sullivan assures the council those dates can be met.

Councilman Schilawski requests that a special meeting be held to explain the project to the residents so that they understand the reason we need to spend this money and that it could impact their rates. Attorney Robbins explains that the PER requires a public hearing as would any rate increase.

Councilman Vaughn moves to authorize Midwestern Engineering to proceed with the PER and the Environmental Study with both being submitted no later than March 1, 2018. Councilman Alspach seconds the motion. **Vote 4 affirmative.**

Mark Sullivan will send contract to Attorney Robbins tomorrow for review. This item will be placed on the January 16th agenda.

Councilman Schilawski leaves at 6:40 p.m.

Eco Infrastructure Solutions

PW Supt. McCauslin states that when the invoices were received for the work done at Melrose and Parkview they were $6,799.50 more than the not to exceed contract amount. McCauslin states the project did take longer than anticipated, however he did ask the contractor if there would be additional charges and stated that any extra work / charges would need prior approval before the work was done. Utility Supt. Gillock notes they were never given any indication there would be additional charges. PW Supt. McCauslin contacted Eco Infrastructures and advised that we could not pay more that the contract amount of $4,800.00 without an approved Change Order which was submitted totaling $6,799.50 which includes 10 hours of travel time billed at $100 per hour. Both McCauslin and Gillock acknowledge this was a much larger project than they expected and due to the amount of debris in the line they were unable to get all the way through the line. Councilman Alspach recommends paying the invoices less the $1,000.00 of travel time provided the contractor submits revised Final Change Orders. Councilman Vaughn seconds the motion. **Vote 3 affirmative.**

Utility Supt. Gillock presents a Sewer Maintenance proposal from Eco Infrastructures for $30,000.00. Their contract requires us to get a meter and purchase any needed water from IAW. This proposal breaks down to $1.60 / foot. Gillock also has a proposal from Fluid Waste which breaks down to $1.85 / foot but included the cost of the water. Gillock adds that for a 4 foot patch on an 8” pipe Fluid Waste charges $2,450.00 and Eco Infrastructure charges $3,030.00. Council directs Gillock to share proposal information with both vendors

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and ask for revised proposals. Choose one and send it to Attorney Robbins to review and edit then Gillock can approve the contract.

Effluent Meter

Utility Supt. Gillock presents three (3) quotes to remove the old meter, install bypass valves and the new meter. The lowest bid is Mitchell and Starks at $24,675.00. Councilman Alspach moves to approve the proposal from Mitchell and Starks with a not to exceed amount of $25,000.00 and authorizes Clerk-Treasurer Alspach to make the necessary transfers. Councilman Vaughn seconds the motion. **Vote 3 affirmative.**

Small Purchasing Policy

Utility Supt Gillock asks when the council wants to see the quotes that he and PW Supt McCauslin get. Is there a dollar amount that the council wants to review the quotes before approving the work? Attorney Robbins states we need to have a small purchases policy as a part of our internal controls. Robbins will draft a policy for the council to consider.

Old Water Plant

PW Supt McCauslin states the Whiteland Water Supervisor is asking permission to store a trailer and some supplies in our old water plant. Council approves if Whiteland provides written release of liability if their property is damaged while being stored on our property.

Special Meeting

We will hold a brief special meeting on December 29, 2017 at 5:00 p.m. to pay final year end claims and pass any necessary legislation.

Exempt Status Determination

Attorney Robbins explains Salaried / Exempt Positions and states that the positions that Supt. Gillock and Supt. McCauslin hold qualify. The decision to make these positions exempt is up to the council. Council determines that the positions will remain non-exempt for the time being but they may review this again in a few months.

EPN

Councilman Alspach shares pictures of Buildings 2 and 3 in this complex and the amount of trash and outside storage they have accumulated behind their buildings. Alspach will send the pictures to Police Chief Rynerson to begin enforcement process.

One Stop Auto

Councilman Alspach states there are more vehicles on the property today that there were 2 weeks ago and most are unplated. Council states that if the property is not in compliance on January 24th enforcement will begin.

Fire Marshal

Clerk-Treasurer Alspach states that there was a $1,000.00 stipend in the Fire Department budget for the Fire Marshal but it was not included on the 2018 Salary Ordinance. She will prepare an amended ordinance for council approval.

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Work Order

Councilmen Perrin and Alspach will create a work order form to be used by all departments to report any issues or repair requests to PW Supt. McCauslin so that he can investigate and

schedule needed repairs. Department Heads cannot schedule building repairs unless they are willing to pay for them out of their own budgets.

**NEW BUSINESS**

None.

**LEGISLATIVE BUSINESS**

Ordinance 2017-18

Clerk-Treasurer Alspach presents the ordinance amending the 2017 salary ordinance on first reading. Councilman Vaughn moves to adopt Ordinance 2017-18 and is seconded by Councilman Alspach. **Vote 3 affirmative.**

Ordinance 2017-19

Clerk-Treasurer Alspach presents the surplus municipal property ordinance on first reading. Councilman Vaughn moves to adopt Ordinance 2017-19 and is seconded by Councilman Alspach. **Vote 3 affirmative.**

Ordinance 2017-20

Clerk-Treasurer Alspach presents the transfer ordinance on first reading. Councilman Vaughn moves to adopt Ordinance 2017-20 and is seconded by Councilman Alspach. **Vote 3 affirmative.**

Transfer Memo

Clerk-Treasurer Alspach presents the transfer memo for approval. Councilman Alspach moves to approve the transfers and is seconded by Councilman Vaughn. **Vote 3 affirmative.**

**OPEN TO THE PUBLIC**

Being no other business the meeting was adjourned at 8:13 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President