**NEW WHITELAND TOWN COUNCIL**

**December 20, 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, Frank Vaughn, Mike Rogier 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 December 6th meeting and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

S. Spears, 208 Crestwood requests an extension until January 5th. After some discussion, a $100 payment will be made on 12/21 and Mr. Spears will pay the balance of $89.38 on January 5th.

**TREASURER’S REPORT**

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

**NEW BUSINESS**

Police Chief Rynerson requests approval to allow Officer Whited to carry 16 hours of Floating Holiday into the first quarter of 2017. Rynerson explains that due to a staffing shortage Officer Whited did not get his time off scheduled. Council approves allowing the 16 hours to carry over until March 31st or the time will be lost.

Vehicle Mileage and Maintenance Log Reports

President Perrin is requesting monthly mileage and maintenance reports on all town owned vehicles. Perrin asks that Police Chief Rynerson, Fire Chief Wilson and PW Supt. Johnson create a spreadsheet form that can be used by all three departments that would include the following information on each vehicle:

Vehicle year, make and model, mileage on first day of the month, mileage on last day of the month, miles driven on duty as well as personal miles driven, log of any maintenance performed on that vehicle that month and whether it was done in house or somewhere else. Each Department Head will turn this report in to the Clerk-Treasurer on the 1st day of the month. The Clerk-Treasurer will scan the reports and email them to the council and keep a hard copy file of the originals. Councilman Rogier suggests including any equipment with an hour meter such as generators. Council agrees. PW Supt Johnson asks about the pumps at the Wastewater Treatment Plant. Council asks for maintenance logs only on the pumps. This is a part of maintaining Internal Controls and will start January 1st. The first reports will be due on February 1st.

**OLD BUSINESS**

New Whiteland Fire Department Engine 11

Chief Wilson presents a copy of the estimate to repair Engine 11 in the amount of $6,069.70 from KDC Body Shop. Wilson attempted to get quotes from two other vendors, one being Bridgeport who said they had too much work and weren’t interested and the other Donley Safety who uses and recommended KDC. The reserve engine has been repaired and is back

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in service and Chief Wilson would like to move forward with the repairs to Engine 11. Councilman Vaughn asks how long Engine 11 will be out of service for the repairs. Wilson states that once the parts are in the Engine will be in the shop for a week. Council approves moving forward with the repairs and directs Clerk-Treasurer Alspach to notify Green-Owens Insurance tomorrow to get the work scheduled.

Chief Wilson also thanks Councilman Alspach for helping with the recent Santa Parade and presents all councilmen with the new Department Logo patches for the Fire Department.

President Perrin states that he would like Chief Wilson to schedule a training session for his firefighters on the burning ordinance and offers to have a council member attend or assist with the training if Wilson wants them to.

**LEGISLATIVE BUSINESS**

Ordinance 2016-22

Clerk-Treasurer Alspach presents and explains the ordinance to write off old, outstanding accounts from 2013 on final reading. Councilman Rogier moves to approve the ordinance on final reading and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

Ordinance 2016-23

Clerk-Treasurer Alspach presents the transfer ordinance on final reading. Councilman Alspach moves to adopt Ordinance 2016-23 on final reading and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

Ordinance 2016-24

Clerk-Treasurer Alspach presents and explains the transfer ordinance on first reading. Councilman Schilawski moves to adopt Ordinance 2016-24 on first reading and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

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

Clerk-Treasurer Alspach reads the ordinance in title only on final reading. Councilman Alspach moves to adopt Ordinance 2016-24 on final reading and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

Transfer Memo

Clerk-Treasurer Alspach presents and explains the transfer memo for the Waste Water and Storm Water Utilities. Councilman Rogier moves to approve the transfers and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

Councilman Schilawski leaves at 5:50 p.m.

**OLD BUSINESS**

New Whiteland Signage

A second design for the Welcome to New Whiteland signs has been received. Council prefers the new design. Clerk-Treasurer Alspach has reached out to State Highway and discovered that we will need a permit to put the signs on US 31. She is still waiting for a return call from the Seymour District to get an application and cost information. Councilman Rogier moves to authorize the purchase of two of the Welcome signs and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

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Clerk-Treasurer Alspach will forward the permitting information to the council when she hears from Trenton with State Highway, Seymour District.

BZA Appointments

Clerk-Treasurer Alspach states that Frank Telakowicz has moved out of the area and resigned from both the Plan Commission and the Board of Zoning Appeals. That leaves the BZA with only 2 members, not enough for a quorum. Telakowicz was a dual appointee from the Plan Commission to the BZA. Council President Perrin appoints Plan Commission member Scott Alspach to fill the dual seat on the BZA. President Perrin also appoints Frank Vaughn to one of the other vacant seats on the BZA. That leaves one vacant seat on the BZA and at least one vacant seat on the Plan Commission. PW Supt. Johnson will ask if any of his employees would be interested in serving on the BZA. The employee would have to live in New Whiteland.

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 6:07 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President