**NEW WHITELAND TOWN COUNCIL**

**March 3, 2015**

**MEETING MINUTES**

Town Council President John Perrin opened the meeting at 5:30 p.m. with the pledge to the American flag. Council members present were Scott Alspach, Joe Noonan, Mike Rogier, John Schilawski and John Perrin. Also present were Attorney Robbins, Clerk-Treasurer Maribeth Alspach and Town Manager Spencer. Councilman Noonan offered the opening prayer.

**MINUTES**

Councilman Schilawski moves to approve the minutes of the February 17th meeting and is seconded by Councilman Rogier. **Vote 5 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

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

**OLD BUSINESS**

Real Estate Survey Update

Attorney Robbins distributes copies of the Certificate of Survey for the property being sold at 401 Mooreland Drive. Attorney Robbins needs a copy of any variance or approval that was given by the County when the Assembly Hall was added allowing the building to encroach into the drainage right-of-way. We also need to determine if any part of the improvements are in the flood plain. Robbins states the new survey will correct the existing plat. Once the right-of-way and flood plain questions have been answered the council will need to set a reserve bid for each building.

Employee Handbook

Councilman Schilawski thanks everyone for their help and input over the last couple of weeks in trying to reach a consensus of a fair and equitable revision to the Employee Handbook as it relates to vacation time earned. Councilman Alspach distributes copies of the compilation of information shared at several individual one on one meetings between various councilmembers as well as with some employees. Copies are provided at all New Whiteland Police officers in attendance as well. Councilman Alspach explains that all Vacation, Reserve Day and Floating Holiday hours will be combined in one “pot” of PTO (Personal Time Off) for each full time employee. Hours per employee may differ based on years of service. These hours will be able to be scheduled / used in full hour increments with prior approval by the appropriate Department Head. On the current 12 hour schedule, Police Officers work 84 more hours per pay period while their civilian counterparts work 80 hours. In years 2 – 5 Police Officers will have 84 hours of vacation and civilian employees will only receive 80 hours. In years 6, 11, and 21 all full time employees will accrue an additional 40 hours of vacation.

Councilman Alspach adds that the handbook will also be revised to change the maximum amount of sick leave that an employee can accumulate from 120 hours to 240 hours. Sick leave, Perfect Attendance Days and Bereavement Leave will not be included in the PTO but will be maintained separately with no other changes.

Councilman Rogier moves to approve the revisions as presented and is seconded by Councilman Noonan. **Vote 5 affirmative.**

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Renovation Update

Town Manager Spencer states that work is progressing well. Spencer presents Change Order #7 for the wainscoting that was previously approved as well as the exhaust fan for the Evidence Room in the Police Department. The Change Order also includes sealing an exterior door and repainting the

conference room in the Admin offices. Councilman Rogier moves to approve Change Order #7 and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

Special Olympics East Park Request

Town Manager Spencer states that the consultant for the Disc Golf Course is concerned about Special Olympics using the East Park after the disc golf course is installed. Spencer has spoken with Special Olympics and Gracepointe Church. Special Olympics will use the church for their practice area.

Flag Pole Quote

Spencer presents quotes to have a flag pole installed at the new building. Councilman Rogier moves to approve the quote for a 30’ pole at a cost of $1,310.00 and is seconded by Councilman Alspach.

**Vote 5 affirmative.** Council directs Spencer to be sure that appropriate lighting for the flag is installed as well.

Artwork Display

Councilman Rogier suggests a partnership between CPCSC and the town. Rogier recommends displaying student’s artwork in the new building and encouraging the Government / Economics classes to attend a council meeting. Councilman Schilawski will talk to teachers at the high school, Town Marshal Stephenson will approach one of his officers about building a display case and Clerk-Treasurer Alspach will request a quote for a plate rail to display pictures on. Framed historical documents are being donated by town resident William Faulkner that will be hung in the new council room.

**NEW BUSINESS**

Invoice Cloud

Clerk-Treasurer Alspach emailed the proposal for the software upgrade that would allow customers to receive their bills by email or have them sent to their phones. There is no upfront cost but there is a $50 per month cost for the service. That cost would probably be offset by a reduction in printing and postage costs as customers switch to the paperless system. Council wants to know if there is a report so that we will see when the invoices are sent out and when they are opened. Alspach will check. Councilman Rogier moves to approve the upgrade if there is a tracking system built in and is seconded by Councilman Alspach. **Vote 5 affirmative.**

Inventory System

Councilman Rogier requests that all office contents be videotaped. He would like a list of the number of desks, filing cabinets, computers, printers, copiers, furniture, etc. for each office/building. He would also like a complete inventory list on every employee that has been issued town owned equipment and/or uniforms down to number of pairs of pants, shirts, etc. All inventoried items must be returned when the employee leaves. As new clothing is purchased, old, worn out clothing must be turned in to be disposed of. Town Manager Spencer will notify Fire Chief Wilson to get an inventory list for the Fire Department and each of the volunteer firefighters.

Comp Time

Councilman Rogier would like to see comp time used and all employees kept at a 0 balance. In the event of an emergency the department head needs to adjust employee schedules to get any additional hours taken off within that same week to keep from accumulating comp time. If unable to do so

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would like to get time taken back within the same pay period. Department Heads are to begin scheduling employees off 1 or 2 days per week until all comp time is used. Once employees have

reached the target of 0 hours any additional hours worked are to be taken back ASAP to maintain the 0 balance.

Oil Changes

Councilman Rogier asks who does the oil changes on the police cars. Rogier asks if the Public Works employees could do the oil changes. Supt. Johnson states they do not want that responsibility. Marshal Stephenson states that Woods Auto Repair does all of their maintenance and maintains maintenance logs on all of the vehicles for us. If needed Stephenson can request a computer printout of all work done on each car at any time from Woods.

Credit Card for Town Use

President Perrin asks Clerk-Treasurer Alspach to look into getting a credit card that could be used with authorization and approval by certain employees. He is recommending having one credit card that is controlled by the Clerk-Treasurer and would have to be signed out by department heads to make a purchase with a vendor who would not accept a purchase order. Clerk-Treasurer will do some research.

Security Alarm System

Town Manager Spencer states the control panel was installed as ordered in the Police Department but is not being used. Council directs Spencer to confirm is system can be disarmed from the officer’s car with the key fob.

Flood Insurance

Jim Wise has submitted cancellation forms for the flood insurance policy on the Head Works building. He and Spencer have discovered that since the Head Works is underground it was never eligible to be covered with a flood insurance policy. Refunds are being requested.

Public Works Pole Barn

Councilman Rogier asks if a materials list has been completed for the proposed pole barn. Supt. Johnson states he should have one in a few weeks.

**LEGISLATIVE BUSINESS**

Transfer Memo

Clerk-Treasurer Alspach presents a memo to transfer some funds within the various utilities. Councilman Rogier moves to approve the transfers and is seconded by Councilman Alspach. **Vote 5 affirmative.**

**OPEN TO THE PUBLIC**

Wendell Johnson, 4585 Southway Drive, Greenwood thanks the council and the employees for the kindness and sympathy shown to him at the passing of first his brother and then his sister. He also expresses appreciation of the brick honoring his brother at Proctor Park and the American Cancer Society donation in his sister’s memory.

Council send kudos to the Public Works employees for their efforts during the recent snow event.

President Perrin reminds every one of the time change for the next meeting (March 17th), the meeting will be held at 6:00 p.m. at the 401 Mooreland Drive location. Hopefully we will begin meeting at the new building in April.

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Being no further business the meeting was adjourned at 7:08 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

John Perrin, Council President