**NEW WHITELAND TOWN COUNCIL**

**April 17, 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 Alspach offered the opening prayer. Councilman Mike Rogier was absent.

**MINUTES**

Councilman Schilawski moves to approve the minutes of the April 3rd meetings and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the April 17th 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 4 affirmative.**

**OLD BUSINESS**

WWTP / PW Status Report

PW Supt. McCauslin reports that the line on Melrose has been cleaned and cameraed and seems to be flowing well now with limited flooding during this last rain event. McCauslin did get a quote of $64,000.00 to line the pipe. This would also require the gas company relocating their line and the installation of a catch basin at a cost of at least $12,500.00. McCauslin is researching other alternatives.

Abandoned Well  
McCauslin states that the town has a well located behind the Subway, there is a small structure where the well is located that is being used for storage. The town has no use for the building but does maintain the property. A resident that lives in that area has expressed an interest in purchasing the property from the town. The well and the building over it are surrounded by property owned by Clark Pleasant School Corporation and the town has been granted access to the well via an access road. John Venter is present to express Clark Pleasant School Corporation’s interest in the property. The school corporation is fine with us retaining the property but if we no longer want or need it they would like to take ownership of it as it is not accessible for private use as it is located on school property. The council is fine with transferring ownership to the school if the property is owned by New Whiteland. Attorney Robbins will research ownership and our employees will work on emptying the building.

Utilities Superintendent Gillock states that he and PW Supt. McCauslin met with Mark Sullivan and representatives from B.L. Anderson to begin design work on the project.

Mark Sullivan and Lauren McCleary from Midwestern Engineers are present. Mark asks if we received any comments from the public after the public hearing held on April 3rd. We did not. Midwestern reviews the comments that they received from the SRF and has prepared a cover letter addressing those comments for Council President Perrin’s signature. Councilman Alspach moves to authorize President Perrin to sign the cover letter and any other required documents and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

As discussed at the public hearing, the council needs to take action to approve and adopt the

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Preliminary Engineering Report (PER). Resolution 2018-02 has been prepared – it is the SRF Loan Program PER Acceptance Resolution and is now presented for council approval. Councilman Vaughn moves to approve and adopt Resolution 2018-02 as presented and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

Evaluations

Councilman Alspach thinks that annual evaluations should be mandated on all employees. He recommends that evaluations be done by June so that they are available during the budget discussions. He also believes that an evaluation form needs to be adopted to be used by all departments. Council reviews two sample evaluation forms. Councilman Alspach will take the form currently used by the police department and add one additional Evaluation Criteria for Maintenance of Town Owned / Issued Property. He will then make the form fillable for easier use by the Department Heads. He also recommends that all potential employees (full time and part time) have full background checks conducted by our police department. It is also recommended that Department Heads run a social media check for job applicants before interviewing them. Council directs Attorney Robbins to add these items to the revisions being considered for the employee handbook. Councilman Alspach will work with Police Chief Rynerson on a background investigation packet. Councilman Perrin asks about vehicle maintenance logs. PW Supt. McCauslin states none are being kept currently. Perrin states he would like to see them done weekly or monthly on all vehicles.

Employee Handbook Revisions

Attorney Robbins presents a revised social media policy for the council to review. Robbins notes that we had a citizen complaint this week about profanity that had been posted by the public on the town’s Facebook page that we were unable to delete. Robbins states that many entities are choosing to abandon Facebook. If New Whiteland chooses to maintain a Facebook page they could no longer allow the public to post to the town’s page. Council asks that all Facebook pages be made read only with no public interaction. Attorney Robbins will prepare a memo notifying all departments. Employee Handbook Revisions will be placed on the May 1st agenda.

Community Event – August 25th

Clerk-Treasurer Alspach distributes copies of what has been accomplished or confirmed for this year’s event. Council approves the name “Party in the Park” for our 2018 celebration.

MainSource Bank

Clerk-Treasurer Alspach states that MainSource Bank was purchased by First Financial. She has held several meeting with MainSource and some other local banks in the event that she would need to move our accounts. First Financial has agreed to continue all of the services and agreements that we have in place with MainSource. Our routing and account numbers will not change so we will be able to continue using our checks until we run out. They will continue to provide courier service and waive all fees. We will continue to use the MainSource branch location until the new branch opens at the end of the year. The new branch will be closer to New Whiteland than the current one. We will be financing the 2 new police cars with MainSource and need council action on who will be authorized to sign the

bank loan paperwork. Councilman Vaughn moves to authorize President Perrin to execute all necessary paperwork and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

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Camera Purchase for Vac truck

Council President Perrin states that he met with Norm Gabehart, Whiteland Town Manager, to discuss potential cost or equipment sharing. Gabehart recommended setting up a meeting between both towns and the department heads involved to discuss possible options. Council approves. Utility Superintendent Gillock states that they did demo a camera and that they are on a list for a demo or reconditioned camera. All of these cameras are sent back to the factory to be fully checked and certified before being sold.

**NEW BUSINESS**

Parks Assessment

PW Supt. McCauslin distributes copies of the assessment done by EMC insurance. McCauslin states that several of the minor issues have already been addressed. This report needs to be considered as the council sets their priorities for the parks upgrades.

The trees in West Park are all down – the contractor should have all of the stump grinding finished today. The final payment was approved on tonight’s docket but the check will not be released until Supt. McCauslin does a final inspection.

Hilltop Farms

Wessler Engineers will be out in early May to assess the drainage issues and offer some solutions. Some of the lines have been cameraed and a lounge chair cushion and lots of debris removed. Supt. McCauslin states there is not a guard on the out fall and he is looking at installing one in the future.

McCauslin states that two (2) other lines were cameraed. One on Crestwood shows 112’ of line that runs to the creek that is completely broken and needs to be fully lined. Another line on Granada appears to be fine but will have a soft area filled with flowable fill prior to the road paving work being done.

Office Hours

PW Supt. McCauslin states that their department works from 7-4 during the summer months. He is recommending that the office hours / regular business hours for all departments be changed to 7 a.m. to 4 p.m. year round. Lunch hour would remain 12 – 1. Foot traffic in the offices is heavier in the mornings than late in the day. Clerk-Treasurer Alspach states they would need to change the hours on the utility bills, the office doors, the website and the Facebook page. Councilman Schilawski leaves at 6:45 p.m. Bills would clearly state that payments were due by 4:00 p.m. on the due date and on any disconnect reminder notices. Councilman Alspach to change all town offices regular hours from 8 – 5 to 7 – 4 beginning June 1, 2018. Councilman Vaughn seconds the motion. **Vote 3 affirmative.**

Building Permits

PW Supt. McCauslin would like to require permits for any changes to an existing property; fences, basketball concrete slabs, small storage sheds, etc. to prevent them from being built or placed within the drainage easements. He would also recommend having he and Supt. Gillock work with Zoning Administrator Guyer to verify building setbacks and easements

on all permits. The permit fees could be minimal but would help alleviate future drainage

issues. While it won’t correct what already exists it would allow us to make people bring their property in compliance if and when they want or need to replace something that already

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exists. Attorney Robbins states this is a great idea and can certainly be done. This will be placed on the agenda for the next Plan Commission meeting.

Hot Box to replace Total Patcher

PW Supt. McCauslin states that the town purchased a Vortex Total Patcher several years ago that has seen very little use. He recently did a trial run with a piece of equipment called a Hot Box which is much easier to use and does a better job. The Hot Box costs $30,000.00 and Seal Master has offered us $15,000 trade in for the Total Patcher. After contacting the vendor that sold us the Total Patcher they have offered $25,000.00 to buy back the equipment. Attorney Robbins states they need to get one more bid on the piece of equipment and then, with council approval, it can be sold to the highest bidder. Council approves sale once a third bid is received. McCauslin states they also have an old New Holland backhoe that has not been used since January 2017 they would like to get rid of. They have received one offer of $10,000 for this piece of equipment. Council approves getting two (2) more bids and then selling this piece of equipment to the highest bidder.

Town of New Whiteland Fund

Clerk-Treasurer Alspach presents paperwork for President Perrin’s signature to close out our Proctor Park fund with the Johnson County Community Foundation. The fund is dormant and has a remaining balance of $173.50. Due to inactivity we can either close the account and request a check or it will be transferred into a similar account that we would no longer have access to. Councilman Vaughn moves to authorize President Perrin to sign the necessary paperwork to close the account and is seconded by Councilman Alspach. **Vote 3 affirmative.**

**LEGISLATIVE BUSINESS**

Ordinance 2018-09

Attorney Robbins calls the public hearing to order at 7:02 p.m. and presents and explains the ordinance reestablishing the Cumulative Capital Development Fund and a Maximum Tax Rate on second and final reading. Attorney Robbins asks if there are any questions or comments from the public. There are none. The public hearing is closed at 7:05 p.m. Councilman Vaughn moves to adopt the ordinance on final reading and is seconded by Councilman Alspach. **Vote 3 affirmative.**

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 7:07 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

John Perrin, Council President