**NEW WHITELAND TOWN COUNCIL**

**June 14, 2016**

**SPECIAL 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 Schilawski, Mike Rogier, Scott Alspach, Frank Vaughn and John Perrin. Also present were Town Manager Terry Spencer, Clerk-Treasurer Maribeth Alspach and Attorney Lee Robbins. Councilman Schilawski offered the opening prayer.

**MINUTES**

Councilman Rogier moves to approve the minutes of both June 7th meetings and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

**Fire Department Replacement Vehicle**

Fire Chief Wilson has gotten new quotes including the trade-ins as requested. The new quotes are for 2017 vehicles:

Ray Skillman Ford 2017 Ford with $7,800.00 trade-in $24,622.05

Ray Skillman GMC 2017 GMC with $7,800.00 trade-in $26,564.23

He still has the two quotes presented earlier this month:

John Jones in Salem 2016 Dodge with $8,500.00 trade-in $20,694.00

Fletcher Chrysler 2016 Dodge with $11,500.00 trade-in $17,424.00

He is requesting $43,041.25 to purchase the truck with all of the necessary equipment and graphics. Councilman Rogier moves to approve the purchase of the 2016 truck with trade in of both replacement vehicles and all the aforementioned equipment at a total cost of $43,041.25 with the funds coming from the proceeds of the sale of the water utility and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

**Hearing Commission Appointments**

PW Supt Wendell Johnson and Plan Commission member Jeff Weaver have both agreed to serve. Phil Martin is considering an appointment to this commission but has asked when they will meet. Duane McCauslin is also considering accepting an appointment to this board. Council decides meeting will be held on the 4th Tuesday of the month when needed. This item is tabled for the June 21st meeting.

**Employee Handbook Revisions**

Attorney Robbins has updated and revised the Employee Handbook that was originally adopted in November of 2014 to be in compliance with changes in the law and as requested by Town Manager Spencer and the Department Heads. Attorney Robbins begins to outline and explain the changes. Robbins has added the FMLA language as required.

#6 – General Employment Policies

Adding Q requiring employees to give 15 days’ notice when voluntarily terminating employment with the town. Council also discusses possibly addressing retirement and requiring employees to notify the town of their intent to retire at the same time they notify PERF and Social Security.

Adding R. the Family Medical Leave Act.

#7 – Employee Time Off

Amends C – Vacation relocating “Vacation time will not accrue for employee leave of absence”. Also includes language stating that a request to change a scheduled vacation may

Town Council

Page Two

6-14-2016

not always be approved. Also adds that vacation may not be used during an employee’s last two (2) work weeks of employment and that vacation may not be paid out in advance. Discussion regarding abuse of time off and stating clearly that if a Department Head allows an employee to abuse time off the Department Head is guilty of allowing ghost employment. A Department Head can request a Doctor’s note any time they suspect that an employee is abusing their sick leave.

The Employee Handbook will be placed on the June 5th agenda and will pick up with #7 Employee Time Off, D Leaves of Absence #2 Military Duty.

**2016 Street Repair Bid Opening**

Attorney Robbins did speak with Dave O’Meara about the error in their bid form. O’Meara asked that his bid be withdrawn. Grady Brothers would be the next lowest bidder at $261,892.36. Town Manager Spencer states that there is approximately $287,500.00 available for street repairs after the LOIT Special Distribution. Spencer had planned to spend around $250,000.00 on street work this year. Spencer knows of $2,000.00 worth of work that needs to be done on Pine Court. That work will be done by our employees. Spencer states if the Grady Brothers bid is approved that would leave $25,607.64 for any unforeseen repairs.

Attorney Robbins reminds the council of the INDOT Matching Grant program and the possibility that we could qualify for additional money and expand the scope of our street repairs yet again. Council tables this for more information on the INDOT Grant Program requirements and restrictions. This item will be placed on the June 21st agenda.

**Police Department Application Update**

Town Manager Spencer reports that 7 – 8 applications have been submitted by ILEA graduates. Applications are due by June 17th. Council asks that Interim Marshal Rynerson attend the June 21st meeting to give a status report on the hiring process.

Being no further business the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

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

Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President