**NEW WHITELAND TOWN COUNCIL**

**June 5, 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, Frank Vaughn, John Schilawski, Mike Rogier and Scott Alspach. Also present were Clerk-Treasurer Maribeth Alspach and Attorney Lee Robbins. Councilman Schilawski offered the opening prayer.

**MINUTES**

Councilman Alspach moves to approve the minutes of the May 8th meeting and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the June 5th Fund Report and Docket for ratification and/or approval. Clerk-Treasurer Alspach notes that there is a 50% deposit payment on tonight’s docket for the WWII Memorial sign to Christy’s Design & Sign in the amount of $687.50. Councilman Schilawski moves to approve and ratify both reports and is seconded by Councilman Rogier. **Vote 5 affirmative.**

**INSURANCE RENEWALS**

EMC / Green-Owens did not have the renewal rates ready for tonight. They have asked to be placed on the agenda for the June 19th meeting but have promised to have the renewal rates to us this week. Once received they will be forwarded to the full council for review. The Clerk-Treasurer, PW and Utility Superintendents have spent countless hours gathering serial and model numbers, along with cost information and locations on all of the insured property and equipment. EMC is still updating their records. This policy renews July 1st. Verbally they have stated that they expect a minimal increase if there is one.

LHD Benefits – Duane McCauslin, Joe Rynerson, Melissa McCarty and Clerk-Treasurer Alspach met with the employee benefits / insurance broker today. Our Anthem health insurance is looking at a 12.9% rate increase. All of the other coverages (dental, vision, life, short and long term disability) have no rate change this year. Due to the fact that our plan is “grand-mothered” our rate increase is much lower than if we were shopping for coverage as a new group. The census numbers were incorrect in the renewal proposal and are being corrected. We will have new proposals tomorrow and they will be forwarded to the council and department heads. The recommendation of the group that was in the renewal meeting today was to not make any changes to the plan and accept the 12.9 % increase sharing it 50/50 between the town and the employees. Clerk-Treasurer Alspach notes that we had an 18% rate reduction last year due to the demographics of our group changing because of retirements. The new rate is still lower than we were paying in 2016. She would also like to look at proposed raises and report back to council how the rate increase will impact employee raises. This item will be placed on the June 19th agenda. Council does not need a representative to attend the meeting.

**OLD BUSINESS**

WWTP / PW Status Report

PW Supt. McCauslin states that Milestone began the street overlays and repairs yesterday. They crushed a very shallow sewer lateral on Northlane and have prepared a Change Order

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to repair that at a cost of $2,700.00. Attorney Robbins asks if the lateral was within the depth speced in our contract and McCauslin states that it was. The submitted Change Order also

includes pricing for repaving the two (2) parking lots in East Park and removing the old tennis courts. Attorney Robbins states that only the sewer lateral qualifies for a Change Order. The other items will need to be bid as a stand-alone project and we will need to solicit at least two (2) more quotes. Councilman Alspach moves to amend Change Order #1 striking items 110, 120 and 130 and only approving item 100 in the amount of $2,700.00. The motion is seconded by Councilman Rogier. **Vote 5 affirmative.**

PW Supt. McCauslin and Attorney Robbins will prepare bid documents tomorrow and send them out by email requesting sealed bids for the Parks Improvements. Bids will be due by 3:30 on Wednesday, June 13th at which time they will be opened in a Special Meeting.

Full Time Employee

PW Supt. McCauslin states that Jeremy Day was hired to fill the vacant position and started work on June 4th.

East Park and Country Gate Park Proposed Improvements

McCauslin presents quotes for picnic tables, water fountains and trash cans for East Park along with a quote for recycled rubber mulch and border for fall protection at Country Gate playground. These quotes total $25,241.68 and would be paid for out of the Rainy Day Fund. Councilman Schilawski moves to approve these expenditures and is seconded by Councilman Rogier. **Vote 5 affirmative.**

East Park Work in Progress

PW McCauslin states site prep work has started for the new shelter house. A & G Enterprises is scheduled to begin the basketball court rehab next week.

Wessler Storm Water Drainage Issue Proposal

PW Supt. McCauslin presents a proposal from Wessler Engineering to correct some ongoing drainage issues in the Raintree subdivision. Total cost of the proposal is $227,590.00. Council directs McCauslin to forward the information to Steve Brock as part of the Rate Study. McCauslin will also go back to Wessler to see if there is a less expensive alternative. He will also contact the county engineer to get a second opinion and seek additional quotes. McCauslin states this is only one of the storm water issues that needs to be addressed, he is working on a more comprehensive list to share with Steve Brock for the Rate Study.

West Park

PW Supt McCauslin states all of the diseased or dead trees that were slated for removal have been removed. However there are approximately 10 more trees that need to be taken down. Council directs McCauslin to identify those trees and get quotes to have them removed.

Proctor Park

PW Supt. McCauslin states that volunteers from the Whiteland Key Bank branch did a service project at Proctor Park and painted the picnic tables in the front shelter house recently. McCauslin greatly appreciates their partnership.

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WWTP / SRF Project

McCauslin spoke to Mark Sullivan with Midwestern Engineers. Sullivan and Council President Perrin received letters from the SRF with minor questions on our PER. Sullivan is addressing their comments now and should be done this week. Sullivan also said that the Construction Permit should be ready within two (2) weeks and bid packets and specifications should be ready by the end of June.

**IPEP Safety Grants**

McCauslin states he, Police Chief Rynerson and Clerk-Treasurer Alspach met with Pete Ison with IPEP earlier today to review our Safety Grant applications. This is an 80/20 matching grant specific to safety equipment. McCauslin states that he is filing an $11,000 grant application for Public Works and may file an additional application for strobe lighting for all of the vehicles. Police Chief Rynerson is also filing two (2) applications and Fire Chief Saucier plans to file one as well. Applications are due June 30th. An announcement will be made August 31st as to who will be receiving the grants. Monies will not be disbursed until January 2019. The Town would be responsible for a 20% match of whatever funds we are awarded.

**2019 Budget**

Councilmen have completed their Department Head evaluations. Councilman Alspach will create a spreadsheet with all of the results and comments for their review. Most Department Heads have completed their 2019 budget requests. Clerk-Treasurer Alspach is working on getting that information entered into the computer and will distribute copies to all councilmen as soon as she is finished.

**NEW BUSINESS**

Back up Zoning Inspector

Councilman Rogier states we need to consider hiring a second building inspector to take calls and/or do inspections when Tim Guyer is unavailable. He believes that if we require residents to get permits we should respond more quickly that we sometimes do. Discussion on an Interlocal agreement with another agency or an independent consultant who could do inspections during regular business hours and/or Saturdays. Council will consider options.

Department Head Reports and Meeting Attendance

Council requests written reports be submitted of ongoing projects or incidents and submitted to the Clerk-Treasurer by Noon on the Thursday preceding each council meeting. Council will review the reports and contact the Department Head with any questions or request that they attend the meeting. They are not required to attend unless requested.

**LEGISLATIVE BUSINESS**

Ordinance 2018-11

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

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Ordinance 2018-12

Attorney Robbins reads and explains the ordinance adopting a New Code of Ordinances (Town Code) on first reading. Robbins notes the town contracted with American Legal Publishing to codify our existing code / ordinances as required by law. The new Code has been prepared and reviewed and the final product is now being presented for adoption. Councilman Alspach moves to adopt the ordinance and is seconded by Councilman Rogier. **Vote 5 affirmative.** This item will be placed on the June 19th docket for final consideration.

Once approved the entire Code will be uploaded to our website for easy access by the public.

Resolution 2018-03

Clerk-Treasurer Alspach presents and explains the Additional Appropriation Resolution. Tonight’s meeting and hearing was noticed in the newspaper but there is no public in attendance. There are no questions or comments. Councilman Vaughn moves to adopt the resolution and is seconded by Councilman Alspach. **Vote 5 affirmative.**

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President