**NEW WHITELAND TOWN COUNCIL**

**June 7, 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 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 Alspach offered the opening prayer.

**MINUTES**

Councilman Schilawski moves to approve the minutes of the May 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 ratification and/or approval. Councilman Vaughn moves to approve and ratify both and is seconded by Councilman Rogier. **Vote 5 affirmative.**

**FIREFIGHTER SWEARING IN CEREMONY**

Captain Dave Currin administers the oath to Firefighters Katie Stephens of New Whiteland and Brady Turner of Danville upon completion of all required training and their probationary year.

**2016 Street Repair Bid Opening**

Attorney Robbins states that because of the LOIT Special Distribution the original bids were all rejected and the scope of work was increased. Town Manager Spencer solicited bids from the three (3) companies that originally bid. Four (4) bids were received. Attorney Robbins opens the bids.

**Grady Brothers**

Base Bid $180,075.61

Alternate $ 81,816.75

TOTAL: $261,892.36

**Dave O’Meara Contractor**

Base Bid $ 124,428.75

Alternate $ 84,991.75

TOTAL: $ 209,420.50

**Globe Asphalt**

Base Bid $230,717.50

Alternate $102,595.00

TOTAL: $333,312.50

**Milestone**

Base Bid $183,952.00

Alternate $ 83,083.00

TOTAL: $267,035.00

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There appears to be a large discrepancy with O’Meara’s bid. It appears that their base bid is only for the section of Parkview Drive from US 31 to Sweetbriar rather than from US 31 to Sawmill as indicated in the bid documents.

Representatives of both Milestone and Grady Brothers are present and recommend having a contractor help prepare future bid packets clearly stating road measurements along with material tonnage required for each project so that bids are for “apples to apples”.

Councilman Rogier moves to have Attorney Robbins thoroughly review all bids. Robbins will contact O’Meara and point out the error on their bid and offer them the chance to withdraw their bid if they don’t want to perform the scope of work specified for the bid amount that they submitted. Councilman Schilawski seconds that motion. **Vote 5 affirmative.**

After Attorney Robbins reviews all bids and speaks with O’Meara if their bid is withdrawn it would appear that Grady Brothers has the next lowest bid at $261,892.36.

**TOWN MANAGER REPORT**

Nixle

Town Manager Spencer presents the quotes for a second Nixle account for the town. They have two (2) options one is $3,000 per year and the other runs $4,000 per year. Both programs have a $400 installation fee. Residents would have to sign up to receive voice or text messages. The Police Department has a free account which has not been used, we could act as a 2nd administrator on that account. However, all messages would go out identified as coming from the New Whiteland Police Department which could cause some confusion. Council says the website and Facebook page are enough for now.

F.E.Moran Security Changes

Spencer presents the quote for adding swipe cards for the police officers and relocating the motion detector in the Police Department foyer. Quote is for $4,825.00. Council states money has not been budgeted for this. Council could reconsider at the end of the year if funding is available or the proposed cost could be placed in the 2017 budget.

Anthem Renewal

The Anthem Renewal rate came in at 3.8%. The renewal date is August 1st. The original projected rate increase was much higher. There is no rate increase for our dental, vision, life or long term disability coverages. Council approves the increase.

Fire Department Replacement Vehicle

Spencer asks Fire Chief Wilson to make this presentation. Wilson states that the money for the 2016 RAM 2500 Crew Cab 4 Wheel Drive truck was cut from his budget because of the circuit breaker report. Wilson states they are spending an average of $2,600 a year on repairs for the 1996 Ford Super Duty. He adds that they are having trouble keeping the batteries charged in the vehicle and having to jump start it. Wilson wants to get rid of the 1996 Ford

Super Duty and the 2005 Ford Explorer and purchase the 2016 RAM. He has received quotes form 4 dealers and has estimates on the value of the vehicles that are being replaced:

Fletcher Dodge 2016 RAM $28,924.00

Additional Equipment $23,697.63

Wilson has estimates of the value on the 1996 Ford Super Duty of $7,500 and on the 2005 Explorer of $2,500 - $3,000 but has an offer from Fletcher Dodge of $4,000 for the Explorer.

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He is requesting $43,041.25 to purchase the truck. Councilman Rogier asks that Wilson go back to Skillman and Fletcher Dodge and get a price on the 2016 truck with trade in of both replacement vehicles to compare the trade in value to the estimates Wilson has presented and present that information at the next meeting.

Council President Perrin is concerned about having to jump start the Ford Super Duty. Perrin asks how much a new battery would cost. Spencer has no idea and Captain Curin has not priced them but estimates each battery would cost around $300.00. Perrin asks PW Supt. Johnson if any of their vehicles have a compatible battery that could be loaned to the Fire Department while they are getting new cost information. Johnson will see if the battery in the leaf machine would fit. This item is to be placed on the June 21st agenda.

**OLD BUSINESS**

Employee Handbook Revisions

Attorney Robbins distributed red line copies several weeks ago and asks if the council has had time to review the revisions and if they are ready to take action on them. Councilman Schilawski recommends tabling until the next meeting. President Perrin will be out of town and recommends scheduling a Special Meeting on June 14th to discuss and finalize the revisions. Council agrees to meet at 5:00 p.m. Request is made to define retirement and identify a procedure or protocol.

Emergency Action Plan

Town Manager Spencer asks that the revised Emergency Plan be approved. Councilman Schilawski moves to approve the revised Emergency Action Plan dated April 2016 and is seconded by Councilman Vaughn. **Vote 5 affirmative.**

New Whiteland Commons Signage

Terry Spencer asks if the Town would like to be included on the proposed sign for the entrance of our complex. The sign is 13 1/2’ tall and 5’ wide and would have spaces for four (4) businesses. Estimated cost per business is $5,658.75. The sign would be along Tracy Road, is double sided and would be west of the entrance. Council directs Spencer to report back to Kevin Walls that they are interested if funding is available at the end of the year or if we can delay payment until the 2017 budget.

**NEW BUSINESS**

Ordinance Codification Proposal

Clerk-Treasurer Alspach has a copy of Hope, Indiana’s Codified Ordinance Book and presents a proposal to have all of New Whiteland’s ordinances going back to 1954 reviewed and a similar book created. The proposal would also address our Zoning Ordinance and Town Code. Total cost for doing all three is $12,650.00 and we can make a partial payment this year with the balance due in 2017 after the draft version has been presented, approved

and printed. Council is interested but would like to wait until later this year to see how much funding is available.

ACCESS Johnson County

Becky Allen has submitted funding support request for their transportation details in the amount of $2,189.00. A gentleman in the office states that he has an autistic child who uses

this service and they bill Medicaid for every ride she takes. He adds that the charges are

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pretty steep. Council thanks him for his input and does not have funding available for this program.

**LEGISLATIVE BUSINESS**

Ordinance 2016-06

Attorney Robbins presents and explains the ordinance to establish a three (3) member hearing board to be given the authority to consider and act on any appeals filed on zoning violations. Councilman Rogier moves to adopt Ordinance 2016-06 on final reading and is seconded by Councilman Alspach. **Vote 5 affirmative.**  Attorney Robbins states that the Town Council needs to appoint the three (3) members of the Hearing Authority Commission. There is some discussion on appointing 3 board members and 2 alternates. PW Supt Johnson agrees to serve on the board and the council will approach some other individuals and bring those names back for approval at the June 14th meeting.

Ordinance 2016-08

Attorney Robbins presents and explains the ordinance adopting the Uniform Control Standards for Indiana Political Subdivisions as New Whiteland’s minimum standard on first reading. Councilman Alspach moves to adopt Ordinance 2016-08 on first reading and is seconded by Councilman Rogier. **Vote 5 affirmative.** This ordinance will be placed on the June 21st agenda.

Ordinance 2016-09

Attorney Robbins introduces and explains the ordinance that establishes our Materiality threshold as required by the State Board of Accounts and Department of Local Government Finance. After a thorough explanation, Councilman Rogier moves to adopt Ordinance

2016-09 on first reading and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

This item will be placed on the June 21st agenda.

Resolution 2016-02

Clerk-Treasurer Alspach presents the Resolution requesting additional appropriations in the 257 LOIT Special Distribution Fund and the Rainy Day Fund. Councilman Rogier moves to adopt Resolution 2016-02 and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 6:58 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President