**NEW WHITELAND TOWN COUNCIL**

**July 7, 2015**

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

**MINUTES**

Councilman Schilawski moves to approve the minutes of the June 16th meeting and is seconded by Councilman Rogier. **Vote 5 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

B. Ashbrook asks to make arrangements on a final bill for 440 Granada to prevent a sewer lien from being filed on the property. Council approves Ashbrook’s request to make $50 payments by the 5th of the month beginning in August 2015 until the balance of $218.56 is paid in full. Failure to make any payment on time will result in the sewer lien being filed.

**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**

Commercial Realtor Update

Attorney Robbins states the sales contract agreement should be ready for President Perrin’s signature within a week. There has been some interest in one or more of the buildings within the last week and Robbins suggests holding off until we ascertain if there is an intent to make an offer. Clerk-Treasurer Alspach notes that we are waiting on an estimate from the company that cleaned our current building before the Open House to clean both the old Police Department and the old Town Hall before placing them on the market. Public Works is going to power wash the building and clean gutters and weed eat around the building. This work will be completed before the sale on July 17th.

Tracy Road Property

Councilman Schilawski states that the purchase of the 1.5 acres on Tracy Road adjacent to the soccer field was discussed in a school board meeting but no action was taken.

Sale of Remaining Furniture and Inventory

Sale will be held at 401 Mooreland Drive on Friday, July 17th from 8 -4 and on Saturday, July 18th from 9 – 12 noon. Clerk-Treasurer Alspach will serve as cashier. An ad will be placed in the Daily Journal and information will be posted on our Facebook page.

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Trash & Recycling Contract

Town Manager Spencer states that he and Clerk-Treasurer Alspach met with Norm Gabehart with the Town of Whiteland and Rick Littleton with the City of Franklin earlier today. We hope to have bid packets ready for bidding in August.

2016 Budget

Clerk-Treasurer Alspach distributes 2016 budget requests for each department and states that the proposed budget is $172,000 over what our reduced 2015 budget is after circuit breakers. Alspach explains the major increases and notes that no raises have been included in the 2016 proposed budget. The first review of the 2016 budget with the DLGF is on July 24th and we need to set the budget hearing dates prior to that meeting. 2016 budget hearings will be held on September 15th and October 6th and council asks that Alspach amend the budget to add a $1,000 increase to all full time employee proposed salaries. Council wants salary increase ranges in the 2017 budgets with evaluations and department head recommendations on individual employee increases.

Employee Absence

Town Manager Spencer reports that Molly Smith has also exhausted all of her sick, vacation and personal leave. A letter was delivered to her on July 1st stating that she would need to file FMLA paperwork if she intends to return to work. Paperwork has not been filed but we have a letter from her doctor stating she can return to work on July 20th. Council directs Attorney Robbins to prepare a letter to be delivered to Ms. Smith on July 8th stating that her request for FMLA leave must be submitted by noon July 10th. If her request is not received by noon July 10th, we will consider her employment terminated send to her a COBRA notice. Spencer adds the Officer Rynerson has a doctor appointment July 24th and hopes to be released to return to full duty.

Safewise Award

President Perrin shows certificate naming New Whiteland the 3rd safest City/Town in Indiana for 2015. Perrin thanks all employees for making this a reality.

**NEW BUSINESS**

Street Bids

Town Manager Spencer states bid packets were mailed to six (6) contractors. Work will include part of Sawmill and Princeton. Bids are due at 5:00 p.m. on August 4th to be opened during the regular council meeting. Attorney Robbins asks Spencer if bids will exceed $150,000 and Spencer says they will not.

WWTP Pole Barn Bid Opening

Attorney Robbins states bid packets were sent to four (4) contractors and we received two (2) bids:

Abel-Bilt Builders $127,800

Building Concepts of Indiana $100,531

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Attorney Robbins notes that Abel-Bilt appears to have included some items in their base bid that Building Concepts did not. Bids will need to be compared to the specifications to verify that they are responsive. Representative from Building Concepts states that they only bid on the items in the specs but included a list of alternates with pricing with their bid.

Councilman Noonan moves to award the contract to Building Concepts conditioned on a thorough review of the bids and specifications to verify that they do, in fact, have the low and responsive bid. Councilman Rogier seconds that motion. **Vote 5 affirmative.**

Town Manager Spencer states that the State is requiring the addition of a bathroom in the building. Attorney Robbins says this will be handled as a Change Order once the contract has been awarded.

Sick Leave

Attorney Robbins states we need to better educate our employees and supervisors on FMLA and employee responsibility for properly requesting FMLA leave. Attorney Robbins presents a draft ordinance amending the employee handbook section on sick leave to incorporate into the Town’s Employment Policy Manual FMLA eligibility rules relating to an employee’s immediate family and parents. Attorney Robbins advises the Council that Town employees can be required to substitute paid time off for FMLA leave and suggests that the Council impose that requirement. Attorney Robbins points out that employees are required to submit requests for FMLA leave 30 days in advance or, if advanced notice is not possible, as soon as is practicable after the need for leave arises. Robbins will provide a handout to be given to all employees.

Town Manager Spencer leaves at 6:05 p.m.

Payment Authorization Request

Clerk-Treasurer Alspach states that a large piece of equipment was delivered to the WWTP this week. The invoice arrived late this afternoon. The vendor, JWC, will not send their crew in to start up the machine until payment has been issued. She is requesting permission to cut the check in the amount of $41,727.00 and mail it tomorrow rather than have this delayed until our July 21st meeting. Council approves.

Fishing Derby Request

Clerk-Treasurer Alspach states that Don Sanders with Trail Life is requesting use of Proctor Park on Saturday, July 11th for a fishing derby. He has spoken with Town Manager Spencer and agreed to all of the park rules including the catch and release policy. Council approves request.

**LEGISLATIVE BUSINESS**

Ordinance 2015-07

Attorney Robbins presents the ordinance amending our current ordinance fixing the number of Deputy Marshals to include the Special Deputies from Johnson County Animal Control who will help enforce our animal control ordinance on first reading. Councilman Rogier moves to adopt

Ordinance 2015-07 on first reading and is seconded by Councilman Alspach. **Vote 5**

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**affirmative.** Council Schilawski moves to suspend the rules and approve Ordinance 2015-07 on final reading and is seconded by Councilman Rogier. **Vote 5 affirmative.**

**OPEN TO THE PUBLIC**

Tim Mason, 11 BelAire asks if mosquito spraying will be done this year. PW Supt. Johnson explains the reason spraying was discontinued and explains how complaints are now being handled. Mason asks about getting rid of hedge trimmings. They can be bundled and placed out for heavy trash.

Being no further business the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President