**NEW WHITELAND TOWN COUNCIL**

**August 16, 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 Perrin, John Schilawski, Mike Rogier and Scott Alspach. Also present were Clerk-Treasurer Maribeth Alspach and Attorney Lee Robbins. Councilman Perrin offered the opening prayer. Councilman Frank Vaughn was absent.

**MINUTES**

Councilman Schilawski moves to approve the minutes of the July 19th meeting and is seconded by Councilman Rogier. **Vote 4 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

R. Westerberg presents receipt for repairs made to two (2) toilets at 910 Wheat Field Lane and is requesting a credit on the high usage. Council approves two month credit of $234.35.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the Fund Report and Docket for ratification and/or approval for August 2nd and August 16th. Councilman Schilawski moves to approve and ratify both reports for August 2nd and is seconded by Councilman Alspach. **Vote 4 affirmative.**

Councilman Rogier moves to approve and ratify both reports for August 16th and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

**OLD BUSINESS**

Police Department National Night Out and Hiring Status Updates

Interim Town Marshal Joe Rynerson states that National Night Out was a huge success. Thirty seven (37) local businesses participated, there were several demonstrations presented during the evening and residents were asked to sign up for CPR classes or if they were interested in participating in a Neighborhood Crime Watch Program. The New Whiteland Police Department will be hosting free CPR classes and will be coordinating with residents to set up a Neighborhood Crime Watch Program. Rynerson said approximately 50 residents signed up, with half of those living in New Whiteland. They will be contacting those individuals to schedule an informational meeting. Rynerson adds that a wrap up meeting was held after National Night Out and some areas that could be improved were identified. Rynerson is recommending forming a committee for 2017 and get some preliminary planning started. A copy of the expense report has been included in tonight’s packet identifying donations, contributions and expenses for this event.

Interim Chief Rynerson reports that both Officer Wilson and Officer Whited have started working. Officer Wilson is working the road and Officer Whited should complete his FTO period within the next couple of weeks and also be on the road.

Town Marshal Appointment

Councilman Alspach states that with the retirement of Ed Stephenson at the end of May, the council appointed Joe Rynerson as Interim Town Marshal. Rynerson has had Officer Kenny Polley filling the Sergeant position due to the retirement of Dave Glaze. Alspach has prepared a memo that he has distributed to each of the councilmembers proposing that these appointments, along with a salary adjustment be made permanent effective August 13, 2016.

Town Council

Page Two

8-16-16

Councilman Alspach makes a motion to approve the recommendations as presented in the memorandum and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

2016 Street Overlay Contract

Attorney Robbins states that the work has been completed. There was one Change Order for a previously unidentified soft spot at the intersection of Northlane and Sweetbriar for a total cost of $5,686.50. PW Supt. Johnson notified the council and got verbal approval to approve and sign the Change Order but the council needs to ratify both tonight. Councilman Alspach moves to ratify the Change Order in the amount of $5,686.50 and Supt. Johnson’s signature on the Change Order. Councilman Schilawski seconds the motion. **Vote 4 affirmative.** Supt. Johnson states that the work only took four (4) days and that Grady Brothers were great to work with. He is very pleased with their work.

Employee Handbook Revisions

Attorney Robbins has prepared a Resolution to adopt the revised handbook. President Perrin states that he thinks that the policy allowing employees to do volunteer work on town time should be deleted. Attorney Robbins explains we have just merged State Statute into our handbook. Having this language protects us from a potential ghost employment claim. Employees must have Department Head approval before they can perform volunteer work on town time. Perrin recommends changing the approval authority from the Department Heads to the Town Council. Council agrees.

Perrin adds that there are 2 – 3 places in the handbook that make reference to a Town Manager. Those need to be removed.

Councilman Alspach recommends increasing the six (6) mile residency requirement. After some discussion council directs Attorney Robbins to revise that policy from six (6) miles to fifteen (15).

Robbins will make these changes and prepare a new resolution for the September 6th meeting.

DLGF Budget Hearing

Clerk-Treasurer Alspach states that the meeting with the DLGF went well. They are estimating our Circuit Breaker for 2017 at $246,950.00 which is a little more than $100,000.00 increase in this year’s amount of $140,908.59. Council will hold budget review meeting with each Department Head on Wednesday, September 14th beginning at 5:00 p.m. Council President Perrin recommends scheduling Fire and Police before Public Works.

Bicentennial Celebration and Community Day

Clerk-Treasurer Alspach asks about the level of participation the Town plans to have at these events. After much discussion it is decided that the town will attend the Bicentennial Celebration and the councilmen will wear their logo polo shirts but we will not rent or set up a tent / display as we will have it already set up for Community Day on Saturday. Both events set up on Friday, September 23rd. Council authorizes that a check for the $385.00 fee be issued as requested to Discover Downtown Franklin for each municipalities’ share of the cost of putting on the event.

Community Celebration – Clerk-Treasurer Alspach asks if town employees will earn comp time for working this event. Council directs Clerk-Treasurer Alspach to have a display board

Town Council

Page Two

8-16-16

prepared for promoting our parks. This will be displayed at a table but the table will not need to be manned. Again, the councilmen will wear Town of New Whiteland shirts and will be in attendance during the event, mingling with the crowd. Councilmen may take turns sitting at the display table throughout the day. Clerk-Treasurer Alspach asks if there are any volunteers who will represent New Whiteland in the Olympics – there has been no response.

The National Night Out Committee has suggested that the left over hotdogs and buns be donated to Community Day. Council approves and they will be delivered to Beeson Mechanical tomorrow so that they can be frozen.

**NEW BUSINESS**

Proctor Park Request

Anthony Bell with the Infamous Few Charity Riders is asking to use Proctor Park as a stop on their Ride for Heroes charity motorcycle ride they are planning for Saturday, September 3rd. They would like to stop at the park and spend 20 – 30 minutes there. This would be the third stop on their ride and he estimates they would arrive between 3 and 4 p.m. Councilman Alspach asks how many bikes they expect to have. Mr. Bell says they average about 30 but are hoping for several more. Bell is also requesting an escort from the parking lot across US 31 when they leave the park. Councilman Perrin is concerned about parking at Proctor Park especially given the Ride is being held on a holiday weekend and the park will be busy. Perrin recommends that the bikes park at the soccer field parking lot east of the park and walk to the park. Mr. Bell does not see a problem with that. Councilman Schilawski will check with Clark Pleasant Schools to see if that is alright, he does not foresee a problem. Perrin will ask our officer to escort the riders from the parking lot across US 31. Mr. Bell leaves his contact information for the Police Department to contact him.

Grassy Creek Disc Golf Concrete Tees

The town has received a proposal from the Johnson County Disc Golf Club to partner together to install concrete tees on our course. The club has been raising funds to pay for the concrete and are asking that the town supply the labor. PW Supt. Johnson states that he has talked with these folks and is willing to dig out, form and pour the tees. The club has raised $700.00 towards this project so far which is about half of their goal. Councilman Schilawski asks about the dimensions of the tees. Tees average 4’ x 8’ depending on the length of the hole and are 4” thick at grade. Schilawski asks if the addition of the tees will create more participation on the course. Club members say definitely. Councilman Rogier asks PW Supt. Johnson if adding the tees will create any mowing issues in the parks. Johnson says they will not. Councilman Schilawski asks for an estimate on our labor costs. Johnson figures 1 hour per tee. PW employee Duane McCauslin says labor costs usually average twice what the materials cost.

Suggestion is made that this project be done in two phases. Club members prefer that tees be installed in the back 9 (West park) first. They would like to do Phase 1 now and then raise money for Phase 2 and have those tees installed in 2017. Councilman Schilawski asks that the club prepare mock up drawings for the size and location of the 9 proposed tees for the West Park and deliver those to PW Supt. Johnson. Councilman Schilawski moves to approve Phase 1 of this project with the Johnson County Disc Golf Club donating the money for the concrete and the town providing the necessary labor. Councilman Rogier seconds the motion. **Vote 4 affirmative.** Johnson County Disc Golf Club also states that they have volunteers available to help with the labor.

Town Council

Page Four

8-16-16

I & I Flow Study

Mark Sullivan with Midwestern Engineers reports that they have been placing flow meters in various manholes throughout town to try and identify highest volumes of I & I. One of the first tests was the Effluent Flow Meter at the Wastewater Treatment Plant which was found to have been programmed incorrectly. After having it reprogrammed and calibrated the reading at the plant dropped from 90% to 80%. That information has been shared with IDEM and should cause the withdrawal of the early warning letter. Until this last weekend there had not been much rain so not a lot of data was collected. After the rain events the last several days it appears that the majority of our system has significant leaks.

Our plant was designed / rated for 750,000 gallons per day. In dry weather we average 450,000 gallons daily. During a heavy rain event we can exceed 1,000,000 gallons per day, making the combined wet/dry average 600,000 gallons per day. Sullivan notes that most of our infrastructure is clay pipe, some of which is now more than. 60 years old. He adds that leaks also occur in the laterals running from the main to the homes on private property. The only way to really correct the problem is to repair or replace the main lines and the laterals. Sullivan states that many municipalities have put hundreds of thousands of dollars into lining or repairing their main lines only to see no real reduction in I & I because of the leaking laterals. Sullivan adds that sometimes the most cost effective solution is to enlarge the collection / storage system at the plant to hold the water until it can be discharged.

The next step in the study is to do smoke testing which will identify some big problems with fairly simple solutions:

1) Identify pick holes in manholes that need to be sealed

2) Identify illegal roof drain connections and eliminate them

3) Identify illegal sump pump connections and eliminate them

Midwestern will complete the study and compile the data and bring a report with recommendations and options on how we move forward for the September 20th meeting.

2016 Christmas Party

Council approves an employee Christmas Party and recommends using the Fire Station again this year. They ask for a committee of 1 – 2 people from each department to plan this event. Council sets a $2,000 budget which will be paid from the Rainy Day Fund. Council states that employee service awards will only be given every five (5) years.

**LEGISLATIVE BUSINESS**

Ordinance 2016-12

Attorney Robbins presents and explains the ordinance to amend the New Whiteland Town Code as it relates to the keeping of animals in the town. Councilman Rogier moves to adopt Ordinance 2016-12 on first reading and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

This item will be placed on the September 6th agenda.

Resolution 2016-04

This item is also tabled until September 6, 2016.

Employee Request to Alter Short-Term Employment

Council President Perrin states that all councilmen received a copy of this request. He asks if anyone has any comments or questions. There are none.

Town Council

Page Five

8-16-16

**OPEN TO THE PUBLIC**

Laurie Morrison, 432 Melrose states that our Public Works Department began repairing a storm sewer near her house last Monday and completed it on Friday. She asks why she was unable to reach Terry Spencer when she called and is told that he resigned. She asks for a copy of his resignation letter. Attorney Robbins tells her to submit the appropriate request form and a copy will be given to her.

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