**NEW WHITELAND TOWN COUNCIL**

**August 4, 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, John Perrin, John Schilawski and Joe Noonan. Also present were Attorney Robbins, Clerk-Treasurer Maribeth Alspach and Town Manager Spencer. Councilman Alspach offered the opening prayer.

**MINUTES**

Councilman Rogier moves to approve the minutes of the July 21st meeting and is seconded by Councilman Schilawski. **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 Noonan moves to approve and ratify both and is seconded by Councilman Alspach. **Vote 5 affirmative.**

**2015 ROAD AND OVERLAY BID OPENING**

Attorney Robbins explains that bid packets were distributed six (6) weeks ago and we have received three (3) sealed bids for the 2015 Street Repairs. Bid specifications were for a base bid and two (2) alternates. Attorney Robbins opens the bids:

1) Harding Group Inc.

 Base bid: $65,530.60

 Alternate 1: $35,340.00

 Alternate 2: $27,965.10

2.) Milestone

 Base bid: $64,772.25

 Alternate 1: $35,743.00

 Alternate 2: $28,248.75

3.) Dave O’Meara

 Base bid: $56,387.00

 Alternate 1: $31,936.00

 Alternate 2: $24,950.00

Milestone rep states that the actual measurements of the areas being resurfaced do not match the specifications.

Attorney Robbins states that Dave O’Meara appears to have the low bid. O’Meara does not provide detail on his bid on how the final amount was arrived at. O’Meara’s bid is significantly lower than the other two bids, however the tonnage of materials to be used in O’Meara’s bid is within one ton of that in the Milestone bid. Council asks that bids be reviewed by Spencer and Johnson and placed on the agenda for the August 18th meeting.

**OLD BUSINESS**

WWTP Storage Building Change Orders

Town Manager Spencer presents two (2) change orders:

Change Order #1 for adding the restroom in the amount of $6,989.00

Change Order #2 for steel bollards around building in the amount of $2,250.00

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Councilman Rogier moves to approve both change orders and is seconded by Councilman Schilawski. **Vote 5 affirmative.**

401 Mooreland

Attorney Robbins has been working with Eric Prine, the attorney for Habitat for Humanity. Habitat is requesting an inspection on the building with the option to withdraw their offer if significant issues arise. They are also concerned about adequate time to accomplish the variance paperwork. They also want to know if we would be interested in retaining the rear parking lot. The council has no interest in retaining the parking lot. Councilman Rogier makes a motion authorizing Attorney Robbins to prepare an agreement giving Habitat until August 31st to complete the inspection and withdraw their offer. Habitat will have until December 1, 2015 to close on the property which in essence gives them 120 days to obtain their variance. Councilman Noonan seconds the motion. **Vote 5 affirmative.**

Attorney Robbins will prepare the paperwork for President Perrin’s signature and will notify Habitat.

Disc Golf Course Complaints

Councilman Rogier asks if the issues with the Disc Golf Course have been rectified. PW Supt. Johnson says that they have changed the direction of Hole #8 and posted new signage notifying golfers that if they throw a disc in a residents yard they must got to the front door and ask permission to retrieve it. Follow up conversations with the residents on Parkview have been positive and there have been no more complaints. If the problem continues changes will be made to Hole #7 as well.

FMLA Update

Town Manager Spencer states that two employees are still off work. Molly Smith’s FMLA will expire near the end of August and Joe Rynerson’s time will run out in September. Council asks if anyone has been in contact with these employees. Spencer states Rynerson stops in the office to keep us updated on his progress and he believes Marshal Stephenson has spoken to Smith.

Old Street Garage

Town Manager Spencer asks approval to reallocate $20,000.00 in MVH from Building and Structure Repair to Equipment Repair. Spencer states that the money was appropriated to fix up the old Street Garage but since they are building a new storage building at the WWTP they would like to use the money to purchase a new snow plow and salt spreader instead. The cost of the new equipment is around $17,000.00. Council asks if this equipment was budgeted for in either the 2015 or 2016 budget and are told it was not. Council asks if the equipment could last one more season and PW Supt. Johnson states possibly but may need repairs. Council asks if they got bids. Johnson states he got 2 bids on the snow plow and only one on the salt spreader. Attorney Robbins reminds everyone that state law requires that we get three bids. Council President Perrin asks for a copy of the specs on both pieces of equipment and he will get additional bids. Council directs Johnson to see if both pieces need to be replaced this year. Councilman Rogier asks if the 2016 budget can be reduced if we authorize the purchase this year. Town Manager Spencer says that it can.

Councilman Rogier asks Town Manager Spencer to check with the County to see if we could contract with them for future road repairs and determine if there would be any cost savings.

Five (5) Year Plan

Town Council discusses the need for more thorough review of budgets and the need for a written five year plan from every department. The plan would detail vehicles and equipment that will need to be replaced or need major repairs each year along with the estimated cost. It will also identify any work or projects that are scheduled each year along with the projected cost. We need to start budgeting for replacement equipment rather than coming to council with requests after the budgets have been adopted except in emergency situations which can’t be anticipated. Council would like written plans

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by January 1, 2016 and asks Town Manager Spencer to request all Department Heads to attend the August 18th meeting so that the Council can explain this request.

**NEW BUSINESS**

None.

**LEGISLATIVE BUSINESS**

Ordinance 2015-08

Attorney Robbins presents the ordinance prohibiting the use of fireworks in New Whiteland except for those days and hours mandated in state law on first reading. Councilman Schilawski moves to adopt the ordinance and is seconded by Councilman Rogier. **Vote 5 affirmative.**

Councilman Schilawski expresses a desire to communicate the new rules to the residents. Several items are discussed including putting a notice on the sewer bill, putting information on the website or the radio station, posting signs “Fireworks Ordinance Enforced”, etc. Council directs Town Manager Spencer to contact the Daily Journal with information on this ordinance. The ordinance will be placed on the August 18th agenda for final consideration.

**OPEN TO THE PUBLIC**

None.

Being no further business the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President