**NEW WHITELAND TOWN COUNCIL**

**August 6, 2019**

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

**MINUTES**

Councilman Schilawski moves to approve the minutes of the July 16th meeting and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

Clerk-Treasurer Alspach presents copies of the Fund Report and Docket for approval for August 6th. Councilman Vaughn moves to approve and ratify both reports and is seconded by Councilman Alspach. **Vote 4 affirmative.**

**OPEN TO THE PUBLIC**

None.

**BID OPENING**

Attorney Robbins states that we advertised for bids to reroof the Town Hall 540 Tracy Road. We have received three (3) sealed bids. Each bid should contain a base bid and an alternate for adding metal rather than shingles on the three (3) gables.

 Base bid Alternate

1. Moss Roofing $30,557.19 $38,957.18
2. Rick’s Roofing, Inc. $34,850.00 / $36,850.00 did not include
3. CRC Properties $53,377.02 $61,620.67

Supt. McCauslin states he has $24,000.00 budgeted to replace the roof. Remainder of the funding will come for Town Administration. Councilman Vaughn moves to approve the bid of $38,957.18 submitted by Moss Roofing conditioned on Supt. McCauslin’s review of the bid and verification that it fully complies with the specifications. Motion is seconded by Councilman Alspach. **Vote 4 affirmative.**

**PUBLIC HEARING**

President Perrin opens the public hearing at 5:12 p.m. The purpose of the hearing is to formally adopt the Preliminary Engineering Report (PER) and approve the proposed project. Wessler Engineering presented the project overview at the last meeting. There is no one from the public present. Emily Nelson with Wessler asks if any of the council has any questions regarding the PER or the proposed projects. Nelson states that five (5) areas are being addressed:

 Crestwood Drive

 Hilltop Farms

 Melrose Drive

 Break-O-Day, Rypma Row

 Country Gate Pond

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The total project cost has been estimated at $990,000.00 which includes the design fees for which a contract has been prepared.

Ms. Nelson presents the following timeline:

 PER Approval September 2019

 Complete Design December 2019

 Bid Project Early 2020

 Adopt Rate Ordinance March 2020

 Close loan April 2020

 Begin Construction May 2020

Being no questions or comments the public hearing is closed at 5:20 p.m.

**OLD BUSINESS**

Plan Commission Appointments

Clerk-Treasurer Alspach states that Plan Commission members John Perrin and Marshall Walker’s terms have booth expired. Both gentlemen are willing to serve another term. The council needs to reappoint Councilman Perrin who as Council President can then reappoint Mr. Walker. Councilman Vaughn moves to reappoint John Perrin to the New Whiteland Plan Commission and is seconded by Councilman Alspach. **Vote 4 affirmative.**

1114 Ashland

Attorney Robbins states that the property owners had filed for a 2nd mortgage on their home. They had filed bankruptcy and after the insurance was collected the 1st mortgage was satisfied but the 2nd mortgage was not disposed of in the bankruptcy. Attorney Robbins has contacted the Hines’ and is waiting for them to sign a consent form allowing him to contact the 2nd mortgage holder to find out what it will take to get that released as well. The town cannot purchase the property without a free and clear title.

**NEW BUSINESS**

Preliminary Engineering Report (PER) Acceptance

Emily Nelson with Wessler Engineering states that the PER is complete and was reviewed at a previous meeting. Earlier this evening the Public Hearing was held as required. Wessler now needs the council to formally accept the PER so that it can be submitted to the State Revolving Fund (SRF) Loan Program for approval.

**Resolution 2019-02** has been prepared approving and adopting the PER. Councilman Vaughn moves to adopt Resolution 2019-02 and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

**Resolution 2019-03** has also been prepared that will authorize President Perrin to serve a signatory on the SRF loan application. Councilman Schilawski moves to adopt Resolution 2019-03 and is seconded by Councilman Alspach. **Vote 4 affirmative.**

Storm Water Project Proposal

Emily Nelson with Wessler Engineering presents their proposal for the Design, Bid, Construction Administration, Construction Observation and Asset Management Plan Phases of the proposed project. The total cost of the contract is $281,500.00. Ms. Nelson notes that if the scope of the project is reduced the Construction Administration and Observation as

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well as the Asset Management Plan Phases will be billed on actual hours spent with a not to exceed amount of $133,500.00. Councilman Schilawski moves to approve the proposal and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

Social Media – Facebook

Clerk-Treasurer Alspach has been asked to research moving our Facebook page to an informational site only and has been told that is not an option. As the council does not want to monitor or censor comments a decision is made to post more information on our website and phase out the Facebook page by October 1, 2019. Notices will be posted on the Facebook page directing people to our website and advising that there is no longer an official Facebook page for the Town of New Whiteland. Many Facebook pages exist that would appear to be affiliated with the town but are not hosted nor is their information verified as accurate by a town representative.

Asset Management Plan Buildings, Properties & Equipment

Clerk-Treasurer Alspach states that Sanitation, Storm Water and MVH are all having Asset Management Plans done. She has been soliciting quotes to get the final plan to cover land, buildings and equipment. She requested three (3) proposals.

 T.M. Wells Valuation Services No response

 Asset Control Solutions $ 6,250.00

 Government Fixed Asset Services $ 3,500.00 (NTE)

Councilman Alspach moves to approve the proposal from Government Fixed Asset Services and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

Express Messaging

Clerk-Treasurer Alspach along with two other employees participated in a webinar on this service. All of the department heads are in agreement that it would be a great service to the town and its residents. There is a $350 set up fee and then the cost is $1,500 per year charge, billed quarterly ($375) unless we go over 1,500 users. Additional cost is $1.00 per additional account over 1,500. There is no contract so we can stop using the service at any time if we find it is not beneficial. We can have multiple administrators so that messages or alerts may be sent out day or night as needed. Residents would sign up on line – would allow one sign up account per residence – could have telephone numbers or email addresses for messaging or alerts. Councilman Vaughn moves to approve the proposal and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

**LEGISLATIVE BUSINESS**

Ordinance 2019-09

Clerk-Treasurer Alspach presents and explains the ordinance to transfer funds on first reading. Councilman Alspach moves to approve the transfer and is seconded by Councilman Vaughn. **Vote 4 affirmative.**

Councilman Alspach moves to suspend the rules and consider the transfer ordinance on final reading. Councilman Vaughn seconds the motion. **Vote 4 affirmative.**

President Perrin presents the ordinance to transfer funds in title only on final reading. Councilman Vaughn moves to approve the transfer and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

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Transfer Memo

Clerk-Treasurer Alspach presents a transfer memo for both Sanitation and Storm Water and explains. Councilman Vaughn moves to approve the transfers and is seconded by Councilman Alspach. **Vote 4 affirmative.**

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