**NEW WHITELAND TOWN COUNCIL**

**September 4, 2018**

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

**MINUTES**

Councilman Schilawski moves to approve the minutes of the August 22nd meeting and is seconded by Councilman Rogier. **Vote 4 affirmative.**

**HARDSHIPS / ADJUSTMENTS**

None.

**TREASURER’S REPORT**

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

**2018 Explore Summer at Johnson County Public Library**

Sarah Taylor, Programming Manager for Johnson County Public Library presents a brief report on their summer activities program. 6,237 participated in the summer reading program which is an 18% increase over 2017 and a 50% increase over 2016. They offered 473 free programs in June and July and had 9,646 attendees.

**OLD BUSINESS**

Milestone Change Order #5

Attorney Robbins explains this change order is for $36,771.00 and is the result of “undercutting at various locations as needed”. Kevin Conwell with Milestone is here to answer any questions. Conwell explains that Delbrook, Hollybrook and Northlane were scheduled for complete reconstruction and called for 6” of stone and 6” of overlay. Milestone excavated the full 12’ and found some soft areas causing them to excavate deeper in those areas. Conwell explains that in some areas they had to excavate an additional 3”, some places 6” and a few places an additional 12” to stabilize the road. PW Supt. McCauslin asks if the additional undercutting had not been done how would it have impacted the roads. Conwell states those areas would have had to be redone at some point possibly as soon as next year. Attorney Robbins states the language in our specifications states that the contractor is to excavate as much of the subgrade as is necessary and does not give a specific depth. Robbins states that the council can authorize the change order noting the work was done, the additional undercutting gave us the finished product that we contracted for and that everyone is very pleased with the work that was done. Milestone also worked with us to allow us to remove Granada and Deville when soft spots were discovered in areas that were scheduled to just be milled and overlay applied knowing the work would not hold up.

Councilman Schilawski moves to approve Milestone’s Change Order #5 and is seconded by Councilman Rogier. **Vote 4 affirmative.**

Council President Perrin asks Conwell to thank those employees that worked here in New Whiteland for a job well done.

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Councilman Alspach moves to approve a check for the Change Order to be cut and mailed immediately and is seconded by Councilman Rogier. **Vote 4 affirmative.**

Back Up Radio Acknowledgement

Town Marshal Rynerson reports that Heath Brant with the county has built radios for all of the police cars. Each police agency will be given the back up radios but they will then be responsible for the installation costs and any future repairs. Councilman Rogier asks for the model number of the radios, wants the tower locations and coverage areas and wants to know if Dave Gabbard is authorized to do the installations and what that will cost. Rynerson will present the requested information at the September 18th meeting.

Wastewater Treatment Plant Project Bid Recommendation

Mark Sullivan with Midwest Engineers reports that bids were opened on August 7th. Midwestern reviewed the bids and found Mitchell & Stark to be the low bidder. Bid packets were given to Attorney Robbins for review. Robbins states that in 2015 the law changed requiring a contractor to provide a copy of their Employee Drug Testing Program when bidding on a project of this size. Of the two (2) bids received neither included this information. Mitchell & Stark complies with the bid specs with the exception of the Drug Testing Program which was not included by the higher bidder either. Mitchell & Stark was notified of the missing documentation. They have a collective bargaining agreement that includes a drug testing program that was in place at the time the bid was submitted but was not included in their bid packet. We have a copy of their plan now. Councilman Alspach moves to accept the bid from Mitchell & Stark as being responsive and is seconded by Councilman Rogier. **Vote 4 affirmative.**

Mark Sullivan states that after reviewing the bids, he is recommending Mitchell & Stark as the low responsive and responsible bid. He further recommends accepting their base bid of $1,598,400.00 plus alternates 5,6,7 and 8 totaling $44,539.00 for a total of $1,642,939.00. Sullivan recommends keeping the option open for alternates 1 and 2 until closer to the end of the project if there is any contingency money left. Councilman Alspach moves to accept the bid from Mitchell & Stark in the amount of $1,642,939.00 contingent on final financial approval from the State Revolving Fund and is seconded by Councilman Rogier. **Vote 4 affirmative.**

President Perrin signs certification form for all required documents having been included in the specs for SRF.

Utility Supt. Gillock states that only one (1) bid was received for the GIS Data System. WTH submitted a bid in the amount of $26,714.00 and Gillock is recommending that the bid be accepted. Councilman Schilawski moves to deem the bid from WTH as being responsive and to accept their bid contingent on final financial approval from the State Revolving Fund. Motion is seconded by Councilman Rogier. **Vote 4 affirmative.**

Utility Supt. Gillock is recommending that the lowest bid be accepted. Gillock states that while Best Equipment did not meet a few items that were speced exactly the items are not substantial and certainly don’t justify a $40,000.00 cost difference. Both vehicles bid will do the job. Attorney Robbins states that municipal utilities are not subject to the same rules and are not as stringent if they are purchasing equipment or supplies unlike a public works project. Utility Supt. Gillock states that in comparing the bids he is recommending the Vac

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Con. Gillock prefers air versus water coolant system for the oil, he prefers a poly tank over stainless steel and a three-phase fan over the two-phase fan. Gillock notes there is a 5-year warranty on the vacuum system and a lifetime warranty on the poly tank. He is recommending the bid from Best Equipment in the amount of $354,716.00. Councilman Rogier moves to deem the bid from Best Equipment in the amount of $354,716.00 as being responsive and to accept their bid contingent on final financial approval from the State Revolving Fund. Motion is seconded by Councilman Alspach. **Vote 4 affirmative.**

Councilman Rogier asks when the vehicle will be ordered. Utility Supt. Gillock states no real rush, truck won’t be used much during the winter. It will take 90 days to receive once ordered.

Employee Handbook Revisions

Attorney Robbins details the revisions in the final draft:

Police Reserve Days – allows more flexibility for scheduling with Town Marshal approval. Also allows for any earned but unused Reserve Days to be paid out at termination.

Floating Holidays – employees would earn 2 Floating Holidays after being employed 180 days and would earn an additional 2 Floating Holidays after 365 days worked. Employees will be entitled to 4 Floating Holidays per year. Floating Holidays must be used within 1 year of the date earned and have no monetary value.

Vacation can only be used in 4-hour increments.

Perfect Attendance Days – beginning January 1, 2019 they will be reduced from 3 per year to 2 per year. If no sick leave is taken from January 1st to June 30th the employee will earn 8 hours of Perfect Attendance time. If no sick leave is used from July 1st to December 31st they will earn another 8 hours. Perfect Attendance time must be used in 4-hour increments, must be used within 1 year of the date earned and have no monetary value.

Attorney Robbins reads the Social Media Policy. Council approves the changes and directs Attorney Robbins to have adoption resolution prepared for the next meeting.

**NEW BUSINESS**

Street Sweeping Proposal

Utility Supt. Gillock states that our street sweeper is more than 20 years old and doesn’t work very well. He has priced purchasing a new one and they are very expensive. He also looked at renting a street sweeper and the estimate was $10,000.00 plus we would supply the manpower. It would take approximately 3 weeks to cover the entire town and he would like to do this twice a year. He then researched contracting with a company to do the work. Gillock is recommending that we contract with Enviro Sweep. He is recommending that we have a full road width sweep in the Spring at a cost of $12,630.00 and a full curb sweep in the Fall for $8,420.00 not including disposal fees. Enviro Sweep would bring in 3-5 trucks and be able to complete the entire town in 1 – 2 days. Council asks that this be placed on the October 2nd agenda.

Johnson County Community Foundation Grant

Clerk-Treasurer Alspach states that our Letter of Inquiry was accepted and we have been asked to submit a grant application. The application is ready and she is asking that the council approve the application and authorize Council President Perrin to sign it. Councilman Rogier moves to approve the grant application and authorize President Perrin to sign and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

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**LEGISLATIVE BUSINESS**

Ordinance 2018-15

Attorney Robbins presents and explains the ordinance to approve the final revisions of the Codified Town Code on final reading. Councilman Alspach moves to adopt the ordinance and is seconded by Councilman Schilawski. **Vote 4 affirmative.**

Utility Transfer Memo

Clerk-Treasurer Alspach reads and explains the transfer memo. Councilman Schilawski moves to approve the transfer and is seconded by Councilman Alspach. **Vote 4 affirmative.**

Proclamation

Councilman Schilawski reads the Proclamation – September is National Suicide Prevention Awareness Month in its entirety. Councilman Rogier moves to adopt the Proclamation and is seconded by Councilman Alspach. **Vote 4 affirmative.** The Proclamation will be on display in the town hall for the month of September.

**OPEN TO THE PUBLIC**

Being no further business, the meeting was adjourned at 7:23 p.m.

Respectfully submitted,

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Maribeth Alspach, Clerk-Treasurer

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

 John Perrin, Council President