

TOWN OF ADVANCE
REGULAR MEETING – MINUTES
LOCATION: ADVANCE FIRE DEPARTMENT
December 14, 2015
7:00 PM

112 N. Main – P. O. Box 67 Advance, IN 46102 Phone: (765) 676-6611 – Fax (765) 676-6696

Email: advanceCT@ilines.net

Council Members: Randy Hill, Larry Harris, Darrell McKinney, Kevin Hoskins

Clerk Treasurer – Shari Johnson

Superintendent: Nathan Reed

Marshall: Ray Hieston

Attendees:

Council Members: Randy Hill, Darrell McKinney and Kevin Hoskins

Clerk-Treasurer: Shari Johnson

Town Marshall: Ray Hieston

Town Employees: Chris Sheldon

Others Present:

James "Jim" Caldwell, Matt Johnson, David Gregory, Amanda Slaven, Dale "Spanky" Thompson, Tom Astbury and Melody Fry

Legal Counsel: No Legal Council present

Councilman Hill announces meeting will be held to Robert's Rules of Order and calls meeting to order at 7:06.

Pledge of Allegiance

Councilman McKinney motioned to approve the town minutes for the Town Meeting dated November 9, 2015 as written, Councilman Hoskins second motion. All in favor, motion carried.

Tom Astbury – Presenting Contract Renewal

Mr. Astbury stated he was proposing contract to reduce scope of work. Astbury has worked in the last year to assist town with overall management, and assisting with scrutiny of IDEM. Town Council, Astbury and town employees had worked collectively in the past year, working on issues while trying to keep costs down. Drinking water facility would be relinquished to Mr. Reed would take over more responsibilities, and Astbury would oversee, with a cost reduction of \$3500 to \$2350 per month. Astbury would continue to assist with regulatory issues.

Councilman Hoskins questioned maintenance and timeframe work that needed to be done. Mr. Astbury stated Maddox did this work reasonably and could be done within the next 1-2 years. Mr. Astbury also stated BL Anderson report not as bad as report written.

President Hill questioned the fees of \$28,200 annually, and Mr. Astbury stated there would be more reporting for Mr. Reed, and Astbury would function in a more managerial role, overseeing, and maintaining a communication stream with IDEM.

President Hill also questioned that Mr. Reed had attended training and why wouldn't functions be relinquished to him, and when he passed tests? Mr. Astbury stated company needed to stay in regulatory standpoint.

Councilman Hoskins stated that money would be needed to build and stock a lab and our lab was small. Mr. Astbury stated town's lab would be used one day per week. Councilman McKinney stated when Mr. Reed was sent for training, town was putting trust in one person because there were issues before and fines and Astbury would oversee until training complete. Now that training is done, Mr. Reed should take over. Mr. Astbury stated continue for one more year, and to utilize outside lab for testing. If Astbury collected samples and deliver data.

Councilman Hoskins proposed keeping Astbury for one year and letting new council decide. President Hill stated rate study was being done, and Astbury would be pulled back with rate study on wastewater and Mr. Reed's certification. Mr. Astbury again stated overseeing. President Hill asked for a bi-annual audit, stating we have a certified operator. Councilman Hoskins and Mr. Thompson questioned costs and Mr. Astbury stated equipment and lab costs would be expensive.

Councilman McKinney proposed Astbury proposal be tabled for new board to decide. President Hill stated town looking to save money and appreciated Astbury's work. Mr. Astbury stated currently contract month-to-month. President Hill stated Astbury would be tabled to new council, rate study would be continued with Pat Callahan and a new proposal be drafted.

Utilities – Chris Sheldon Represented

Mr. Sheldon stated no report was given. President wanted stated for the record that the Council requested a report be given and the employee failed to comply. Councilman Hoskins stated that Mr. Reed was advised of no spending. President Hill and Councilman Harris met with Mr. Reed and was discussed a copy of IDEM report was needed, and Councilman Hoskins questioned if he was given a copy of the report and President Hill stated he never asked for report. Councilman Hoskins stated President Hill expressed it wasn't time to give Mr. Reed the report but President Hill stated he in fact did give the report to Mr. Reed.

Mr. Sheldon advised that no report had been received. President Hill advised he would give copies of report.

Mr. Sheldon provided quotes to fix influent/effluent meter, \$3025 for effluent, and both for \$6145. Astbury gave a quote of \$2500 for the effluent meter. President Hill questioned why do meters need to be replaced. Mr. Sheldon stated to be compliant with IDEM. President Hill suggested IDEM reconsider complaints and table concerns until we hear back from IDEM. Mr. Sheldon also advised after holidays casings would be rechecked. Councilman Hoskins stated it would be around \$800 to fix. Problems caused bubbles/air in water.

Park – No one in attendance

Library – Amanda Slaven Vice President Represented

Library lost treasurer in the last 30 days, Miss Hopper. Currently there are two at large positions on the library board, and still are seeking volunteers. Wednesday December 16, from 6-8 would be story time with Santa. Library hours change are closed Sunday and Monday, daytime hours on Tuesday, evening hours on Wednesday 6-8, and added evening hours on Thursday 6-8, and daytime hours on Friday. Saturday the library is still currently closed. Community expressed interest in Saturday hours and library working to begin those again.

Police Department – Marshall Ray Hieston Represented

Police invoice need approval. Councilman Hoskins questioned money in general fund. Clerk-Treasurer stated will know more once meeting with Suzy Bass and reconciling done. President Hill stated no spending was to be done and town is still awaiting budget not received to date yet. Mr. Caldwell stated hold until next meeting.

President Hill questioned calendar and town coverage. The old calendar showed deputies.

Mr. Hill stated table until funding available. Councilman McKinney motioned to pay the police invoice of \$150.00, Councilman Hoskins seconded. All in favor, motion passed.

Marshall Hieston stated he would like to have a community day, in the spring/summer for town to help town buy defibrillators with the help of Clerk-Treasurer. They would like to have this on a first Saturday in conjunction with the antique store.

Fire Department – Jim Caldwell Represented

Video shown on You Tube of Fire Departments work. 121 runs done for year.

Claims:

Clerk-Treasurer Johnson stated that the Claims report printed may not be the current report needed, and trying to do claims properly per state regulations. Advised she would be meeting with Suzy Bass of HR Unlimited to reconcile and would print updated report once training done and have Council sign. Clerk advised for new council that she would try to have claims prepared before meeting for council before meeting to review.

Councilman McKinney question Hopper Excavating Claim. Mr. Sheldon claimed they came out 5/6 times.

Councilman McKinney made a motion to accept claims. Councilman Hoskins second, all in favor. Motion passed.

Old Business:

President Hill stated meeting with Ladd Engineering and INDOT would take place at Fire Station at 9am on Tuesday December 15, 2016. Legal Counsel, President Hill, Councilman Hoskins, Clerk-Treasurer, and new council welcome. Meeting was closed to public, but would address where we are on project, how to submit claims and pay claims.

New Business:

Clerk-Treasurer Bond and Marshall/Town Bond, Councilman McKinney made a motion to accept bond. Councilman Hoskins second, all in favor. Motion passed. Clerk would need to take Bonds and file with county Recorder. Advised town was responsible for cost of bonds, \$100 for Town, and \$350 Clerk-Treasurer Bond.

Holiday Schedule for 2016 employees may use Martin Luther King Day, Presidents Day or Good Friday as a floating holiday for Black Friday (day after Thanksgiving). Clerk-Treasurer must have two business days notice before utilizing floating holiday. President Hill motioned to accept schedule, Councilman McKinney second, all in favor. Motion passed.

Councilman McKinney made a motion to accept the 2016 Town meeting schedule, Councilman Hoskins second, all in favor. Motion passed.

The Salary Ordinance for 2016, President Hill made a motion to adopt the Ordinance as written, and changes could be made by the new council, Councilman Mckinney second, all in favor. Motion passed.

Clerk-Treasurer stated 2015 or 2016 would be a 27 pay year. As 2016 was already set up as 26 pay year, 2016 would be a 27 pay year, with how Fridays fell. Councilman Hoskins motioned to accept 27 pays in 2016, Councilman McKinney second, all in favor. Motion passed.

Councilman Hoskins made a motion to suspend the second reading for the salary ordinance, Councilman McKinney second, all in favor. Motion passed.

New Salary Ordinance 12-15-1, Councilman Hoskins motioned to accept as written, and adjust as necessary with the new budget, Councilman McKinney second, all in favor. Motion passed.

Anti-Nepotism forms signed for year. Councilman Harris will be given a form to sign as he was absent from meeting.

Clerk-Treasurer requested the use of Retha Hicks as town consultant, to replace Suzy Bass. Consultant agreements are the same except payment schedule. Suzy charged a fee of \$95 per hour and Ms. Hicks was going to charge a reduced rate of \$45 to the town and \$35 for offsite work. Clerk stated decision was more cost effective for town. Councilman Hoskins made a motion to keep Ms. Bass until 12/31/15 to finish reconciliation with town, and Ms. Hicks begin 1/1/16 through 12/31/16, Councilman McKinney second motion, all in favor. Motion passed.

Discussion was started concerning the possibility of relocation of existing safe back into the office or obtaining a smaller safe and acquiring fire proof filing cabinets. Clerk-Treasurer will get quotes on relocation and discussion is tabled until January meeting.

Clerk-Treasurer presented proposal from Keyston for a Back-Up Recovery Program. This program would be an off-site back-up system and help in the event reconstruction of records is needed in the event of a disaster. Councilman Hoskins made a motion to accept Keystone Back-Up Recovery Program at a cost to the town of \$275. Councilman McKinney second, all in favor. Motion passed.

Councilman McKinney made a motion to accept the Town paying for training of Clerk-Treasurer and New Council Members January 19-21 at a cost of \$299 per individual. Councilman Hoskins second, all in favor. Motion passed.

Clerk requested assistance in completion of the USDA Finance report that was due December 1, 2015. The Clerk recently discovered had not been completed and is unsure how to obtain the necessary information to complete the form. Councilman Hoskins recommended the use of Ms. Bass to assist in completing, and if she was unable then she can utilize town accountant, Pat Callahan. President Hill made a motion to have Ms. Bass, and if unable, pay Mr. Callahan a fee of no more than \$400 to complete report. Councilman McKinney second, all in favor. Motion passed.

Clerk-Treasurer brought to the council that insurance on two employees had not been taken out of paychecks and that the town had been paying the fees. Employees are responsible for 30% of the cost of spouse and dependent children. President Hill stated that these fees need

to be reimbursed to the town, from an audit standpoint. Clerk-Treasurer Johnson stated that there was United Health Care and Anthem in the amount of \$1163. President Hill proposed that since this was collective over time, town may look at a repayment plan, or an additional withholding schedule on employees' checks. Employees are paid 100% of benefits. SBOA recommended a repayment schedule or withholding. Kevin advised Ms. Bass do additional research on issue on her visit with town. President Hill recommended that employees have amounts deducted from paychecks and sign an agreement that amount any remaining amount be taken out of last check upon termination.

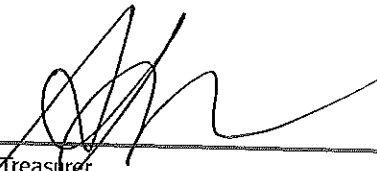
Clerk-Treasurer stated that she and deputy are in the process of cross-training in each others duties. She would like to have the Deputy added to the Town's bank accounts so that deposits could still be made in the event she was not in the office. President Hill stated that ultimate responsibility falls on Clerk-Treasurer and does not think the Deputy should be added to the town's accounts. He further stated that if the need arises a Councilmember can go to bank for the Clerk in an emergency situation. Ms. Fry stated that banks only require one signature.

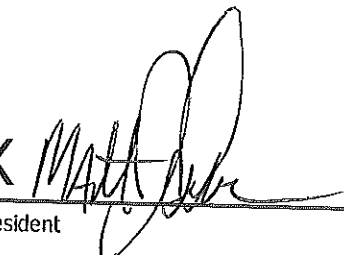
President Hill questioned the need for completion of the park restroom block wall installation by installing the caps on the top of the block. Councilman Hoskins stated he would install boards on top of the block to keep water out. Council had discussed a new park sign but nothing has been done at this time because funds are not available.

President Hill thanked the town and wished the New Council good luck.

Councilman McKinney made a motion to close meeting, and Councilman Hoskins second, all in favor. Motion passed. Meeting adjourned at 9:39.

Next Council meeting to take place Monday January 11, 2016 at 7pm at the Fire Station.

X 
Clerk-Treasurer

X 
President