

TOWN OF ADVANCE  
REGULAR MEETING – MINUTES  
LOCATION: ADVANCE FIRE DEPARTMENT

January 11, 2016

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](mailto:advanceCT@ilines.net)

Council Members: Matt Johnson, Melody Fry, Dale Thompson, and Jim Caldwell

Clerk Treasurer – Shari Johnson

Superintendent: Nathan Reed

Marshall: Ray Hieston

**Attendees:**

Council Members: Matt Johnson, Melody Fry, Dale Thompson, and Jim Caldwell

Clerk-Treasurer: Shari Johnson

Town Marshall: Ray Hieston

Town Employees: Chris Sheldon, Nathan Reed

**Others Present:**

David Gregory, Amanda Slaven, Mike Caldwell, Randy Hill, Kathy Frederick Caldwell, John Demaree, Kim Dunnar, Sam Mitchell, Robert Hill, Sally Caldwell, Curtis Clanton, Tammy Clanton, Tim McCormick, Bill Whalen

**Legal Counsel:** Amy Nooning

Clerk-Treasurer, Shari Johnson called the meeting to order at 7:05.

Pledge of Allegiance

Notary, Melody Fry, swore in, Shari Johnson, Clerk-Treasurer for her elected term beginning January 1, 2016. Shari Johnson, Clerk-Treasurer, swore in the Town Council. Jessica Fouts, Clerk from Lebanon, met the Council and said she would file the forms with her office.

#### **Council to elect a President:**

Jim Caldwell made a motion to elect Matt Johnson as Council President. Dale Thompson seconded the motion. All in favor, motion passed.

President Johnson carried the remainder of the meeting, and requested Town to bear with him as he learns his new responsibilities and growing up in the town, wants to see the Town back to how it used to be. President Johnson opened up comments to the Council. Councilman Caldwell stated that to get things fixed in Town will take time.

#### **Bill Whalen and Tim McCormick of City Securities**

Mr. Whalen and Mr. McCormick, covered the Town's Insurance Policy renewal which came in at a 10% increase over last year's premium by \$1600; however, the policy was not on the insurance company. The company put in for a 1% decrease. The policy had increased property limits, building limits and vehicles were added. Also, increases were on water tower and park facilities. If the board approved terrorism coverage, the form needed to be signed for coverage to accepted or rejected. The cost for terrorism insurance was \$330. Mr. Whalen covered all policy costs. President Johnson questioned if the stated values cost could be amended in the future, and Mr. Whalen advised they could and that the library was quoted under what it would cost to rebuild. Councilman Caldwell made a motion to approve the coverage as written, and that if changes needed to be made to contact City Securities. Councilwoman Fry seconded. All in favor, motion passed.

#### **Meeting Minutes from December 14, 2015**

Councilman Caldwell made a motion to pass December 14, 2015 meeting minutes. Councilman Thompson seconded the motion. All in favor, motion passed.

#### **Utilities – Nathan Reed**

Mr. Reed presented quotes. The first quote was to inspect well #3. Peerless Midwest gave an \$800 quote to look at well 3#, and quote could go up if materials are needed. Councilman Caldwell made a motion to accept quote. Councilman Thompson seconded. All in favor, motion passed.

Astbury, presented a quote of \$2,590 to fix the flow meter so it would be compliant. Mr. Reed stated that the price to rebuild would be the same as to build. Councilman Thompson made a motion to accept the estimate from Astbury. Councilman Caldwell seconded. All in favor, motion passed.

President Johnson said once weather improves, the Council would like to see the operations and buildings of the utilities.

**Park – No one in attendance**

Currently there is no park board, and Council is accepting names of those who would be interested in serving on the board.

**Library – Julie Wood represented**

Ms. Wood stated Santa Shop was held December 18, 2015 and crafts were done. The Santa Shop was a success. A family cleanup day would be held Friday January 15, 2016, from 5:00-8pm. Work would be done on ceiling in the bathroom. More volunteers were needed. Anyone interested should contact Jackie Covington, Warren Baker, or Amanda Slavens. February was named "Love our Library" serving popcorn and movies. The library will be working with the Girl Scouts on a literacy program and cleanup this spring. Events would be clean up, crafts and decorating books. President questioned if tools or materials would be needed for Friday, and Ms. Wood stated just volunteers.

**Police Department – Marshall Ray Hieston Represented**

For December one ticket was issued. A verbal was done once and assisted twice. Assisted with a missing person, alcohol related incident and a DWI. Reserves Bobby and Caleb worked 16 hours; Marshall Hieston had 39 hours regular, and 40 hours of vacation. All had 10 hours of training. Marshall Hieston questioned where Council was on returning Reserves. President Johnson stated the budget would need to be reviewed. Clerk stated that on Saturday January 16th, a consultant was coming back to help reconcile because prior visit consisted of fixing codes needed for DLGF. President Johnson said the board was very appreciated staying on as reserves.

Mr. Hieston discussed the Advance Community Day to be held tentatively sometime at the beginning of June. A meeting will be held on January 26, 2016 at the Town Hall at 7pm. and anyone interested in helping could come. Clerk Johnson stated she would post on Advance Chatter. Councilwoman Fry said Witham would be interested in helping with any town event.

**Fire Department – Mike Caldwell Represented**

For the month of December the Fire Department had three fires, three MVAs and six EMS runs. Mr. Caldwell thanked Advance PD for their assistance with the runs.

**Clerk-Treasurer – Shari Johnson**

Clerk-Treasurer Johnson stated that Consultant Retha Hicks had been approved to assist town with accounting problems and reconciliation. The motion had been passed in December to utilize Ms. Hicks but the contract could not be located and needed to be

signed. She requested that Councilman Johnson sign the contract. A motion was made for President Johnson to sign the contract authorizing Ms. Hicks as consultant to the Clerk-Treasurer. Councilman Caldwell made a motion to authorize President Johnson to sign the proposal. Councilwoman Fry seconded. All in favor and motion passed.

Clerk-Treasurer Johnson requested the council authorize payment for training classes at Keystone for her and her deputy. There were three classes. Two would be for the Clerk, payroll and fund, and one class for the deputy, billing. The cost of the all-day classes would be \$125 each for a total of \$375. Councilman Thompson made a motion to pay for the classes for Clerk and Deputy at \$375. Councilman Thompson made a motion for the Council to authorize classes for the Clerk and Deputy at a cost of \$375. Councilman Caldwell seconded. All in favor and motion passed. President Johnson abstained from the vote for classes.

Clerk-Treasurer Johnson stated in the Clerk's report that she had spent many hours at INDOR trying to fix tax issues and many hours in office.

Clerk-Treasurer presented a Resolution that would permit her to move funds within funds of a same account to balance and maintain the budget. President Johnson made a motion to pass the Resolution for the Clerk-Treasurer to move funds, for 2015, 2015-A-01. Councilman Thompson made a motion to pass the Resolution for the Clerk-Treasurer to move funds. Councilman Caldwell seconded. All in favor, motion passed.

#### **Claims:**

Councilman Caldwell made a motion to accept Claims dated through 1/11/16. Councilwoman Fry seconded. All in favor, motion passed.

#### **Old Business:**

Ladd Engineering and INDOT had a meeting with the town on December 15, 2015. The town would be moving forward with the project. President Johnson stated that this fall the bidding process would begin so that the project could begin spring of 2017. Surveying would begin in the fall. The project would be a year-project. The sidewalks, curb and gutters and asphalt along Main Street would be replaced as well as the waterline. A new 12' line would run from the north end of town through South Street. Sally Caldwell questioned whether the town would have a meeting with INDOT to ask questions. President Johnson stated there would be public meetings. Ms. Caldwell wanted to make sure, because the last road project, she was not permitted to pull into her driveway. Councilman Caldwell, and President Johnson said that meetings would be held to address resident concerns. Legal Council stated that the Town operates under a general engineering contract. This is a separate engineering contract for the design phase of the INDOT. The fees for this project are \$34,700 for the design phase and \$8,000 for engineering fees, for a total of \$42,700. Legal Council stated that not all of the \$42,000 would be reimbursable. 6% of the total project cost would be owed by the

town plus 10% of the water revenue. Any previous fees since 2008 and current fees from Gary Ladd, would be deducted from the 6%. Councilwoman Fry made a motion to accept the Ladd Engineering Service Agreement, pertaining to the St. Rd 75 project. Councilman Caldwell seconded. All in favor, motion passed.

President Johnson presented the Astbury Contract. The contract was a month by month contract. Mr. Reed stated that the town did not have a lab, and that Astbury would keep the lab functions. Mr. Reed was to still take the test to get his WWT1 Plant Operator License. President Johnson encouraged Mr. Reed, so that the town would need minimal help from Astbury. Councilman Thompson made a motion to accept the month-to-month contract from Astbury for \$2,500 until Mr. Reed receives his license. Councilwoman Fry seconded. All in favor, motion passed.

President Johnson addressed the Astbury response the IDEM violation. Former President Hill stated that Astbury had sent him a reply which he forwarded to IDEM requesting reconsideration of the violation of the low flow meter, which had always operated that way and is operating within tolerance. Mr. Reed said meter was inspected again, and IDEM was reconsidering and town is awaiting determination. The town will look into the cost of an alarm pending reply from Astbury. Town will hold until IDEM replies.

President Johnson addressed the concern Clerk-Treasurer Johnson found of insurance not being withheld from employee's paychecks. Suzy Bass, former consultant, recommended that the town forgive the amount of approximately \$1,200, and not charge the employees. Councilman Caldwell made a motion to forgive the insurance amounts and not charge the town employees. Councilwoman Fry seconded. All in favor, motion passed.

#### **New Business:**

Councilman Caldwell requested an early draw on the April payment for the Fire Department, which would be for May 1, 2015 to May 1, 2015 of \$25,475.35. Half was paid in September of 2015. He stated that the Fire Department was in financial need. The Clerk-Treasurer stated she just wanted to make sure the funds were available. Councilman Thompson made a motion for prepayment of \$5000 for the April disbursement. Councilwoman Fry seconded. All in favor, motion passed. Councilman Caldwell abstained from voting.

Councilman Caldwell stated that the Grant obtained by the Fire Department for a rescue truck in 2010 had paperwork that had to be submitted bi-annually, that the Fire Station had not abandoned it, and that it was a formality. A copy needed to be kept by the Town and a copy, and another copy sent to the Grant Administrator. Councilwoman Fry made a motion for the Council President to sign the Grant paperwork. Councilman Thompson seconded. All in favor, motion passed. Councilman Caldwell abstained from voting.

Councilman Caldwell requested the Council President to have authorization to approve emergency Town expenses up to \$5,000 before a town meeting. The President must check with

the Clerk-Treasurer to verify that funds are available for purchase before authorizing. Legal Counsel recommended that the authorization be on the following month's agenda and that quotes be obtained. This authorization would be for all Town Departments. Clerk-Treasurer Johnson suggested that a Resolution be made for the authorization. Councilman Caldwell made a motion for the Town President authorization to spend \$5000 for emergency expenses, if funds are available for all Town Departments. Councilman Thompson seconded the motion. All in favor, motion passed.

Councilman Caldwell made an invitation to the community for Park Board Members. Interested individuals should submit their names to the Clerk-Treasurer. Town would allow 4 members, with staggered terms. Legal Counsel stated terms would be one would be one year, one for two years, and two for four years. Members request would be posted to Town Chatter.

President Johnson presented the renewal of the Legal Counsel contract. Amy Nooning, stated that some of the language in the contract had been changed, but her legal fees had not been increased in four years. Councilman Caldwell made a motion to accept the Legal Contract. Councilman Thompson seconded. All in favor, motion passed.

Legal Counsel explained the Duke/IMPA pole attachment forms. Duke did an inventory throughout many communities, of the number of attachments that municipal communities has to their poles. Advance had zero attachments, however; IMPA arrived at an agreement with Duke that they were not going to charge for the attachments that utilities may have. IMPA is requesting authorization to discuss the invoices with Duke. Legal Counsel stated Town did not have attachments but recommended signing agreement, because IMPA could negotiate on Town's behalf. The second part of the contract was that Duke would be the licensor, and Advance would be the licensee, so if in the future, if Town ever wanted to attach to the poles, there would be no fees to the town. Legal Counsel stated there are some liability issues but she reviewed contract and was alright with the contract. In addition, if Duke wanted to attach to the poles, it would be reversed. This is a ten year contract that could be renewed. If IMPA finds any attachments they will advise the town. Councilman Thompson made a motion to accept the IMPA/Duke Pole Attachment Agreement. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Caldwell made a motion for the President to sign the authorization for IMPA to discuss the invoices with Duke. Councilman Thompson seconded. All in favor, motion passed.

Jennifer Kraus, Girl Scout Leader, discussed the recycle dumpster. This is the third discussion with the board, the first being three years ago, the second last fall with Solid Waste Management which resulted in the dumpster being brought to the town and located on Bob Hill's property. Due to accessibility issues, the Girl Scouts are requesting a more accessible location. Advance Christian Church denied request, due to potential damage to their parking lot. Ms. Kraus stated that the Town didn't want to lose bin, and would like to relocate the bin to the vacant town lot on the corner of East Wall and Main Street. Ms. Kraus spoke to Councilman Caldwell and he spoke with Jennifer Lawrence of the Boone County Solid Waste Management about bin relocation. Bin could be relocated the next day. Councilman Caldwell stated Girl Scouts are responsible for clean up and will be beginning recycling bags which is part of their community service. Councilman Thompson made a motion to move the bin to the south east corner of the lot with signage. Councilman Caldwell seconded. All in favor, motion passed.

Clerk-Treasurer stated there may be an insurance rate increase for Town employees. She is looking into other plans to compare or possibly raising deductible. Council will table until February meeting.

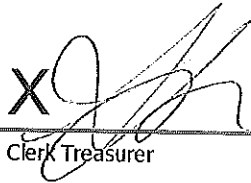
President Johnson opened meeting to Town. He stated that he appreciated the turnout. Town website to be up and running soon and increase communication. Clerk-Treasurer stated office is looking into paper bills, to include communication. Ms. Caldwell stated last bill had incorrect meeting date. Clerk stated that would be reviewed.

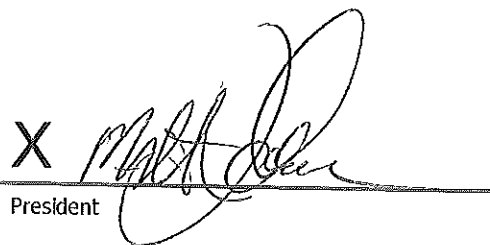
Councilman Caldwell stated there were hanging limbs and they needed to be removed. If it is in right away it is the Town's responsibility.

A town resident brought up the concern of roaming dogs. Town Marshall Hieston will investigate.

Councilwoman Fry made a motion to close meeting, and Councilman Thompson second, all in favor. Motion passed. Meeting adjourned at 8:41pm.

Next Council meeting will take place Monday February 8, 2016, 7pm at the Fire Station.

X   
Clerk Treasurer

X   
President