

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

March 14, 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 (President), Melody Fry, Dale Thompson, and  
Jim Caldwell

Clerk Treasurer – Shari Johnson

Superintendent: Nathan Reed

Marshall: Ray Hieston

Attendees:

Council Members: Matt Johnson (President), 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, Sally Caldwell, Randy Hill, Jeff Utterback, Jack Utterback, Evan Utterback, Daryl Baker, Davina Baker, Joe Caldwell, Curtis Clanton, Tammy Clanton, Karl Long, Amanda Slaven, Karen Hiese

Pledge of Allegiance

**Meeting Minutes from February 8, 2016**

Councilman Caldwell made a motion to accept the Meeting Minutes from February 8, 2016. Councilwoman Fry seconded. All in favor, motion passed.

**Executive Meeting Minutes from February 8, 2016**

Councilman Caldwell made a motion to accept the Executive Minutes from February 8, 2016. Councilwoman Fry seconded. All in favor, motion passed.

**Special Meeting Minutes from February 22, 2016**

Councilman Caldwell made a motion to accept the Special Meeting Minutes from February 22, 2016. Councilman Thompson seconded. All in favor, motion passed.

**Special Meeting from February 27, 2016**

Councilman Caldwell made a motion to accept the Special Meeting Minutes from February 27, 2016. Councilman Thompson seconded. All in favor, motion passed.

## Clerk-Treasurer

Clerk-Treasurer Johnson stated that billing beginning in April will be a paper bill, to be compliant with HIPPA for bill privacy, and to also include a Town monthly newsletter. The Town's feedback on the newsletter sent out in March had positive response. She requested that if anyone had information to please contact the town hall for upcoming newsletters.

The billing procedure was covered as to when bills are due, penalties applied, and disconnect notices sent. Clerk-Treasurer Johnson stated that payments are due by the 20<sup>th</sup>, and if payments are in the box after that date, a late fee will be applied. If late fees are not paid, then a disconnect notice will be placed for unpaid late fees. Clerk-Treasurer Johnson stated she is responsible to the State Board of Accounts, and she cannot have carryover balances.

Heavy Trash Day will be May 14, 2016, and more information will be posted.

Deputy Clerk, Janice Janitz, put in her resignation for March 25, 2106. Carla (Turner) Kellogg, will be her replacement. Mrs. Kellogg will begin working March 15, 2016.

Clerk-Treasurer stated that the Town's Consultant, Retha Hicks is working on reconciling the Fund Report to get the payroll out of a negative balance. Once she has the report completed, the Town will know where it is financially.

Pat Callahan has almost completed the Rate Study and will present at the April Town meeting.

The Annual Report was submitted and if anyone wants to see, she would be more than happy to supply.

President Johnson stated that the Clerk's office is working to get the Town's website up and running, and once the website is functional, all meeting minutes and reports will be online for everyone to view.

The tax issue is still pending and the Clerk-Treasurer is awaiting a reply from the letter sent to the IRS.

## Police

Marshall Hieston stated that he issued one written warning, 10 verbal warnings, assisted 2 fires, one medical and one person. Three meetings were attended, one suspicious person, issued 3 guns permits and handled one domestic issue.

Marshall Hieston stated that he is requiring all dogs have tags and to have on record a picture of the dog, shot record, with name and owner's address. The Town needs to review the ordinance with the Clerk-Treasurer and Town Attorney. Mr. Reed had been working, and was bitten by a dog.

Officers would be attending training on Wednesday March 16, 2016 in Montgomery County.

Work needed to be done on the police car. Matt Mitchell replaced the fuel pump and did not charge the Town.

Marshall Hieston addressed a chicken problem in Town and Ordinance would be enforced. The Ordinance states that owners must live on an acre and chickens must stay on property.

Heavy trash day is May 14, 2016, and Marshall Hieston stated everyone should take full advantage of it.

Community Day planning is coming along well with donations already received. Marshall Hieston has contacted the Corvette Club to participate. The next meeting will be March 22, 2016.

There is no update on the police car grant.

The last item to address was Reserves. In the Fund Report, Clerk-Treasurer Johnson stated that there was \$795.00 in the account for Reserve Clothing. Marshall Hieston broke down the Reserve cost to the council of \$4700 for both Reserves. The clothing allowance for each Reserve is \$1200.

Councilman Caldwell asked if Marshall Hieston could keep the Reserves with funds \$795 in the Reserve Clothing Fund until the Town can get a positive cash flow. Marshall Hieston said yes. Councilwoman Fry stated if the Town began enforcing the licenses for dogs and tags additional revenue could be generated for the police department. Also, any fines assessed by Marshall Hieston could help generate revenue.

Clerk-Treasurer Johnson stated she had talked with Umbaugh at training the prior week, to assist the town with ways to generate revenue for the Town, as well as a long-term financial plan for the Town. She would be submitted a request for a proposal from Umbaugh.

Marshall Hieston questioned whether funds could be re-appropriated. Clerk-Treasurer Johnson stated once the Town's consultant finished, there would be a much clearer picture of what the Town had and what funds could be moved.

Rick Combs questioned whether the Council could use the Bonding Companies to go back and recoup any funds for taxes that the Town may be accountable for. President Johnson stated that the Council will go after whoever is responsible.

## **Fire**

Tony Petro of the Fire Department gave the Fire Report. For the month of February there were 6 EMS runs, 3 Fires, 2 MVAs and 1 Disregard for MVA.

## **Utilities**

Mr. Reed reported both trucks tested and they passed. In the future, bearings will need to be replace on one of the trucks. Mr. Reed included reported that Well 3 was not online yet, and there may be a vacuum leak. Peerless had come out and dug the well deeper. The issue with the Well is bubbles were getting in water. There are two systems, Well 3 and Well 4, and plumbing will need to be redone to isolate each incident to find the faulty piece of equipment. President Johnson questioned what the cost would be, and Mr. Reed stated they did not know yet and that the plumbing would need to be re-routed, but that the only cost should be the broken piece of equipment.

Councilman Caldwell stated that once the website is up and functional, a report be placed on the website to inform residents of progress and improvements.

Mr. Reed stated that electric meters had been set, and all meters should be done within a couple weeks. IMPA recommended electric valuation. In addition, IMPA will offer re-engineering classes on the third Thursday of every month.

Mr. Reed stated he would retake the test for certification for Water.

### **Library**

Amanda Slaven stated the Valentine's event was successful. She stated there are still two at large positions open but all volunteer positions are filled. The library will be having a DVD drive and will be selling VHS tapes. Ms. Slaven requested from the Council help to fix the bathroom in the library. The library has materials but needs a contractor to place a drop ceiling in the library bathroom.

### **Park**

President Johnson asked Councilman Caldwell to contact those interested in being on the Park Board. Councilman Caldwell agreed and stated that 4-H groups and Boy Scouts were interested in helping.

### **CLAIMS**

Councilman Caldwell made a motion to accept the claims for March 14, 2016. Councilman Thompson seconded. All in favor, motion passed.

### **OLD BUSINESS**

Councilman Caldwell stated he would contact all those interested in being on the Park Board to get the Board started.

Mr. Reed stated he had contacted Young and Sons and Triangle Asphalt to repair the Town's potholes. Triangle Asphalt never responded. The cost to repair 45 potholes in Town is \$8568.00.

Councilman Caldwell made a motion to accept the bid from Young and Sons to fill the Town potholes. Councilwoman Fry seconded. All in favor, motion passed.

Clerk-Treasurer Johnson reminded the Council, that funds were available in Local Road and Street and MVH; however, what revenue listed on the Fund Report and what is available in the bank, were two different things.

Councilman Caldwell questioned if the quote from Young and Sons included gravel to repair gravel roads, and Mr. Reed stated it did not, it was strictly

for asphalt. Mr. Reed stated that could be addressed in the future. Mr. Reed also questioned whether the Council wanted to have gravel put down on Park parking lot? President Johnson questioned whether it was need and Mr. Reed said it did.

Rick Combs, Town resident, requested if there was any leftover gravel to put a strip next to the Recycling Dumpster. Councilman Caldwell requested that Mr. Reed obtain quotes on gravel.

Clerk-Treasurer Johnson stated that Pat Callahan would be at the April meeting to present the Rate Study. She also stated that much revenue has been lost since 2008 due to improper rates being applied.

## **NEW BUSINESS**

President Johnson stated the first item of new business was Code Enforcement and cleanup. A big contention of the Town is the look of the Town and cleanup needs to be done. The Council has taken time to make sure Town Ordinances, State Code as well as Attorney consultation to verify action that can be taken with enforcing Ordinances. President Johnson requested all homeowners survey their property and take advantage of the heavy trash day. President Johnson stated the board is passionate about the Town and is looking to the future of the Town. If any resident has a question regarding the Ordinance to feel free to come to the Town Hall and obtain a copy and the Council would be happy to explain if there are any concerns. (Article 1 Chapter 3).

Lastly, President Johnson stated he needed authorization for the President to write a letter to INDOT for the Town commitment. Councilman Caldwell made a motion for the Council President to write a letter of commitment to INDOT for the Town of Advance for the installation of the 12 inch main (Option 4). Councilman Thompson seconded. All in favor, motion passed.

Councilman Caldwell stated that INDOT will have meetings with Town residents to answer any questions and concerns before the project begins.

Councilman Caldwell presented on behalf of Sunny Carter to park an RV on the town lot for 30 days to try and sell the RV. Councilwoman Fry stated this could start a precedent. The Council vetoed the request.

Councilman Thompson stated he had been in the Town Hall and there are bad leaks. Mr. Reed said if the rain comes in from the east, it leaks in front, and if rain comes in from the west, leaks happen in the back of the building, around the windows. It was stated the roof is fine. Councilman Thompson stated at the cement header, water gets in.

President Johnson requested Mr. Reed have Whitakers to inspect as well as a mason.

President Johnson stated that the town Attorney had contacted him the previous week that she had been notified by the APC that the Town did does have an appointee. According to the APC lawyer, we have not had representation. Melanie Lietz, Town resident, had been previously appointed and did attend some meetings, but according to the APC lawyer, we have not had representation. President Johnson welcomed anyone that would be interested to let the Council know and that Advance needs an active voice. Clerk-Treasurer Johnson questioned if there was a stipend paid for this position, and Mr. Hill confirmed there was a monthly stipend paid. President Johnson stated that the only requirement was that representative live in Advance and if there were any other requirements, he would advise.

President Johnson opened the meeting to the public. No concerns were brought forth. President Johnson also thanked the local Boy Scout troop for attending to see local government in action.

Councilman Thompson made a motion to adjourn the meeting. Councilwoman Fry seconded. All in favor, motion passed. Meeting adjourned at 20:37.

The next Council meeting will be Monday April 11, 2016 at 7pm at the Advance Volunteer Fire Department.

X

Clerk Treasurer

X

President