

TOWN OF ADVANCE

REGULAR MEETING – MINUTES

LOCATION: ADVANCE FIRE DEPARTMENT

FEBRUARY 13, 2017 7:00 PM

112 N. Main – P. O. Box 67 Advance, IN 46102

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

Clerk Treasurer – Shari Johnson

Marshall: Vacant

Attendees:

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

Clerk-Treasurer: Shari Johnson

Town Marshall: Vacant

Utilities Contractors: Jeff Hopper, Joe Schmidt/Clay Becker (ISC)

Others Present:

David Gregory, Keith Cromwell, Jeff Hopper, Craig Parks, Jeff Wolfe, Kassie Frazier, Randy Hill, Michelle Reed, Sam Mitchell, Christa Cromwell, Katie Conyer, Nancy Hopper, Joe Schmidt, Shane Childress, and Bobby Taylor Jr.

**President Johnson called the meeting to order at 19:02.**

## **Pledge of Allegiance**

President Johnson read Rules of Order/conduct for meetings.

## **Jeff Wolfe and Craig Parks Spoke on behalf of Boone County Engineering and Boone County Steering Committee**

Mr. Parks discussed plans for County thoroughfare.

INDOT Community Crossing this year will be adjusting the grant to 80/20 and Town just needs an asset management plan, i.e. rating of streets and what would be done with the streets. Mr. Parks offered that his staff come out and rate the Town's roads. Mr. Parks explained that State Legislators were interested in the State's overall transportation systems and were very interested in the smaller town's plans. Applications received last year were very lenient. Microsurfacing had been utilized for roads and worked better than chip and seal and would last longer and cost effective. Drainage issues would need to be identified.

Discussed followed with Council and Engineer.

## **Kassie Frazier to speak on behalf of Sylvia's Child**

Director of Sylvia's Child Advocacy (non for-profit) and Prevent Child Abuse Boone County spoke on what her programs offer Boone and Montgomery Counties. Last year 205 children were interviewed for child abuse. Intervention, prevention and adult programs are done in addition to follow up care.

April is National Child Prevention month and Ms. Frazier was requesting a banner be hung for the month of April in the Town to promote prevention.

Councilman Caldwell made a motion to place the Child Abuse Awareness Banner from April 1, 2017 to April 30, 2017 in the Town. Councilwoman Fry seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve the Meeting Minutes from the January 9, 2017 Council Meeting. Councilman Caldwell seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve the Special Meeting Minutes from January 17<sup>th</sup> to review resumes and the Special Meeting Minutes from the 25<sup>th</sup> and 26<sup>th</sup>, 2017 to conduct interviews. Councilman Thompson seconded. All in favor, motion passed.

## **Police**

Position vacant. President Johnson updated that nine resumes were received and applicants were narrowed down to four for interviews. Of the four remaining applicants, one declined due to being hired elsewhere. The remaining candidates were interviewed on the 25<sup>th</sup> and 26<sup>th</sup> of January. Currently Background checks are being done with BCSD.

President Johnson discussed work and estimates for police cars before selling them. Councilman Thompson received a quote and the only information that could possibly change was that the ABS system lost its memory and hopefully could be reprogrammed.

Councilman Thompson presented an estimate from Scott's Garage for \$1381.97. Councilman Thompson made a motion to accept the estimate from Scott's Garage for service on the Police vehicles. Councilman Caldwell seconded. All in favor, motion passed.

## **Clerk**

Clerk-Treasurer Johnson stated she is still completing reconciliation and the reports would reflect. Council had no comment on the Fund and Appropriation Reports.

CT Johnson was working with President Johnson to establish a budget for the utilities.

The pending IRS tax situation is still being reviewed. CT Johnson reported she would contact R/O Jones on the 21<sup>st</sup> of February for an update and present at the March Meeting.

Councilman Caldwell made a motion to approve the IMPA Tracking Factor for Quarter one of 2017. Councilman Thompson seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve the Invoice from A Better Lock Company in the amount of \$185.00 for remaining locks changed. Councilman Thompson seconded. All in favor, motion passed.

Councilwoman Fry made a motion to accept the second appraisal from Connie Williams in the amount of \$950.00 for the lot and Library building. Councilman Thompson seconded. All in favor, motion passed.

Councilman Caldwell made a motion for approval to pay \$450.00 for ILMCT training the first week of March and \$91 per night hotel expenses. Councilwoman Fry seconded. All in favor, motion passed.

E-Bills were discussed by Clerk and Council. The cost would be \$50 a month and bills would be available to view and pay online. More information would be obtained to discuss further. Randy Hill, presented delinquent letters and shut-offs would need to be reviewed and how would these be handled and if there would be a way to modify bills.

CT Johnson requested that the Council approve Deputy Kellogg to become a notary as it would be a benefit the Clerk's office could offer the community. Councilman Caldwell made a motion for the Town to pay for Deputy Kellogg to become a notary. Councilwoman Fry seconded. All in favor, motion passed.

No Visa bill was received for January. CT Johnson stated she contacted the credit card company and once payment is received for both months, the late fee of \$39.00 and other fees would be waived.

## Utilities

**Keith Cromwell** presented the monthly report for Hopper Excavating. Meters were read and rechecks done. Park restroom was repaired. Streets were de-iced and work orders as requested, including cold-patchwork being done.

David Gregory, resident questioned when the last electric meters were being installed. Advised these would be done in the next few weeks.

**Joe Schmidt** from IMPA/ISC reported. IMPA engineers had been in Town reviewing what equipment would need to be replaced. A map of electric circuitry was completed as well.

**Clay Becker** with ISC reported a visual inspection had been done and created map showing switches and reclosures. Priority issues were addressed and work to strengthen the core. Work orders were created, depicting where issue is and what equipment would need to be used. A work calendar of communities had been created by ISC and dates they would be in the Town.

Councilman Caldwell stated a concern of the Town was reducing line loss.

Discussed ensued.

Councilwoman Fry made a motion for the Council to accept the recommendations by ISC and for President Johnson to sign agreement. Councilman Thompson seconded. All in favor, motion passed.

**UMAC** not in attendance; however, report was presented. President Johnson read the report. Material estimate presented. Water testing done and no abnormalities. Shut off on E. Wall Street done and a broken meter valve.

President Johnson tabled discussion for spare parts for Water/Wastewater systems totaling \$3195.72.

President Johnson stated only two calls had been made to the emergency phone.

## **Park**

Councilman Caldwell stated a Park Board call out meeting was being held on February 16, 2017 at 6:00 p.m. at the AVFD.

Recommendations are to be made for the Park such as updates and events, and a budget must be maintained.

## **Fire**

Michelle Reed reported the Fire Department in the month of January 2017, 2 emergency medical runs, 8 fires (3 at same town address), 2 power lines down, and five assists.

Councilman Thompson made a motion to approve the Claims for February 13, 2017. Councilman Caldwell seconded. All in favor, motion passed.

## **OLD BUSINESS**

CT Johnson stated she is still looking for a restoration company to give quotes for leaks at Town Hall.

## **NEW BUSINESS**

President Johnson read Surplus Resolution 2017-01.

Councilman Caldwell made a motion to suspend the second reading of Surplus Resolution 2017-01. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Caldwell made a motion to accept Surplus Resolution 2017-01. Councilman Thompson seconded. All in favor, motion passed.

President Johnson stated pursuant to Indiana Code, sale of items to another municipality does not need to be bid out.

President Johnson read Resolution 2017-02: A Resolution Authorizing the Sale of Surplus Equipment to the Town of Jamestown.

Councilman Thompson made a motion to suspend the second reading of Resolution 2017-02. Councilman Caldwell seconded. All in favor, motion passed.

Councilman Caldwell made a motion to approve Resolution 2017-02. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Caldwell made a motion to approve the Waiver of Conflict of Interest and Consent. Councilman Thompson seconded. All in favor, motion passed.

President Johnson stated the Waiver was for the Town Attorney, as she represents both Advance and Jamestown. The waiver would come into affect if there was a dispute or issue between Towns, and she would dismiss herself.

Councilwoman Fry made a motion to adopt the new Rules of Order and Request to Speak Card/process. Councilman Thompson seconded. All in favor, motion passed.

Locksmith advised the door at old building at water tower would need to be replaced. Jeff Hopper would look at and give a quote.

President Johnson removed himself from the discussion of Town Employee Benefits. CT Johnson stated that due to the Town only having one employee, most plans would not renew. Todd Colvin, Broker for Insurance, stated the best option would be to leave benefits where they are at this time and if UHC questioned, would advise we are still looking to hire another individual (Marshal).

Councilman Caldwell made a motion to keep employee Insurance coverage at the ADV4 plan. Councilwoman Fry seconded. All in favor, motion passed.

CT Johnson also stated that the Town per Bulletin 10 could not pay the employee's entire health coverage. Discussion ensued amongst Council. Councilman Thompson made a motion for the Town to cover 75% and employee contribution would be 25%. President Johnson abstained from vote.

President Johnson stated law required two appraisals of vacant lot and Building. A selling price must be determined.

Councilman Caldwell made a motion to set the purchase price of the vacant lot at \$9000 and the Library at \$56000. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Caldwell made a motion for Legal Counsel to prepare open bid process. Councilman Thompson seconded. All in favor, motion passed.


John Harrison of 5465 S. SR 75, Jamestown, IN 46147 was requesting a utility easement from the Town. County said this had to be requested from the Town. President Johnson state he would contact Greg Inman to discuss. Jeff Hopper would need to inspect connection and approve materials used. Materials would be the responsibility of owner. Town tap fee is \$525.00.

Discussion ensued.

### Billing Disputes

No billing disputes presented.

Councilwoman Fry made a motion to adjourn the meeting. Councilman Caldwell seconded. All in favor, motion passed. Meeting adjourned at 20:45.

X   
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Clerk-Treasurer

X   
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President