

TOWN OF ADVANCE

MEETING MINUTES

LOCATION: ADVANCE TOWN HALL

DECEMBER 11, 2017

7:00 PM

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

Email: advanceCT@townofadvance.com

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

Clerk Treasurer – Shari Johnson

Marshal: Brad Thomas

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

Marshal: Brad Thomas

Clerk-Treasurer: Shari Johnson

Others in attendance: David Gregory, Lisa Henry, Jeff Hopper, Keith Cromwell, Bill Whalen and John Batts

President Johnson called to order the Council Meeting at 7:01 p.m.

Pledge of Allegiance

Rules of Order were read by President Johnson

John Batts of Batts INC. spoke regarding Easement for INDOT Project –

Mr. Batts stated if a structure was ever built over the structure, the Town would be authorized to tear up and make repairs and he, Mr. Batts, would be responsible to pay for the repairs. He wants the right to build over the structure. Mr. Batts requested that the paragraph in the easement agreement with INDOT be eliminated, but to put language in it, because no one knows who may own the property later and future owners would be responsible. Ms. Noonan, Town attorney, stated she would make the revisions and get those to President Johnson and CT Johnson.

Bill Whalen of NFP spoke about Town Insurance Policy Renewal:

Mr. Whalen stated he had obtained multiple quotes as requested by the Town and had three plus the Town's current carrier.

The current policy is \$15790, not including Workman's Compensation. The BIDs came back and our current carrier, Astra, came in at \$13623, Berman \$13363, Employers \$16271 and Bliss McKnight came back \$18971. Mr. Whalen recommended staying with our current carrier due to the following reasons: for officials liability we currently have one million occurrence and 3 million aggregate, \$50,000 of non-monetary defense, and better deductibles for police vehicles.

Other policies are very good and comparable. There is an additional coverage which covers a breach in security if the Council would be interested and this concern is growing.

Discussion ensued.

Councilman Caldwell questioned what hostile fire was and Mr. Whalen stated he would investigate.

President Johnson also asked if the firing range was covered. Mr. Whalen advised it had been taken out and to notify him when it's considering being opened. Marshal Thomas questioned if civilians could use the firing range when opened. Mr. Whalen advised law enforcement must be present if that is being considered.

CT Johnson questioned if coverage for Reserve officers that legislation passed in July was covered in this policy? Mr. Whalen stated this would be through workman's comp, and to notify him once these officers are hired.

Councilman Thompson made a motion to continue with Astra for the Town's insurance coverage in the amount of \$13623.00. Councilman Caldwell seconded. All in favor, motion passed.

Councilwoman Fry made a motion to accept the meeting minutes from November 13, 2017. Councilman Thompson seconded. All in favor, motion passed.

Police – Brad Thomas, Marshall

Marshal Thomas stated that 20 critical policies written for APD. Deputy Stumm mirrored policies from other communities and adapted them to suit Advance. Once they are finalized they will be given to the Council and Attorney for review. Some policies were needed in place for Town Insurance. All policies will be taught for any future hires.

A Facebook page was created for the police department.

The department assisted with a custody case, a runaway with assault.

Marshal Thomas stated he had a different philosophy. He was not in the business of ticket writing, and more relationship building with the community.

President Johnson stated the Council wanted to have a police department who was involved in the community and there is a different atmosphere now. Marshal Thomas stated he and Deputy Stumm were going to be with the town long-term.

Councilman Caldwell stated the fire department had talked to the school and coats weren't as much of an issue as needing money in lunch accounts. Discussion of the police and fire departments partnering helping kids ensued.

In addition, the police department would like to partner with the county on probation.

President Johnson stated he had been in contact with a Facebook community called the Community Chest and the Clerk's office would be a drop sight for needed items.

Deputy Stumm found a place to outfit the new police car. The radar was working and calibrated. Speed signs were out and working well. In May an interdiction school would take place in Denver, Colorado for \$325.00. Grant funds are available. In addition, grant funds are available for police vests that are being looked into.

Marshal Thomas and Deputy Stumm plan to work their own investigations and are looking into equipment they need. Currently APD cannot print their own reports and are working to make that happen.

Clerk-Treasurer – Shari Johnson

CT Johnson presented the Fund and Appropriation Reports and no comments were presented.

Councilwoman Fry made a motion to approve credit adjustments of \$231.45, (two adjustments one for Park, and one for the Fire Department). Councilman Thompson seconded. All in favor, motion passed. Councilman Caldwell abstained due to Fire Department water adjustment.

CT Johnson stated that a year ago, the revenues for the Town was approximately \$231,000 and after the next tax deposit, the funds will be over \$500,000.

President Johnson stated funds still are not where the Council wants them to be, with negative funds, but the Town is moving in the right direction.

Postcards were created to mail to residents to promote REACH Alert.

The ceiling tile project is back on and CT Johnson spoke to Ms. Gavin at the high school to have students paint. The Fire Marshal stated during the fire inspection it would be alright to paint them.

Councilman Caldwell stated the Thanksgiving Dinner held at the Fire Department sponsored by Ms. Lumpkin was a success.

The fire inspection report dinged the Town on fire extinguishers not being tested this year. That issue has been resolved.

Councilman Caldwell stated the inspector was impressed that from last year's report, issues were handled promptly.

CT Johnson stated that the beginning Internal Controls were sent to the Council for review and asked for any suggestions or comments. None were given.

The DLGF rates for the LIT Public Safety were presented. President Johnson proposed that these funds moving forward should be split 50/50 between the Fire and Police Departments.

CT Johnson requested that all reports be to her by the Wednesday before Council Meetings to organize packets for the Council members.

Contractors were not required to attend the December 11, 2017 Town Council Meeting.

UMAC-

President Johnson read UMAC's report. The water report was within acceptable limits: gallons pumped, 822,000 gallons. Gallons billed were 723051 for a loss of 98949 gallons equaling 12% which is within acceptable limits. That gives the Town 2 months of acceptable numbers.

ME Simpson made a quote of \$5850 to inspect for leaks in Town. Councilman Caldwell proposed waiting until the SR 75 project was completed and the Council will be more informed.

The SR 75 project was discussed. This will be a two year process. President Johnson stated a meeting would be held before construction is begun. Councilwoman Fry suggested that all surrounding communities be notified when a meeting is held. CT Johnson suggested the schools be notified as well (Cecil bussing kids).

The Dixon Report on cleaning the water tower was available.

Purchasing hydrant meters for the Town was discussed. This item was tabled for further discussion.

Hopper –

President Johnson read the report from Hopper for the month of November. Brush was cleaned up, Christmas lights were hung, Wells School septic was pumped, meter reads, rechecks and disconnects were done. A polymer lid was placed and the meter was repaired at Roark Street.

ISC –

President Johnson read the report for ISC. Three service requested were completed, 2 security lights were replace and low hanging service was repaired. Century Link changed equipment on a pole for the INDOT Project. There were also two emergency response tickets.

President Johnson also spoke regarding contract renewals. President Johnson spoke to ISC proposing a three year renewal with changes to the contract terms and contract amount.

President Johnson was awaiting a proposal from UMAC by December 15, 2017. CT Johnson was looking for names of two other companies and did not received replies.

Additional requests/BIDS were being received for snow removal and mowing. CT Johnson stated several companies were contacted regarding snow removal. The issue she encountered was companies would need to be contacted earlier in the year. Most snow removal contractors had already set agreements with other companies and they could add Advance, but the Town would be plowed last. This was not acceptable for the Town. Mowing services were still being researched for the following spring.

CT Johnson stated her office would be conducting work order follow up in 2018. The Customer satisfaction survey would request resident satisfaction from the beginning of the work order by calling the Clerk's office to the completion of the work order. The Town wants to provide the best service possible.

CT Johnson spoke to the Council regarding the IMPA dinner in January and encouraged the Council to go.

Banning Engineering conducted a survey of the land for the IMPA Solar Park which would begin in 2018 and Councilman Caldwell stated we were number one on the list. Discussion ensued.

Park – Dan Bewley

Mr. Bewley stated that the bonfire had a good turn out and piles of brush and limbs were burnt.

While trenching for the cable to be placed to Park restroom, a line to the Park lights was cut. This line is being fixed. Supplies needed to be purchased to complete the restroom before the end of the year. Also while trenching, they ran into two tiles, so the lines were run through the roof and this met code.

Mr. Bewley stated there were still trees that needed to be addressed at the Park and questioned if Mr. Childers was cutting down trees. CT Johnson stated that Mr. Childers had informed her that his truck was broken and didn't know when it would be fixed to be able to cut down trees.

Discussion ensued regarding the Park restroom and purchasing of supplies.

There would be no December Park Board Meeting as the last Friday in December would be Christmas.

Fire – Keith Cromwell

Mr. Cromwell reported for the month of November the AVFD had 11 emergency medical runs, 1 MVA, 1 fire, and 2 power lines.

Fire Chief Caldwell reported that Breakfast with Santa at the Fire Department was a success.

Claims:

Councilman Caldwell made a motion to approve the claims for December 11, 2017 in the amount of \$79,589.08. Councilman Thompson seconded. All in favor, motion passed.

Old Business:

All the firearms for the Police department were sold. Previous Marshal, Heiston was presented his retired firearm. President Johnson stated there was a shadow box for Mr. Heiston and the Council would like to present this to him at a meeting. Marshal Thomas stated Mr. Heiston advised he was too busy to attend one.

The Itron contract needed to be signed by ITRON before the Council would sign.

Councilman Caldwell made a motion to approve the contract with ITRON. Councilwoman Fry seconded. All in favor, motion passed.

CT Johnson stated Mr. Childers inquired about what trees needed to be cut down in Town. Councilman Caldwell stated there were trees on East and West Wall Street. Councilwoman Fry questioned what was done with the firewood. President Johnson stated a notice could be put up when wood is available. Councilman Caldwell stated he would discuss the trees with Mr. Childers. Discussion ensued.

A closed BID was read by President Johnson for the lease of the Utility Building. IMPA/ISC bid \$3.00 per square foot equating to \$12,000 per year. The appraised amounts were \$4.50 and \$5.00. An ad must be run in the paper providing notice that the Council's intent to accept a BID for the lease agreement that was less than 90% of the appraised value.

Councilman Caldwell made a motion of intent to accept a bid less than 90% of the lease appraised value. Councilman Thompson seconded. All in favor, motion passed.

New Business:

President Johnson presented water purchasing from the Town. Councilman Caldwell stated the Town would need to purchase meter readers for approximately \$1500.00 per meter. Deposits would need to be made for meter usage. This would be for commercial use. To provide the service, an agreement would need to be made and a deposit applied towards the meter. Legal Counsel advised an agreement would be drafted.

The meeting and holiday schedules were presented to the Council.

Councilman Caldwell made a motion to approve the meeting schedule for 2018, with amending the September meeting day to the 18th. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Caldwell made a motion to approve the Holiday schedule for the Town employees for 2018. Councilwoman Fry seconded. All in favor, motion passed.

The Attorney Contract for 2018 was tabled to the Year-End meeting. Councilman Caldwell stated that the attorney needed to get documents to the Council more timely. Legal Counsel advised there was miscommunication regarding the Batt's easement, and that she thought it was for review.

President Johnson stated that any recommended Employee Handbook considered for adoption needed to be to CT Johnson by December 20th to review at the year-end meeting.

The Police clothing policy would need to be reviewed.


Discussion was made to increase the Deputy CT to 40 hours. The Clerk's office would be manned on Wednesdays to clean up the CT's office. Once clean up was completed, then the Clerk's office would be open to the public on Wednesdays. Discussion tabled to Year-End meeting.


A part-time laborer for the Town was discussed. There would be no set hours for this position and work on general tasks. Marshal Thomas this person work under him. This discussion tabled to Year-End meeting.

Billing Disputes

No billing disputes presented.

Councilman Caldwell made a motion to adjourn the meeting. Councilman Thompson seconded. All in favor, motion passed. Meeting adjourned at 21:01.


X _____
Clerk Treasurer


X _____
President