

TC

TOWN OF ADVANCE

MEETING MINUTES

LOCATION: ADVANCE TOWN HALL

May 13, 2019

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](mailto: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, Matt Johnson, Melody Fry, Dale Thompson, and Jim Caldwell

Marshal: Brad Thomas

Clerk-Treasurer: Shari Johnson

Others in attendance: Dan Bewley, Aletha Lumpkin, Lindsey Hurless, Jason Hurless, Dan Fry, Greg Sutphin, Keith Cromwell, Joe Watts, Lisa Henry, Tim Wells, Bill Stombaugh, Joseph Wells, Ed Charleston and Jeff Hopper.

**President Johnson called to order the Council Meeting at 7:00 p.m.**

**Pledge of Allegiance**

**Rules of Order**

**Tim Wells and Joseph Well spoke: Asset Ledger**

Mr. Wells stated they do fixed assets for towns. An Ordinance for Capital Assets will need to be in place and they can help with that. With assets, a \$5000.00 threshold is typically set; however land is not included in the asset. A physical inventory is done with photos and documents. Mr. Wells advised that SBOA required historical costs. Project costs are also reviewed including engineering fees, land surveying and vendor detail histories. Properties would be reviewed at the county so town is aware of all properties. Buildings and utilities are also reviewed.

P. Johnson requested CT to speak to Fixed Ledgers. CT advised that ledgers are going to be required on the Annual Financial Report beginning in 2020 and this reporting is a necessity. To date, on the AFR, CT has been utilizing insurance documents and SBOA is requiring actual records.

P. Johnson questioned what the fee/structure. Mr. Wells advised a tour would be done, viewing the infrastructure and a fee would be presented after that is done. P. Johnson stated that this is mandated by SBOA and to move forward with obtaining the quote.

Councilman Caldwell made a motion to approve the meeting minutes from April 8, 2019. Councilman Thompson seconded. All in favor, motion passed.

#### **Dan Fry: APC Update**

County Attorney, Bob Clutter, tagged items to be gone by June 7<sup>th</sup>. Rates of utilities can be curbed by taking pride in the town on properties, thus encouraging people to move to Advance. Town clean up is vital and Mr. Fry was willing to assist in cleanup and being good neighbors to each other. He commended Marshall Thomas on his efforts in town.

P. Johnson stated since the Council came on board in 2016, their goal was town clean up. Council is all in on clean up.

Discussion ensued. Mr. Fry stated he appreciated the Board's efforts. Mr. Fry stated meetings are not regular, but CT requested Mr. Fry advise her when meetings occurs, so he can be put on the agenda to give updates.

#### **Police – Marshal Thomas:**

In April there were 23 runs in town, 12 of those were child related. There were 2 foster care runs, and dog seizing. M. Thomas is working with the schools on these cases. Some runs are out of town for the sheriff's department and vice versa, runs are reciprocated.

Discussion ensued.

Whitestown is donating Tahoe to Town with equipment in car.

Charger parked in bay is being donated to ILEA in return for 300-400 hours of training for APD.

President Johnson read Resolution 2019-01 to surplus police car for training hours.

Councilman Caldwell made a motion to suspend the rules and consider Resolution 2019-01 on its first reading. Councilwoman Fry seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve Resolution 2019-01. Councilman Thompson seconded. All in favor, motion passed.

M. Thomas discussed code enforcement and reservations. Attorney Nooning stated she would write letters to residents. President Johnson stated M. Thomas needed to get with the town attorney, CT and Council and develop a plan for code enforcement.

Discussion ensued.

**Clerk-Treasurer – Shari Johnson:**

No comments were presented on Fund or appropriation reports. CT praised Council for efforts on improving town revenues. When she came into office total revenues for the town were \$150,000 and to date revenues were over \$700,000.

Councilman Thompson made a motion to approve the CT adjustments for the month of April in the amount of -\$179.08. Councilwoman Fry seconded. Councilman Caldwell abstained due to the AVFD adjustment. Motion passed.

Internal Controls, INDOT ADA Compliance and IT are still in process. CT discussed ADA plan has been discussed with Mr. Ladd, Town engineer.

Councilwoman Fry made a motion to accept CT Request to Travel form for the ILMCT Conference in June (Fort Wayne) for estimated costs \$1700.00. Councilman Thompson seconded. President Johnson abstained. Councilman Caldwell in favor, motion passed.

Councilman Caldwell made a motion to accept CT HR assistance with JJ Keller for \$279.00 for one year trial to assist CT if HR questions arise. Councilman Thompson seconded. All in favor, motion passed.

CT reminded everyone that the June meeting would be held on Tuesday the 18<sup>th</sup> and not the 10<sup>th</sup>.

CT advised she earned her accreditation with the ILMCT as an IAMC.

Projects that are pending with CT's office; ledgers, CCMG, assets, WWTP and stated she may need assistance from Council for what is pending.

Councilman Caldwell stated that all streets in town will be paved within 5 years through the CCMG.

Discussions ensued.

P. Johnson recognized CT Johnson for her efforts in earning her IAMC and thanked the board and CT for efforts in obtaining grants to improve the town.

**UMAC – President Johnson read the report:**

For the month of April 2019 921,000 gallons of water were pumped and 678,207 were billed leaving a difference of 242,793 for a 26% water loss. Hydrant flushing contributed to higher water loss in April.

Skirting is projected to be installed at the end of May.

Councilman Caldwell made a motion to purchase alarms for lift stations and plant at \$229.00 each for a total cost of \$687.00 plus shipping. Councilman Thompson seconded. All in favor, motion passed.

Councilman Caldwell made a motion to approve WW William's quote of \$3435.00 for Generator maintenance for three years. Councilwoman Fry seconded. All in favor, motion passed.

**Hopper – Keith Cromwell read the report:**

Work completed in the month of April was line locates, septic pumping, mowing and leak repair. Upcoming work: blacktop streets, millings, and the changing out of a meter pit. Cherry street pits to be leveled and a sinkhole repair on Nicely. Roads will be closed with some work that needs to be done. Millings will be laid at the Park. A roller will be needed and cost will be \$1000.00.

Councilman Caldwell authorized Baumgart to do work for \$1000.00. Councilwoman Fry seconded. All in favor, motion passed.

Discussion of Hopper being on Fox 59 was held.

**IMPA/ISC – Councilwoman Fry read report:**

In the month of April, 6 service requests were completed. Four were requested upgrades or equipment repair. No poles were replaced in April. Three emergency response tickets were completed. System inventory and mapping completed in April. Work pending with CenturyLink on recommended attachment fee.

CT advised Calumet paid claims totaling approximately \$6600.00 and one claim pending for \$1095.00. UtiliSouth paid \$1000.00 to AVFD and in turn donated to town. A leak is still happening at the Town that will need to be reviewed once they dig up road at building. If area located to be fixed, Calumet will reimburse the pending claim.

**IMPA Commissioners Report: Councilman Caldwell**

IMPA purchases a variety of sources for power. Bill includes transmission lines and what it costs to transmit electricity. A tracking factor is calculated quarterly. Peak demand affects the tracking factor and contributed to a slight decrease in bills. The goal is to purchase 200 mega watts. We don't want to generate more electricity than needed. IMPA is working to purchase batteries. There are many regulations governing utilities. Cost reduction is being worked on.

CT Johnson advised that IMPA has a utility calculator on their website and encouraged everyone to use and what may be utilizing a lot of energy.

**Park – Dan Bewley read the report:**

Mr. Bewley stated working for RC park and has obtained free dirt. Building permits will be needed for the driver's stand and drainage permits.

Community services hours were done at the park. Vandalism has occurred in the park and was discussed with Marshall. No resolution has been made to that to date.

Park board is researching video cameras and to curb vandalism. The concrete pad that needs to be poured needs to be ADA compliant. Discussion regarding placement of millings ensued.

The road leading into the park had gravel put down and already vandalized. The day after the park had their clean up day, trash was dumped all over the park. Security cameras need to be placed at the park.

Discussion ensued.

**Fire: Keith Cromwell:**

In April, there was 1 fire and 7 EMS.

In the month of March there were 3 fires, 3 MVAs, 11 EMS, 2 public assists and one gas leak.

**Claims:**

Councilman Caldwell made a motion to approve the claims for May 13, 2019 claims in the amount of \$84443.89. Councilman Thompson seconded. All in favor, motion passed.

**Old Business:**

ITRON agreement is still pending and iCloud are still pending.

Employee Handbook recommendations were tabled and President Johnson wanted recommendations by the end of May. CT Johnson advised, Legal Counsel, Amy Noonung, had stated no recommendations had been presented other than CT's recommendations.

The Century pole attachment status was discussed. Councilman Caldwell stated a meter needs to be on each pole so that poles can be shut off.

Councilman Caldwell made a motion to fill in the holes on the Town lot the cheapest way possible/millings. Councilman Thompson seconded. All in favor, motion passed.

**New Business:**

Greg Sutphin, resident requested permission to bail hay in town. Councilman Caldwell requested a copy of Liability Insurance be submitted to CT's office.

P. Johnson stated last year, ads were run to lease property and there were no bids presented.

Councilman Caldwell made a motion for Greg Sutphin to bail on Town property and must provide a Certificate of Liability Insurance. Councilman Thompson seconded. All in favor, motion passed.

Bill Stombaugh stated former Post Master, Bob Ruble, passed away.

President Johnson read Ordinance 2019-01 Establishing a Sub Fund for MVH/203.

Councilman Thompson made a motion to suspend the second reading of Ordinance 2019-01 and consider the Ordinance on its first reading. Councilman Caldwell seconded. All in favor, motion passed.

Councilman Thompson made a motion to approve Ordinance 2019-01. Councilwoman Fry seconded. All in favor, motion passed.

The Fair Housing Ordinance was tabled and Ice Miller contract as well.

Councilman Caldwell stated the WWTP was falling apart and the cost to improve is almost \$1.3 million. Repair costs keep accumulating. P. Johnson advised the Town has a good team to obtain grants.

**Billing Disputes:**

No disputes were presented.

**Request to Speak:**

**Ed Charleton: WAM**

Mr. Charleton advised the chair lift was installed funded by REMC and a grant of \$10,000 was received. A new HVAC was installed. Hanger over outside door is to be installed.

There will be a community Safety Day on July 17<sup>th</sup>. Boot Camp will be June 10-14. An outdoor library is to be installed. Study carols are to be installed. Fire drill plan and tornado preparedness is being planned and a safe place is needed. Door is locked in hallway. CT Johnson advised door is locked due to confidential information being in the back that she is responsible for.

A floor jack is being recommended in the back bay. CT stated she would need assistance to move files in the back to install a jack.

Mr. Charleton requested to build study carols.

P. Johnson stated that any changes to the structure of the building must be approved by the Council per the lease agreement.

Councilman Caldwell made a motion to approve building of study carols. Councilwoman Fry seconded. All in favor, motion passed.

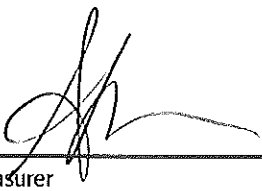
CT advised WAM had items in the bay that needed to be removed. CT Johnson also stated that any work done in WAM area should be noted to her office.

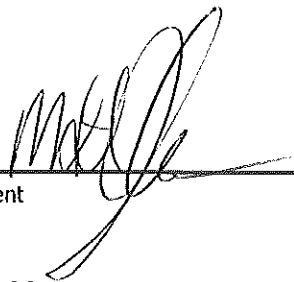
CT Johnson stated that the propane bill was already over budget and she was advised by Jeff Lasley of Co-Alliance, and that WAM was utilizing a big portion of the propane. Councilman Caldwell stated that the propane be billed from the date the lease was signed.

Councilman Caldwell made a motion for WAM to be billed propane, electric, water and sewer from the date the lease was signed on March 14, 2019. Councilman Thompson seconded. Councilwoman Fry opposed. Motion passed.

Eric Milliser from Troop 350 requested to do an Eagle Scout Project. The Church or Park department would be who would need to be contacted.

Councilman Thompson made a motion to adjourn the meeting at 20:42. Councilman Caldwell seconded. All in favor, motion passed.

X   
Clerk Treasurer

X   
President

The next Council meeting is scheduled for June 18, 2019 at 7:00 p.m.