

TOWN OF ADVANCE

MEETING MINUTES

LOCATION: ADVANCE TOWN HALL

September 16, 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: Melody Fry, Dale Thompson and Jim Caldwell

Marshal: Brad Thomas

Clerk-Treasurer: Shari Johnson

Others in attendance: Dan Bewley, Jeff Hopper, Nancy Hopper, Joe Watts, Lisa Henry, JR Shelton, Ed Charleton, Nicolas Ward, Frank Smardo, Joe Schmidt, Gary Ladd and Shannon McLeod

President Johnson called to order the Council Meeting at 7:03 p.m.

Pledge of Allegiance

Rules of Order

President Johnson closed the Council Meeting and opened the Public Hearing for the Waste Water Treatment Plant (WWTP).

Shannon McLeod with Priority Project Resources, PPR, has been working on the grant for WWTP improvements. Our application submitted in July wasn't selected to receive OCRA Funds (\$700,000) but we are resubmitting for the second round on November 22, 2019 and awarding will be announced in January of 2020. The town has already been approved with SRF (State Revolving Fund) of \$645,000 forgivable loan. The project costs for the improvement are \$1.4 million. Discussion ensued.

Town Engineer Gary Ladd read the Preliminary Engineering Report for the application, the same information shared with the Town in prior meetings. Permit applications and plans will be submitted on September 27, 2019 secure construction permits and receive bids in November 2019 and the schedule for next year.

Mr. Ladd welcomed questions. CT Johnson questioned if work Mr. Ladd asked Hopper invoices would be included in engineering costs? Ms. McLeod stated there is a construction contingency where the town could be reimbursed for these bills and to hold onto invoices.

Ms. McLeod stated she needed to know what impact residents would have if a grant wasn't received. She stated at the last meeting, many expressed concern of residents incurring costs and she welcomed any information residents would be willing to share.

No public comments were submitted.

Councilman Caldwell made a motion to close the public hearing. Councilman Thompson seconded. All in favor, motion passed.

President Johnson opened the Council Meeting at 19:26.

Ms. McLeod presented the 4 Factor Analysis for signature.

Councilman Caldwell made a motion that the Town completed the 4 Factor Analysis. Councilwoman Fry seconded. All in favor, motion passed.

Councilwoman Fry made a motion to for PPR to submit the proposal on October 4, 2019. Councilman Thompson seconded. All in favor, motion passed.

Councilwoman Fry made a motion for President Johnson authorization to sign all documents related to the WWTP. Councilman Thompson seconded. All in favor, motion passed.

Frank Smardo with IMPA spoke:

The Town of Advance signed with IMPA as our wholesale power supplier in 1982 and our current contract expires in 2042. Due to environmental changes, IMPA is working to expand their portfolio towards renewable energy. IMPA cannot issue bonds with shorter times on contract and would like to extend our contract to 2050. Mr. Smardo discussed the different types of energy and when they would expire.

Discussion ensued and Councilman Caldwell stated IMPA is raising their rates which is less than 1%.

CT Johnson read the Third Amendatory Agreement.

Councilman Caldwell made a motion to approve the Third Amendatory Agreement to Power Sales Contract between Indiana Municipal Power Agency and the Town of Advance, and the Certificate of Town of Advance, IN. Councilman Thompson seconded. All in favor, motion passed.

CT Johnson read Ordinance 2019-05.

Councilman Caldwell made a motion to suspend the rules and consider Ordinance 2019-05 on its first reading. Councilwoman Fry seconded. All in favor, motion passed.

Councilman Caldwell made a motion to approve Ordinance 2019-05. Councilman Thompson seconded. All in favor, motion passed.

Town Engineer, Gary Ladd, discussed the Wells Ditch Bridge INDOT project and discussed the scope of the project. The force main work could be started and stopped working in chunks of project and in conjunction with Wells Elementary School. The cost of work would be \$40,000 to relocate the water main and around \$18,000 for the force main. Mr. Ladd stated that CT Johnson expressed concern that this project would place an additional hardship on the town with our revenues already in a deficit. He explained even in hardship INDOT expects the town to pay 10% of the costs. CT Johnson expressed concern that this project would place an additional hardship on the town with our revenues already in a deficit. He explained even in hardship INDOT expects the town to pay 10% of the costs. Mr. Ladd welcomed other options.

Councilman Caldwell questioned if the Town increased the size of the main from 4" to 12". Mr. Ladd stated costs would increase between five and eight dollars a foot.

President Johnson questioned the timeline of this project. Mr. Ladd stated INDOT wanted the Town to present how long it would take for the utilities to be cleared. President Johnson stated our funds are in the negative and the town has no money in the funds. Mr. Ladd made recommended changes but the town wouldn't want to leave less than 2 feet of coverage for the lines.

Councilman Thompson questioned why only 150 feet on the sewer lines and 600 on the water. Mr. Ladd stated the water lines would be more impacted over more places. Mr. Ladd stated the road designer could be asked to adjust the plans.

President Johnson asked if the engineering fees would be included in the design. Mr. Ladd stated he would have to get those figures to the Council. The town would need to review those fees as well. CT Johnson questioned if the engineering fees be reimbursed? Mr. Ladd stated probably no. She expressed that the town was so close to being out of the negative in the water and this will be the third audit with a deficit in the water and sewer funds. These fees would need to be included in the rate study for the WWTP.

President Johnson stated that water needed 36 inches of coverage and Mr. Ladd stated the county required 54 inches.

Councilman Caldwell questioned if a cheaper contractor could be utilized.

President Johnson requested a quote for the engineering part and construction administration. Councilman Caldwell wanted a 12" main to be factored into the cost.

Discussions ensued. Mr. Ladd stated it might be less expensive to bore under the creek.

Councilwoman Fry made a motion to close the Town Council meeting for the Public Hearing on the 2020 Town Budget. Councilman Thompson seconded. All in favor, motion passed.

CT Johnson read the proposed Budget numbers for 2020. No comments were presented.

Councilwoman Fry made a motion to close the Public Hearing for the 2020 Budget. Councilman Thompson seconded. All in favor, motion passed.

President Johnson re-opened the regular Town Council Meeting.

Councilwoman Fry made a motion to approve the meeting minutes from the August 12, 2019 Council Meeting. Councilman Thompson seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve the Information/Improvement Meeting Minutes from July 16, 2019. Councilman Thompson seconded. All in favor, motion passed.

**Police – Marshal Thomas:**

Mr. Thomas advised there were 25 runs in August and a breakdown of the runs with 10 being calls related to dogs. Mr. Thomas is still working on hiring a deputy marshal. The Tahoe was scheduled to be decaled. The police computer is still being serviced.

Per previous Deputy Stumm in his resignation letter requested to stay on as a training reserve with the town and keep his badge/ID. He would come back to Advance and train reserves twice a year to keep his certifications. M. Thomas stated this would be something to discuss in the future.

President Johnson questioned where M. Thomas was on code enforcement. M. Thomas asked about the status on the residence at 210 N. Main. CT Johnson clarified that at the last meeting, M. Thomas stated Deputy Kellogg had spoken with the homeowner of 210 N. Main. CT Johnson stated it wasn't her offices place to discuss code enforcement and that it needed to come from the police department and her office cannot perform due diligence with residents until the proper procedures have been followed. CT Johnson stated her office shouldn't have to wait for complaints from residents before action is taken. Code enforcement needs to be proactive with the police department.

Councilman Caldwell stated Hannah with the sheriff's department should be handling enforcement with animals and for M. Thomas to handle.

President Johnson presented that the air cards are in Matt Stumm's name. The name needs to be changed into the Town's name. Councilman Caldwell stated that they could be in M. Thomas's name. CT Johnson added if the bill could be put in the Town's name to avoid constantly being changed, but in an audit, Mr. Stumm's name should not be on there being a terminated employee.

President Johnson stated he would like to hold an Executive Session and requested the Council to review dates to attend during the week of the 23<sup>rd</sup>.

**Clerk-Treasurer – Shari Johnson:**

No comments were presented on Fund or appropriation reports. The Water fund would actually be approximately -\$19,000 and sewer -\$136,000.

Steve Brock, town CPA, would be assisting the CT in writing the utilities budget. Also, a current audit needs to be held prior to receiving SRF funding.

Internal Controls are being reviewed by legal counsel.

New computers and furniture needs to be purchased and requested an amount the Council would not exceed and that she was meeting with Patrick's Office Supplies and discount warehouses.

CT Johnson stated per the Asset Management Plan and the State Attorney General's office to have Cyber Security. The plan would have security and backup to the cloud.

Councilwoman Fry stated at the bank she sees that cyber breaches are on the rise.

Councilwoman Fry made a motion to approve Cardinal Cyber Security Agreement for \$210.00/month. Councilman Caldwell seconded. All in favor, motion passed.

CT Johnson requested consideration for quote from Bucy Construction to blow sealant into roof to stop leaks.

Councilwoman Fry seconded made a motion from Bucy Construction to fix leak repair at the Town Hall for \$2475.00. Councilman Thompson seconded. All in favor, motion passed.

CT Johnson requested from the Post Master a list of repairs the post office needs. She would be contacting Adams Electric to place an exit sign at the door with emergency lights.

P. Johnson requested quotes be obtained for leaks in the Post Office at the windows. Discussion ensued regarding the repairs needing to be done; bathroom floor, new rugs etc.

CT Johnson stated she received a third party invoice for engineering services for the WWTP.

Councilwoman Fry made a motion for a request to travel for the ILMCT Southern District Meeting for estimated costs of \$529.00. Councilman Thompson seconded. All in favor, motion passed.

CT presented quote from the LadyBug exterminators to replace Terminex service at the same cost. Council stated no need to review and CT to move forward.

CT Johnson stated other contractors to do concrete work and none returned her calls. Mr. Hopper obtained an estimate from Wilson Concrete.

Councilman Wilson made a motion to approve the Wilson Concrete to repair concrete at the Town Hall for \$4615.00. Councilman Thompson seconded. All in favor, motion passed.

CT reminded that all purchases require an ST-105. In addition, the office will close 1-2 days a month to go through documents dating back to 1970.

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

For the month of August 2019 1,124,000 gallons were pumped and 656,211 were billed for a difference of 467,789 gallons for 42% loss. Councilman Thompson stated that the loss needed to be investigated. CT Johnson questioned if the control panel would have affected the loss. Hopper stated Calumet hit a main. Radio controls were damaged in the storm and repair costs would be \$6000.00. The flow meter was also damaged. An insurance claim was filed for both damages. Hopper stated if there were 2 months of high usage could indicate a leak.

Councilman Thompson made a motion for repairs for the water system of \$6000.00 and \$3000.00 for sewer. Councilman Caldwell seconded. All in favor, motion passed.

**Hopper Excavating- Jeff Hopper read the report:**

Leaks were fixed, mowing, shut offs, WWTP borings, line locates, leak checks, meter installations and septic tank pumping.

Upcoming work is on storm drains.

**IMPA/ISC – President Johnson read report:**

In the month of August there were three service requests for meters were completed. One pole was replaced. There was one power outage due to a transformer from a lightning strike. The fiber optic Century Link issue is still on hold. CT Johnson presented an update with Century Link. C. Link is disputing the fluctuating rates for pole rent and IMPA is reviewing.

CT Johnson was requested to send a claim email to Jacob with INDOT and Zac with Calumet for the hours of the costs the Town incurred with the flooding at the Town Hall.

Councilman Caldwell presented the IMPA Commissioner's report. IMPA is increasing rates to towns of less than 1%. Other energy providers are raising their rates substantially more. Councilman Caldwell discussed IMPA looking at alternative options for power. Lastly, a metering system is being reviewed that would not require meter reads and would also provide remote shut offs for non-payment.

Storm drains at the Fire Station and 213 E. Wall need repair.

**Park – Dan Bewley:**

Sign rules were placed, security camera installed and RC park completed. New nets were placed on basketball goals. Trunk or treat is scheduled for October 26, 2019 from 7:00 – 9:00 p.m.

Still waiting for the Eagle Scout project of the concrete pad is still pending.

The Boone County Solid Waste Grant application was submitted. CT Johnson requested the park supply all information for events and how they want information printed and submit this to the CT's office.

**Fire – Keith Cromwell:**

For the month of August 2019 the Fire Department had 15 EMS runs, 2 MVAs, 3 Fires, 1 alarm, 1 Public 1096 and 1 power line down.

**Claims:**

Councilwoman Fry made a motion to approve the claims for September 16, 2019 in the amount of \$104,778.86. Councilman Thompson seconded. All in favor, motion passed.

**Old Business:**

ITRON agreement is still pending and iCloud were tabled.

Employee Handbook recommendations were tabled.

Century Link contract is on hold.

CT discussed purchase of a Gator for the town for the Park's department, Police and Utility Office to use and a used one, TX 2x4 could be purchase for \$5000.00 and payment to come out of each department. Departments agreed it would be useful and ok to share the cost.

**New Business:**

Ed Charleton stating that a recycled bench from the solid waste was received by WAM and requested the book station be relocated and the bench be placed in the green space behind the Town Hall under the tree. The Council consented.

**Billing Disputes:**

No disputes were presented.

**Request to Speak:**

Nicolas Ward of 4791 S. SR 75 requested water service with the Town. He stated there was a water main across the street and he had spoken with Mr. Hopper and Mr. Ward could attach to that line and pay the tap fee to the Town. He contacted INDOT, and that Mr. Hopper to obtain a work permit.

President Johnson questioned Mr. Hopper of what needed to be done. Mr. Hopper stated he hadn't talked to INDOT yet. Mr. Hopper stated that to bore under the road would cost \$3719.87 + the tap fee of \$525.00.

Councilman Caldwell stated as soon as the Town obtained the permit and the APC was contacted could work begin.

President Johnson stated there was an existing house that was on a well and Mr. Hopper confirmed. P. Johnson stated as long as the permits were obtained and all documents obtained could work begin. Councilman Thompson stated that the town's responsibility stops at the meter pit and anything to residence is homeowners responsibility. Councilman Caldwell stated the resident was responsible to have boring done as well. Councilman Caldwell questioned if that was all Mr. Ward needed and Mr. Ward confirmed yes.

Councilman Thompson made a motion to adjourn the meeting. Councilman Caldwell seconded. All in favor, motion passed. Meeting adjourned at 19:59.

X

Clerk Treasurer

X

President

The next Council meeting is scheduled for October 7, 2019 (**Budget Adoption**) at (19:00) 7:00 p.m. at the Advance Volunteer Fire Department, 106 E. Wall St., Advance, IN.