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TOWN OF ADVANCE

MEETING MINUTES

LOCATION: ADVANCE TOWN HALL

December 9, 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

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, Dale Thompson and Jim Caldwell

Marshal: Brad Thomas- absent

Clerk-Treasurer: Shari Johnson

Others in attendance: Dan Bewley, Jeff Hopper, Nancy Hopper, Bill Whalen, Lisa Henry, President Johnson called to order the Council Meeting at 7:00 p.m.

Pledge of Allegiance

Rules of Order

Bill Whalen: City Securities on Town's Insurance Policy

Mr. Whalen discussed with the Council the 2020 policy. The insurance policy would be \$14,648.00 including terrorism coverage for an increase of \$557.00 over LY. Reasons for the increase were net operating expenses, property values and inland marine items. Mr. Whalen explained the extra umbrellas of coverage, property values and inland marine coverage and advised the Council to review the values to make sure that nothing was over or under covered.

Inland marine items had an increase 1.7% due to inflation.

The policy has employee coverage and automobile coverage as well. Crime went down and general liability decreased as well.

The Cyber Policy was presented explaining liability of expenses, i.e. breach of information of residents, mailers, notification to media etc. A hotline was presented as part of the coverage.

Councilman Caldwell questioned labor costs to repair and if it would be covered. Hardware and software restoration would be covered. CT Johnson questioned if the policy covered Ransom ware and Mr. Whalen advised yes.

Councilwoman Fry made a motion to accept town insurance coverage policy at \$14,648.00 including Cyber Insurance of \$2000.00 for a total policy cost of \$16,648.00. Councilman Caldwell seconded. All in favor, motion passed.

Steve Brock – Therber, Brock and Associates:

Mr. Brock presented the wastewater recommended utility increase to cover the deficit in the Sewer Utility and the amount needed for the bond. The project for the Waste Water Treatment Plant is a \$1.484 million dollars. SRF has loaned the town \$675,000 towards the project and the town is seeking a \$700,000 OCRA grant, leaving \$109,000 to bond. Mr. Brock stated the timelines of SRF funding and OCRA funding and that SRF has put a hold on our funds but the town has a hard deadline of closing by the end of January. The town will submit claims and take draws from the SRF.

SRF grants funds go to organizations with need. Mr. Brock explained the pro forma and the needs for an increase of rates and charges. The town must have debt services replacement and short term asset replacement, as well as long term needs. The depreciation fund will need to have transfers of \$1000.00 monthly and this fund is the superintendent's budget. The rates must support the budget and all the utility needs. In addition, funds must be available to pay the principle and interest of the bond. Monthly payments will be made to a depository.

Mr. Brock explained the monthly payment process with the depository agreement.

Councilman Caldwell questioned how soon the town would be out of debt? And Mr. Brock stated the town should be in a positive cash flow within two years. Mr. Brock recommended a 31% increase to cover bond payments and improve the operating cash flow. Budget changes happen when a rate increase is done. The rates must be implemented to cover costs, and must happen. CT Johnson stated that if the Town did not receive the SRF funding, increases could have been \$50.00 or more. She also advised that the last rate study did not consider transfers to depreciation and savings and if the direction had been given to her, the funds might have been in a better situation.

Discussion ensued with the Council on the struggles had trying to get the utilities in a better state. Residents might not be happy with the rates, but they affect everyone including the Council and must happen.

Mr. Brock stated the rates must be adopted prior to closing the loan with SRF. There is a pre-closing on January 14, 2020, and the closing is January 30th.

Discussion ensued with renter's deposits to cover bills that are not paid. A recommendation of a renter's deposit on sewer was made of \$150.00.

President Johnson read/introduced Ordinance 2019-08: An Ordinance Amending the Rates and Charges for the Sewer Works Utility. Amendments needed to be made to Renter Deposits to \$150.00 and the Tap Fee to \$3000.00.

Mr. Brock presented the recommendations for the water utility increase and discussed the pro forma. The fund balances have been improving; however, there is still a shortfall. As sewer, the water needs to build a short-term asset replacement, a debt service reserve and depreciation.

The recommended increase for the water utility was 17%. President Johnson stated the town should adopt the recommended rates and the council concurred.

The public hearing for the water and waste water utility will be held on December 30, 2019.

President Johnson read/introduced Ordinance 2019-09: An Ordinance Amending the Rates and Charges for the Water Works Utility.

Discussion for rate amendments for the tap fee to be \$2000.00 and an after- hours reconnect fee of \$200.00.

Councilwoman Fry made a motion to approve the Meeting Minutes from the November 13, 2019 meeting. Councilman Thompson seconded. All in favor, motion passed.

Police – Marshal Thomas: absent, no report given

Clerk-Treasurer – Shari Johnson:

CT advised appropriation report will be presented when adjustments are made. She expressed to Council that the trash fund is sinking. She presented rate increases of \$.50, \$.75 and \$1.00. The heavy trash pickup is a monthly trash fee. This needs to be watched in the future.

Councilman Thompson made a motion to approve adjustments for October in the amount of \$-157.45. Councilwoman Fry seconded. President Johnson in favor, motion passed. Councilman Caldwell abstained.

Councilman Thompson made a motion to approve November adjustments for \$-191.29. Councilwoman Fry seconded. President Johnson in favor, motion passed. Councilman Caldwell abstained.

Internal Controls are still pending.

Councilman Thompson made a motion to approve the Deputy-Clerk bond of \$10,000 and the Clerk-Treasurer bond for \$30,000 for a cost of \$245.00. Councilman Caldwell seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve 27 pay periods in 2020. Councilman Caldwell seconded. All in favor, motion passed.

Codification recommendations need to be given to CT and Attorney. Councilman Caldwell stated fines and fees need to be increases.

The audit for 2017-2018 is completed and online. Reconciliations being timely and negative fund balances were citations on audit.

A recommendation from the Council for CT Johnson's office needs was \$3000.00 for new computers for the Clerk's office and office furniture not to exceed \$10,000.

CT has reached out to town engineer to work on the town's compliance for ADA and developing a plan. In addition, CT has reached out also for assistance on the CCMG and developing a plan for paving Wall Street and replacing sidewalks.

CT stated a punch list for the SR 75 project needs to be reviewed to make sure no items are overlooked. Councilman Caldwell approved a work order for Hopper to complete with Calumet.

Adjustments recommended by SBOA from audit and year-end transfers such as the park transfer will be presented at the year-end meeting.

UMAC – President Johnson read the report:

For the month of November usage was 811,000 and billed was 704,562 leaving a difference of 106,438 gallons or a 13% loss. Generators are scheduled for repair and water is being tested for corrosiveness. A future waiver can be requested to not have to submit this report.

Hopper Excavating- President Johnson read the report:

Work done in November was hanging Christmas lights, installation of a stop sign, snow removal, utility disconnects and reconnects, line locates, verify work orders. Future work to be done: Calumet punch list, catch basin at Fire Department and leveling dirt at shooting range. CT needs to put in a work order for connection boxes for Christmas lights on poles to be moved. Punch list items were discussed.

IMPA/ISC – President Johnson read report:

In the month of November, there were 4 service requests, 4 street lights placements and two repairs. Two meters were replaced. There were 0 poles replaced and 2 outages. One outage was due to a broken cross arm and a loose connector on a service wire.

Park – Dan Bewley:

A grant was received from the Boone County Solid Waste of \$5000.00.

Discussion of the barn at the park was discussed. Councilman Caldwell made a motion to approve \$400.00 for the leveling of the ground for the barn and \$7565.00 for payment of the barn. Councilman Thompson seconded. All in favor, motion passed.

Mr. Bewley advised vandals were in the park in October and would be getting with the marshal to file a report. Vandalism was on a school night.

Fire – Keith Cromwell:

For the month of November 2019 the Fire Department had 14 EMS runs, 1 MVA and 4 Fires and 1 Haz Mat.

Claims:

Councilwoman Fry made a motion to approve the claims for November 2019 claims in the amount of \$85,100.73. 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 tabled. Legal Counsel stated Century Link wanted a flat rate paid out. Inflation should be factored in fees.

The Capital Assets project is still pending.

New Business:

An Ordinance addressing HB1347 was tabled until further meeting.

An increase was recommended for Century Link pole attachments.

President Johnson read Salary Ordinance 2019-07.

Councilman Caldwell made a motion to suspend the rules and consider Salary Ordinance 2019-07 on its first reading. Councilman Thompson seconded. All in favor, motion passed. President Johnson abstained.

Councilman Caldwell made a motion to approve Salary Ordinance 2019-07. Councilman Thompson seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve the town holiday schedule. Councilman Thompson seconded. All in favor, motion passed.

Councilwoman Fry made a motion to approve the meeting schedule for 2020 with the amendment of the November Council meeting to the second Monday of November 9, 2020. Councilman Thompson seconded. All in favor, motion passed.

CT explained and read the anti-nepotism forms and they were signed.

President Johnson and CT Johnson will complete Conflict of Interest forms at year end.

Resolution for transfer to the Rainy Day Fund – tabled until year end meeting.

With recent events, recommendations were made for the CT to interview and change banks.

Councilman Caldwell made a motion for the CT to approve and review to change banks.
Councilwoman Fry seconded. All in favor, motion passed.

CT stated she needed to verify with the grant/loan paperwork that has already been submitted with bank information.

Advised Cindy Anderson was the contact for North Salem State Bank.

Councilman Caldwell made a motion to appoint Councilwoman Fry as the 2020 Council President. Councilman Thompson seconded. All in favor, motion passed.


Billing Disputes:

None requested.

Request to Speak:

None requested.

Councilman Thompson made a motion to adjourn the meeting. Councilwoman Fry seconded. All in favor, motion passed. Meeting adjourned at 21:04.

X 

Clerk Treasurer

X 

President

The next Council meeting is scheduled for January 13, 2020 at (19:00) 7:00 p.m. at the Advance Volunteer Fire Department, 106 E. Wall St., Advance, IN. This is the year-end meeting.