

MONTHLY MEETING December 21, 2016

The Town of Medaryville met in regular session on December 21, 2016 at 6:30 pm with the following members present:

Robert Schultz	Council President
Suzanna Wilcoxon	Council Vice President
Raymond Saltsman Sr.	Council Member
Judy Harwood	Clerk Treasurer
Jackie Hines	Deputy Clerk
Brian Gaillard	Chief Town Marshal
Travis Clark	Deputy Marshal
Keith Hauptli	Maintenance Supervisor
Amber Lapaich	Town Attorney

Minutes:

The public reading of the minutes was waived this month; copies of the minutes were made available for the Council and the public to read prior to the meeting and also available on the Town's website (medaryville.net). Copies are on file in the Clerk Treasurer's office.

November Council Minutes

Council Member Wilcoxon made a motion to approve the minutes from the November 16, 2016 Council Meeting, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Closed executive minutes

Council Member Wilcoxon made a motion to approve the minutes for the Closed Executive Meeting posted for Job performance on December 15, 2016 and December 20, 2016 Closed Executive Meeting to receive information about and interview prospective employee(s), second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Claims:

Council Member Wilcoxon made the motion to approve claims as presented for November 2016, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Fritz Fire Equipment claim

Clerk Treasurer Harwood submitted to the Council a claim for Fritz Fire Equipment for the inspection of fire extinguishers.

Council Member Wilcoxon made the motion to pay invoice #161209.5 in the amount of \$450 to Fritz Fire equipment for the cost of inspecting, repairing and replacing of condemned extinguishers, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Transfer of funds to Rainy Day

Council Member Wilcoxon read **Ordinance 2016-12-01 Transferring Funds from General Fund to Rainy Day.**

Council Member Wilcoxon made the motion to accept the first reading of **Ordinance 2016-12-01 Transferring Funds from General Fund to Rainy Day,**

second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Council Member Wilcoxon made the motion to suspend Roberts Rule of Order and read the second and third readings by title only, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Council Member Wilcoxon read the second reading of Ordinance 2016-12-01 by title only **“Transferring Funds from General Fund to Rainy Day”**

Council Member Wilcoxon made the motion to accept the second reading of Ordinance 2016-12-01 **“Transferring Funds from General Fund to Rainy Day”** by title only, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Council Member Wilcoxon read the third reading of Ordinance 2016-12-01 by title only **“Transferring Funds from General Fund to Rainy Day”**

Council Member Wilcoxon made the motion to accept the third reading of Ordinance 2016-12-01 **“Transferring Funds from General Fund to Rainy Day”** by title only, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Utility Report:

Council Member Wilcoxon made the motion to accept the adjustment for account 140200 in the amount of 381.99 due to a leak and account 111101 due to computer error of \$94.50 with the total of adjustments of \$476.49, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Town Marshal:

November monthly stats were submitted to the Council.

The Police vehicle alternator is showing possible repairs needed, the battery had been replaced and is showing the proper voltage, but the battery light will come on and then the car will quit.

He requested permission to take the Police vehicle to Rick's Service and be checked along with the steering wheel that is still squeaking.

In respect to the Council, Chief Town Marshal Galliard, asked the Council how to handle the trash violation letters that was sent Monday December 12, 2016. He feels uncomfortable with citing anyone for non-compliance when the weather has been in the negative teens. He requested the Council to give an extension.

Motion was made by Council Member Wilcoxon to extend the compliance day for 2 (two) weeks pending weather, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Maintenance:

Rubber blades for snow plow

Three quotes were submitted to the Council from Terry Truck Equipment(Winamac) of \$349.94, Mill Supply Discount (Ohio) of \$368.95, shipping not included, and Riggs (Valparaiso) \$416, for a snow plow rubber cutting edge.

Motion was made by Council Member Wilcoxon to approve the estimate figure from Terry Truck Equipment in Winamac to replace the rubber blades for the snow plow, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

MB Controls, Omnisite alarm

Maintenance Supervisor Hauptli informed the Council at the end of December the Omnisite will no longer function until it is updated. He submitted a quote of \$887 from MB Controls who will remove the existing Omnisite XR50 unit and install a loaner Ominisite unit until the XR50 can be updated. They will also reinstall the updated XR50 and check if it is functional. He does not know the exact cost of the update for the XR50 but believes it could be up to \$150 not including the shipping cost.

Council Member Wilcoxon made the motion to accept the estimate cost for removing and reinstalling of the Omnisite alarm, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Purchase of street salt mix

Maintenance Supervisor Hauptli requested to purchase salt and gravel mixture at any time it is depleted and not wait till the next Council Meeting to request to purchase salt. He usually purchases a truck load that is about 15 to 17 tons at the cost of \$32.50 a ton.

Motion was made by Council Member Wilcoxon for Maintenance to be allowed to purchase salt as needed, as long as there are funds available and checked with the Clerk Treasurer, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

The American Legion approached the maintenance requesting the slanted drive way off of US 421 to be salted by the Town, Maintenance Supervisor Hauptli had responded to them he could not salt without the Councils approval.

Council President Shultz addressed Dana Mitchell, President of the American Legion Auxiliary, that since EMS uses the parking lot as a staging area when someone is airlifted he suggested they talk with the County Commissioners and ask if the county is willing to salt the area.

Council Member Saltsman Sr. wanted to address a question a resident had on removing snow from her driveway that the town pushed when cleaning the streets of snow, he is suggesting for maintenance to keep the snow plow in town and not plow any driveways or lanes.

Old Business:

Third and final reading of Salary Ordinance and Employee Benefits

Council Member Wilcoxon made the motion to suspend Roberts Rule of Order and read the third reading by title only, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Council Member Wilcoxon gave the third and final reading by title only of **Salary Ordinance 2017-01-01.**

Council Member Wilcoxon made the motion to accept the third and final reading of **Salary Ordinance 2017-01-01**, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Council Member Wilcoxon gave the third and final reading of **Ordinance 2017-01-02, Employee Benefits.**

Council Member Wilcoxon made the motion to accept the third and final reading of **Employee Benefits 2017-01-02**, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

New Business:

Doug Hoover & Chance Blankenship/Building Inspector

County Building Inspector Doug Hoover approached the Council that one house in Medaryville could be part of the blight program. The Blight program is through the government that takes abandoned houses to be demolished. One of the requirements of the program is to acquire a nonprofit program partner, and the County has partnered with Habitat for Humanity. This house has been given to the Blight Program and will be owned by Habitat for Humanity.

He understands there is a monthly \$45 sewer fee and asked the Council if they would consider waiving the monthly sewer fee until the house is demolished. He estimated demolishing the house could take a couple of months and understands the fee will stop once the house has been removed. Currently, there are sewer bills owed on the property and there are also liens that the property owner has agreed to pay.

Council Member Wilcoxon made the motion that as long as Mr. Foust (114 E. Main Street) pays whatever is owed on the sewage bill before the transfer takes place, after this is executed the Council will waive the \$45 sewer fee, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Mr. Hoover wanted to inform the Council as of the 19th of December some amendments to the county zoning map and the Unified Zoning Ordinance were passed.

Nepotism policies

Clerk Treasurer updated the Nepotism policies and all were signed by the Council Members.

Town insurance recommendations

Stacy Edgell, Risk Control Field Representative of Tokio Marine HCC, the Town's new insurance met recently to obtain information regarding the general operations and practices of the Town.

As a result of the meeting two (2) recommendations was given to the Council for consideration and a request to respond to them within 120 days as to the status or intent to implement these recommendations. It was recommended the Town adopt an Employee Handbook, and that the flammable liquids be stored in a NFPA approved locker to reduce the hazards associated with the storage, handling and use of flammable and combustible liquids.

Town Attorney Lapaich advised if the town does not create the recommended policies and an issue occurs the insurance company might not cover the claim. Town Attorney Lapaich and the Clerk Treasurer Harwood will draft an employee handbook and present to the Council at a later date. The Council requested Maintenance Supervisor Hauptli to bring in more than one quote for the cabinets that was recommended by next month's Council meeting.

K-IRPC representative

It is time to appoint a representative to the Kankakee Iroquois Regional Planning Commission Board of Commissioners for next year. According to the requirements of Indiana State Code 36-7-7, the Town is allowed one representative on the Board. The appointee's term shall begin in January, 2017 and expire at midnight December 31, 2017, or until an organizational meeting convenes in January of 2018.

A motion was made by Council Member Saltsman Sr. to appoint Suzanna J. Wilcoxon as the Town's representative to the K-IPC Board, second by Council Member Schultz.

Motion was carried with a vote of 3 yes 0 no.

Town Attorney Contract

Council Member Wilcoxon made the motion to accept the retainer agreement for the coming year of 2017 for Amber Lapaich-Stalbrink which amounts to Fifteen Thousand Dollars (\$15,000.00) to be paid on a monthly basis of One Thousand Two Hundred and Fifty a month (1,250.00), second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

MCO Contract

Council Member Wilcoxon made the motion to accept the contract for operational services for the wastewater system and assistance for the water system at Sixteen Hundred Dollars (\$1,600.00) per month, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Fire Department Contract

A contract with the Medaryville Volunteer Fire Department was reviewed with changes of the Town paying the fire department a base sum of Fifteen Thousand Dollars (\$15,000) and the Local Option Income Tax B funds (LOIT) of Six Thousand Dollars (\$6,000), so long as the Town receives sufficient LOIT funding from Pulaski County to cover said amount. Both parties acknowledge that LOIT funds are temporary and may cease to exist in future contracts. It is understood they will receive two (2) installments of the annual payment made in June and December for each year. The Town Clerk-treasurer will not pay the water and sewer, internet, electric, gas and phone bill that are incurred by the Fire Department.

Council Member Wilcoxon made the motion for the 2017 Fire Protection Agreement that the annual base rate is Fifteen Thousand Dollars (\$15,000) and the LOIT Funds in the amount of Six Thousand Dollars (\$6,000) and the Council will approve the 2017 Fire Protection Agreement, second by Council Member Saltsman Sr.

Motion was carried with a vote of 3 yes 0 no.

Town Issues:

Fred Conley, of 615 E. Pearl had requested to be on the Agenda for an extension on the letter he received for the trash violation. The report that was given by Chief Town Marshal Brian Gaillard requesting an extension for violations satisfied his request.

Council President Schultz made an announcement the Town council has held two executive meetings on hiring a new Town Marshal. The Council does not see anything wrong or problems with Town Marshal Brian Gaillard or his ability of doing his job. Council President Schultz spoke with two people about the position for the new town marshal and Jeffery Heims was one of the people. He has 27 years' experience as a police officer and is a former Winamac Police Chief. He stated this is nothing more than a change of guard and no one is being fired, we hope that the current officers will continue to work for the police department. There will not be any additional funds given and no raises will be given so it will not cost the Town. Several Town residents voiced their support of Gaillard and the work he has done.

Council Member Saltsman Sr. made the motion that we contact Jeff Heims and offer him the position of Town Marshal, second by Council Member Schultz.

Motion was carried with a vote of 2 yes 1 no.

Council President Schultz noted to the Clerk-Treasurer Harwood anyone requesting to speak in the meetings must be on the agenda.

With nothing further to discuss, Council Member Wilcoxon made a motion to adjourn the December 2016 monthly Town Council meeting, second by Council Member Saltsman Sr. **Motion was carried with a vote of 3 yes 0 no.**

Robert Schultz, Council President

Suzanna Wilcoxon, Council Vice President

Raymond Saltsman Sr., Council Member

Attest: Clerk Treasurer, Judy Harwood