

**TOWN OF MEDARYVILLE
MONTHLY MEETING
January 20, 2016**

The Town of Medaryville met in regular session on January 20, 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
Keith Hauptli	Maintenance Supervisor
Amber Lapaich	Town Attorney

Nomination of officers

Council Member Saltsman Sr. made the motion for Robert Schultz as Council President, and Suzanna Wilcoxon as Vice President, second by Council Member Wilcoxon.

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

A procedure of calling Special Meetings was established by the new elected officers.

Council Member Wilcoxon made the motion for the procedure of calling a special meeting, Council President Schultz will be notified of the request for a special meeting and he will make the decision if it is necessary and will contact Council Members and Clerk Treasurer to post for the 48 hour notice, second by Council Member Saltsman Sr.

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

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.

December Council minutes

Council Member Saltsman Sr. made a motion to approve the minutes from the December 2015 Council Meeting, second by Council Member Wilcoxon.

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

Claims:

Council Member Saltsman Sr. made the motion to approve claims as presented for December 2015, second by Council Member Wilcoxon.

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

Clerk Treasurer Harwood gave the Council a budget sheet to review and requested if the Council would continue to transfer \$1,000 monthly out of the wastewater operating cash to the wastewater replacement and improvement fund. She recommended the Council could increase the amount to \$2,000 and still stay within the budget limits.

Council Member Wilcoxon made the motion to transfer monthly from wastewater operating cash of \$2,000 into the replacement and improvement fund for the year of 2016, second by Council Member Saltsman Sr.

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

Utility Report:

No adjustments for the month of December 2015.

Lagoon Update:

Shawn Cain, of KIRPC (Kankakee-Iroquois Regional Planning Commission), presented a semi-annual financial report to the Council. This report gives a grant progress update in regards to the upgrading of the sewer lagoons project and how much of the contracts have been awarded.

Clerk Treasurer Harwood gave each Council Member spreadsheets breaking down the expenditures and progress of the Lagoon Project. The total grant funds with local funds was \$850,000, as of claim 6, the project is at about \$610,000 of the grant and local funds.

The project is scheduled to wrap up on February 29, 2016 weather permitting. An extension of the completion date may have to occur if the weather becomes an issue.

Claim 5 Wastewater CDBG WW-13-105

Council Member Wilcoxon made the motion for Clerk Treasurer Harwood to pay from Local Shares, Town claim voucher #8318, invoice 500145 to McMahon in the total amount of \$11,000, second by Council Member Saltsman Sr.

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

Council Member Wilcoxon made the motion to pay Gaskill & Walton Construction, Town Claim Voucher #8321, invoice 7213-1724 in the amount of \$64,614.00 waiting for the 5 (five) day notification of EFT of the Grant Fund, and Town Claim Voucher 8319 from local shares for \$43,076.10 in the total amount of \$107,690.10, second by Council Member Saltsman Sr.

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

Council Member Wilcoxon made the motion for a transfer from Local Shares Town Claim Voucher #8320 to the Retainage Fund in the amount of \$2,266.90, second by Council Member Saltsman Sr.

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

Town Marshal:

December monthly stats and the end of year stats were submitted to the Council.

Council President Schultz did not understand the training hours of our Police Department. Chief Brian Gaillard explained Police officers in Indianapolis and Police officers in Medaryville are required the same training every year and both fall under the same law of liability. The Town doesn't pay for the bulk of the training because the Town Department piggybacks with other agencies. Both officers Brian Gaillard and Travis Clark are academy certified instructors and they can train some of the classes required, which saves the Town money.

Council Member Saltsman Sr. committed on his complaint last month of the dogs running at large. Animal Control Officer Kleinofen left him a message for him to contact our local officers as he did but he could not find an officer. His question was in need of an emergency how would he contact an officer? Town Marshal Gaillard explained as our Department and the Animal Control Officer are part time the County fills in when needed, and as the new Town Council you now have emergency access to the Town Officers personal cell phones that is only available to you as the Council.

The Town Police vehicle will be serviced possibly next week and an additional charge may be added for a new battery. Chief Town Marshal Gaillard also requested to purchase a new bulletproof vest that has currently expired. The purchase of the vest is mandated by the state and the funding was budgeted.

Council Member Wilcoxon made the motion for Officer Gaillard to purchase a new bulletproof vest as needed, second by Council Member Saltsman Sr.

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

Ordinance Violation Board:

Letters were previously sent to seven (7) property owners giving them ten (10) days to clean up their properties. All complied within the ten (10) days but three (3) and citations were written.

Donna Compton request to contest citation

Resident Donna Compton, one of the three (3) citation recipients to be discussed contested the citation she received. She and her husband have been addressing the issue after they had received the letter. She called the Town Hall requesting a ten (10) day extension due to a death in the family. No one from the Council returned her call.

Council Member Wilcoxon commented Mrs. Compton was not ignoring the order to clean up and she has made an effort before the ten (10) day time period. Town Attorney Lapaich advised the Council they need to take into consideration that she has made an effort to clean her property and was not quite able because of a situation, but the problem was shortly rectified. All Council

Members were in agreement that the end result the property was brought to compliance. Council President Schultz commented that the fence in her yard needs to be taken care of and he will be going out and revisiting properties this spring.

Council Member Wilcoxon made the motion that the Council waives the fine because of extenuating circumstances and the fact Mrs. Compton has cleaned her property, second by Council Member Saltsman Sr.

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

Remaining two citations

Two remaining properties were brought before the Council to determine if there will be a fine and the amount of the fine. After a great deal of discussion Council Members agreed, because of the amount of progress done on each property is different they should be addressed individually.

Council Member Wilcoxon made the motion that **204 E. Ridge Street** will be fined for non-compliance in the amount of \$50 and the property to be revisited on April 1, 2016 and further action taken if needed, second by Council Member Saltsman Sr.

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

Council Member Wilcoxon made the motion that **214 S. Railroad Street** be treated as a warning and a letter is sent to the resident that it needs further action and will be revisited April 1, 2016, second by Council Member Saltsman Sr.

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

Chief Town Marshal Gaillard asked for clarification if the new Council was agreeing upon the policy set forth by the previous Council on how complaints are to be received.

Council President Schultz reviewed the procedure set forth:

1. As complaints come in they are to be handed to our Police Department.
2. The Town's Police Department will take photos and with the Clerk Treasurer prepare for the next Council meeting.
3. Council will review all documents and determine if a letter should be sent.
4. Clerk Treasurer, if determined will send a letter with a notice of ten (10) days to abate.
5. On the 11th day the Town's officers will revisit the property and if not in compliance will issue a citation, anything in question they are to take a picture on the 11th day.
6. On the next Council meeting the Town's officer will present the previous documentation with the current and the Ordinance Violation Board will determine if a fine should be assessed.

Maintenance Supervisor:

Procedure for emergency repairs

During the recent ice storm the Town's backup generator was in need of repair. With the new Council, Maintenance Supervisor Hauptli requested a procedure to follow when emergency repairs are needed. All Council Members agreed Maintenance is to call the Council President

with all the information and the Council President will determine if a Special Meeting or Emergency Meeting is to be called.

If a meeting is called to deal with an emergency involving actual or threatened injury to person or property, or actual or threatened disruption of governmental activity under the public agency's jurisdiction, the 48-hour notice requirement does not apply.

News media which requested notice of meetings in accordance with IC 5-14-1.5-5(b)(2) must be given the same notice as members of the governing body. The public must be provided notice by the posting of the notice outside the principal office of the public agency.

Maintenance Supervisor Hauptli also requested permission to purchase salt from the Pulaski County Highway Department.

Council Member Wilcoxon made the motion for the maintenance department to purchase salt as needed for the remainder 2016 winter, second by Council Member Saltsman Sr.

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

Emergency freeze procedure

With the new Council, Maintenance Supervisor Hauptli wanted to review the procedure from temporary loss of safe potable water during times of frozen water mains or main break downs. The Water Utility is to provide potable water and provide a place for personal hygiene if the lines are down on town property from the meter to the water main.

Council President Schultz was appointed to establish a memorandum of understanding with West Central School Corporation for residents to use the school showers.

Council Member Wilcoxon made the motion to purchase potable water for emergencies during emergency freezing or whatever makes the water undrinkable for the year of 2016, second by Council Member Saltsman Sr.

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

Sign emergency response plan

Maintenance Supervisor Hauptli provided 4 copies for the Town Council to sign of the Water Emergency Contingency Plan requested by IDEM (Indiana Department of Environmental Management). This is an emergency operation and disaster plan in the event of groundwater/water contamination.

Council Member Wilcoxon made the motion to accept the Water Emergency Contingency Plan, second by Council Member Saltsman Sr.

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

Removal of two extra trees from Lagoon

Maintenance Supervisor Hauptli reported when the subcontractors of Gaskill & Walton placed the solar panels for the Lagoon they recommended two (2) additional trees to be removed. The additional tree will block the morning sun from the panels if not removed.

Council Member Wilcoxon made the motion to amend the motion from October 21, 2015 Council Meeting and add an additional \$500 to the original quote of \$2,500 to remove two additional trees at the total cost of \$3,000, second by Council Member Saltsman Sr.

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

Generator quote

The portable generator broke down during the ice storm that caused a power outage for the Town. However the generator is over 20 years old it is essential for pumping the lift stations during any power outages. An estimate of \$9,791 for repairs was presented to the Council for review. The estimate includes the cost of a new rotor and voltage regulator, but if rotor is found not needed \$1,500 will be deducted.

Council Member Schultz asked maintenance if he looked into the purchase of a new generator so the Council can compare the price to the repair estimate. Maintenance Supervisor Hauptli believes it will be around the price of \$60,000.

Council Member Wilcoxon made the motion to accept the estimate for repairs as presented Quote #850611-00 from W.W.Williams Bluffton, and for Maintenance Supervisor Hauptli to research quotes for backup generators for each lift station, second by Council Member Saltsman Sr.

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

Job descriptions

In continuing with the job descriptions of the maintenance department, Maintenance Supervisor Hauptli presented to the Council the job descriptions of the Maintenance Assistant and part-time Maintenance Laborer.

Council Member Wilcoxon made the motion the job descriptions for the Maintenance Assistant and part-time Maintenance Laborer be accepted, second by Council Member Saltsman Sr.

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

Maintenance Supervisor Hauptli reported the water tower was inspected last month and the Council will shortly receive the report along with the video. He reminded the Council this is the year we must have the tower cleaned and he will be submitting quotes.

Unfinished Business:

In the November Council Meeting the former Council agreed to send a letter to Midco Diving disputing the charge of the company traveling to Medaryville and unable to complete the job because of electrical wires. In the December Council meeting there had been no response and the Council agreed they would table the invoice for one more month.

Clerk Treasurer Harwood brought back invoice #2261 in the amount of \$750 for a response from the Council. After reviewing the contract the Council does not feel they should be charged and all were in agreement this is a dispute bill and they will continue to wait until they hear a response from the company before paying the bill.

Council Member Wilcoxon made the motion to table the payment of the outstanding Midco invoice #2261 of \$750, until the Council hears back from Midco in response of the letter Town Attorney sent disputing the amount, second by Council Member Saltsman Sr.

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

New Business:

EMA Advisory Board

The County Commissioners in pursuant of Ind. Code 10-1-4-3-17, appointed the President from each legislative body of each town within the County to serve on the EMA Advisory Board. Council President Schultz was appointed by virtue of his office.

CDC Representative

Nathan Origer, Executive Director of the Pulaski Co. CDC/Economic Development, informed the Town Council they need to appoint someone to replace Carolyn Hager, who resigned. Council Vice President Wilcoxon was appointed to fill the vacancy.

Recommendation for Board of Zoning appeals

The Pulaski County Board of Zoning Appeals needs a replacement for the vacant seat on the Board. The appointment is to be made by the Commissioners, but they are asking for recommendations from the Council from the Medaryville area. Town Council Members could not come up with new recommendations.

K-IRPC representative

According to the requirements of IC 36-7-7, the Medaryville Council is allowed one representative on the Kankakee Iroquois Regional Planning Commission Board of Commissioners. Derrick Stalbaum volunteered to server another term as the designated representative.

Appoint the Medaryville.net and text messages

A decision was made for Council Member Suzanne Wilcoxon to update the Town website and text messages that alert residents of upcoming events or emergencies.

With nothing further to discuss, Council Member Saltsman Sr. made a motion to adjourn the January 2016 monthly Town Council meeting, second by Council Member Wilcoxon.

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

Council President

Council Vice President

Council Member

Attest: Clerk Treasurer, Judy Harwood