

**TOWN OF MEDARYVILLE
SPECIAL MEETING
SEPTEMBER 27, 2012**

A special meeting was called to order at 6:00 pm with the following present:

Gene Payne	Council President
Derrick Stalbaum	Council Vice President
Carolyn Hager	Council Member
Judy Harwood	Clerk Treasurer
Amber Lapaich	Town Attorney
Keith Hauptli	Maintenance Supervisor
Jackie Hines	Deputy Clerk
Corrie Hauptli	Deputy Clerk

Council Member Hager presented an application for a grant from Northwest Indiana Solid Waste District to purchase playground equipment. Council Member Hager contacted Little Tikes and a quote was given with a 20% discount for “Little Tikes KidBuilder 1235” at approximate cost of \$29,000 including delivery and installation. The amount of the grant available is \$20,000 with additional funds to be provided by the Town.

Council Member Hager made the motion to approve the Northwest Indiana Solid Waste District Grant application, second by Council Member Stalbaum.

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

Although the office of Clerk Treasurer has evolved dramatically from a bookkeeper and secretary to a financial manager whose responsibilities impact the financial well-being of local government, the Council feels a more understanding of communication needs to be established to keep all members well informed with information to help with critical decisions for the Town.

The Clerk and Town Council understand that the formal procedure of the Clerk to disseminate information to the Town is through the Town President, however, the Clerk’s office will make every attempt to promptly disseminate information to all Town Council members through the following measures:

1. An incoming call phone log that relates to Town business to be kept by the office and made available for the Council to review. (Clerk Treasurer will have phone log placed on Council table every night for Council review.)
2. New e-mail address to be established and designated for communication directly to Council Members, with an understanding anything needing quick response to be marked *urgent*. Along with the continuing correspondence of copies of general mail via USPS to the council mailboxes.
3. The Town Council understands and recognizes that the Clerks Deputies are under her supervision and management and any delegation of job duties and responsibilities for these Deputies shall come from the Clerk.
4. Clerk Treasurer’s Deputy Clerks will help Maintenance Department with paperwork.

The set forth plans will be “standard procedure” that can be reviewed and any changes made if deemed necessary at a later time.

Motion was made by Council Member Stalbaum to null and void 1st reading of the ordinance “Creating the Position of Utility & Council Clerk”, second by Council Member Hager.

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

Motion was made by Council Member Stalbaum to remove the ordinance “Creating the Position of Utility & Council Clerk” from the table indefinitely, second by Council Member Hager.

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

With nothing further to discuss, Council Member Stalbaum made a motion to adjourn the Town Council Special meeting, second by Council Member Hager.

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