

# Town of Hamilton

7750 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

December 21st, 2009 Town Council Meeting

6:30pm

## **1. Council President Brent Shull called the meeting to order at 6:30pm.**

Roll call: Councilors John Damron, Will Nuttle, and Brent Shull were present. The Clerk Treasurer, Hester Stouder was present to record the meeting. Also present was Town Manager Milton Otero and Town Attorney Dan Brinkerhoff. Absent members included Dick Bacon and Jeff Bireley. Attached is a list of audience members. *Jeff Bireley did call in to listen to the meeting. Reception was poor and the call was later terminated.*

**2. Reading & Approval of December 14th, 2009 Minutes** – Councilman Will Nuttle made a motion to approve the minutes as presented. John Damron second the motion; motion carried with majority aye votes.

## **3. PTO Policy -**

A. Councilman Will Nuttle opened the discussion saying he would like to make the switch over to PTO and also have a Personal Leave Bank (PLB). He would like to see the bank for current employees to remain at 30, but new hires would only be allowed to accumulate up to 20 days in their PLB. He would like a “use it or lose it” policy and eliminate any type of cash out policy for all employees, including the Town Manager. Councilman Will Nuttle said he would like to see restrictions placed on the use of days in the PLB which Town Manager Milton Otero agreed with him and asked how it would fit into the policy. President Shull said he saw the bank as being set up for major medical emergency or other type of long term leave. Councilman Damron said he doesn’t think the council ought to put restrictions on the bank because they are trying to create a policy where employees are responsible for managing their time. He also noted that we haven’t had a history of time abuse so why penalize employees now? He did say he agreed with the other comments made earlier regarding the new policy. In further discussion, the council agreed to leave Bearevement, Holiday, Jury Duty and Military leave all in the personnel policy. PTO will only effect Vacation, Sick and Personal days. Upon resignation or termination employees will be paid for any amount of unused time, but no cash out options will be available to employees while they are still on paid status. Payouts will be valued at employees current rate of pay. The PLB will not have restrictions on what it is used for. It can only be accessed after PTO is used up. Employees will also be allowed to build their PLB back up after time has been used, as long as it does

not exceed the days allowed. Either 20 or 30 depending on the hire date. The council would like to see the policy begin in January of 2010 for all employees and the Town Manager. *(An addendum to his contract will be made.)*

#### **4. Holiday Pay for Police Department –**

- A. Council President Brent Shull asked if the Town Manager, Will Nuttle and Jeremy Warner would get together and discuss additional details. Councilman Will Nuttle asked if Mr. Damron could also be involved, which no one objected too. A meeting will be set up between those discussed and the topic will be tabled until the Year End Meeting.

#### **5. Old Business –**

A. Councilman Will Nuttle recommended areas to cut the budget. They included discontinuing cleaning services and not paying overtime for the compost site. After cost was discussed for the cleaning services, Will Nuttle made a motion to discontinue the cleaning services for the Town Hall only. John Damron seconded the motion, motion carried with voice aye votes. When discussing the composte site, Councilman Damron brought up a previous meeting, audio and report when this had been decided. He asked what the outcome was at that time? Town Manager Milton Otero said he did not remember the discussion off hand and had not followed through with implementing it in any way. Because of this, the topic was again brought before the council. It was suggested to hire it out, keep the existing schedule and comp out the over time, or eliminate it all together as other towns have done with non-essential services. Council President Brent Shull suggested only having it open one Saturday a month to help cut costs, but not eliminate it completely. Due to it currently being closed and not re-opening until April the discussion will be tabled until the January meeting. A third budget cutting suggestion was presented to the board, by way of eliminating a police car and only having 3 to maintain. After clarifying what was being suggested, Councilman Nuttle made the motion to get rid of the 2001 Ford Crown Victoria and also to get rid of the 2004 Dodge Intrepid once a new police car is purchased. The new police car will be purchased using funds encumbered from the 2009 budget, and a contract will be put together and presented and approved at the End of Year meeting. John Damron seconded the motion, motion carried with unanimous voice aye votes.

#### **6. New Business –**

- A. Town Manager Milton Otero said the census information is completed. He may also need to purchase a new computer after recent motherboard problems he has been having. He is working with Rich Rossmeier from PC doctor and will update the council when a decision is made.
- B. With a reminder from Officer Jeremy Warner, Clerk Treasrer Hester Stouder asked the council if they would like to continue taking funds to pay for water/sewer at the old mobile mini sight out of the Police Department funds as decided in 2009 or the general fund? The council agreed to pay it out of the general fund beginning in 2010.

- C. Council President Brent Shull shared with the board, Bruce Lautzenhizer was appointed as the replacement for Tom Sagendorf on the Plan Commission. The other empty seat on the Plan Commission is unable to be filled by Mindy Gillen due to her party affiliation. Dave Hawkins already sits on the BZA and too many members currently sit on both boards. Councilman Nuttle recommended Will Howard saying he has spoken to him and shows an interest. Will Nuttle made a motion to have Will Howard fill the vacant seat left by Don Norris on the Plan Commission. John Damron seconded the motion, motion carried. Town Manager Milton Otero said he would notify the new members and provide them with ordinance books. Clerk Treasurer, Hester Stouder will have the oaths of office available at the first scheduled Plan Commission meeting in January, 2010.

**Public Comments/Questions –**

There were no public comments or questions at this time.

With no other comments or items of business, the motion to adjourn was made by Will Nuttle and seconded by John Damron. The meeting adjourned at 7:43 pm.

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Hester Stouder- Clerk Treasurer

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Brent Shull – Council President