

Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

February 4th, 2019- Town Council Meeting

7:00pm

1. Clerk Treasurer Hester Stouder called the meeting to order at 7:00 pm.

Roll call: Councilors Mary Vail, Gerry Martin and Nancy Renner were present.

Danny Lingo and Steve Blum were absent. The Clerk Treasurer, Hester Stouder was present to record the meeting. Assistant Town Attorney Darrick Brinkerhoff and Town Manager Brent Shull were both present. Attached is a list of audience members.

Prior to the start of the meeting Marshal Jerney Warner and Reserve Officer/Administrative Assistant Richard Lineberry recognized local resident Danna Clouser for going above and beyond. During the severe cold weather Mrs. Clouser noticed a puppy had been abandoned in the middle of the road. She rescued the puppy from the below freezing temperatures and took it home with her. She then posted pictures online and worked with another local family to find it a safe, forever home.

The Hamilton Police Department appreciated her willingness to rescue the puppy and gave her a certificate of appreciation, thanking her for displaying such a spirit of kindness.

Reading and approval of the January 7th, 2019 minutes – Councilwoman Nancy Renner motioned to approve the minutes as presented. Gerry Martin seconded the motion, motion carried.

2. Clerks Report - *The clerk has submitted financial EOM statements and payroll to the Council.*

- A. Claims – Councilwoman Nancy Renner made a motion to approve the claims. Councilman Gerry Martin seconded the motion, motion carried.
- B. Delinquent Accounts – Nancy Renner motioned to approve the delinquent accounts, Mary Vail seconded the motion, motion carried.
- C. The Clerk presented the End of Year financial information to the Council, detailing each fund and total balances. Noting that each fund underspent their budget, leaving a healthy cash balance for the start of the New Year.

4. Reports

A. *Town Manager* – Dennis Kruse is working with the Governor on the Aquifer. There are currently no new updates, when they become available, Brent will inform the Council. There are plans to have more community meetings, when those are published, Brent will make sure to attend.

The Bid packets for the Community Crossings Grant are available and ready to be published. Councilman Gerry Martin motioned to approve the bids for publication.

Nancy Renner seconded the motion, motion carried. The bids will be accepted and opened at the March meeting.

Please see attached report

B. *Street Department* – The Council thanked them for their hard work during the severe cold weather and snow.

The catch basin at Acapulco has been fixed

The catch basin at S Wayne and Railroad is not working properly.

Please see attached report

C. *Police Department* – The reserves are working out well and helping to fill needs in the department.

Marshal Warner and Officer Frederick are taking the course for drone operations.

Officer Frederick will be attending the Academy in May.

The Marshal provided rank recommendations for John Geyer and Tom Frederick.

Officer John Geyer has achieved Corporal rank and Officer Frederick has reached the

rank of Sergeant. Marshal Warner would like these ranks to be recognized by the

Council and the rates of pay associated to be approved. Councilman Gerry Martin

made a motion to recognize the employees, their ranks and the pay associated with

them, effective 1/1/19. Councilwoman Nancy Renner seconded the motion, motion

carried with unanimous approval.

Please see attached report.

D. *Water Department* –The department is doing inhouse checks to locate the continued water loss. With the cold weather they have had several leaks reported and will continue monitoring to see how those leaks attributed to the overall loss.

They will keep the Council updated with their progress.

The department would like approval to purchase a snow plow. They would use it to plow their towers and parking lots.

They received quotes from Tri State Linex and looked up comparisons online and

have provided them for the Council's review. They would like approval to purchase

and have the plow installed by local vendor, Tri State Linex for \$4149.85.

Councilwoman Nancy Renner motioned to approve the purchase as presented from

Tri State Linex. Councilman Gerry Martin seconded the motion, motion carried.

Please see attached report.

5. Old Business –

A. PTO Bank – The Council reviewed the spreadsheet showing comparisons of Hamilton's PTO policy to other communities. The Council discussed the findings and determined the policy should be brought up to date with others by increasing the Number of days allowed in an employee's bank from 20 to 30.

Councilman Gerry Martin made a formal motion to increase the PTO bank from 20

To 30 days for those employees hired after January 1, 2010. Nancy Renner seconded

The motion, motion carried.

The Clerk will make a policy amendment reflecting the change and distribute to the employees for signatures.

6. New Business –

A. Steuben County Humane Shelter – The director from the Shelter made a presentation with the 2018 figures. They had 4200 volunteer hours, 232 animals spayed/neutered in their farm program, 360 community spay/neuters, 2074 animals logged, 1471 adopted, 202 animals were returned to their owners. Of those, 24 animals were from the Hamilton zip code, making our 2018 pay 2019 contract amount \$2766.48. The director rounded the amount up to \$2,800 based on the Council’s comments when she presented last year.

The Council thanked her for the information and keeping them informed. Council woman Nancy Renner motioned to approve the \$2800.00 amount for 2018 pay October 2019. Mary Vail seconded the motion, motion carried.

The Council asked the Clerk to find out how the Dekalb shelter is funded so they can discuss contributing if necessary.

B. Raises/Bonus pay for employees – 2019 – The Clerk explained that the Council had yet to decide on what, if any raises or bonus pay, they would like to do for 2019. With recent performance based raises the Council was reluctant to approve anything additional. The Clerk said the timeline of reviews and budget cycles should be in line with each other and have not been, leading the Council to feel as though their approving pay increases back to back. There was discussion last year about moving reviews to November making the cycles out of sync with the budget flow. The Clerk recommended the Council review the timelines to avoid these delays in the future. Without a full board present the Council tabled any decision and would like to review it when the budget is discussed.

They opted to leave the discussion of bonus pay open for the end of the year.

Public Comments/Questions concerning ADA or other items of Business –

With no other comments or items of business, the motion to adjourn was made by Gerry Martin and seconded by Nancy Renner, the meeting adjourned at 7:38 pm.

Hester Stouder, IAMC - Clerk Treasurer

Mary Vail –Council President