

Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

July 2nd, 2018- Town Council Meeting

7:00pm

1. Council President Tina Bosse called the meeting to order at 7:00 pm.

Roll call: Councilors Mary Vail, Tina Bosse, Danny Lingo and Dennis Fee.

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

Council President Tina Bosse welcomed newly appointed board member Dennis Fee. He was appointed by the Republican Party to fill out the remainder of former Councilwoman Sandra Biegas term.

Reading and approval of the June 4th, 2018 minutes – Councilman Danny Lingo motioned to approve the minutes as presented. Mary Vail seconded the motion, motion carried.

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

A. Claims – Councilwoman Mary Vail made a motion to approve the claims.

Councilman Danny Lingo seconded the motion, motion carried.

B. Delinquent Accounts – Mary Vail motioned to approve the delinquent accounts,

Danny Lingo seconded the motion, motion carried.

4. Reports

A. *Town Manager* – Brent has been in talks with INDOT regarding the Lane 150 Beach project. They will be placing “No Outlet” signs and bollards where the road changes will be. These will help maintain the “nautical” theme of the downtown area and remind drivers of the changes.

Frontier is delayed in moving their box, causing a set back with the original 150-project timeline. The new date to relocate it will push the project back until August of 2018. Brent will keep the Council updated as the project progresses.

During the discussion regarding the beach, newly appointed board member Dennis Fee suggested a water spigot be placed at the beach to wash off after being in the sand. He also mentioned having a drinking fountain in the same area would be nice. Town Manager Brent Shull said TRINE university is working on the design for the beach and he will pass both ideas along.

Brent brought up the insulation in the Fire Department and asked the Council if they would like him to move forward with getting quotes to spray foam the building. He noted that warm weather is the best time to do this and he would need to get started on them if they would like it done this year. He went on to mention that he

would like to have the 3rd bay door put in at the same time to avoid 2 major construction projects happening at separate times. Because neither project was put into the 2018 budget, the Council will need to approve moving forward with the additional appropriation process. Following discussion and knowing both of these improvements were on the Fire Departments 5 year budget plan, Councilman Dennis Fee motioned to approve moving forward with insulation and a 3rd bay door at the Fire Department. Mary Vail seconded the motion, motion carried with Danny Lingo abstaining.

Brent will work on getting specs for the insulation and new door. Once he has them, the Clerk will work on the additional appropriation process.

Please see attached report

B. Street Department – The department would like to purchase the Leaf Vac in 2018 instead of 2019 as planned. The cost will go up almost \$6,000 after August of 2018 due to emissions requirements. The department has talked with the Clerk about funding and is able to secure the roughly \$59,000 it will cost. After discussion and agreeing the savings was worth the change in budget plans, Councilwoman Mary Vail motioned to approve the leaf vac purchase by August of 2018. Councilman Danny Lingo seconded the motion, motion carried. Because they will only offer a trade in value of \$2500, the Department will possibly sell the old leaf vac. They will keep the Council updated with any information.

Councilwoman Mary Vail thanked the department for the signs at the new docks.

Please see attached report

C. Police Department –The department has secured the funding from the Steuben County Community Foundation to purchase 2 AED's.

The new Durango is being equipped and should be road ready in the next month or so.

The department is looking into getting a drone for the department. They are currently looking at the requirements and weighing out the benefits.

Officer Torrey backed into a post causing minor damage. Councilwoman Mary Vail asked about drug testing requirements related to employee accidents. Clerk Treasurer Hester Stouder said that the policy states if another person is involved the responding officer determines the fault of the accident, if the employee is at fault they are immediately required to be tested before turning to work. Any responding officer is able to recommend or administer a drug/alcohol test if they are suspicious of the employees' sobriety.

Please see attached report.

D. Water Department –The department found a sizeable leak on lane 280 and felt this could have been a huge factor in the unaccountable water loss in recent months. It has since been repaired and pictures have been sent to the Council.

The department has pricing for the flat roof at the water treatment plant. With only 1 vendor responding, water superintendent Justin Stouder checked online for price comparisons. He found that Advanced Sealers & Coatings from Waterloo was very reasonable, especially for the 20-year warranty and 2 inches of foam the department

was requesting. They came in at \$13744.00 and the department had budgeted \$20,000.00. The Council felt the Superintendent made a worthwhile effort in making sure the pricing was reasonable for the work being done. Without anything further, Councilman Danny Lingo motioned to approve the quote from ASC. Dennis Fee seconded the motion, motion carried. *Please see attached report.*

5. Old Business –

A. Ordinance 2018-3 – Amending Title XV Chapter 153.53 – fees – 2nd & 3rd reading – Councilwoman Mary Vail motioned to approve the Ordinance on 2nd & 3rd reading, and adopt the ordinance as presented. Councilman Dennis Fee seconded the motion, motion carried with unanimous approval.

B. Employee Request for exception to the personnel policy – The Council revisited the request by Officer Baldwin to accommodate his time off while hiking the Pacific Trail in 2020. Since the last meeting, he put together an outline of his original request and another option the Council came up with. He also created a list of guidelines in the event another employee was to make a similar request.

The Council reviewed both requests, discussed details and ultimately Councilwoman Mary Vail motioned to approve paying Officer Baldwin out for any unused PTO time at the end of 2018 and 2019, allowing him to use his PTO bank for non-medical reasons, take a leave of absence from April 2020 thru September 2020 and have his position and rank held during his leave. Councilman Dennis Fee seconded the motion, motion carried with unanimous approval.

The Council wanted a few guidelines annotated for the record in the event similar requests are made in the future. Those guidelines are as follows; The request must be approved by the supervisor first, the employee must have their duties covered during their absence, the employee must have a good employee record, close to 10 years of service and the reasoning must be unique.

The Council also wanted Officer Baldwin and future employees to know the Council will do everything they can to secure their respective positions, however there is no absolute guarantee.

Following the approval of Franks request, Street Department employee Tom Platter requested the Council extend his PTO bank from 20 days to 30 and each year if he doesn't need the time, he would like to be paid out for it.

Councilwoman Mary Vail said he is welcome to put his request in writing and make a formal proposal to the board. At that time they will review and respond to his request.

C. Lane 221 traffic/safety concerns - Councilman Danny Lingo had information on speed bumps that could be installed on Lane 221 to help with the citizen concerns that were brought before the board at the May meeting. He explained how they could be removed every winter, would be under \$2,000 for 6 of them and the

association in the area would be willing to pay for them. The Town would be responsible for installing and maintaining them.

The Council discussed liability if something happened to a vehicle or golf cart and the possibility of the road incurring damage. When reaching out to the Street Superintendent Mark Gerardot on his opinion, he stated it is never a good idea to put holes in a road. After this comment, Councilman Lingo withdrew his request. The Council then asked the Marshal and Street Superintendent to study the area and make a recommendation to the Council. Marshal Warner said he will have his department make a presence in the area to ensure people are reminded to drive safely.

6. New Business –

A. Hamilton Community Sign - Council President Tina Bosse opened the floor asking sign committee member Bob Howard his reasoning for attending the meeting. Mr. Howard responded by saying he was under the impression the Council felt the sign committee had a bias regarding information that was being posted to the sign. He went on to say that every local organization was invited to participate in the community sign and have a representative on the sign committee.

For those who attended the initial meeting, a board was formed and has come up with guidelines for the sign to include no commercial or private advertising. Recently Tom Poynter passed and was recognized on the electronic sign. The board came to the consensus that longstanding community contributors would be recognized in the event they pass away. For a guideline to go into effect or be changed, there must be 100% favorable vote. Following the general overview, the Sign committee insinuated the Council requested their attendance and had questions regarding their practices.

President Tina Bosse then apologized for the misunderstanding and said she personally appreciates every volunteer effort that makes Hamilton such a wonderful place. She readily admitted to questioning the personal tribute made to Mr. Poynter. Not questioning his dedication and contribution to Hamilton, she simply understood the sign as being informational only.

She went on to say the Council did not have information on the committee, who was on it, the guidelines, etc. When she had a question, more followed and she requested it be on the agenda for clarification.

Town Manager Brent Shull said he passed general information along to the Council via his weekly notes that stated the sign committee had been meeting.

Councilwoman Mary Vail said she is on the committee and Council and felt the questions regarding the sign committee were unnecessary and critical of the work this volunteer group did. She went on to reiterate how the guidelines for the sign were well thought out and detailed.

Sign committee member Susan Spirek spoke up and said the board always approves everything with 100% voting in favor. They take their decisions seriously and didn't realize everything needed ran by the Council.

Council President Tina Bosse stated that the Council was unaware of who was on the committee, how they were appointed, or what the guidelines were until she

asked. Because this sign is on Town property and an asset of the Town, the Council should have been aware of what was going on.

Councilman Lingo tried calming the heated emotions by saying that no one intended to criticize the efforts of the committee, the Council didn't have detailed information and simply asked questions. It was a series of miscommunication that got blown out of proportion.

After going over more of the same information, those in attendance and the Council agreed it was appropriate to adjourn the meeting before more unnecessary comments were made.

The Sign Committee will provide information to the local paper with guidelines for the sign, contact information, etc. to defer further comments/questions being directed to the Council.

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

There were no questions or comments from the public.

With no other comments or items of business, the motion to ease into executive sessions was made by Danny Lingo and seconded by Dennis Fee, the meeting concluded at 8:35 pm.

Hester Stouder - Clerk Treasurer

Tina Bosse –Council President