

# Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

December 2<sup>nd</sup>, 2019- Town Council Meeting

7:00pm

## **1. Council President Mary Vail called the meeting to order at 7:00pm.**

Roll call: Councilors Mary Vail, Danny Lingo and Nancy Renner were present along with Town Manager Brent Shull and Town Attorney Dan Brinkerhoff. The Clerk Treasurer, Hester Stouder was present to record the meeting. Councilors Steve Blum and Gerry Martin were absent. Attached is a list of audience members.

**Reading and approval of the November 4<sup>th</sup>, 2019 minutes** – Councilman Danny Lingo Motioned to approve the minutes as presented. Mary Vail seconded the motion, motion carried. Prior to approving the minutes, Councilor Danny Lingo wanted reassurance the prepared statement that was referred too under the Clerks report would be an official part of the minutes. The Clerk had provided the Council with a copy of what she read and confirmed the statement would be part of the record just like the department reports, claims and other items.

## **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 Danny Lingo seconded the motion, motion carried.
- B. Delinquent Accounts – Councilman Danny Lingo motioned to approve the delinquent accounts, Mary Vail seconded the motion, motion carried.
- C. Year End Meeting – The year end meeting will be held December 30<sup>th</sup>, 2019 at 7pm.
- D. The Clerk said she received their 2020 budget back from the State, it was approved and they were under their max levy by \$23.00. The new budget items for each department will be distributed after the New Year.
- E. 2020 Steuben County EDC agreement was presented by the Clerk. The fees were unchanged, but the Council still needed to approve the agreement and appoint a representative. Councilman Danny Lingo motioned to approve the 2020 agreement with Brent Shull serving as the Town’s representative. Council President Mary Vail seconded the motion, motion carried.

## **3. Reports**

- A. *Town Manager* – Brent is working with Engineering Resources on the 2020 call for Community Crossings Grant and will go over the list of projects with the Street department before anything is finalized. Information on what roads are included will be provided at the year end meeting.

Brent received one application for the Water Department Superintendent position. He would like to interview the applicant in the coming week and then wait for Brad to take his test on December 14<sup>th</sup>, 2019 before the Council makes any decisions. Danny and one other Councilmember will sit in on the interview. Brent will provide an update at the year end meeting.

Scott Wilson with the Fire Department worked with Brent to have a repair made to the department's furnace. Brent would like to see a more efficient system put in the Fire Department building in 2021. This will be discussed further closer to budget time.

*Please see attached report*

B. Street Department – The department had a vehicle break down and were thankful for the quick response and turn around from Bill's Towing.

With the resignation of the departments part time employee, Brent said he would like to hire another part time employee in the Spring of 2020 and focus on someone who could start as part time with the end goal of becoming full time.

*Please see attached report*

C. Police Department – The Marshals request for take home vehicles is already covered in the personnel policy without making any changes. With this being said, Officer Tom Frederick and James West will be taking vehicles home starting January 1<sup>st</sup>, 2020.

*Please see attached report.*

D. *Water Department* – The SCADA at the water plant will need replaced. Brad Haskins received prices from Peerless Midwest who has been an integral part of the water plant since its inception. They priced the replacement at \$14,850 with a 2-day turnaround once approved. The Council had no objections; Councilwoman Nancy Renner motioned to approve the expense with Peerless Midwest, not to exceed \$15,000. Danny Lingo seconded the motion, motion carried.

*Please see attached report.*

#### **4. Old Business –**

A. Curbing and work on Lane 221 with Highlands Association – Brent is working With Jim Meert with the Highlands Association. They are waiting on Matt Hurraw to provide curbing and drainage cost. When they have new information Brent will Bring it before the Council for further discussion.

B. Public Beach Project – ERI provided renderings of the bathroom. Brent will be Working with them to get drawings of the entire project. These new drawings Should be ready by the year end meeting on December 30<sup>th</sup>, 2019. ERI is also finalizing the bid packages so they can start to advertise and solicit contractors.

C. Pay Raises for 2020 – The Clerk provided detailed information on raises, showing ranges from 1-5% and the history of what has previously been approved.

The Council appreciated the information and shared how other communities have handled raises for their employees; Steuben County did a \$4,000 raise for everyone, Dekalb County adjusted everyone individually and Auburn did a 3% across the board raise.

The Council discussed several options from percentage increases versus a flat amount. Discussion continued, with the Council tabling any decision until a full Council is present.

Town Manager Brent Shull said annual reviews have been done, but he will wait to bring up any merit based or class change raises until the Council has finalized this discussion. He didn't want the Council to confuse the two or reconsider their decision based on his recommendations.

D. Board Appointments – Councilman Danny Lingo motioned to keep the same RDC members who served in 2019. Nancy Renner seconded the motion, motion carried.

Council President Mary Vail re-appointed Jerney Hill to the BZA.

Herb Howard has been reappointed to the Plan Commission as the Dekalb Representative.

Town Manager Brent Shull suggested the Council re-visit the Council representative on the Plan Commission to see if they still have an interest in serving in this capacity.

E. Ordinance 2019-4 – Amending Title VII – Chapter 73 parking schedules – Town Attorney Dan Brinkerhoff sent the final copy to Marshal Warner for his review. When he is done reviewing the Ordinance, it will come before the Council for 1<sup>st</sup> reading and adoption.

## 5. **New Business –**

A. Amendment to the Town Attorneys contract –

Town Attorney Dan Brinkerhoff provided an amendment to his contract, increasing his hourly rate from \$150 to \$160.00, effective 1/1/2020. Councilwoman Nancy Renner motioned to approve the amendment, Danny Lingo seconded the motion, motion carried.

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

No Additional comments were made regarding this topic or others.

With no other comments or items of business, the motion to adjourn was made by Danny Lingo and seconded by Nancy Renner the meeting adjourned at 7:50 pm.

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Hester Stouder, IAMC - Clerk Treasurer

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Mary Vail –Council President