

Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

December 7th, 2020- Town Council Meeting
7:00pm

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

Roll call: Councilors Nancy Renner, Danny Lingo and Mary Vail were present.

Councilors Steve Blum and Gerry Martin were both absent.

The Clerk Treasurer, Hester Stouder was present to record the meeting.

Town Attorney Dan Brinkerhoff & Town Manager Brent Shull were both present.

Attached is a list of audience members.

Reading and approval of the November 2nd, 2020 minutes-

Councilman Danny Lingo motioned to approve the minutes as presented. Nancy Renner seconded the motion, motion carried.

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

A. Claims – Danny Lingo motioned to approve the claims as presented by the Clerk’s Office. Nancy Renner seconded the motion, motion carried.

B. Delinquent Accounts – Danny Lingo motioned to approve the delinquent accounts, Mary Vail seconded the motion, motion carried.

C. The year-end meeting is scheduled for December 28th, 2020 at 11am.

4. Reports

A. *Town Manager* – Town Manager Brent Shull conducted an exit interview with part time employee, Brady Vail. He said Brady was happy for the opportunity to work for the Town but left for a full-time position.

INDOT will be at the Town Hall December 18th for a meeting regarding the Beach Project. Brent, Dan and Mary will be in attendance.

Brent recommended each department receive an additional .75/per hour raise for 2021. Because this will put the employees above the 5% cap the Council previously approved, Councilwoman Nancy Renner instead motioned to approve additional 2% raises for each employee in the Street and Water department. Mary Vail seconded the motion, motion carried with unanimous approval.

These 2% raises will be in addition to the 3% cost of living raise that was already approved by the Council.

Because the Town Manager was not included in the original motion, Clerk Treasurer, Hester Stouder asked the Council if the 2% included his position.

Councilwoman Nancy Renner said yes and asked for her motion to be amended to reflect adding the Town Manager. Mary Vail seconded the amended motion, motion again carried unanimously.

Please see attached report

B. *Street Department* – Street Superintendent Mark Gerardot will end the year with 16 PTO days that he will not be able to use or “bank” because his PTO bank is full. Town Manager Brent Shull asks the Council to consider an exception to the personnel policy and pay him out for the unused time. The policy does not allow an employee to be paid out for their time unless they are retiring or leaving their position. However, Mark has unused time after he did not need to use the PTO days for his extended leave early in the year when the Town was “shut down” due to COVID. The Clerk said there was one other employee who may qualify for the same exception, unused time and a full PTO bank the days cannot be transferred into. The Council discussed the unusual year for everyone and agreed an exception to the policy would be allowed. Councilman Danny Lingo motioned to approve the pay out of unused time if the employees PTO bank was full, Citing the exception was allowed due to COVID restrictions and the inability for employees to use their Paid Time Off in its entirety. Councilwoman Nancy Renner seconded the motion, motion carried with unanimous approval. The unused PTO time will be paid out with the 12/25/20 payroll.

Please see attached report/

C. *Police Department* – Applications are being accepted for the full-time position. The Durango is back in service after a deer was hit. The current reserves are doing well, and some are working on their own. Most training hours are still being done online due to the ongoing COVID restrictions.

Please see attached report.

D. *Water Department* – Brad did not get a passing score on his test. Town Manager Brent Shull said he will discuss with the Council what to do with the Superintendent position at the January 4, 2021 Council meeting

Please see attached report.

5. Old Business –

A. Ordinance 2020-3 – Amending Town Code Section Title 53 section 153.58 – 2nd & 3rd reading – Having reviewed the proposed ordinance in November, Danny Lingo motioned to approve Ordinance 2020-3 on 2nd reading and suspend the rules and adopt on 3rd reading. Mary Vail seconded the motion, motion carried with unanimous approval.

6. New Business –

A. Accept resignation of part time employee- Brady Vail – The Council acknowledged his resignation during the Town Managers report.

B. Appoint Representative to the Steuben EDC for 2021 – Councilman Danny Lingo motioned to approve Brent as the representative for the Town. He has

been doing it for several years now and does a great job. Nancy Renner seconded the motion, motion carried.

C. Discuss increasing the deposit for water and trash – Clerk Treasurer Hester Stouder said after undergoing the recent water rate study, the Council should also consider increasing the water/trash deposits to \$200. This amount is based on a formula using an average water usage amount and multiplying it by 2.5. With this calculation the Clerk rounded it up from \$183 to \$200 for the recommended amount. She would bring it up in the New Year for further discussion but said it would help with the recent legislative change where communities can no longer hold tenants responsible for unpaid utility bills.

D. The Park Board brought 2 invoices to be encumbered for the New Year. Two from R & C fence for a total of \$18,300 and one from King Concrete for \$9520.00. These invoices are for Gnagy Park and Fish Creek Trail. Councilwoman Nancy Renner motioned to encumber the Park funds for the invoices that were provided. Danny Lingo seconded the motion, motioned carried.

Council President Mary Vail will be working with Town Attorney Dan Brinkerhoff on a COVID policy that will go into effect 1/1/2021. It will be presented to the board at the year end meeting.

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 Danny Lingo and seconded by Mary Vail, the meeting adjourned at 7:30 pm.

Hester Stouder, IAMC - Clerk Treasurer

Mary Vail –Council President