

Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

May 4th, 2020- Town Council Meeting

7:00pm

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

Roll call: Councilors Gerry Martin, Nancy Renner, Danny Lingo and Mary Vail were present. The Clerk Treasurer, Hester Stouder was present to record the meeting.

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

Councilman Steve Blum was absent. Attached is a list of audience members.

*** All members present were wearing a mask and practicing social distancing.

ISSAC LEE – EDC -NIPSCO – Director Isaac Lee asked the Town Council to consider contributing to their efforts in holding NIPSCO accountable for not providing adequate gas lines to serve all of Steuben County. NIPSCO wants to provide the extension of their services by increasing rates for current customers. This is especially detrimental for development purposes and a financial concern for existing users.

The EDC has a hearing scheduled for May 12th, 2020 before the IURC and is asking for financial help from the communities that could be affected.

Town Manager Brent Shull said he has spoken with the RDC and believes they will approve a \$2500-3000 contribution at their May meeting.

The Council discussed the seriousness of not being able to provide adequate gas services and agreed to help fund the cause. The Council agreed they would match the RDC's contribution up to \$3,000. Danny Lingo put their decision into an official motion, Gerry Martin seconded the motion, motion carried with unanimous approval.

Mr. Lee thanked the board and will update them after the May 12th hearing.

Reading and approval of the March 2nd, 2020 minutes – Councilman Danny Lingo motioned to approve the minutes as presented. Gerry Martin seconded the motion, motion carried.

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

- A. Claims – Nancy Renner motioned to approve the claims as presented by the Clerk's Office. Mary Vail seconded the motion, motion carried.
- B. Delinquent Accounts – Danny Lingo motioned to approve the delinquent accounts, Nancy Renner seconded the motion, motion carried.
- C. Audit Conclusion – Clerk Treasurer Hester Stouder went over the recent audit conclusion with the board. The auditors noted the Town needed to update their purchasing ordinance to allow for 13 items that could be prepaid, the Town only had 11 listed. They also wanted a 2nd signature on the annual financial report and a receipt report to be sent to the Council monthly. Since the audit concluded, these items have been implemented. Other than the aforementioned items, the auditors found nothing wrong and said the financial statements were in good

standing. The full report can be found on Indiana Gateway and is available to the public.

- D. Copier Quotes – Clerk Treasurer, Hester Stouder presented 3 quotes from the following vendors; Ricoh \$3485.82, WM imaging \$5073.00 and D&B Copiers \$2695. D&B copiers specializes in repossessed or out of lease machines. They also have new units available upon request. With their “pre-owned” line, they provide 100% guarantee or replacement at no cost to the buyer and a full maintenance agreement. After explaining the inventory difference, the Clerk said RICOH is their current provider and they have been excellent to work with. If the Town doesn’t trade in our current unit, they will continue to service it as long as we own it. She also mentioned that without having any experience with WM Imaging, they were very nice and professional during the quoting process. The Council discussed the different options and decided to go with D&B copiers out of Garrett Indiana. Gerry Martin motioned to approve the quote from D&B copiers, Nancy Renner seconded the motion. Motion carried with unanimous approval.

4. Reports

- A. *Town Manager* – Town Manager Brent Shull is working with a local resident to remove a gas tank beside their garage. If they do not have the unit removed by June 1st, 2020, they will be responsible for the removal, plus all fines.

There have been concerns regarding the cleanliness of the restrooms at the Town Hall. The Council agreed to have the Clerk draft a letter outlining what they expect regarding cleanliness and Mary will sign the letter on behalf of the Council. If it does not improve the Council will address what to do going forward.

Please see attached report

- B. *Street Department* – The Street sweeper will be rented for a week to clean the streets. Leaf and limb collection will end the 1st week of May. Compost will not reopen on Saturday’s at this time. Brent will talk to Mark about when Saturday hours will resume.

Please see attached report

- C. *Police Department* – Marshal Jermy Warner recommended a stop and yield sign be added to Lane 221A and 221C. He attached a drawing for the Council’s review. The Council agreed with his recommendation. Councilman Danny Lingo motioned to amend the traffic ordinance to reflect the changes as recommended by the Marshal. Gerry Martin seconded the motion, motion carried with unanimous approval. Town Attorney Dan Brinkerhoff will draft the amendment. Officer Frank Baldwin asked for the Council to consider approving his Pacific Coast Trail leave for 2021 due to the Coronavirus and having to cancel his plans for 2020. The council discussed the previous agreement and asked that Brent, Jeremy and Frank work on a new proposal to present to the Council for approval.

Please see attached report.

D. *Water Department* – The department has been working on filling up the Towers to accommodate the increase in usage during the summer. They have also been turning water back on for seasonal residents and have several new installs scheduled. Nikki is being trained to cover plant checks while Brad is out for medical leave. *Please see attached report.*

5. Old Business –

A. Part Time Employee – Town Manager Brent Shull and Street Superintendent Mark Gerardot would like to hire someone to fill the part time position prior to the June meeting. He will advertise the position, as they have in the past, until May 11th. Interview and then have a meeting with the Council May 18th, 2020 at 12pm to approve hiring someone. The Council had no objections and Gerry will sit in on the interviews with Brent and Mark.

6. New Business –

A. Town of Hamilton re-opening schedule/protocol – Council President Mary Vail presented a guideline for the Council. It will include masks until June 14th, all Town parks will remain closed until June 14th, all public restrooms will be closed to the public, port a potties will be delivered to FCT and the public beach to accommodate residents. The Town Hall will open for regular hours however only one customer will be allowed at a time and they must be wearing a mask. Curbside and phone service is available and recommended to reduce the amount of exposure. Children are discouraged from coming into the Town Hall, but not prohibited.

Due to the schools being closed, the Deputy Clerk will be allowed to have 2 older children at the Town Hall up to 3 days a week as long as they stay in the large meeting room, masks are worn and the room is cleaned daily.

B. Social Media Retention – This will be postponed until the June meeting as they are waiting on information from Midsolv, the Town's current IT provider.

C. Triton Compliance Forms – Triton Industries turned in their annual compliance forms. The number of employees they anticipated hiring were lower than expected, however their annual payroll increased in lieu of hiring. Without making any changes, Danny Lingo motioned to approve the compliance forms as presented. Mary Vail seconded the motion, motion carried with unanimous approval.

D. Amended purchasing policy – Clerk Treasurer Hester Stouder presented the changes to the policy in response to the recent audit conclusion. Town Attorney Dan Brinkerhoff assured the Council the changes are aligned with the State IC code related to purchasing and are nothing out of the ordinary.

Danny Lingo motioned to introduce and pass Ordinance 2020-1 on 1st reading. Gerry Martin seconded the motion, motion carried. Danny Lingo then motioned to suspend the rules and adopt on 2nd & 3rd reading at the same meeting. Gerry Martin seconded the motion, motion carried with unanimous approval.

E. INET agreement – Clerk Treasurer Hester Stouder presented the updated INET agreement for fiber & internet services. Gerry Martin motioned to approve the agreement as presented. Nancy Renner seconded the motion, motion carried.

F. Dekalb County Mitigation Plan – Town Manager Brent Shull presented the standard mitigation plan for Dekalb County. Without any changes, Gerry Martin motioned to approve the plan as presented in Resolution 2020-1. Nancy Renner seconded the motion, motion carried.

Councilwoman Nancy Renner asked if Brent thought the flagpole at the beach would be finished by Memorial Day? Council President Mary Vail said her, Brent and Dan having been working with the State regarding ownership and it probably will not be sorted out before Memorial Day. Mary will make sure to contact the Legion regarding the setbacks.

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 Gerry Martin, the meeting adjourned at 8:47 pm.

Hester Stouder, IAMC - Clerk Treasurer

Mary Vail –Council President