

# Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

January 7<sup>th</sup>, 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, Nancy Renner, Danny Lingo and Steve Blum were present. 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.

**Election of Officers** – Clerk Treasurer Hester Stouder opened the floor to take nominations for office of President. Councilman Danny Lingo nominated Steve Blum. Steve Blum nominated Danny Lingo and Gerry Martin nominated Mary Vail. With no other nominations brought before the board, a motion was made by Danny Lingo to close the nominations. Steve Blum seconded the motion, motion carried.

The Clerk then took a roll call vote as follows; Mary Vail – Mary, Nancy Renner – Mary, Danny Lingo – Steve, Gerry Martin – Mary, Steve Blum – Danny. Receiving a majority of the votes, Mary Vail is elected as President of the board.

Mary Vail then opened the floor to take nominations for Vice President.

Mary Vail nominated Danny Lingo for Vice President, Danny Lingo nominated Steve Blum. With no other nominations, Danny Lingo motioned to close the nominations. Steve Blum seconded the motion, motion carried. A roll call vote was taken as follows; Mary Vail – Danny, Nancy Renner – Steve, Danny Lingo – Steve, Gerry Martin – Steve, Steve Blum – Danny. Steve Blum will serve as Vice President.

**Reading and approval of the December 17<sup>th</sup>, 2018 minutes** – Councilman Steve Blum motioned to approve the minutes as presented. Danny Lingo seconded the motion, motion carried.

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

A. Claims – Councilman Steve Blum made a motion to approve the claims. Councilwoman Mary Vail seconded the motion, motion carried.

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

New board member Nancy Renner questioned shutting water off for amounts of \$14.50. The Clerk said the \$14.50 is for trash. Both services are combined on the delinquent list. Referring to the ordinance, the Clerk explained the customer receives notice of being delinquent, then has until the 61<sup>st</sup> day to pay the past due amount. Because of the way the meetings fall, the list is presented to the Council

and then disconnection occurs at the end of the month for those who haven't paid. The Ordinance allows early notice, so past due amounts don't accumulate on accounts.

The Clerk said her office is working on End of Year and will present financial information at the February meeting.

#### **4. Reports**

*A. Town Manager* – Brent had a busy 2018 with permits, mostly in the Crystal Bay/Crystal Cove area. He currently has 16 in progress.

The fencing for the downtown dumpsters should be completed within the next week.

Concerns related to the Downtown parking lot were brought to the attention of Brent by a local business owner. The concerns are related to his being able to bring his trailer close to his building on the backside. Town Manager Brent Shull said he made sure the ally way is opened for the business owner and will continue to monitor the parking lot . He feels the Town has made every effort to take care of those who use the downtown parking lot and the businesses who line the ally way. The Council wanted to be sure the guardrail that will be installed will not cause further problems. Brent assured them it would not. At this time Brent thinks the concerns have been resolved and will let the Council know if anything more is brought to his attention.

Councilman Danny Lingo wanted to make sure Brent was staying on top of the Aquifer discussion as he feels it is very important for our community. Brent said he stays up to date with the various groups that are addressing the Aquifer and any permits that may be obtained to use it.

*Please see attached report*

*B. Street Department* – The new leaf vac is being delivered to the Street Department. The council affirmed their decision to trade in the old leaf vac (1995) for \$2500.00. The catch basins at the corners of Wayne Street and Railroad Street are not working properly.

The tile that runs through Acupulco's parking lot is being replaced.

*Please see attached report*

*C. Police Department* – There are now AED's in each Police vehicle thanks to a grant obtained by the department.

A new computer is being purchased for the evidence room.

The department is still looking for a boat to pursue marine patrol.

*Please see attached report.*

*D. Water Department* –The department is doing inhouse work to detect a potential leak that is responsible for the nearly 30% water loss. Department Superintendent Justin Stouder said this is the highest it's been since he started 15 years ago. They are

posting public notices for residents to report any standing water or possible leaks. They will wait until next month's readings to determine if a leak study will need done.

The department addressed online discussion regarding low water pressure. They asked those individuals to contact the department directly, so they can get accurate information. Most often the plumbing is not sufficient for the water demand inside the home.

*Please see attached report.*

## **5. Old Business –**

Council President Mary Vail stated the PTO bank increase will be on the February agenda. A spreadsheet will be provided by the Clerks office of the information made available by Tom Platter and Brent Shull.

No other old business was brought before the Council at this time.

## **6. New Business –**

A. Town Attorney's Contract – The annual agreement for Town Attorney Dan Brinkerhoff was presented with language that allows the contract to be automatically renewed for a period of 2 years, 2019 & 2020. It also includes Darrick Brinkerhoff as the assistant attorney. The retainer and hourly fees remain unchanged. Steve Blum motioned to approve the contract with changes, Danny Lingo seconded the motion; motion carried.

B. Board Appointments – Clerk Treasurer Hester Stouder and Town Manager Brent Shull presented the list of board appointments that need renewed or filled for 2019. Brent reached out and got confirmation from all parties that they would like to be reappointed. With that being said, the Council began to confirm reappointments as follows; Council President Mary Vail appointed the following individuals to continue serving in their capacities; Rich Sholl - BZA and RDC, Jim Ingledue - RDC and Max Miller - RDC.

The Council then made the following motions for the remaining board positions; Gerry Martin motioned to reappoint Donna Garman and Mike Betten to the RDC. Danny Lingo seconded the motion, motion carried.

Steve Blum motioned to reappoint Laurie Bowen and Denny Johnson to the Recreation Board. Mary Vail seconded the motion, motion carried.

The Plan Commission will make their reappointment to the BZA at the January meeting. This position is currently filled by Dan Dubs.

A memo will be sent to the School regarding the open positions filled by School Board members.

The Steuben County seat on the Plan Commission will be continued by Linda Bireley until the county reaffirms his position or appoints someone else.

C. Engineering Resources Agreement for Services 2019-2020 – The on-call agreement for Engineering services was presented. This was an annual contract but will now be

on a biennial schedule, so it is aligned with the Attorney's contract. The annual service amount was increased from \$10,000 to \$15,000 due to the number of projects already planned for 2019. These are not retainer fees; the Town is only billed when the Council or Brent engage in services with Engineering Resources. Steve Blum motioned to approve the agreement as presented, Danny lingo seconded the motion, motion carried.

D. Engineering Resources options for the Community Crossings Grant – Town Manager Brent Shull provided options to the Council for the upcoming Community Crossings Grant. He said he would recommend having them assist with the bidding process (\$2100) and contract administration (\$3500), but not the construction observation (\$21500). The Council agreed with the Town Managers recommendation. Steve Blum motion to accept their services for the bidding process and contract administration only, for a total cost of \$5,600.00. Mary Vail seconded the motion, motion carried with unanimous approval.

E. Police Department – recommendations for pay increases – After reviews were completed, Town Manager Brent Shull said he and the Marshal discussed appropriate raises for the department. Frank Baldwin, John Geyer and Tom Frederick were recommended to receive \$1.00 per hour. Because of the 2019 salary ordinance, part of Chief Deputy Baldwins pay increase will come from the pay for his specific position (\$1000 additional annually). His pay will be increased by 0.48 for the position and then an additional 0.52 to equal the \$1.00. The Marshal position will also increase with the Salary Ordinance. This will equal \$1.20 per hour. The Council agreed they were appropriate increases, Steve Blum motion to accept the raise amounts for the employees as recommended by the Town Marshal and Town Manager. Gerry Martin seconded the motion, motion carried. These will be retroactive to January 1<sup>st</sup>, 2019.

F. Part Time Employee – recommendation for pay increase – Town Manager Brent Shull provided the review of the employee to the Council. Brent said he is a great part time employee and has worked well with all departments over the last 2 years. Brent recommended increasing his pay by \$2.00 per hour. The Clerk clarified that the \$2.00 will put him over the assumed \$13.00/hour because of the 1% and 0.25 raises he has also received.

Councilman Danny Lingo motioned to approve a flat \$2.00 raise for Jim Underwood brining his pay to \$13.36. Gerry Martin seconded the motion, motion carried. This too will be retroactive until January 1<sup>st</sup>, 2019.

The Council will schedule an executive session before the February meeting to preform Town Manager Brent Shull's review. This will be scheduled for 6:00pm.

**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.

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Hester Stouder, IAMC - Clerk Treasurer

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Mary Vail –Council President