

Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

August 7th, 2017 Town Council Meeting

7:00 pm

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

Roll call: Councilors Tina Bosse, Mary Vail Sandra Biegas, Steve Blum, and Danny Lingo were present. The Clerk Treasurer, Hester Stouder was present to record the meeting. Town Manager Brent Shull & Town Attorney Dan Brinkerhoff was also in attendance. Attached is a list of audience members.

2. Reading and Approval of July 3rd, 2017 minutes (2 sets) – Councilwoman Mary Vail made a motion to approve both sets of the minutes as presented, Danny Lingo seconded the motion, motion carried.

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

- A. Claims – Councilwoman Sandra Biegas made a motion to approve the claims. Councilwoman Mary Vail seconded the motion, motion carried.
- B. Delinquent Accounts – Mary Vail motioned to approve the accounts as presented, Councilman Danny Lingo seconded the motion, motion carried. Councilman Danny Lingo asked about some of the higher dollar amounts for accounts, Clerk Treasurer Hester Stouder said the high amounts were due to usage and were on the disconnect list per our ordinance.

4. Reports

A. *Town Manager* – Town Manager Brent Shull has set up a meeting with a grant writer to review options for the Fire Department. He has invited the, Clerk Treasurer, Police and Fire department to attend.

The RDC hopes to close on the Affordable Marine Care property yet this month. Brent plans on scheduling a Strategic Plan meeting in the fall.

The Tennis Courts will be completed in September. *Please see attached report*

B. *Street Department* – The Community Crossing grant paperwork has been submitted. *Please see attached report*

C. *Police Department* – Repair parts for the speed limit sign have been purchased and it will be operational again soon.

Mr. Dick Lineberry has been approved as a new reserve and is working thru his required training hours before being able to be on the road by himself.

Tom Frederick has been at the part time office position since late April and has proven to be an excellent asset for the department. *Please see attached report*

D. *Water Department* – The new software is being used, The department is working thru the learning curve phase and plans on continued training taking place thru

the end of the year. All members of the department are involved in learning how to use the new software.

The high usage from the water loss report was lower than the previous month and will be investigated by the department if it continues. *Please see attached report.*

5. Old Business –

A. Class and pay raise for Street Department – The Council reviewed the class descriptions for the department and the request to promote Tom Platter to Street Assistant class 3. The Council expressed concerns that the pay increase would put Mr. Platter at the top of his pay class leaving little to no room to grow while Mark was still the active Superintendent. Town Manager Brent Shull and Street Superintendent Mark Gerardot expressed their confidence in Tom to be able to do everything listed such as; locates, contracts operate the departments equipment, etc. Brent also noted that Tom was the one who completed the fazer study for the community crossings grant. They also stated Mr. Platter was aware he would be at the top of his pay scale and understood there was little to no room for further financial advancement as the assistant.

After further discussion by the Council, Councilman Danny Lingo motioned to approve the promotion to class 3 with a pay increase of \$1.00 per hour starting September 1st, 2017. The motion included the promotion be contingent on a 6-month probationary period and which point it will be reviewed by the Town Manager, Street Superintendent and Council. Mary Vail seconded the motion, motion carried.

6. New Business –

A. Upgrade website – choose company – The Clerk Treasurer and Town Manager presented 3 companies they reviewed to upgrade the Town Website. After having narrowed it down to the current provider, JPIXEL and EGov Strategies, they presented pros and cons to the Council. JPIXEL offered a significant discount for being an existing customer and is already familiar with us as a customer and our community. They didn't have everything in place the Town was looking for, but said they could with a little time. They are a small company and located in Michigan. In comparison Egov is located in Indianapolis and has over 400 government clients and a large staff to respond to customer requests and or concerns. They have everything in place, such as posting to social media sights and the website at one time among other things.

Both companies provided assurance that the Town would own the content and could move to another provider if they weren't satisfied after a year.

With that being said, Sandra Biegas motioned to contract with Egov Strategies for the Town's website for at least one year. Danny Lingo seconded the motion. Motion carried with everyone voting in favor and Mary Vail abstaining.

With the new contract, the Town will no longer share the website expenses with the Chamber. The details regarding Chamber content will be worked out at a later date.

B. Ordinance 2017-4 Amending Title XV Chapter 153 addressing the use of accessory structures and garages – Town Manager Brent Shull brought a favorable recommendation from the Plan Commission regarding bathrooms in secondary structures. The Plan Commissions proposed changes would allow hand sinks and toilets but would still restrict bathing facilities.

Councilmember Danny Lingo had questions regarding the need for any Restrictions. Further discussion took place about the changes. Mary Vail then motioned to introduce Ordinance 2017-4 on 1st reading. Danny Lingo seconded the motion. Motion carried. 2nd & 3rd reading will be on the September 5th Agenda.

C. Fish Creek Trail – Town Manager Brent Shull presented a picture and map to the Council of a trail and pond area that has been tied to Fish Creek Trail. He explained that Steuben County purchased the property as a mitigation area

And Larry Gilbert, county surveyor, added a trail that looped around it. Mr. Gilbert has talked with Brad Stevens who in large part is responsible for the original formation of Fish Creek Trail. The two have approached the Street Department about mowing the looped area among other things.

Brent had concerns regarding the discussion of the trail without his or the Council's Knowledge or consent. The Council agreed with the concerns and wanted more Information regarding liability, maintenance and the details of the mitigated area And wanted to know whether county officials were even aware of these discussions as well before they would agree to share or take over any part of the maintenance or liability.

Brent will get the details from the County and will meet with Brad Stevens about Bringing recommendations to the Recreation Board instead of speaking on behalf of The Town without going thru the appropriate channels. Brent will add the Discussion to the agenda when he has more information. At this time, the pond and Added trail area will remain the responsibility and liability of Steuben County.

D. PTO recommendation for Part time employees – The Clerk and Town Manager presented a request on behalf of the part time employees allowing them to earn PTO time. Currently the policy allows part time employees to adjust their schedules to allow for time off. The requested change gives them time they can use and not have to make up.

The Council discussed what this may look like for all part time employees. After discussion, the Council chose to decline modifying the personnel policy per the request. They noted for the minutes that they would not be opposed to revisiting the request at a later date.

Councilwoman Mary Vail asked about the vandalism to the gazebo at the Public Beach. Town Manager Brent Shull said the area has been cleaned up and a police report has been filed. The damage was too extensive to repair; however, a replacement is being looked for by members of the recreation board.

Brent said he would work with the Police department to get cameras mounted at the beach in an attempt to discourage further vandalism or similar acts.

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

Dr. Singer was in attendance representing the school. She said the staff is excited for the new school year. They have adjusted start times and are working with the Steuben County Literacy coalition to provide free before and after school care.

Councilman Danny Lingo asked about enrollment and how the Council can help with the number of students that have chosen to enroll in other schools.

Dr. Singer confirmed that enrollment was down, but not as drastically as they have experienced in previous years. She also said she would encourage people to come to the administrators if they have questions or concerns so they can help resolve a problem before a family decides to leave the school. Despite the drop in enrollment, she said the staff is not focusing on the negative but instead are looking forward.

The Council wished her and the staff the best of luck for the new school year.

Jim Wagenknecht was in attendance representing the Hamilton Lake Association. He shared information about the Lake Association's investment in weed control, providing lighted buoys, water quality testing and more.

Mr. Wagenknecht further asked the Council to consider passing an ordinance banning residents from blowing leaves into the lake. He cited the problems it can cause and felt like homeowners would be less likely to do it if they knew it could result in a local ordinance fine.

The Council agreed to work with the Lake Association and the Town Attorney to prepare such an ordinance. They will keep Mr. Wagenknecht involved during the process.

Mr. Wagenknecht thanked the Council for their time and involvement with the Lake Association.

With no other comments or items of business, the motion to adjourn was made by Danny Lingo and seconded by Steve Blum, the meeting adjourned at 8:20 pm.

Hester Stouder - Clerk Treasurer

Tina Bosse –Council President