

TOWN COUNCIL MEETING

FEBRUARY 10, 2020

The Town Council held its monthly meeting on Monday, February 10, 2020 at 6:00 p.m. at the Morgantown Fire Department, 269 Highland Street. The Council reviewed the Claims prior to the meeting.

The meeting began with the Pledge of Allegiance led by Council member. Greg Randolph. The Clerk Treasurer noted Council members; Penny Anderson, Walter Abbott, Courtney Allen, Greg Randolph and Ashlyn DeWitt were present. Also present were Town Marshall, Ryan Swank, DPW, Jeff Downey, Utility Clerk, Becky Rose, Town Attorney, Lee Robbins, and Clerk Treasurer, Sharon McIntosh. Special guests were; Jill Curry with Curry & Associates and Donna Anderson with Kenna Consulting

Jill Curry with Curry & Associates presented a Waste Water Project Update. Jill went over the different funding sources and where the Town will be applying for Grants and Loan Funding. The OCRA application deadline is May 22, 2020. The best round for the timeline Curry is working on is the spring round which will work well with the IDEM compliance plan. There will be a meeting on February 11th with OCRA to discuss funding sources for the project. OCRA requires by May 22nd the Town must know who its local match will be. Curry is pursuing both sources of funding, the SRF and USDA. By May 22nd the Town should have secured funding from both and since the project is so large the Town may need to borrow funds from both sources. Jill explained there is a small section of ground where the new Lift Station will be located that the ground may require an Environment review to make sure there are no historical resources at that site. Jill would like the Council to approve Curry & Associates obtaining quotes so if this action is required the quotes will be in place to move forward with the study. The cost for this is included in the project financing and a site that small should only be about \$1,500.00 to \$2,000.00. Jill discussed with the Council getting easements from about 300 homeowners for the North side of Town. Curry is going to asked OCRA for special permission for a longer timeline to secure the easements. On Friday, February 28th Jill, Lori, Penny and Sharon will meet with the USDA to begin the application process for the Town. Jill asked that Penny sign a letter of authorization giving Jill permission to be the Administrator for the application and give Lori Young as engineer permission to edit the application. Greg Randolph made a motion to allow Jill Curry to spend up to \$2,500.00 for archeology study if needed and to give Jill Curry, Lori Young, Penny Anderson and Sharon McIntosh permission to accesses the USDA Web Site and to submit whatever information is needed for the application

process. Penny Anderson seconded the motion. All members voted in favor of the motion. Jill asked the Council to review an information sheet with a drawing to handout to customers to educate them on the project. Jill will be working with Becky to get the information sheet to Boyce so it can go out with all the utility bills in February. Town Attorney, Lee Robbins spoke about the large amount of easements, about 359 that are affected and easements will be required for this project. Lee has been working on pulling deeds for all of them except maybe 30. Some of them have been owned by the same property owner for so long that they are not accessible on line. The legal description on the deed gets pasted onto an easement document that will be presented to the property owners and hopefully they will grant to the Town an easement for the new sewer lateral being installed and for the consideration for the property owners doing this in the end the property owner gets a new latera. If a property owner fails to give the Town the easement and in the end it is determined their lateral in its current condition is a source of inflow into the utilities the Town is going to require it and the owner cost. Jill Curry there will be a Public Hearing on March 9th at the Fire Station to provide more detail about the project. Jill is also proposing having open public session at the Fire Department, where the property owners can come in and discuss one on one about where the easement will be required on their property. There will be engineers as well as Town employees and Town Officials to answer questions about the project. There will also be an easement exhibit for every house showing the property owner where the connection will be. The goal is to obtain their signature for the easement at this open session.

Clinton Chapmen with the Morgantown Fire Department asked the Council to approve the proposed 2020 Fire Department Contract for \$40,000.00 with the Town. Greg Randolph made a motion to approve the 2020 Fire Department Contract for \$40,000.00. Courtney Allen seconded the motion. All members voted in favor of the motion.

Greg Randolph made a motion to approve the January 13, 2020 minutes with one correction, a reserve left to go to the Martinsville Police Department, not the Sheriff's Department. Penny Anderson seconded the motion. All members voted in favor of the motion.

A Financial Report of the balances as of January 31st was; General Fund balance, \$391,387.82, MVH, \$53,550.25 and the Economic Development Fund balance is \$180,759.90. All Funds within the General Fund total is \$847,410.34.

The Water Operating balance is \$79,746.77, Waste Water Operating is \$40299.42 and the Storm Water operating balance is \$14,466.98.

There was a question about who receives a W-2 or a 1099 when a part time person is hired. A part time worker for the Town would be required to complete an application and would receive a W-2 at the end of the year. Someone does work for the Town, possible having their own

business or providing labor for a short project they would receive a 1099. There was continued discussion about this issue. Jeff Downey was questioning why a garage received a 1099. The Clerk Treasurer explained that if the business has Federal Id number or if the business is a corporation or an LLC they do not need to receive a 1099. But if the business or individual provides his W-9 and they use their personal Social Security number that person or business would receive a 1099 at the end of the year.

Jeff Downey wanted to know why the part time help was removed from his budget. Penny Anderson and Greg Randolph met with the Clerk Treasurer to reduce the MVH 2020 budget per the DLGF.

Walter Abbott made a motion to approve the Claims Docket dated February 10, 2020. Courtney Allen seconded the motion. All members voted in favor of the motion.

Courtney Allen made a motion to approve the January 2020 Payroll. Penny Anderson seconded the motion. All members voted in favor of the motion.

Greg Randolph made a motion to approve the December 2019 Bank Reconciliation. Courtney Allen seconded the motion. All members voted in favor of the motion.

The Clerk Treasurer presented a List of Old Warrants that was cancelled as required by Statue.

Greg Randolph made a motion to approve the Diversified Computer estimate of \$780.00 to install backups to the Police Department and DPW computers. Penny Anderson seconded the motion. All members voted in favor of the motion.

The bid for the old dump truck was opened and it was for \$500.00. It was decided to advertise the truck on the online site Gov.Deals.

Jeff Downey and Becky Rose presented information on Taylored Cloud Service which is a new updated phone system for Town Hall. The system has an auto attendant answer all the calls and there would be a voicemail to e-mail box for each user. At this time the Town has Business Local Calling and All for Less. This is renewed in the fall for the discount. The Council was concerned this was a contract that AT&T could hold the Town to. The Clerk Treasurer said she would try and find out more information on AT&T's Business Calling Jeff said he would invite the company to the next meeting to answer questions.

Bids for air conditioning for Town Hall were being gathered for the Council to review. Right now the front part of Town Hall has a window air conditioner and the Police Department in the back part have central air. Town Hall also has two furnaces.

Jeff Downey reported the Salt Barn is finished.

Town Marshall, Ryan Swank provided an update over the overtime. In January they only needed to cover two shifts with overtime. Jeff Conner annual in service training to keep his Police Certification is March 2nd, 3rd and 4th. Ryan asked the Council whether to pay Conners for overtime for the two day of training because they are his days off. Greg Randolph made a motion to continue with the overtime of one overtime shift for Conners and the Marshall per week until John Bise completes the Academy and to pay overtime to Jeff Conners for March 3rd and 4th. Walter Abbott seconded the motion. All members voted in favor of the motion.

Ashlyn DeWitt made a motion to purchase 5 vests for the Police at a total of \$4,999.50. Greg Randolph seconded the motion. All members voted in favor of the motion. The Town Marshall is working on a Reimbursement Grant with the Department of Justice. This would be a 50% reimbursement of the total purchase price. The vests will be paid out of the Public Safety Fund.

Greg Randolph made a motion to have a spring Cleanup Day providing roll off dumpsters for local residents to get rid of unwanted items. Knight Trash Service would provide the roll off. The cost would be the fuel and the weight of the trash. Greg Randolph made a motion to try this service for a year. Courtney Allen seconded the motion. All members voted in favor of the motion.

Greg Randolph made a motion to allow Ryan Swank to carry over one vacation day. Ashlyn DeWitt seconded the motion. All members voted in favor of the motion.

Ryan explained to the Council that after getting a couple of opinions on the 2011 Impala the vehicle needs a great deal of work and probably a new engine. All the police equipment was removed out of the vehicle. Greg Randolph made a motion to put the vehicle up for auction on the Gov.Deals. Penny Anderson seconded the motion. All members voted in favor of the motion.

Ryan gave information to the Council concerning the Drug Testing Company through ITI which is used by Princes Lakes. The company already has a route in the area to provide random drug testing. Ryan likes this company better because they would be responsible for administrating the drug test and they also change their route. Courtney suggested getting information about them coming down to test after an accident or if a supervisor has reasonable suspicion. Lee explained a condition of employment should be they agree to the testing. If an employee leaves after an accident they violated a condition of their employment. There was continued discussion about this issue. Lee explained the Town has to have a Drug Free Workplace Policy or the Town will not be eligible for Grant Funds. We do have a policy but have never adopted a testing procedure policy. Council members will e-mail their questions to Ryan about the random drug testing through this company.

GMG Motors gave the Town \$3,000.00 to purchase the last AED. There will now be AED in all the vehicles at no cost to the Town.

The Music Center in Nashville is looking for people to work security at \$30.00 an hour. Ryan asked if the full time police officers could work there at concerts with no cost to the Town other than the Police vehicle. Lee explained that if one of the Town's officers is involved in an incident the Town could be sued. Lee would want the Town's insurance agent sent an e-mail confirming that the Town's existing coverage will cover work in an off duty capacity so the Town know if that claim is made the Town has the same coverage if the officer was working in the Town on duty. Ryan suggested the Council needs to have a policy for part time employment for Police officers. Courtney made a motion to approve the part time opportunities for Police officers from now until the next meeting so as long as the insurance does cover them while work those jobs. Penny Anderson seconded the motion. All members voted in favor of the motion.

Ordinance 2020-1 was adopted on 1st reading at the last meeting. A Public Hearing was opened on the increase water connection fee and increase security deposit fee. Lee reviewed the changes of the water connection fee from \$300.00 to \$1,675.00. The Town's connection fee is very low compared to other Towns. The \$1,675.00 is more the new rate in the market. Section 2 increases the Town deposit for new service from \$75.00 for Water and \$75.00 for WW to \$100.00 for each utility. Lee asked if there were any members of the public who would like to speak about the changes. Jewel Blevins asked if the Town ever get stuck with a \$200.00 bill that would require the increase in deposit. Becky Rose the Utility Clerk explained the Town runs on a delayed billing cycle and the customer could be 60 days before the Town could shut off a customer. Then there is the 3rd billing cycle after they leave that is included as well. The Town needs the Security Deposit to equal 3 minimum bills. The Town loses money because of not having the needed security deposit to cover 3 bills. Johnny Blevins asked if the \$1,675.00 fee covers both Water and Waste Water. There is a \$250.00 charge for sewer which is the owner's responsibility. The Public Hearing was closed. Greg Randolph made a motion to adopt Ordinance 2020-2-1 on second and final reading. Ashlyn DeWitt seconded the motion. All members voted in favor of the motion.

Ordinance 2020-2 was presented for 1st reading. This ordinance is to reestablish a Cumulative Capital Development Fund and the maximum tax rate. Lee went over the ordinance with the Council. Greg Randolph made a motion to adopt Ordinance 2020-2 on 1st reading. Penny Anderson seconded the motion. All members voted in favor of the motion. A Public Hearing will be held at the March 9th meeting before the second and final reading.

Resolution 2020-1 was presented to the Council for consideration. The Town has discussed before about securing a Bond Anticipation Note which is like short term or temporary financing

to help cover costs before the Town closes on the big loan. This loan will help covers cost like Bond Counsel, Curry & Associates and other related administrative costs. Greg Randolph made a motion to approve Resolution 2020-1 to secure the Bond Anticipation Note. Penny Anderson seconded the motion. All members voted in favor of the motion.

INDOT is working on the Iron Bridge and would like to purchase a small piece of land next to the 135 lift station. Greg Randolph made a motion to approve the transfer of real estate from the Town to the State in consideration of \$4,657.00 and authorize Penny Anderson to sign the documents to finalize the agreement. Courtney Allen seconded the motion. All members voted in favor of the motion.

Lee spoke to the Council about his discussion with Janet Alexander who is a former Clerk Treasurer from Franklin and now works as a consultant. Janet can do several things to help the Council understand the reports, funding restriction, and cash flow. She also suggested a 2 hour training for the Council. Janet charges \$125.00 an hour and Lee felt she could do most of what is needed of a cap of \$1,500.00. The Council felt the best time for them to meet with Janet would be in the evening beginning at 6:00 p.m. on either a Wednesday or Thursday.

Greg brought up a Personnel Policy issue that sick time had to be taken in 8 hour increments. There was a discussion about this policy change. Greg felt 4 hours should be the minimum. Lee explained the employee have Comp to use for shorter increments. It was decided to take a look at several changes in the Personnel Policy.

Courtney Allen introduced Brianna Stinger with QRAW. Brianna explained her company is an engineering and architect firm located in Fishers who does utility work and on the architect side they design Fire Stations, Police Departments and Town Halls. Courtney and Penny are going to meet and talk with Brianna on the 21st to discuss the Town needs.

The meeting was adjourned by the President.

TOWN COUNCIL MINUTES, APPROVED & SIGNED MARCH 9, 2020

Sharon Mcintosh 2

ATTEST: CLERK TREASURER

SHARON MCINTOSH

Penny Anderson

TOWN COUNCIL PRESIDENT, PENNY ANDERSON

Walter Abbott

WALTER ABBOTT

Courtney Allen

COURTNEY ALLEN

Greg Randolph

GREG RANDOLPH

Ashlyn DeWitt

ASHLYN DEWITT