

MORGANTOWN TOWN COUNCIL MEETING

HELD JULY 10, 2023

Attendance

The meeting was called to order by Council President, Courtney Allen at 6:00 p.m.

The Pledge was led by Council member, Joe Blevins. The Clerk Treasurer noted Council members present were; Penny Anderson, Jeremy Baker, Joe Blevins and Council President, Courtney Allen. Absent was Council member, Walter Abbott. Special guests were; Jill Curry and Lori Young with Curry & Associates.

Asset Management Plan

Jill Curry with Curry & Associates explained part of the funding for the wastewater grant was to prepare an Asset Management Plan study. Jill Curry explained the list of items on the wastewater system Asset Management Plan that have a useful life of 20 years. Jill went over every item listed in the Plan. Some items in the system have less than 20 years useful life. The Plan listed the cost replacement as well as the amount needed to be saved to pay for the item. This Plan will include a map of the wastewater system. This Plan prepared by Curry will be shared with Steve Brock, the Town's Financial advisor who will be preparing the financial part of the Asset Management Plan. Some of the items on the list may need to be addressed sooner and others could possibly wait for another Improvement project. The final piece of the project is the Asset Management Plan and once it is complete the Grant Administrator can work on getting the project closed out. This is important because the Town needs to look at a Water Planning Grant in the near future. There are several needs the water system must address as soon as possible and the Water Planning Grant is the first step. The Planning Grant funds will allow the Town to use the funds for the required PER that will be needed to apply for the water grant. Jill provided the Council with an aggressive timeline to closed out the wastewater project so the Town can apply for the water Planning Grant. Curry would like to have a meeting the last week of July to approve the final Lykins Pay Application and other documents that would be a part of closing out the project. The Town needs to close out this project so they can be removed from the OCRA overdue list. Jill Curry explained to the Council that every city and town in the country must have a lead service line inventory. This requirement could be included into the Water Planning Grant.

Wastewater Project Update

Lori Young with Curry & Associates presented a couple of Change Orders and Pay Applications. Lori explained that the wastewater project's over and under runs was \$15,300.00 over a six-million-dollar project. She also spoke about several issues with the project and how they were

addressed. Lykins has to take care of the bill to McCallister's for the pumps that were rented to be used at the Lagoons. Lori explained the amount left with the contingency funds is \$192,883.00. The Clerk Treasurer said the Town has been reimbursed for the Locates that were paid by the Town. The Town is now waiting to be reimbursed for the Easements paid by the Town. There are several different options to use the rest of the contingency funds. One of those was to make land applications for the sludge at the Lagoons or updates to Lift Station #2. The Town has several needs and could use the money to address those issues. Council member, Joe Blevins made a motion to approve Change Order #5. This motion was seconded by Council member, Jeremy Bakers. All members voted in favor of the motion. Council member, Joe Blevins made a motion to approve payment of Lykins Pay Applications #22 and #23. The motion was seconded by Council member, Penny Anderson. All members voted in favor of the motion.

Utilities From Council to Clerk Treasurer

The Council President explained that usually the utilities were under the Clerk Treasurer but this was changed several years ago by a previous Council. Most Clerk Treasurers are over the utilities and supervise the employees. This change would do away with the Utility Clerk position. This would allow the Clerk Treasurer to hire her own Deputy Clerk to assist her with the operations of the Town's business. A tentative date of September 1st was set for the Clerk Treasurer to hire a Deputy Clerk and take over the Utilities. Council member, Jeremy Baker made a motion to turn the Utilities back over to the Clerk Treasurer as of September 1st. This was seconded by Council member, Joe Blevins. All members voted in favor of the motion.

Morgan County Community Foundation Grant

Council member, Joe Blevins has been in contract with the Morgan County Community Foundation as they have grants available. The grant must be turned into the Foundation by July 28, 2023. Joe indicated he was going to submit the cost of the park benches just purchased by the Town. The grant is a dollar-for-dollar match. The grant award will be sometime in November. Joe will need some financial information from the Clerk Treasurer but Joe will complete the application for submission.

Community Crossings

Council member, Joe Blevins made a motion to reject the bids that were received for the 2023 1st round paving project. Council member, Penny Anderson seconded the motion. All members voted in favor of the motion.

The Town is applying on July 28th for the Community Crossing 2nd round. To do that the Town will scale back the project as it was submitted earlier so the Town can meet the project match amount.

Council member, Penny Anderson made a motion to rescind the 1st round Community Crossings Application and authorize, President, Courtney Allen to sign the document that will be sent to INDOT. Council member, Joe Blevins seconded the motion. All members voted in favor of the motion.

Council member, Joe Blevins made a motion to reduce the scope of the paving project and reapply for the Community Crossing Grant through INDOT second round by July 28, 2023. This motion was seconded by Council member Penny Anderson. All members voted in favor of the motion.

Financials

Council member, Joe Blevins made a motion to approve the minutes dated May 8th and May 31st. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Council member Jeremy Baker, made a motion to approve the Claims Docket dated July 10th totaling \$241,361.59. Council member, Penny Anderson seconded the motion. All members voted in favor of the motion.

Council member, Joe Blevins made a motion to approve Pay Application #2, the final payment for the project to Lowe for the work that was completed between Cross Street and Church Street. The Pay Application will be paid with the ARP Funds. Council member, Penny Anderson seconded the motion. All members voted in favor of the motion.

Council member, Penny Anderson made a motion to approve payroll for May and June. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Council member, Penny Anderson made a motion to approve the Bank Rec for April and May 2023. Council member, Joe Blevins seconded the motion. All members voted in favor of the motion.

Wastewater Credit

A wastewater request was made by Leanne Marker on Arnold Street for a leak that has been repaired. The request was for \$69.49. Council member, Penny Anderson made a motion to approve the request for a wastewater adjustment for \$69.49. Council member, Joe Blevins seconded the motion. All members voted in favor of the motion.

Rate Study

Council member, Joe Blevins made a motion to hire Steve Brock to prepare a rate study for the Utilities. The motion was seconded by Council member, Jeremy Baker. All members voted in the motion.

Police Department

Town Marshal, Ryan Swank asked two Council members to sign the paperwork for the permit from the State to hold the Colonel Vawter Day Festival on 135. Ryan asked Jeremy to sign the letter that will go with the paperwork.

Another window has fell out on the ground and Ryan asked Joe Blevins if he could order and then install the window replacement. Council member, Jeremy Baker made a motion to purchase a new window for the Town Hall. Council member, Penny Anderson seconded the motion. All members voted in favor of the motion.

Ryan asked the Council for permission to purchase an Intoximeter as the department is one short. Ryan also explained that if the Town would pay for this up front the prosecutor's office will reimburse the Town for half of the cost. Council member, Penny Anderson made a motion to purchase the Intoximeter for \$500.00. Council member, Joe Blevins seconded the motion. All members voted in favor of the motion.

The Marshal notified the Council members by e-mail that Jeff Connors had left employment with the Town permanently. Ryan has a person who has worked for him previously who would like to work parttime as a deputy and the applicant thought he could do the Code Enforcement work as well. Ryan had put two separate job descriptions in the Council's packets. Having a part time deputy helps so the other guys are not working every night of the week. This would give them another day off because they would be able to go to 10 hours days. This person would have to go the Police Academy sometime in the future. Council member, Penny Anderson said she was not keen on a part time person having a take home police vehicle. Penny said there is a police vehicle that the Town is paying \$600 a year for insurance. This person would be working 16 hours a week as well as doing the Code Enforcement. Penny asked about the person signing a contract to not leave the Town after he goes to the Police Academy. Ryan, said he would have the applicant at the next special meeting end of this month. Council member, Jeremy Baker made a motion to add the part time position and the Code Enforcement Officer for the Town for \$25.00 with a take home vehicle but with no personal miles. Council member, Joe Blevins seconded the motion. Joe Blevins, Jeremy Baker and Courtney Allen voted yes to the motion and Penny Anderson voted no. Ryan Swank asked the Council to consider new vests for the Police Department totaling \$7,200.00, a raise of 4% for the two full time

officers and a 3% cost of living raise for himself. The Council was fine with putting these items in the 2024 budget.

DPW

DPW Manager, Kyle Rooks asked the Council's permission to order 25 meters and 1 register for \$8,510.00 and 1 2-inch meter for \$2,059.45. These meters will be paid for out of the ARP money and ordered from Utility Supply. Council member, Penny Anderson made a motion to purchase 25 meters, 1 register, and a 2-inch meter for a total of \$10,569.45. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

The fence for Sycamore Street would include 70 posts, for a \$1,080.00, \$200 for concrete, and \$1,000.00 for 3/8 stainless steel chain. Kyle would also like to put 4 posts in front of the basketball court so people will not park there. Kyle would like to have the property surveyed before he installs the fence. Council member, Joe Blevins said he is having trouble getting anyone to call him back about doing the survey. Joe did have one company, Recommended Land Surveyor who did call him back and quoted \$8,000.00 just to start. Lee suggested Halloway that is located in Morgan County. Council member, Joe Blevins made a motion to purchase the fence materials for Sycamore Street for up to \$2,800.00. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Kyle said there is a tree on Church Street that needs to be removed as it is in bad shape. Kyle did secure 1 bid at this time from Zach Gray for \$3,950.00 to remove everything. Kyle would like to obtain 2 more quotes but he has been waiting on responses for 2 weeks. The tree is right next to the road and it is on the property that is next to Courtney Allen. A motion to go ahead and have the tree removed by Zach Gray for \$3,950.00 was made by Joe Blevins. The motion was seconded by Jeremy Bakers. All members voted in favor of the motion.

Kyle would like to hire Zach Burton for the third DPW position. After 90 days Kyle would like for him to be able to take the Town truck home only when he is on weekend duty. Council member, Joe Blevins will meet with the new hire. Council member, Penny Anderson made a motion to approve hiring Zach Burton for the 3rd DPW position. Council member, Jeremy Baker seconded the motion. All members voted in favor of the motion.

Kyle wrote Dustyn Patton up for being late and not calling in. Attorney Lee Robbins asked did you tell Dustyn what would happen if he continued to be late. . Kyle did tell him he would be terminated but did not add this information to the write up for Dustyn Patton.

Council member, Penny Anderson asked about a cost-of-living raise for the DPW. Kyle Rooks said he gets paid very well. The DPW 2024 Budget will be discussed at the next Special meeting the end of July.

Adjournment

The meeting was adjourned by the President, Courtney Allen.

JULY 10, 2023 MINUTES APPROVED & SIGNED ON AUGUST 14, 2023

Sharon McIntosh

DATE 8/14/23

ATTEST: CLERK TREASURER

SHARON MCINTOSH

Courtney Allen

TOWN COUNCIL PRESIDENT, COURTNEY ALLEN

Walter Abbott

WALTER ABBOTT

Penny Anderson

PENNY ANDERSON

Jeremy Baker

JEREMY BAKER

Joe Blevins

JOE BLEVINS