

**Trafalgar Town Council  
Meeting Minutes  
January 18, 2018**

Jason opened the meeting at 7:05 p.m.

Roll was taken. Jason Ramey - President, David Moore – Vice President, Steve Scott, Jeff Eisenmenger, Vacant position, Donna Moore – Clerk Treasurer, Town Attorney Stephen Watson.

David Moore led the pledge of allegiance.

**Wastewater Credits/Utility Office:** – Nothing to report

**Consent Agenda:**

Review and approve the minutes from the Town Council Meeting for December 21, 2017. The minutes were executed by Jason Ramey on December 29, 2017. David made a motion to ratify the Town Council Meeting Minutes for December 21, 2017. Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0.

**New Business:**

**Jerry Donahue** – Complaint form against Beacon Builders regarding cat tails. Lee stated they said they would take care of that.

**Public Hearing** – Proposed Trafalgar Water Utility Rates and Charges

Ordinance No. 2018-002 An Ordinance Amending the Rates and Charges for the use of the Waterworks of the town of Trafalgar.

Jason opened the Public Hearing.

**Pamela Mcquiry** 200 S Pleasant St. asks is the rate increase was for both water and sewer. Jason stated for the Town to receive the OCRA Grant it was discovered that to be eligible our billing rate was not high enough to meet the requirements. So our intentions are to increase the Water Rate \$.40 and then decrease the Sewer Rates \$.40. If we do not receive the Grant, then the Ordinance will be void this Ordinance.

**Beth Baird** 2001 & 2003 W. Raymond St. stated she understood we were trying to apply for a Grant but stated she was also Township Trustee for this area and 90% of the people that come

to her are within the city limits of Trafalgar and wanted the Council to please keep this in mind. When some of the people come to her their water bills are around \$100.00, and she understands we are going to decrease the sewer bill to even out the increase for water but we were told many years ago that the water would decrease once we built up the revenue. Jeff stated we have already taken 2 decreases in the last 3 years and we are anticipating taking another decrease in 2019, and we have added on 40-50 hook-ups and anticipate there will be more.

Jason closed the Public Hearing on the Ordinance No. 2018-002 at 7:19 p.m. The Ordinance was introduced on January 4, 2018. David made a motion to waive first reading on Ordinance No. 2018-002, Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0. David made a motion to suspend the rules and pass Ordinance No. 2018-002, Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0.

**Adoption of Other Business Matters:** – None presented.

### **Old Business:**

**Crosswalk project** - Jason had a few quotes and one was around \$40,000.00. I did meet with Dr. Edsell and they have no issue with the School paying around \$14,000.00 the portion that would encompass their corner of that intersection. And Dr. Edsell was aware that we may also want them to split some of the cost associated with the crosswalk at Crest Ridge Estates. The Council authorized Lee to finalize all the work for the project. David made a motion to accept the bid for Wallace Construction in the amount of \$39,877.00, Steve 2<sup>nd</sup>. All in favor. Motion passed 4-0. We did have 3 quotes on the project and Wallace was the lowest.

**James Bowman – 404 Pearl St – sidewalk inquiry** – Lee contacted the Contractor we may work with on the cross-walk and they will determine the best ideas and give us a cost estimate.

**Employee Manual** – Mitch Ripley, Suzy Bass and Janet Alexander with HR Unlimited Resources Mitch Ripley stated HR Unlimited is a consulting firm working with cities and towns in the State of Indiana. We have approximately 50-60 cities and towns we have written manuals for. Our process is to take what the Town has and go through it and see what's missing and then create the document to fit the Town of Trafalgar. You choose who you want us to meet with and we will go through the draft copy. As I went through your manual currently there are 22 either Federal or State rules that should be in the manual that are not addressed, and several of the policies in the manual are very outdated. If we create this manual and the Town does not use it then the Attorney is going to have more problems, things that are missing or outdated have been used against cities and towns by Courts. My group may also recommend suggestions for the process that could save the Town money. One of the things you currently may or may not



have is flex-time, the Federal Government allowed Municipal Governments to allow flex-time to circumvent overtime and getting carried away with compt. time. The process depending on the group you select to review the draft takes no more than 3 months. Jason asks what the estimated cost of the project would be. Mr. Ripley stated the total cost would be \$6,250.00. Mr. Ripley stated that one issue with the current manual is allowing Police Officers to get a maximum of 480 hours of compt. time which is Federal statute, you also allow your other employees to get a 240 maximum, but the Federal law states because that statute is written that a person can request all of the compt. time hours to be paid in one pay period. We would recommend lowering that to something that the Town could afford if they had to pay the compt. time out. Janet Alexander stated you can also set a period of time in which it must be taken. It can be mandated that anyone over a certain number of allowable hours take off "every Friday" until that number comes down. Jeff made a motion to allow HR Unlimited to write the Town of Trafalgar employee manual at a cost of \$6,250.00, David 2<sup>nd</sup>. All in favor. Motion passed 4-0. A contact was given to Donna Moore.

**Lee Rogers – Utility/Street Superintendent** – Lee gave an update on vehicle decals, the range would be from \$75.00 - \$600 per vehicle. The decal will be similar to the logo on our shirts. David made a motion to allow Lee to decal the 5 vehicles not to exceed a cost of \$1,500.00, Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0. REMC is going to assist in relocating the Tornado siren this month. There has been discussion about the Town Hall parking lot not being large enough. I have had a couple contractors looking at the parking lot and they are coming up with some ideas. We will need to schedule the Public Hearing for the OCRA Grant and the dates Kristy Jerrell is requesting if everyone is available is February 5, 2018 or February 7, 2018 at 6:45 p.m. The Council agreed to schedule the Public Hearing for the OCRA Grant on February 5, 2018 at 6:45 p.m.

**Planning and Zoning Board** – Next meet is scheduled for February 12, 2018 @6P.

**Board of Metropolitan Police Commissioners** – Next meeting is scheduled February 7, 2018 @ 7P.

**Park Advisory Board** – Next meeting is scheduled for January 25, 2018 @7P

**Police-** Charles would like to recognize Mitch Stauffer, Trafalgar Reserve Officer. Officer Stauffer has been with the Town since 2012. We would like to present him with a plaque from the Town and a \$500.00 award for his service. Charles stated we have received the radios that we received the Grant for. We entered into a service agreement with VIA who is the IT Department for the Police last year, and the agreement is ready to be renewed at the cost of \$1600.00. David made a motion to renew the service agreement with VIA at a cost of \$1600.00 to be taken out of the Police equipment appropriation, Steve 2<sup>nd</sup>. All in favor. Motion passed 4-0. I would like to order coffee mugs with the new badge on them and give them to my Officers at our training. The cost would be around \$25.00 and I would need approximately 10. Steve made a motion to allow Chief Roberts to purchase coffee mugs not to exceed \$300.00, Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0.

**Clerk Treasurer** –The Town Council will need to review and accept the January 18, 2018 Fund Report in the amount of \$165,204.62. Jason made a motion to approve as presented the January 18, 2018 Fund Report. Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0.

The next item would be approval of the invoice from Williams Barrett & Wilkowski in the amount of \$910.00. David made a motion to approve the invoice for Williams Barrett & Wilkowski in the amount of \$910.00. Jeff 2<sup>nd</sup>. All in favor. Motion passed 4-0

The 2018 Organization Appointments still has the vacant position on the Planning Commission for the Secretary position. Steve said Debbie Scott has agreed to take that position.

Everyone received a Conflict of Interest form, no one needed to complete the form at this time.

Donna passed out the commitment letter from Mutual Savings Bank and the preliminary calculation from Sue Haas our financial advisory with London Witte for the matching requirements for the OCRA Grant. The Council would like to have Donna talk with First Merchants to obtain a commitment letter from them. The Council agreed by consensus to forward the information to Kristy Jerrell.

Donna has spoken with ESL-Spectrum regarding the lighting on Pearl St. they are going to give us an estimate on the same lighting that Franklin had installed.

The 100R for the Town was reported on Gateway.

**Attorney** – We have forwarded the proposed draft of the Sub-Division Control Ordinance to John Young for his review. John's recommendation was that we go ahead and forward to the Planning Commission for them to hold a Public Hearing and make their recommendations to



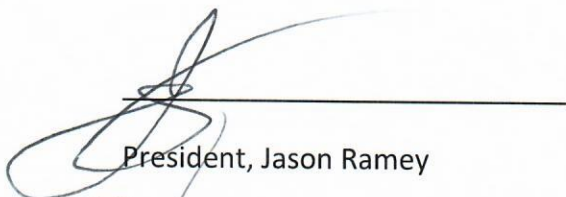
the Council and that can be done as soon as they have the Planning Commission meeting on February 12, 2018.

We did receive 3 bids from Kleis Construction in the amount of \$73,126.00, Wallace Construction in the amount of \$39,877.00 and Dave O'Mara Contractor in the amount of \$76,000.00 for the cross walk project.

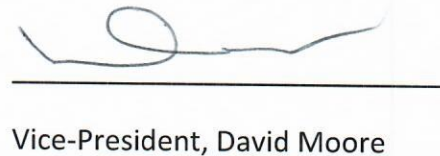
Mike Hodge the Fire District President stated that the Fire Station is completed. Steve asks if they had a total on the TIF funds needed, they did not have the cost completed yet. Mr. Hodge will get with Donna to be put on the agenda for an RDC meeting when they have financial cost available.

### **Adjourn**

Jason made a motion to adjourn the Trafalgar Town Council Meeting at 8:11 pm, David 2<sup>nd</sup>. All in favor. Motion passed 4-0.



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President, Jason Ramey



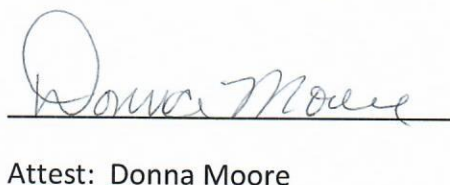
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Vice-President, David Moore



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Member, Jeff Eisenmenger



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Member, Steve Scott



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Attest: Donna Moore