

**Trafalgar Town Council
Meeting Minutes
December 21, 2017**

Jason opened the meeting at 7:00 p.m.

Roll was taken. Jason Ramey - President, Jeff Eisenmenger – Vice President, Steve Scott, Betty Davis, David Moore, Donna Moore – Clerk Treasurer, Town Attorney Bill Barrett.

The Boy Scouts 222 led the Pledge of Allegiance.

Wastewater Credits/Utility Office – Michael & Wendy Hickson – high water usage credit in the amount of \$194.79 and penalty credit for 2 months in the amount of \$21.34. Mrs. Hickson stated that they were on vacation during the time and cannot find any source or leak where the water usage was coming from. David made a motion to give the wastewater credit in the amount of \$194.79. Jason 2nd. All in favor. Motion passed 5-0. David made a motion to give a credit in the amount of \$21.34 for the 2 months penalty. Jeff 2nd. All in favor. Motion passed 5-0.

Camp Allendale –Wastewater Credit in the amount of \$3,972.90. The person representing Camp Allendale stated they had found the leak and it was fixed. Jeff made a motion to give the wastewater credit in the amount of \$3,972.90. David 2nd. All in favor. Motion passed 5-0.

New Business:

Jason stated Betty Davis has presented her resignation as a member of the Trafalgar Town Council as of January 1, 2018.

Adoption of Other Business Matters: – None presented.

Old Business:

James Bowman – 404 Pearl St – sidewalk inquiry – This was tabled from the November 16, 2017 Council meeting. Mr. Bowman is not present at the meeting. Lee Rogers stated he is working on the matter and would report back in January 2018.

Employee Manual – This was tabled from the November 16, 2017 meeting. The discussion was regarding the amount of compt. time that could be accumulated, which is currently 240 hours. Bill stated that the issue is the question of what the Town wants to do by way of policy on compt. time. Bill stated that the County has cut down on the amount of compt. time an employee could accumulate and also the amount of time they must use it in. Jason stated that

he and Donna had a meeting with Janet Alexander from HR Unlimited regarding the employee manual and working with them on revising and reviewing portions. We have a Trafalgar employee manual and also a Trafalgar Police manual and can also work with HR Unlimited on combining the 2. HR Unlimited would charge approximately \$3,000-\$4,000 to assist with this. Donna stated that Suzy Bass from HR Unlimited is on the agenda for the Council meeting January 18, 2018. This was tabled for the January 18, 2017 meeting to further discuss with HR Unlimited a timeframe for the review/revision of the employee manual.

Perry Richardson – Response to notice of nuisance violation, this was tabled from the November 16, 2017 meeting. No one was here representing the property. Jason stated that the letters that had been sent regarding the violations have not shown progress and now we will move on to the next course of action. Bill's office will now handle moving forward with notifications with the inspection and hearing process for the properties at: 202 S Illinois St, 20 Gloria Drive & 105 S Ward St.

Disposal of property – 101 S Kentucky St. – Bill stated that the issue is whether the Town wants to dispose the property at 101 S Kentucky St. and acquire adjacent property. This transaction would have to be a bid process. The hearing on this property has been completed. Jason made a motion to move to proceed with the disposal of the Town's property at 101 S Kentucky St across the street from the Park, consisting of approximately .454 acres including the pole barn, in the form of a land exchange that would result in the Town receiving approximately .2962 acres generally identified as lots 10, 11 & 12 located immediately north of the Town Park plus no less than \$30,000.00 in cash, and to also authorize the Town Council President with the assistance of the Town Attorney Bill Barrett to do all things necessary and appropriate to accomplish the disposal as soon as possible and to comply with all applicable statutory requirements. David 2nd. In favor 3, Betty Davis, David Moore, Jason Ramey, Opposed 2, Jeff Eisenmenger, Steve Scott. Motion passed 3-2.

Phil Hubbard – Mr. Hubbard had no comments.

Lee Rogers – Utility/Street Superintendent – Lee made copies of all the bids received for the crosswalk at SR252 & SR135. I solicited 5 contractors and we had 3 that bid. Jason stated that the School is interested in assisting with the expense. We have the permits as well to do the work. One bid was for \$75,000.00, \$76,000.00 and the third for \$39,000.00. Lee stated that the bid for \$76,000 is with Dave O'Mara Contractor, Inc. and they do a lot of INDOT work. The 3 Companies submitting bids were; Dave O'Mara, Kleis Construction and Wallace Construction. Jason stated he will go back to the School and see what they are willing and able to contribute. Lee does have drawings from REMC for lighting in Indian Meadows and will pass those along to the homeowners. Lee and Steve Scott had a meeting with Wright Choice Construction on the

Town Hall basement flood damage and are meeting again and doing a walk through again on December 28th. Lee presented an estimate on crack sealing which is a rubberized material with Seal Master of Indianapolis in the amount of \$2,400.00 which gives us 1 pallet of material and the rental of the machine. David made a motion to approve the invoice estimate with Seal Master for 2 pallets in the cost of \$4,800.00. Steve 2nd. All in favor. Motion passed 5-0. Lee presented a quote from Pro Series Equipment for snowplow parts in the amount of \$2,310.00. David made a motion to approve the invoice for the quote from Pro Series Equipment in the amount of \$2,310.00. Steve 2nd. All in favor. Motion passed 5-0. David asks Lee if any arrangements had been made to get the DPW vehicles decaled, Lee stated he does have some drawings ready.

Planning and Zoning Board – Next meet is scheduled for January 8, 2018 @6P.

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

Police- Charles has an estimate for a new computer from Roadrunner Computers in the amount of \$1,064.65 to be encumbered for next year. David made a motion to encumber the amount of \$1,064.65 for a new computer for Charles Roberts. Betty 2nd. All in favor. Motion passed 5-0. Charles would like to encumber the amount of \$1,176.00 (\$73.50 for 16 new police badges). David made a motion to encumber \$1,176.00 for 16 new badges for the Trafalgar Police. Jeff 2nd. All in favor. Motion passed 5-0.

Betty asks about the clothing allowance for all employees of the Town. She stated it would be nice if there was a common look and this has never been addressed. Betty would like to see some uniformity with using the money from the clothing allowance; she felt it would be nice if the people of the Town could clearly see that it was a Town employee especially with Lee and his guys. Jason stated this could also be included in the employee manual. Betty stated that employees should clearly be identified and vehicles marked. David stated that there are lot of new residents/businesses in Town and employees and vehicles should be clearly identified. The Council agreed they will not accept employees wearing clothing from any other organizations while on duty with the Town. Jason suggested that Lee draft a section for the employee manual on authorized uniforms and make sure his employees were in compliance.

Clerk Treasurer –We will need to set a meeting for the first week in January for the Council/Board 2018 organizational meeting. The Council agreed to have the meeting January 4, 2018 @ 2:30pm. It was agreed that the RDC will hold their first meeting on January 18, 2017.

The Town Council will need to review and accept the December 21, 2017 Fund Report in the amount of \$261,078.10. Jason made a motion to approve as presented the December 21, 2017 Fund Report. David 2nd. All in favor. Motion passed 5-0.

The next item would be approval of the invoice from Williams Barrett & Wilkowski in the amount of \$6,260.00 to be encumbered when we receive the Additional Appropriations. David made a motion to approve the invoice for Williams Barrett & Wilkowski in the amount of \$6,260.00 to be encumbered. Betty 2nd. All in favor. Motion passed 5-0. The next invoice for approval is for Young & Young in the amount of \$2,825.00 to be encumbered when we receive the Additional Appropriations. Jeff made a motion to approve the invoice for Young & Young in the amount of \$2,825.00 to be encumbered. David 2nd. All in favor. Motion passed 5-0. The third invoice is for Young & Young in the amount of \$500.00 to also be encumbered when the Additional Appropriations are received. Jeff made a motion to approve the invoice for Young & Young in the amount of \$500.00 to be encumbered. Steve 2nd. All in favor. Motion passed 5-0.

The next item is Ordinance 2017-009 2018 Salary Ordinance, all salaries were increased 3%, and the proposed salary increases Lee presented for the Utility Department at the December 13, 2017 meeting. For the Utility Clerk I did add a cell phone allowance of \$180.00 per year. The salary Ordinance also includes a Planning and Zoning Secretary which will be a non-voting member added to the Planning Board to do the minutes and agenda and handle any other necessary business for that Board. David made a motion to consider the Ordinance 2017-009 on first reading. Jeff 2nd. All in favor. Motion passed 5-0. Jeff made a motion to adopt Ordinance 2017-009 2018 Salary Ordinance. David 2nd. All in favor. Motion passed 5-0.

The next Ordinance is 2017-010 amending the Benefit Ordinance. The holidays have been changed and also the section for the Health Life benefits. David made a motion to consider the Ordinance 2017-010 on first read. Steve 2nd. All in favor. Motion passed 5-0. David made a motion to adopt Ordinance 2017-010 the Benefit Ordinance. Betty 2nd. All in favor. Motion passed 5-0. Bill suggested that the new Ordinance be codified and the current Ordinance's be brought up to date, since the Town did spend the money on codifying those. This can be voted on next year after a cost is received.

Everyone has received the 2018 Town Council/Town Board meeting schedule. This will also be on the Town web site.

Everyone signed the 2018 Nepotism Policy.

Donna also mentioned to the Council that she had spoken with Brian Rogers who does our footer inspections about compliance inspections. Compliance inspections are charged back to the Town and not the builder. She has spoken with John Young who will bring this up at the Planning and Zoning Commission to change the wording or charges and present it to the

Council for consideration. Also, Tim Guyer who is currently doing the building inspections mentioned that he is employed with the Town of Whiteland as a salaried employee and takes care of building permits and inspections and any other administrative type work and that this might be something that the Town of Trafalgar might also consider on a part-time bases.

Jason asks Lee if his guys were aware of the IRS commuter rule that would be in effect January 1, 2018. Jason stated that the only way it would not be considered a usable benefit would be if the vehicle sat on the property when not in use for Town business. The fee would be \$1.50 from home to work and \$1.50 from work to home daily. This would be added to the employee's gross wages. Donna explained that it is an IRS taxable fringe benefit and that the Town should have been charging this when the employee was issued the vehicle. Donna will send Lee the form for the employees to select their option.

Donna also mentioned to Lee that on their clothing allowance if they would want the allowance as non-taxable they could turn in their receipts and she would track the amounts. Bill mentioned that they would also be able to use the Town tax Id for uniform purchase. Bill stated that any money that receipts were not turned in for than that money would have to be taxable. Lee said he would check with everyone. Wendy said she was ok with that as well.

Attorney – Bill stated that they have sent the Sub-Division Control Ordinance to John Young for his review. The RDC Resolutions have been recorded that you approved last month. Last month you voted to go ahead with the OCRA Grant application, you decided on the level of grant funding that you wanted. Now you need to decide the level of match you are going to provide and where that money will come from. The options are: you can use General Fund money, Wastewater money, Water money or TIF money. You may borrow from a commercial lender; you may bond it or any combinations of those things. The grant application is due just after the first of February. In order to get whatever package of financing in place you decide on we need to start now. The grant match portion was Option 1: \$454,170 in local match for the total cost of the project \$1,154,170. Donna has been in contact with Sue Haas our financial advisor from London Witte Group to give Sue revenue and fund information. Until Sue reviews the information she would not be able to advise us on the money that would be available to use. Bill stated that Donna needs the authority before the January meeting to talk to a bank to have a letter of commitment ready. Jeff made a motion to give Donna Moore Clerk Treasurer of Trafalgar the authority to explore different financing options for the OCRA Grant funding match. David 2nd. All in favor. Motion passed 5-0. Bill stated that the body acts through the minutes and the minutes of this meeting will not be approved until the January meeting and Donna will need to explore different financing before the next meeting, so I would suggest that you delegate to the Council President the authority to execute the minutes of this meeting subject to any revision which will allow them to be valid as of the time their signed. David

made a motion to allow Jason to sign and execute the minutes of this meeting subject to any revision by the Town Council at the January 18, 2018 meeting. Betty 2nd. All in favor. Motion passed 5-0. I will bring you a Rate Ordinance to increase the water by .40 for 40,000 gallons, and do an offsetting Ordinance on the Sewer rate to decrease that .40. I will bring you a Rate Ordinance that will be effective May 1, 2018 just on the increase, the grant decision will be made in early April. If you don't receive the grant you'll have the ability at your April meeting to rescind that Rate Ordinance. If you do get the grant I will bring you the Ordinance for the Sewer to decrease by .40. A special notice will have to be published for the rate increase.

Betty stated that it has been an honor to serve on the Trafalgar Town Council.

The Republican caucus will post the vacancy for the Town Council vacancy. The vacancy is effective January 1, 2018 and by January 31, 2018 a vote will be taken to fill the vacancy by the Republican caucus.

Adjourn

Jason made a motion to adjourn the Trafalgar Town Council Meeting at 8:48 pm, David 2nd. All in favor. Motion passed 5-0.

President, Jason Ramey

Vice-President, Jeff Eisenmenger


Member, Betty Davis

Member, David Moore

Member, Steve Scott

Attest: Donna Moore

Minutes executed by:

 on the 29 day of December 2017.

Town Council President

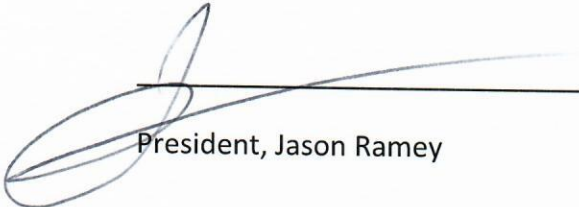
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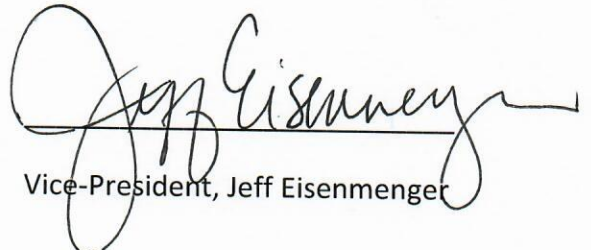
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