

**Trafalgar Town Council
Meeting Minutes
November 16, 2017**

Jason opened the meeting at 7:16 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.

Betty Davis led the Pledge of Allegiance.

Consent Agenda:

Review and approve the minutes from Town Council Meeting Minutes for October 9, 2017 & September 21, 2017 (these were tabled for signatures due to the attendance at the October 25, 2017 meeting). Approval of Meeting Minutes for October 25, 2017. Jeff made a motion to accept the Special Budget Meeting Minutes from October 9, 2017, Steve 2nd. All in favor. Motion passed 5-0. Jeff made a motion to accept the Meeting Minutes from September 21, 2017, Steve 2nd. All in favor. Motion passed 5-0. Jeff made a motion to accept the Special Meeting Minutes from October 25, 2017, Steve 2nd. All in favor. Motion passed 5-0.

Wastewater Credits/Utility Office – Nothing to report.

New Business:

Public Hearing on disposal of property 101 S Kentucky St. – Jason stated that there was an Executive Session held regarding the property at 101 S Kentucky St this evening and that topic has been tabled until further notice by the Council. Bill stated that there was no formal decision taken at the Executive Session and it was the consensus that no hearing would be held. Jeff made a motion to table the public hearing on the disposal property at 101 S Kentucky St, Steve 2nd. All in favor. Motion passed 5-0.

Edinburgh Insurance – Health Insurance & Building Insurance – Kevin Parks – Kevin stated that he has been working with Donna on getting all the documents ready for the new enrollment for the new health care insurance effective January 1, 2018. Kevin stated he has to have the documents submitted to Anthem by December 15, 2017 to secure the January 1, 2018 effective date. The new plan very closely matches the old plan with Pekin Insurance. We are keeping the same HSA account in place; the contribution of the Town will remain the same. We will be keeping the dental plan with Pekin Insurance and it will remain the same and the short term disability and the life insurance. The new plan with Anthem will also include vision insurance

which was not offered before. The new network will be Blue Access. Kevin will be working with Donna on the coverage value of the building/contents. The current coverage on the contents is \$50,000.00 and that probably is not adequate. Jason suggested that Kevin give us ideas on similar building's with contents and what would be an appropriate coverage. Kevin stated he would stop by and do a walk through and get an idea on contents later on in the week. The insurance will still be fully paid by the Town for the employees.

Town Christmas Decorations – Jeff opened the discussion, there has been talk for several years about purchasing Christmas decoration for the Town. Steve asks about decorations on the light posts. Lee stated that the electric companies said that could no longer be done. A resident also stated that some decorations for the Town would be nice. Steve asks if TIF funds could also be used for the decorations. Bill stated that TIF Funds could also be allocated for this use. Jason stated that could be put on the RDC agenda as a topic. The Council agreed to purchase Christmas decorations for each entrance coming into Town from the major highways to be put up this year (possibly stand-alone decorations, signs, banners etc.) Jeff made a motion to allow Lee Rogers to spend up to \$6,000.00 for Christmas decorations to be funded from the Street Department Fund, Jason 2nd. All in favor. Motion passed 5-0.

James Bowman – 404 Pearl St – sidewalk inquiry – Mr. Bowman presented the Council with pictures. We had a new sidewalk placed in front of our home. At one time there was discussion about opening the alley up for the 55 and older addition that is behind our home. And that's possibly why they did not finish the sidewalk because they were going to extend the alley out. Lee stated that because that would have to be an ADA ramp and because it come up to a street, they could not get the correct amount of sloop to make it legal because of a manhole and that's why it was left like that at that time. Mr. Bowman asks if another ramp coming out of the street could be constructed. There was discussion about abandoning the alley right away. Lee will get estimates on making it standard vs. abandoning the alley right away. Jeff also mentioned that we still would like to finish the sidewalk all the way to SR135 and install light poles like Franklin has down Pearl St. Donna provided literature on the light poles that Franklin purchased. Jason asks Mr. Bowman to come back in December and they would possible have a response for him at that time.

Adoption of Other Business Matters – None presented.

Old Business:

Employee manual – follow-up on question of allowing employees to build up 240 hrs. of comp. time (January minutes)- Donna mentioned this was discussed in the January minutes

and left open, the Council was going to follow-up with further discussion with the employee manual. Bill stated that per the FLSA that exempt employees have 240 hrs. compt. time they can accumulate and the Town matched that with the non-exempt employees as a benefit to them and would this still be a policy the Town wants to have. The discussion in January was where other Town's had ran into problems if an employee left and the payout of the comp. time which would not be budgeted. Bill stated that anyone who's eligible under the non-exempt guidelines for the FLSA, that the Town could state they could not accumulate compt. time. Steve asks if the compt. time was lowered to 120 what would happen to the time they have built up over that amount. Bill stated you could pay them out for anything above 120 or honor that time. This will be tabled until the next meeting December 21, 2017. Donna and Bill will give feedback. Jason stated it would not be a bad idea to review the employee manual and update sections.

Perry Richardson – Response to notice of nuisance violation- Bill stated last month when the Council discussed Mr. Richardson he had made some progress and his health was bad. Jason suggested since no report/update has been given that we will table this for the December 21, 2017 meeting.

Lee Rogers – Utility/Street Superintendent – Lee stated that regarding the Town Hall flood Steve and I did a walk through and we are going to meet with Wright Construction. No further update with the Park Project. I have spoken with the INDOT inspector with this area and we do have some contractors getting ready to submit bids on the crosswalks. The lower door to the Town Hall has been repaired and the Company is coming up with solutions/bids on making the Town Hall more secure with adding different types of door knobs. The county engineer is working on a sign layout for Indian Creek Dr. so we will be in compliance. Milestone is finished with the paving and when we advertised it was a lump sum bid which was \$97,410.00 the invoice we received \$100,166.57. Stephen said we were obligated to our contract. Jeff made a motion to pay Milestone Contractors, LP the amount of \$97,410.00, Steve 2nd. All in favor. Motion passed 5-0. Donna asks if a new invoice should be received from Milestone. Bill suggested that the motion was not to pay on the invoice but the contracted amount. Lee stated the equipment trade-in contract for the skid-loader and mini-excavator is due in the amount of \$6,000.00 for the annual trade-in program. Jeff made a motion to allow Lee to pay the annual fee for the equipment contract to Bobcat for \$6,000.00 paid out of equipment, David 2nd. All in favor. Motion passed 5-0. The last item would be the employee raises I would like to propose for 2018. Steve made a motion to accept Lee's salary increase proposal for the employees: Spencer Kindred from \$43,817.02 to \$45,817.02, Eric Clark from \$39,986.18 to \$42,486.18 and Wendy Blackwell from \$24,679.20 to \$26,239.20 (30 hrs.). Jason 2nd. Donna advised the Council that they adopted and signed the 2018 budget in October which adopted a 3% salary increase for all employees and this is over and above the adopted increase that was

voted on for the 2018 budget. Jason asks if the Department Heads had presented their plans for the raises for 2018 during the budget process. Donna stated that the Department Heads were asked during the budget process for any feedback. Betty ask if there is a rating system where you give performance evaluations and raises are given or if in State Government it's just an automatic percentage given. Bill stated that sometimes raises are given across the board and other times they are allocated and sometimes there are none. Betty asks if Lee's budget was also part of the 2018 budget approval. Jason stated the Town's budget is approved as one budget. Jason agreed with Donna that when the budget is prepared all of this is what should be considered and delivered at that time to the State and if we approve above the 3% salary increase then we have to find it in the budget one way or another next year. Steve rescinded his motion to accept Lee's salary increase proposal for further discussion. Jeff is not opposed by the work the employees do and not opposed to giving the employees a salary increase but stated "I am opposed to the fact I am elected by the people of Trafalgar and the businesses here and it would not be fair for me to vote yes on Lee's proposal". Jeff also mentioned that our financial advisor was just here a few months ago and we are on the verge of raising water and wastewater rates and that is another reason why I would vote no on this proposal. Jeff said the proposed raises were almost 7% on a couple of the employees and that's quite sizeable. Jeff suggested that everyone should be given a performance review yearly and increases given based on the employee reviews. Lee stated he does not want to give percentage increases and would rather give a dollar amount to the employees. Donna recommended that if different percentage amounts were given to the employees that it be based on performance evaluations to fairly evaluate the difference in the increases and Steve agreed. Steve stated he would not want to see any negative reactions from employees who would receive lower increases. Jason stated that we have to be able to function with the amount we turned in for our 2018 budget and it was based on a 3% salary increase for all employees, and that the proposed 3% increase in the 2018 budget is above the COLA rate of 2 ½%. Jeff suggested that at the next Council meeting Lee bring back his suggestions to the Council with the 3% increase and tell the Council what he would recommend giving to each employee. Lee asks for the Council to give their recommendation for his salary increase because he does not want to evaluate himself.

Planning and Zoning Board – Next meet is scheduled for December 11, 2017 @6P.

Board of Metropolitan Police Commissioners – Next meeting is scheduled December 6, 2017 @ 7P.

Police- Charles stated that for the employee Christmas party we are thinking around the 18th or 19th of December and having it again at Shale Creek Brewing in Franklin. The Council agreed that all boards and employees will be invited and 1 guest. The Federal and State Government will be requiring us to report certain incidences or crimes so they can get statistics on them. This would be mandatory January 1, 2018. The quote you've received is from Spillman Technologies for the software. Jason made a motion to allow Chief Roberts to enter the agreement as our authorized signature with Spillman Technologies for the Learning Management System, Betty 2nd. All in favor. Motion passed 5-0. Jeff made a motion to give the Trafalgar full-time Police officers a 3% salary increase for 2018, Steve 2nd. All in favor. Motion passed 5-0. Charles would like to give the paid part-time officers an increase of \$2.00 hr. with the hourly amount increased from \$16.75 to \$18.00 hr. Steve made a motion to give the Trafalgar part-time police officers an increase to \$18.00 hr. starting January 1, 2018, All in favor. Motion passed 5-0.

Clerk Treasurer –The Town Council will need to review and accept the November 16, 2017 Fund Report in the amount of \$165,996.73. Jeff made a motion to approve as presented the November 16, 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 \$6,884.14. Jeff made a motion to approve the invoice for Williams Barrett & Wilkowski in the amount of \$6,884.14. Steve 2nd. All in favor. Motion passed 5-0.

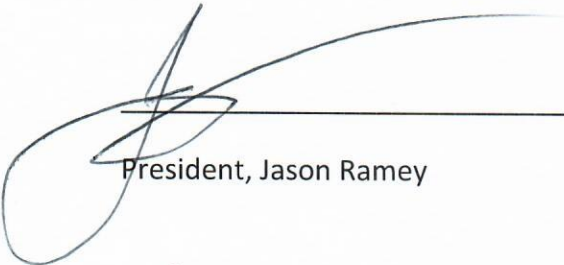
The next item would be the memo to the Council regarding the appropriation report. In order to balance the line items we will need an additional appropriation of \$75,000.00 to cover current overages and expenses to the end of the year. Examples of expense overages are: Town Hall flood expense in the amount of \$36,000.00, professional/legal fees, police repair and maintenance, building insurance. Ordinance No. 2017-008 Additional Appropriations is being presented for first reading. This Ordinance cannot be submitted for final reading until an Appropriations hearing and the deadline is December 14, 2017. The Council agreed that the Appropriations hearing can be scheduled for December 13, 2017 @4:00pm. And also schedule a Special RDC Meeting @4:15pm. Jeff made a motion to approve on first reading Ordinance No. 2017-008 Additional Appropriation, Betty 2nd. All in favor. Motion passed 5-0. Donna asks the Council if everyone would agree that since the minutes are sent out electronically would anyone be opposed to her not making copies for the meetings. The Council agreed she would no longer have to make copies for the Council meetings. Donna will submit to the Council the 2018 Salary Ordinance on December 21, 2017.

Attorney – Bill has prepared an Ordinance for the Golf Cart Regulations Ordinance No. 2017-007. David made a motion to adopt Ordinance No. 2017-007 to Establish Golf Cart Regulations

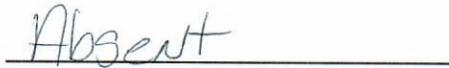
for first reading and waive second reading, Betty 2nd. All in favor. Motion passed 5-0. The next Ordinance is 2017-006 Setting Purchasing Authority from \$500.00 to \$1,000.00 to be passed on 2nd reading. Jeff made a motion to accept Ordinance No. 2017-006 Setting Purchasing Authority from \$500.00 to \$1,000.00, Steve 2nd. All in favor. Motion passed 5-0. We have included a draft of the Subdivision Control Ordinance to be reviewed and we think it would be appropriate to also bring in the Planning Commission attorney with any recommendations.

Adjourn

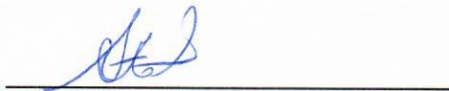
Jeff made a motion to adjourn the Trafalgar Town Council Meeting at 8:50 pm, Jason 2nd. All in favor. Motion passed 5-0.



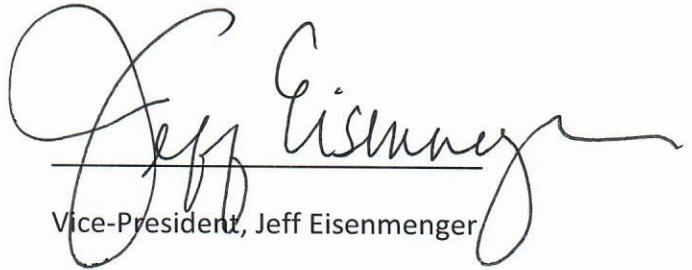
President, Jason Ramey



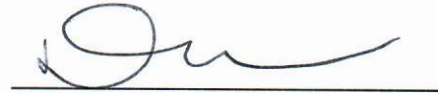
Member, Betty Davis



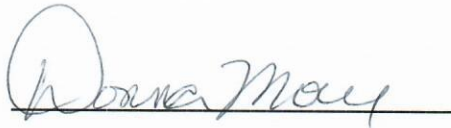
Member, Steve Scott



Vice-President, Jeff Eisenmenger



Member, David Moore



Attest: Donna Moore