

Ordinance 2021-15 Expend American Rescue Plan Act of 2021 (ARP) Coronavirus Local Fiscal Recovery Funds
from Fund 176

Ordinance 2021-16 ARP Proposed Spending Summary

Ordinance 2021-17 Changing the Direction of Lodge Street as a One-Way Street

Ordinance 2021-18 Establishing Public Meeting Protocol Plan

**PITTSBORO TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 21, 2021 @ 7:00 PM**

QUORUM:

Jarod Baker

Melodi Ingalls

William Majeske

Randy Price – ZOOM

Jay Thompson - zoom

Jim Buddenbaum, Attorney

Shari L. Ping, Clerk Treasurer

Police Chief Scott King – ZOOM

Asst Police Chief Carl Carson - ZOOM

OTHERS: Steve Maple, Building Commissioner; Robin Swalley, Parks & Rec Superintendent

ZOOM attendees: Jason Love, Town Manager; Eric Wathen, Jay Thompson; see attached list of attendees

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

President Jarod Baker brought the Council Meeting to order by establishing a quorum. All five (5) members are present. In person: Jarod Baker, Melodi Ingalls, William Majeske, ZOOM: Randy Price, Jay Thompson. Jarod then asked the Council, staff, and audience to stand for the Pledge of Allegiance and to follow with a Moment of Silence.

APPROVAL OF MINUTES:

President Jarod Baker asked if there were any additions or corrections to the minutes from the August 17, 2021, meeting. There being none, Bill Majeske made a motion to approve the minutes, Melodi Ingalls seconded. Roll call vote: Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes. Motion passes 5-0.

Jarod Baker asked if there were any additions or corrections to the minutes from the September 7, 2021, meeting. There being none, Bill Majeske made a motion to approve the minutes, Melodi Ingalls seconded. Roll call vote: Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0.

PUBLIC HEARING – 2022 BUDGET

President Jarod Baker opened the public hearing and then turned it over to Baker Tilly to present.

Kevin Watson introduced himself and said Rob Barr was online as well. Kevin went over the changes to the cash flows (see attached). Kevin then explained that the budgeted amounts can be decreased after today, but they cannot be increased. Jay Thompson asked about the SDI contribution to the Police officer's salaries, Kevin said it ended at the end of 2022. Jay would like to see long term planning. Jarod Baker asked for any public comments and explained the process. Kyle Martin, 108 Woodview Drive, asked Kevin about the negative numbers on Page 2 of the Cash Flows chart. Kevin explained that if the Town spends the entire budget, which they normally don't, there is cash reserves available. Kevin explained that this is a funded budget which shows that the Town has good cash reserves on hand, and we will get enough revenue to fund the budget. Kevin said it's a good idea to monitor the cash reserves to make sure we have enough money on hand to handle future budgets. Kyle then asked about increasing head count in any of our departments to help with the workload. Jason Love explained that if he hired someone to work in the utilities then the money would be spent out of the utility funds and not the General Fund. If we hire someone for the Town Hall or administrative positions, then that would negatively affect the General Fund Budget. Kevin explained that a 20% ending balance is a good operating budget. Jay Thompson asked about the increase in the Planning Department. Jason said it is for the potential hire of a new part time Building Inspector and Kevin explained it is found on the Form 1 Worksheet. Jay asked if the receipts for this year are where they need to be? Kevin explained that they watch our spending closely as well as does Shari. Everything looks good going forward for this year.

David Price, 46 Woodview Drive, asked where does the additional appropriation come from in the case of another Texas freeze? Jason explained that UGM is working on ways to store the gas in case this happens again. Jason also said that they are working on other options.

Jarod Baker closed the Public Hearing for the 2022 Budget. Jarod explained that the 2nd reading will be held on October 19, 2021. The budget can be discussed at the October 5, 2021, meeting. Jarod then asked if we are allowed to listen to public comment up until the 2nd reading? Kevin said yes, it is allowed.

TOWN STAFF REPORTS

TOWN MANAGER:

Jason Love received the bill from Hendricks County Paving, and he would like to add it to the drafts and claims. He described the different locations that were included in the total bill of \$56,860.00. The bill will be split between different line items and not all coming from MVH.

POLICE CHIEF:

Scott King went over the attached report

Scott gave an update on the training several officers are going through

Christi Patterson is working on numerous grants for the department for the following: body cameras, radios, computer equipment

Jay Thompson said he spoke with Zach Buchanan about the weapons being less lethal. Scott explained that they are the same weapons and already accounted for in the insurance.

CLERK TREASURER:

Shari Ping presented the 60/90 list and reported that six (6) residents were shut off and came in with the money.

Jarod would like to see more shut offs especially those in the 60-day column.

David Price asked Scott if the K9 unit was active? Scott explained that the K9 and handler still had some training to do before coming active. Scott also explained that they are still waiting on the grant to purchase a second K9 after the first of the year. Melodi Ingalls asked if the vehicle was equipped to handle the K9? Scott said that it is ready as soon as they are certified and qualified. Scott said that the first K9 was donated and will be supported through donations. Jarod read a question about how to make donations for the K9 unit? Scott explained that there is a donation fund set up and donations can be made at Town Hall or during National Night Out.

BUILDING MANAGER:

Steve Maple informed the Council that they had 233 permits so far this year compared to 203 last year. The number of new homes this year is 110 so far compared to 73 last year.

TOWN COMMITTEE REPORTS:

BOARD OF ZONING APPEALS:

Jarod Baker informed there was no meeting however they do have a meeting tomorrow night.

FIRE BOARD:

Bill Zeunik was not present. Bill Majeske said there wasn't much to update on. They discussed the LOIT for Police and Fire again.

PARK AND RECREATION:

Robin Swalley went over the attached report.

Robin gave an update on the hiring of Hoffman Engineering to evaluate the old white barn at Hidden Hills.

Bill Majeske appreciates the new benches at the Veteran's Memorial.

Robin thanked Jason for the paving of the parking lot by the restrooms.

ADVISORY PLANNING COMMISSION:

No meeting

POLICE COMMISSION:

Melodi Ingalls reported that Chief King went over most of what was covered

Melodi and Scott reported that one of our newest officers left for personal reasons. The Commission gave him permission to start the hiring process to look for a replacement.

REDEVELOPMENT & ECONOMIC DEVELOPMENT COMMISSIONS:

No meeting

CONTRACTED BUSINESS:

Eric Wathen reported that the Town was not awarded the SWIF Grant. There were over 600 applications and they awarded 27 grants. Still waiting to hear back from Community Crossing Grant, they haven't been announced.

OLD BUSINESS

122 S Maple Street – Jason Love reported that the purchase has been completed. Jay Thompson asked if it was rented or is it vacant? Jason said there is a renter, and we will honor his least agreement until he moves out.

ARPA Funds – Jarod Baker explained that Ordinance 2014-14 Established the 176 Fund. Now we need to establish a spending plan to start spending the funds by December 31, 2024. **Ordinance 2021-15 Expend American Rescue Plan Act of 2021 (ARP) Coronavirus Local Fiscal Recovery Funds from Fund 176**, which allows for a premium pay of Full-Time Employees-\$2000.00, Part-Time Employees-\$1000.00 and Town Council-\$1000.00. Jim Buddenbaum explained the procedure for spending the ARP funds. Bill Majeske wanted to make sure Shari Ping is listed as a Full-Time employee and not listed with the Council. Bill Majeske, Melodi Ingalls, Randy Price and Jay Thompson do not feel right voting for a premium pay to the Council Members. James McDaniel asked if this applied to employees who were employed but have since retired? Jarod explained that they would need to be currently employed.

Jarod Baker asked for a motion to introduce **Ordinance 2021-16 ARP Proposed Spending Summary** with the proposed changes to Exhibit A (striking Town Council). Jay Thompson made the motion, Randy Price seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0.

Jarod Baker asked for a motion to consider **Ordinance 2021-16**. Jarod Baker made the motion, Bill Majeske seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0.

Jarod Baker made a motion to approve **Ordinance 2021-16** as amended, Bill Majeske seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0.

General Obligation (GO) Bond – Jarod Baker explained the reason for the General Obligation (GO) Bond is to allow Jason Love and Scott King to purchase new equipment and new vehicles. Jarod asked Jason and Scott to give an update on their plans to use this GO Bond. Scott explained their vehicles have some age on them and the mileage is not safe to be driven. Jason explained that he is looking at a new Vactron in hopes to get more years out of it, the smaller excavator is old and needs to be sold while it is still worth something. Jason would also like to replace several trucks with new/used vehicles. Jason explained that this GO Bond is a one (1) year term and will be paid back from our TIF dollars that will be available next year. Due to the timing of this process, it was decided to wait on the new Police Department and use the dollars for equipment purchases. Jason explained how the Assessed Value (AV) needs to be secured once the TIF rolls off and Pittsboro can start seeing the benefit of the AV from the steel mill.

Kyle Martin asked how do we normally pay for these new to Pittsboro vehicles when we don't have the GO Bond in the past or any equipment needed to purchase? Jason explained that purchases on his side are split between all five (5) utilities and with the GO Bond takes that burden off the utilities and the rates for each utility. This is a great opportunity for both sides...split down the middle and the Police get what they need, and it doesn't affect the General Fund and I can get the equipment without affecting the utility rates.

Kyle Martin asked – was the GO Bond only applicable for two (2) years in the budget, if so, what happens after two (2) years? Do we lose this revenue? Jarod turned this over to Kevin from Baker Tilly to answer.

Jay Thompson asked Eric Wathen if the County is doing a GO Bond as well? Jason and Eric answered-yes

Kyle Martin asked – is the 2nd GO Bond a one (1) year bond also? Jarod answered no.

Jay Thompson asked about the \$5 million quote for the new Police Station. Have you thought about going back to the old fire station and remodel it? Jason explained he is not comfortable with the \$5 million, he would like to see it cut in half. Scott explained that the old fire station does not allow room to grow and expand in the future. New building allows for parking and growth.

Jarod read a question from the attendees-thinking out loud, like a business that benefits from leased car, does the Town benefit the same way? Scott explained the lease process and the Town owns the vehicle at the end of the lease by paying an escalated payment in shorter time. Jim Buddenbaum explained the tax benefit.

Jason Love asked about going ahead with the GO Bond. Jarod Baker made a motion to grant Jason Love and Scott King permission to work with Baker Tilly and bring some numbers to the Council, Jay Thompson seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0.

Lodge Street Church Street – Jarod Baker explained the reason for changing the direction of the 1-Way to run west to east. Golf cart traffic must use Hwy 136 to change directions. Jim Buddenbaum wrote up **Ordinance 2021-17 Changing the Direction of Lodge Street as a One-Way Street**. Jarod asked for a motion to introduce Ordinance 2021-17. Bill Majeske made the motion, Melodi Ingalls seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0. Jarod made a motion to consider Ordinance 2021-17, Melodi Ingalls seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0. Jarod made a motion to approve Ordinance 2021-17, Bill Majeske seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0. Jason asked if we could draft a letter to the residents, businesses and others who use it regularly. Make effective October 15, 2021

Alarm Ordinance 2017-01 – Jarod Baker explained the reason for the Ordinance and builders use the alarms and our Police show up and can't turn them off. Jay Thompson explained that alarm companies are sending out notices to customers and telling them that they aren't in compliance by not having a permit from the Town. Carl Carson agreed with what Jay said. Bill Majeske made a motion to rescind Ordinance 2017-02, Jarod Baker seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0.

Steve Maple asked about establishing a restaurant sales tax and send to the Parks. Jarod asked Jim Buddenbaum about the process to do this. Discussion followed. Jarod will work with Baker Tilly and Jim Buddenbaum and report back.

Establishing Public Meeting Protocol Plan – Jarod Baker explained that we discussed before but never established a protocol for public meetings. Jim Buddenbaum went over the attached **Ordinance 2021-18 Establishing Public Meeting Protocol Plan**. Jarod asked about a snow emergency. Jim didn't think it was designed to cover that type of emergency. Jarod Baker asked for a motion to introduce Ordinance 2021-18. Jay Thompson made the motion, Jarod Baker seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0. Jarod Baker made a motion to consider Ordinance 2021-18, Bill Majeske seconded. Roll call vote-Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0. Jarod Baker made the motion to approve Ordinance 2021-18, Melodi seconded. Roll call vote – Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. All ayes, motion passes 5-0. Jim Buddenbaum explained that we can always go back and make changes as needed.

Spring Deaton asked if we have a strategic plan to attract such businesses to the Town? Jarod explained that we have a Unified Development Ord and Comprehensive Plan in place. Zoning is highway business, and any interested parties would need to come before the BZA and/or Plan Commission. Hendricks County Economic Development is a not for profit that works to bring businesses to Hendricks County. Pittsboro is on their radar. Jason added that no two (2) businesses want the same incentive. The interstate and property are our draw. More discussion followed. Jay Thompson asked about businesses being a box warehouse with 0 outgoing load or a food production which has a million gallons of incoming water and 800,000 gallons of outgoing waste to the Wastewater Treatment Plant (WWTP). This could present a problem to our current WWTP.

Kyle Martin – Does Pittsboro need a business planner? Jarod said we would love to have one, but it takes money and as you can tell that is not in our budget. Would be nice to see a back up person for Jason, Chris, and Gary. Are brokers calling for prospective businesses? Jason, Steve and Jarod all said yes.

NEW BUSINESS

3-Way Stop at Woodland Place & Karen Drive – Randy Price explained that there is more traffic than normal, and they are speeding around the curve. The 3-way stop would slow down the speeding cars. Jay Thompson asked about the two (2) different speed limit signs in Deer Meadows, should one (1) be changed to match the other one (1)? The 20-mph sign needs to be changed to a 25-mph sign. Jarod asked Jim to create an ordinance to change the intersection at Karen and Woodland Place to a 3-Way Stop and bring to the next meeting.

Move Town Council Meetings to the New Admin Building in November – Jarod Baker explained the reason we are waiting to move is because the 2022 Budget Public Hearings were already advertised for the Town Hall location. The Adv Plan Commission and Police Commission will hold trial run meetings in October.

PUBLIC COMMENT

Kyle Martin – Thanks for posting the 2022 Budget information on the website and thanks to Kevin of Baker Tilly for sharing on the screen tonight.

David Price – Where is the new Admin Building located? 33 E Main Street. Jay Thompson asked Jason Love about getting access to entering off S Maple Street. Jason is reaching out to State Bank to see if they will allow access off S Maple Street. Dollar General is okay with using the back of their lot to allow traffic from S Maple Street.

COUNCIL COMMENT

Jay Thompson had the following comments:

Asked Jim Buddenbaum about page 71 of the AIM handbook regarding meeting protocol. If the roll call is used that the Clerk Treasurer reads it. Jim said he would investigate it and report back.

Asked Scott or Carl if the SBOA is reimbursing us for the lost revenue from handgun permits. Scott said Shari has submitted all the forms.

Asked Scott about dog attacked by another dog in Brixton. Scott said they should contact animal control. Jarod said they should be contacting the HOA, there are leash laws by the State of Indiana. The HOA needs to keep records of every incident.

Asked Jason about the locates listed on the drafts & claims for the TDS project. Jason said they are working with the engineer for reimbursement.

Asked Jason about the lot on east main street. Jason has not received anything from the appraiser.

Asked Jason about the Veteran's Banners. Jason said they are working on getting more brackets.

Asked Shari if she was going to use the office vacated by Steve and April. Robin from Parks will be moving into it.

Apologize to Jason for comment he made on his website, it wasn't appropriate, and he is sorry.

Jarod Baker sent an email out to the Council asking them to refrain from using social media to share information that hasn't been discussed yet. This creates a liability to the Town, and we should be accurate before sharing information.

ATTORNEY

Jim Buddenbaum had nothing to report on

ACKNOWLEDGMENT OF CORRESPONDENCE

Jason would like to see a policy regarding access to the buildings. The ones chairing the meetings should have keys or access to the buildings. Jarod agrees. Jason explained that the building will be locked down once the windows are in place. Access will be allowed to the lobby and meeting room and restroom. Jarod wants to wait until the offices are secured and locked and establish a policy then.

APPROVAL OF DRAFTS & CLAIMS

President Jarod Baker asked Shari Ping to present the drafts and claims for September 21, 2021, which includes all payments made since our September 7th meeting. Jarod Baker made a motion to approve drafts and claims as presented by Shari, Bill Majeske seconded. Roll call vote-Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. Motion passes 5-0.

ADJOURNMENT

President Jarod Baker informed everyone that the October 5th meeting will be held to discuss the budget. He then asked for a motion to adjourn the meeting. Melodi Ingalls made the motion, Jarod Baker seconded. Roll call vote-Randy-yes, Jay-yes, Melodi-yes, Bill-yes, Jarod-yes. Motion passes 5-0.

Respectfully submitted,

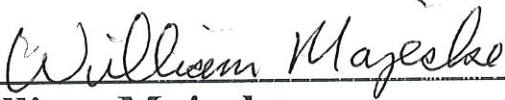
Shari L. Ping
Clerk Treasurer



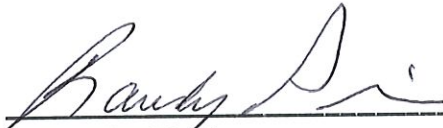
Jarod Baker, President



Melodi Ingalls



William Majeske



Randy Price



Jay Thompson

Attest:



Shari L. Ping, Clerk Treasurer