

**PITTSBORO TOWN COUNCIL MEETING  
TUESDAY, MAY 18, 2021 @ 7:00 PM**

**QUORUM:**

Jarod Baker  
William Majeske  
Randy Price - ZOOM  
Jay Thompson – ZOOM

Jim Buddenbaum, Attorney – ZOOM  
Shari L. Ping, Clerk Treasurer  
Police Chief Scott King – ZOOM

**OTHERS:** Jason Love; Town Manager (ZOOM); Steve Maple, Building Commissioner; Robin Swalley, Parks & Rec Superintendent; Rachel Miller

**ZOOM attendees:** Bill Zeunik, Fire Chief; Eric Wathen, RQAW; others listed on a separate sheet

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:**

President Jarod Baker brought the Council Meeting to order by establishing a quorum. Four (4) members are present. In person: Jarod Baker, William Majeske. Via ZOOM: Randy Price and Jay Thompson. Melodi Ingalls is absent. 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 April 20, 2021 meeting. Bill Majeske made a motion to approve the minutes as amended, Randy Price seconded. Jarod took a roll call vote: Bill-yes, Randy-yes, Jay-yes, Jarod-yes. Motion passes 4-0.

**TOWN STAFF REPORTS**

**TOWN MANAGER:**

Jason Love gave the following report:

New office at 33 E Main Street – The carpet has been ordered and should be installed next week, finished laying the laminate flooring today, baseboard trim will go in tomorrow. TDS will be installing the internet tomorrow. Andy will come back to finish up the audio/visual.

We have several little water leaks that the guys are working on. Used the boring machine from USDI to put in the electricity and water in the new section and monument area of Scamahorn Park.

Bill Majeske asked Jason about the furniture. The furniture he previously chose was too large so they are looking for something that will fit the décor. He would like help picking out the furniture for the Conference Room.

**POLICE CHIEF:**

Chief Scott King gave the following report:

Update on the Police Station remodel – still waiting on funding and the different resources available.

Scott went over the training that his officers are taking (see attached report). One officer is dedicated to investigating. Scott reported that they are looking into obtaining possibly two (2) K9s within the next six (6) months. They will be donated or using a grant to purchase the K9, so there will be no cost to the department to obtain.

Jay Thompson asked Scott if we can charge other departments for the training to recoup our costs to travel. Scott said no, training is offered for free, they like to pay it forward with the other departments.

Jay then asked if we were staffing 24/7 yet. Scott explained we have one officer, Officer Elliott, left to finish his field training. Then he has to go through the shadow phase. Once he is finished, we should be able to schedule 24/7 staffing. Hopefully in the next couple of weeks.

Jim Buddenbaum reminded Scott that when he gets the K9s to be sure to tell Shari so that she can notify our insurance company.

**CLERK TREASURER:**

Shari Ping presented the 60/90 list. Several have paid so they are off the list, but unfortunately, we have several new ones on the list. She made phone calls after our last meeting and received several payments by doing that. Will shut off those who haven't paid tomorrow.

**BUILDING MANAGER:**

Steve Maple went over the attached report. Bill Majeske asked how many lots are left in Whispering Fields. Steve said the last two (2) are under construction now. Steve informed the Council that we will need to pave the streets in Whispering Fields this summer since they belong to the Town.

**BOARD OF ZONING APPEALS:**

No meeting

**FIRE BOARD:**

Fire Chief Bill Zeunik explained how the department is keeping busy with training and statewide certifications. They haven't heard anything back on the grant that they applied for. The runs have increased by 25%. Jay Thompson asked about the run they had on 600 S, isn't that pretty far south for our department. Bill explained how each department is part of the Hendricks County Rescue Task Force and each department takes on a specialty and Pittsboro's specialty is confined spaces and we all train together and try to cross train.

**PARK AND RECREATION:**

Rachel Miller introduced our new Superintendent, Robin Swalley. She went over the attached report. The Council welcomed Robin. Jason Love asked Robin to reach out to him if she is not hearing back from the contractors for the concession stand. He can maybe rattle some chains and get them to respond. Rachel Miller asked about the speed limit signs and the Yield sign close to the Scout Building. Jarod Baker told her that there was some discussion about this and asked Steve Maple if he ordered the signs. Steve felt the Engineer felt the sign would be too far away and not beneficial. Jarod asked about painting warning signs on the pavement in that area. Jason Love said they could definitely put something on the pavement. Jason asked Scott if they could make the police patrol through there during the busy times. Jason said the biggest problem in the park is running out of room for parking. Jason would like to see the lot south of the new parking lot be paved to allow for more parking. Rachel Miller asked about speed limits and how often you could place one along the long part of the street. Jason said they could be at least 100 yards apart. Randy Price asked about security around the monument. Scott King reported that a camera will be installed as soon as the pole and electricity is set over by the monument. Scott said there is a trail cam over around the monument for temporary security around the monument.

**ADVISORY PLANNING COMMISSION:**

Steve Maple reported that the Ark Park project proceeded with primary and secondary plats. The plans are to build two (2) buildings first and then add more later. Jarod Baker added that the Special Meetings will continue to meet on the first and third Wednesdays at 6:00 pm. Jack Swalley, VP of the Advisory Planning Commission, and Jarod will run the meetings.

**POLICE COMMISSION:**

Scott King reported the meeting was cancelled

**REDEVELOPMENT & ECONOMIC DEVELOPMENT COMMISSIONS:**

No meeting

**CONTRACTED BUSINESS:**

Eric Wathen, RQAW, was not present. Jason Love informed the Council that he will speak later about the Construction Standards Manual.

**OLD BUSINESS**

*Bereavement Policy* – Jarod Baker explained the changes that need to be changed. The major change was to add Cousin to the section along with Aunt and Uncle to allow one (1) day. The other change was to change the section of Spouse/Parent/Child to change from five (5) consecutive days to ten (10) days to be used within six (6) months. Jarod Baker asked the other Council members if they had any thoughts. Bill Majeske was fine with the changes, Jay

Thompson asked that we should be up to par with other towns in the county. Jarod said this will bring us up to what other town's policies include. Randy Price asked if step-children are included, Shari Ping said they are. Jim Buddenbaum informed the Council that they will need to amend the pages in the handbook by a Resolution. Shari Ping brought Jarod the correct section to be amended. Jarod read Section 4 – Town of Pittsboro Benefits and Leave, Subsection 4.01 – Bereavement Leave, Pages 13 & 14.

*Construction Standards Manual* – Jarod Baker explained that Jay Thompson had some changes to the manual that needed to be addressed. Jason Love explained how the manual has several sections that we don't even need in it. Eric Wathen and Jason will be meeting next week to go over in detail. Jason asked that the Council give them a month to get everything cleaned up. Jarod Baker asked that we table the manual until the June meeting. Jarod thanked Jay for his extensive research on the different items in the manual.

Jarod Baker read a question from Kyle Martin – Does the Town just make up their own HR policy or do you consult with an HR type of organization for best practices? Steve Maple reported that Shelby Smith past Council President worked in HR and helped to create our policies in the Employee Handbook. Randy, Jay and Bill had no issues with the changes being made to the policy. Jim Buddenbaum asked about the “unless travel is involved”. What does that mean? Shari Ping explained that if someone has to go out of state to handle the affairs of a spouse, parent or child. This could take more than 10 days to handle everything that goes along with the death of a spouse, parent or child. Jarod asked the Council if they were ready to make a motion. Bill Majeske made a motion to approve the amendments to the section of the handbook mentioned above, Jay Thompson seconded. Jarod took a roll call vote: Bill-yes, Jay-yes, Randy-yes, Jarod-yes. Motion passes 4-0.

*Amend current Resolution for Town operating under COVID-19* – Jarod Baker thanked Jim Buddenbaum for the revised version of Ordinance 2020-14 and Ordinance 2021-2. Jarod summarized the changes going into effect July 1, 2021. Jarod feels we could open up our offices to handle business going forward, change the language to recommend wearing a mask and no longer mandating it, recommends we keep using ZOOM for our meetings and keep closed to the public. Bill Majeske agrees to keep meetings closed and recommend wearing the masks. Jay Thompson would like us to consider opening up the meetings if we start meeting in the new conference room, if a major item comes before the Council open up to public to attend as long as social distancing can be done or use the Scout Building or Fire Dept meeting room. Randy Price agrees with the masks being recommended, the community involvement via ZOOM is great and would like to continue to see that continue.

Jarod Baker read comment from Kyle Martin – The CDC statement indicated that mask and social distancing could be eliminated. Why are we concerned with social distancing? Jarod Baker gave his personal feelings that we are very limited on space in current Conference Room. As we move into the new building, we will have more space and could allow a few residents come in. If we have a large agenda item, we can move to another location. Steve Maple mentioned that it only applies to those that have been vaccinated. Jarod said we are not going to ask for everyone to show their vaccination cards. Just practicing distancing to protect everyone. Jarod asked Jim to keep the content the same except for Section 6(B) change the wording to add recommends all attendees wear a mask, Section 11 should read as: Social gatherings of up to the number authorized by the Governor's most recent Executive Order subject to following the CDC social distancing guidelines. Remove the rest of the paragraph. Everyone agreed. Jarod went over pages 5 & 6 of the ordinance. Jay Thompson feels we should remove (b) from the Social Distancing and Sanitization section. Jarod feels we could remove (a), (b), (c), (e), (f) and (h). So only (d) and (g) remain.

Jarod Baker read comment from David Price – Based on new space fire capacity limits, can another category of ‘Participant/Citizen Speaker’ be created to allow for in person attendance and ‘Attendees’ being virtual? The Fire Marshall will give a number once they take occupancy.

Jarod Baker read comment from Spring Deaton – Is it a fair ask, if we continue to host Zoom meetings that someone display the material/document being referenced/discussed? Jarod Baker explained that we do not provide copies if in person but feels that in the new building we could possibly provide documents to be shared on a larger screen.

Jarod Baker asked that Jim Buddenbaum send out another red line version and a clean version to the Council to review prior to the June meeting.

*Lee Drive* – Jarod Baker explained that this is property that was never developed on the south side of 136. Jarod turned to Jason Love to give an update. Jason reported that he is meeting with a CSC to proceed with the survey and get the lot lines established. Jarod said we will potentially sell off the land. He asked to table until June to allow Jason to come back with the survey results.

*ARP Funds* – Jarod Baker asked if anyone has heard anything about when we will receive the money and what it can be used for. Jason Love has not heard anything nor has Shari Ping. Hopeful to have something to report at June meeting.

## **NEW BUSINESS**

*Scamahorn Park Fence on East Side* – Jarod Baker explained why we are looking at creating a fence between the Park and the residence on the east side. They are having an influx of trespassers and trash and have asked the Town to put up a fence. So the question is who is going to pay for it and where will it be placed? Jarod read the quote from K & K Fence Company at \$22,420 for 1100 of six (6) feet tall and no gates. Rachel Miller asked to explain where the fence will be placed and does this impact the Park. Jason Love explained that this is a continuation of the fence from the railroad to 136. This would be on the east side of the mound. Jason read a question from David Price – will the homeowner agree to mow that extra foot of grass? Jason said yes, he has already spoken with the homeowners about the extra foot. Jason would like permission to sign the quote and pay for it from the EDIT fund. Jay Thompson asked if the Fire and Police were asked if this would have an impact on safety. Bill Zeunik and Scott King both agreed the fence will not prevent them from doing their jobs. Rachel Miller explained that the Park Board has been working on plans to beautify the new entrance all the way to the railroad, however it will cost \$100,000 and they can't do that with their current budget. Jarod Baker suggested they work from the north end and work their way to the south. Jarod Baker asked the Council if anyone had any issues with Jason signing the quote. Bill-no issues, Jay-asked if they could use a 4' instead of 6', Randy-as long as it matches up with the current fence, he had no issues. Rachel Miller asked that the Council keep the Park Board in the loop going forward. Jarod made the motion to allow Jason to sign the quote and move forward, Jay Thompson seconded. Jarod took a roll call vote – Bill-yes, Jay-yes, Randy-yes, Jarod-yes. Motion passes 4-0. Jason added this won't be installed for at least 4-6 weeks. Jason asked Rachel if there was going to be a problem with the Park Board if we proceed with the fence? Rachel said no but to keep them up to date on what is being done so that they are kept aware of ongoing plans.

*UTVs on Town Roads* – Jarod Baker explained that the County has approved UTVs or Side by Sides to ride on their roads. Some people need to pass over Town roads to go from county roads. Jarod feels we need to adopt an ordinance to allow them on our roads. He would like to see what other towns in Hendricks County have adopted. Bill Majeske agrees and feels they need to obey the rules of the road. Jay Thompson asked Scott King what his feelings were. Scott said they are no more dangerous than a golf cart. He knows the county allows them and shouldn't be any more of an issue than a golf cart. Randy Price has no issues. Steve Maple asked if they would be allowed on the state highways. Jarod explained that is an unknown piece of the puzzle. Steve then asked if they would be allowed in the Parks. Jarod said they would only be allowed on paved surfaces. Jarod would like to pull together more information to discuss at the June meeting and present an ordinance in July.

*Golf Cart Ordinance 2010-01* – Jarod Baker explained that the current ordinance asks the owners of golf carts to renew their permit annually. He would like to create a multi-year permit. Annual permits are time consuming for our Police Dept. and the Town Hall employees. He would recommend a \$50 fee for a 3-year calendar permit. Bill Majeske agrees with the multi-year permit, Jay Thompson has no problem, Randy Price asked Scott about potential problems with multi-year such as defective lights. Scott said they are looking for each year to make sure the lights work. Jarod reminded everyone that the permit would be non-refundable, non-transferable. Steve asked Shari how many permits do we take in a year? She said approximately 20. Steve is concerned about the underage drivers in Ashton Park. Scott reminded Steve to call when he sees this happening.

Jarod Baker read a comment by Spring Deaton – I believe you can be on a state highway to cross over to get to another county road, max ¼ mile. Jarod said this is for the UTVs above. Scott King reported that you can cross a state highway, but you cannot travel along the highway. Robin Drew Swalley asked about using your emergency flashers to be on a highway. Scott said no, the State does not allow any of them on the highways. Jarod asked that the current Ordinance be amended and voted on in June.

*Speed Bumps* – Jarod Baker asked that some residents in Woodland Hills have asked that speed bumps to their subdivision. Jarod knows this has been discussed before and it was decided that they are more of a hinderance for snow removal and creates a lot of work. Jason Love asked that if Woodland Hills wants them than he would like a petition signed by 51% of the residents. Usually only a few want them and not the whole subdivision. Jim Buddenbaum said there are steps to do it since it is a traffic control device. The Town has looked into this before, and it was voted down. Jay Thompson asked Bill Zeunik if this is an issue for Fire apparatus running over them especially for the medics? Bill said no issue just uncomfortable for the patient in the ambulance. Jarod feels a police presence in the area would be better than putting in speed bumps. Scott said that we have several unmarked vehicles and they are patrolling even though you don't think it is a police vehicle.

Jarod Baker read a comment from Kim – Would like to talk about Osborne Avenue, N Matlock. Jason Love stepped in and reported that he has reported this to the Police Dept. about cars blasting through the alleys in the mornings. Osborne is a three (3) lane road and when you have cars parked on the side, parents dropping off kids, so buses can't even travel down the road. He has asked the principal to add a merge lane to the south side of the school. Jarod thanked Scott for the increased visibility of the Police.

#### **PUBLIC COMMENT**

No comments

#### **COUNCIL COMMENT**

Jay Thompson – 1) Several people reported to him that there are several pot-holes on Waters Way? Are there any plans to pave and repair the holes? Jason Love reported that they are going to be doing spot repairs on several roads in town. When Whispering Fields is finished and fully built out they will go in and pave those streets and others as needed. 2) He noticed more involvement from the public tonight and appreciates that. 3) Jay asked about putting a hose meter on outdoor faucet to get a credit on their wastewater. Yes they are available in the Town Hall for \$135 and every new homeowner is told about them during Kate's orientation.

Randy Price – asked for an update on using Brownsburg's Court system. Scott reported the cost to set up would override the benefit for the town. Randy then asked about using Brownsburg's and Scott reported that their attorney was not in favor of it and stalled the process. No cooperation from Brownsburg. Jim Buddenbaum said it has been stalled for about six (6) years.

Jay Thompson – asked about going to the Brownsburg Library to see if we could get a discount for our residents. Jarod said he will place it on our June agenda.

#### **ATTORNEY**

Jim Buddenbaum had nothing to add. Jay asked him about the ½ acre lot in Brixton. Jim reported that he has been emailing with Steuerwald and he should have the paperwork and will get it on the agenda at the county.

Jason asked Jim Buddenbaum to explain the release of territory for electric service. Jim reported that there is a property that we cannot service their electricity, but Hendricks County Coop can. Jarod made a motion for Jason to sign the release form, Bill Majeske seconded. Jarod took a roll call vote: Bill-yes, Jay-yes, Randy-yes, Jarod-yes. Motion passes 4-0.

Steve Maple reported that at the last planning meeting they asked about going outside our territory for zoning. Jim Buddenbaum advised making sure we are ready to do this and add it to our comprehensive plan. Jarod said that he will put it on the agenda for June.

#### **ACKNOWLEDGMENT OF CORRESPONDENCE**

None

#### **APPROVAL OF DRAFTS & CLAIMS**

Jarod Baker asked Shari Ping to present the drafts and claims for May 18, 2021. Jay Thompson asked about the Zoom payment. Steve Maple said we have been paying monthly but by paying annually this saves the Town 20%. Jarod asked if this is purchased directly through or through our IT? Steve said it was through him. Jarod Baker made a motion to approve, Bill Majeske seconded. Jarod took a roll call vote: Bill-yes, Jay-yes, Randy-yes, Jarod-yes. Motion passes 4-0.

**ADJOURNMENT**

Jarod Baker reminded the Council will not need to meet on June 1<sup>st</sup>. Jason Love asked Jarod Baker to add one more thing. Jason asked Shari about the extra fence bill for the property around the new water plant. This was not part of the SRF project and needs to be paid separately. Jason would like to go ahead and pay the bill not to exceed \$7,000. Bill Majeske made the motion, Jay Thompson seconded. Jarod took a roll call vote: Bill-yes, Jay-yes, Randy-yes, Jarod-yes. Motion passes 4-0. Jarod Baker asked for a motion to adjourn the meeting. Bill Majeske made the motion, Jay Thompson seconded. Jarod took a roll call vote: Bill-yes, Jay-yes, Randy-yes, Jarod-yes. Motion passes 4-0.

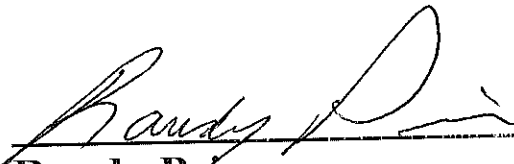
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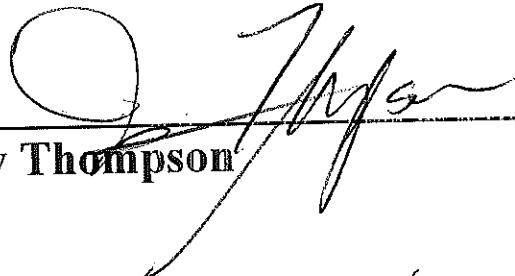
Shari L. Ping  
Clerk Treasurer


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**Jarod Baker, President**

  
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**Melodi Ingalls**

  
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**William Majeske**

  
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**Randy Price**

  
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**Jay Thompson**

Attest:   
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**Shari L. Ping, Clerk Treasurer**