

**Resolution 2022-01 Appropriation Transfer**

**PITTSBORO TOWN COUNCIL MEETING  
TUESDAY, JANUARY 18, 2022 @ 7:00 PM**

**QUORUM:**

Jarod Baker  
Melodi Ingalls  
William Majeske  
Randy Price  
Jay Thompson

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

**OTHERS:** Jason Love, Town Manager; Steve Maple, Building Commissioner; Robin Swalley, Parks & Rec Superintendent; Eric Wathen, ELW Consulting (arrived late)

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

President Jarod Baker welcomed everyone and brought the Council Meeting to order by establishing a quorum. All five (5) members are present. 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 December 7, 2021, and January 4, 2022, meetings. There being none, Jarod Baker made a motion to approve the minutes, Bill Majeske seconded. All ayes, motion passes 5-0.

**ELECTION OF OFFICERS:**

Bill Majeske made a motion to elect Jarod Baker as President; Randy Price seconded. Jay Thompson asked Melodi Ingalls if she was interested in serving as President, she politely declined. Motion passes 4-0-1 abstain. Jay Thompson nominated Bill Majeske as Vice President; Jarod Baker seconded. Motion passes 4-0-1 abstain.

**TOWN STAFF REPORTS**

**TOWN MANAGER:**

Jason Love gave an update on the main break they repaired. Discussion followed. Jason reported that they are moving forward with the generator and valve for the new water plant. He is still waiting on a dollar amount to report. Jay Thompson thanked Jason and his crew for all the hard work they do.

**POLICE CHIEF:**

Scott King had nothing to report

**CLERK TREASURER:**

Shari Ping reported on the email Kate Corn, Utility Clerk, received from a previous resident regarding his past due bill. Gave copy of email to Jim Buddenbaum for his records.

**BUILDING COMMISSIONER:**

Steve Maple reported that our asset value went up but he doesn't have a total for the year. Arbor Homes should be finished building by February. They are requesting that the Town take over Sections 2 & 3 but several things still need to be done before that will happen.

**TOWN COMMITTEE REPORTS:**

**BOARD OF ZONING APPEALS:**

Larry Herring reported there was a meeting with no action items to report on

**FIRE BOARD:**

Per Bill Majeske - they are looking to hire three (3) full time fire fighters for 2022.

Also reported that the new ambulance has been ordered.

**PARK AND RECREATION:**

Robin Swalley sent the attached report. She thanked the Tri-West Youth Soccer Club President for their donation of \$10,000.

**ADVISORY PLAN COMMISSION:**

Steve Maple reported that their meeting in December was to approve the Secondary Plat for Hidden Hills. The addresses are set for all lots.

**POLICE COMMISSION:**

Scott King reported the meeting was cancelled

**REDEVELOPMENT & ECONOMIC DEVELOPMENT COMMISSIONS:**

No meeting

**OLD BUSINESS**

*Re-Appointments* – Park Board Appointments - Jarod Baker spoke with William Nickrand and Jeff Porch, and they are both interested in serving another term. Jarod as President appoints William and Jeff for another 4-year term.

BZA Appointment – Jarod Baker spoke to Larry Herring, and he is interested in serving another 4-year term. Jarod as President appoints Larry for another 4-year term.

Fire Board – Jarod Baker said the Council received an email from Bill Majeske stating he was interested in serving again. The Council appoints Bill Majeske to the Fire Board.

Police Commission – Jarod Baker explained he had reached out to Robert Saunders, and he is interested. However, Jay questioned the party affiliation of one more than stated in our ordinance. Jim Buddenbaum explained the state statute and discussion followed. Two (2) members (Brian and Dustin) have not declared their affiliation. Let Robert stay on for the 60 day and find out what the affiliations are so that we are complying with our Ordinance. Table to the February meeting.

Also, Scott King spoke with Jayson Marksberry, Attorney, and he reported that the Clerk Treasurer can swear in the Police Commission members.

*Handbook/WWTP Comp Time* – Jarod Baker read the description from Chris York for trading 3 hours over time pay to comp time for working on the holidays doing lab work. Bill Majeske, Jay Thompson, Melodi Ingalls and Randy Price are okay with the description written by Chris, very well written. Jason Love discussed his feelings and said it depends on the situation. He is fine with the way we do it now. Table until February.

**CONTRACTED BUSINESS:**

Eric Wathen, ELW Consulting, reported they are finishing up with the Community Crossing Grant. Advertised from January 27 - February 3<sup>rd</sup> and opened on the 11<sup>th</sup>, award on the 15<sup>th</sup>. We should have a contract by March 4<sup>th</sup>.

**NEW BUSINESS**

*Appropriation Transfers Resolution* – Jarod Baker asked Shari Ping to go over the twelve (12) transfers and asked for a motion to approve. Jay Thompson made the motion to approve **Resolution 2022-01 Appropriation Transfer**; Bill Majeske seconded. All ayes, motion passes 5-0.

*Salary Manual Revisions* – Jarod Baker explained that we had an executive session to go over in detail the ranges in our pay structure. Jay Thompson reported that Chris York said her employees appreciated the 3% raise. Jarod turned the discussion over to Scott King. He explained the current tier structure does not work for the Police Department. They have a base pay and then the pay goes up according to their stipend and longevity pay. He suggests adding the attached pay structure to the Salary Manual. The Council is okay with subbing the pay structure in the Salary Manual. Jim Buddenbaum asked about who determines the dollar amount for the stipends? Scott said it was determined by the department. The pay structure was approved years ago by the Council. Discussion followed. Jarod explained that since we approved the Salary Ordinance, we need to add the pay structure to the Ordinance. Jason suggested that we should number the Pay Structure and add to the salary ordinance. Jarod numbered it Form PPD-22-1 and

made the motion to approve and add to the Salary Ordinance. Jarod went over the attached amendments. Would like to meet on February 1<sup>st</sup> to go over the amendments.

Jay Thompson asked Scott King about an update on the three (3) new vehicles purchased. Scott reported they are waiting on equipment for the cars before putting in service.

Jay Thompson asked about Officer #9. Scott reported they closed the application process and will be doing the agility tests on the 29<sup>th</sup>.

*ARPA Fund Expenditures* – See Jason’s report above.

*Vacate Eastwood Heights Right of Way* – Tabled waiting on a description of the right of way

**PUBLIC COMMENT:**

**COUNCIL COMMENT:**

Jay Thompson asked Shari Ping about the difference between the cost of the bonds. Shari reported her dollar amount is higher than anyone else.

Jay asked Jason about the water puddle at the corner of Wall Street and Baldauf. Jason is waiting to hear from the county.

Jay asked about an update on TRG Web Designs, Shari reported that he would start after the first of the year. He would ask for money once he begins. Jarod will reach out to him again.

**ATTORNEY:**

Jim Buddenbaum had nothing to report.

**ACKNOWLEDGMENT OF CORRESPONDENCE:**

Received a letter from INDOT for the work to be done on 136.

Email from Brandon Stokes

Steve Maple and Jason Love reported on a developer and annexation possible further north of the water plant.

Jay asked Jason about the purchase of new trucks. Jason is looking to take the money from the sewer for two (2) of the trucks and three (3) from the ARPA Funds.

Jay asked Shari about the \$1200 transfer to COVID relief funds. Shari explained it was for the credit we took for payroll taxes but later found out we didn’t qualify for the credit.

**APPROVAL OF DRAFTS & CLAIMS**

President Jarod Baker asked Shari Ping to present the drafts and claims for January 18, 2022, which includes all payments made since our December 7<sup>th</sup> meeting. Bill Majeske made a motion to approve drafts and claims as presented by Shari, Jarod Baker seconded. All ayes, motion passes 5-0.


**ADJOURNMENT**

Jarod Baker reminded everyone about the next meeting on February 1, 2022, to go over the Salary Manual revisions and ARPA plans. Jay Thompson made a motion to adjourn, Bill Majeske seconded. All ayes, motion passes 5-0.

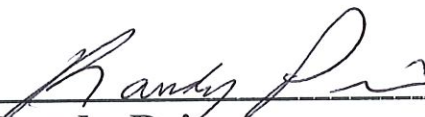
Respectfully submitted,


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**

  
\_\_\_\_\_  
**Jay Thompson**

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