

**Ordinance 2023-03 To Establish an Employer Funding Schedule of Health Savings Account Contributions
Resolution 2023-06 Approving Tax Abatement and Tax Increment Financing Application Fees and Rescinding All
Prior Such Fees**

**PITTSBORO TOWN COUNCIL MEETING
33 EAST MAIN STREET, PITTSBORO
TUESDAY, APRIL 18, 2023 @ 7:00 PM**

QUORUM:

Jarod Baker
Terry Northern
William Majeske
Randy Price
Jay Thompson

Jesse Smith, Attorney
Shari L. Ping, Clerk Treasurer
Asst Police Chief Carl Carson

OTHERS: Jason Love, Town Manager; Jack Swalley, Interim Building Commissioner; Steve Maple, Building Inspector; Robin Swalley, Parks & Rec Superintendent; Eric Wathen, ELW Consulting; Brett Clark, Garmong Construction Services; Larry Compton, 7758 Quail Creek Trace; Margie Wiseman, 4390 Quail Creek Trace S; Jeff Merriman, Fleece Performance; Zach Buchanan, 102 Burlington Pkwy; Linda Thompson, 7722 Quail Creek Trace; Jeanene Karn, 7722 Quail Creek Trace

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 March 21, 2023, meeting. Bill Majeske made a motion to approve, Jarod Baker seconded. All ayes, motion passes 5-0.

President Jarod Baker asked if there were any additions or corrections to the minutes from the April 4, 2023, meeting. Jay Thompson made a motion to approve the minutes, Jarod Baker seconded. All ayes, motion passes 5-0.

PUBLIC COMMENT:

STAFF REPORTS:

TOWN MANAGER:

Jason Love informed the Town Council that he was asked by the Park Board to reach out to Jeff Gordon and send a letter to request money to be used on new playground equipment.

Jason gave an update on the new trash truck. It has been delivered and it is sitting out in front of the building. Discussion followed about the start date. The first start date will be May 15th and the flyer showing the new routes will be sent to everyone in Town that pays a sanitation fee to the Town for their trash service. He has hired two (2) new guys and they will float between the trash route and the maintenance department. Jarod Baker asked about putting our logo on the trash truck as well as the other trucks in the fleet. Jarod Baker asked about Hidden Hills, and which route they will be added to. Jason Love said he didn't really know at this time. There may be some adjustments made after we get rolling and see how long each route will take to get to Danville in time. Zach Buchanan discussed having a contest between the art students at Tri-West or Pittsboro and decorating the new truck.

POLICE CHIEF:

Asst Police Chief Carl Carson reported that the six (6) new flock cameras are up and in use. The department will be submitting a conditional offer to a new officer to go before the Commission in May, and then it will be pending their PERF evaluation. The new Dodge Durango has been delivered and the second one will be delivered later. Jay Thompson asked about the AIM increases to background checks on reserves. Jay also mentioned that there is no IT closet in the BOT. Jason told everyone that this is only an example.

CLERK TREASURER:

Shari Ping did not have a report to give.

BUILDING COMMISSIONER:

Jack Swalley, Interim Building Commissioner, reported that the third building in Ark Park is being erected now and plans to start the fourth building in two (2) weeks. He reported that Hidden Hills is installing water lines in Section 1. Jay Thompson asked about the property on 6841 Baldauf Drive that was wanting to sub-divide the lot. Jack reported that she had reached out about annexing, she was given all the information and costs involved with annexing and sub-dividing the lot. However, some changes within the family have occurred and they won't be moving forward.

WEB DEVELOPMENT:

Scott Smith introduced himself and said that he works with Robin Swalley as the Parks Recreation and Communication. He explained that he has been updating the website with all the news happening in Town. He has updated all the meeting dates on the calendar as well as some old Town Council Minutes that didn't make the transition from the old website. He will be working with Shari Ping to do a section called "How Do I?" He created a new Facebook page called Town of Pittsboro IN since the old page was not accessible. Jay Thompson asked that since our contract will be up soon with Civic Plus to the same one the Police Dept. uses to consolidate expenses and possibly save some money. Scott explained that switching over would create some issues.

TOWN COMMITTEE REPORTS:

BZA – no meeting

FIRE BOARD: (see attached report)

Bill Zeunik reported they have five (5) new full-time employees finishing up their recruitment class on Monday. Bill Zeunik reported they are having issues with getting an ambulance. The one they ordered in October 2021 has not been delivered.

Bill Zeunik reported that the offices they were building have been put on hold since they might have to pay \$330,000 for an ambulance.

Jay Thompson asked if they had six full-time employees on every shift now. Bill said yes along with one (1) part-time employee every day.

PARK & RECREATION: (see attached report)

Robin Swalley reported that the Concession Stand is doing well with being a good money maker. She thanked Jason for the letter to Jeff Gordon. She is working with Jarod Baker on a letter to Hendricks Regional Health asking for a donation to purchase much needed playground equipment. Jay Thompson had a resident in Deer Meadows ask him about mowing the parks and if he could submit a bid. Robin reported that the current contract expires this year so they will be seeking bids in the fall.

PLANNING COMMISSION – no meeting

POLICE COMMISSION – no meeting

REDEVELOPMENT AND ECONOMIC DEVELOPMENT – no meeting

CONTRACTED BUSINESS:

Eric Wathen, ELW Consulting, reported that he received confirmation on the Community Crossing and the state is good to go. He talked to the contractor, and he doesn't have a start date yet.

The RFQ for the Police Station has been updated and sent to the Council.

He worked on a drawing with Jack Swalley for a potential road around the south side of town. He put together some pricing as well.

He received a form to fill out for the READI grant. He emailed it to Kent at Banning for the PER for the wastewater treatment plant.

Inspections at Hidden Hills are ongoing.

OLD BUSINESS

HSA Contribution Distribution Revisions - Ordinance 2023-03 To Establish an Employer Funding Schedule of Health Savings Account Contributions. President Jarod Baker explained the changes that were being made to the HSA contribution distribution of these funds. Currently we pay out one lump sum at the beginning of the year and this ordinance would change it to quarterly payments. Jay Thompson commented that we heard from a couple of the employees, and it would hurt them if we changed the way we pay it out. Terry Northern commented that the majority of the employees are stable with the exception of one (1) department which has a large turnover. He feels we should continue with the annual distribution. Bill Majeske agrees with Jay, as well as Jarod. Jarod Baker made a motion to decline the Ordinance 2023-03, Terry Northern seconded. All ayes, motion passes 5-0. Terry Northern said on a side note we should be looking at ways to help with retention of our employees.

TIF & Abatement Application Revisions – President Jarod Baker explained that changes were discussed to the applications. Jarod thanked Terry Northern for working with Financial Solutions Group (FSG) for giving a thorough review on this. Jarod summarized the changes being made to the applications. FSG recommends using the new application and needs to go on a test drive and work over the next five (5) years and make revisions if needed. Terry Northern has an issue with the personal property side of the abatement and TIF. Terry feels we should change Exhibit A & B to Form A & B as well as the verbiage within the resolution. Jarod suggested changing the Abatement to Form A and the TIF to Form B. Steve Maple asked about a residential TIF, and we need a form made available. Jarod said we would need a third form available for residential. Jarod Baker made a motion to approve **Resolution 2023-06 Approving Tax Abatement and Tax Increment Financing Application Fees and Rescinding All Prior Such Fees** with the noted edits, Randy Price seconded. All ayes, motion passes 5-0.

NEW BUSINESS

RFQ for Police Station – President Jarod Baker explained that Eric Wathen made several edits to the RFQ. Eric went over several changes that were made by him which were the price and the square footage. Terry Northern asked about under the budget and finance section it talks about the operational maintenance. Eric explained that the operational maintenance will be handled under the BOT. Jay Thompson asked about under Part B we have interrogation room, needs to be changed to interview room. Jay also asked about the different addresses being listed, Eric explained that questions need to be sent to Jason at 33 E Main St, but bids need to be submitted at the Town Hall address since someone is always in the office. Jarod Baker asked Eric about the time frame on advertising and edits. Eric explained that we must advertise twice, should have a week between the two (2) advertisements. RFQ's would be due in the first part of June.

ARPA Funds – President Jarod Baker explained about the report due at the end of April. Within the report we need to give a status update and a progress report. Jarod gave the total balance of \$817,000, with \$40750 for administrative costs, \$717,192 to water, sewer and broadband with the majority being spent on the wastewater treatment plant. And \$60,000 went to premium pay to our employees. No further action is needed at this time.

Eric Wathen wanted to make it known that the new recycling center moved to the north of the interstate. It will be manned and open during specific hours.

COUNCIL COMMENT:

Jay Thompson -

- Asked about the Redevelopment Commission Report and the extra money made this year from TIF from Fleece and SDI. Is there a spending plan in place for the excess revenue? Jason Love explained that any excess revenue would go toward the infrastructure and improvements made during Phase 1 of the water treatment plant.
- Asked about the Public Safety LIT and how it was being allocated. Jarod explained it will be \$56,000 and it is going to the Police Department
- A Cut' N Edge was out to mow the Wastewater Treatment Plant and was very marginal cut from what he could see. Should we hire another laborer to cut the grass. Jason explained that they just started mowing the WWTP. Jason explained that is where they cut to keep the dandelions down.
- On the APV, there is a payment to Duke Energy for the Old Brixton Lift Station. Jason explained that there is an old lift station, and it probably still has a meter and needs to be pulled.

- We let the Police Department use equipment for personal use. Jason explained that the difference between the machinery was purchased by tax dollars versus utility money. Recently the machinery the machinery is purchased through the utilities. Terry Northern commented that the liability is a little different between cars and machinery. Jason went onto explain the insurance might be higher due to the injury on the job. Jarod had concerns about the machinery breaking down at their home, also using our equipment for a side job/money making job.

-Chris York wanted to thank Mark Morpew for picking up the slack while Steve Ping has been out for medical leave of absence.

-Wanted to thank Brandon for USDI for repairing their gas leak so promptly.

CORRESPONDENCE:

President Jarod Baker read a letter from Hendricks Power regarding a rate change. Signed by Dave Holmstead, Director of Finance and Member Services.

Jason Love wanted to inform them that we will be adding a blurb to the newsletter regarding the smelling the odor of gas and have them call USDI at the after-hours phone number.

APPROVAL OF DRAFTS & CLAIMS:

Shari Ping presented the drafts & claims for April 18, 2023, which includes all payments since our April 4th meeting. Jarod Baker made the motion to approve drafts and claims, Bill Majeske seconded. All ayes, motion passes 5-0.

ATTORNEY ITEMS:

Jesse Smith for Jim Buddenbaum reported on the WalMart Distribution fire. This should be turned over to the Fire Department's Attorney, liability is not on the Town. Terry Northern asked about the arrival time, Bill Zeunik explained they arrived an hour and a half after it started.

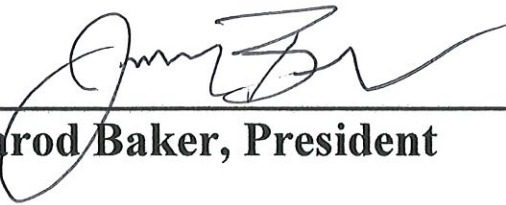
Jesse also wanted to let the Council know that Jim will look at the RFQ and give a recommendation.

ADJOURNMENT:

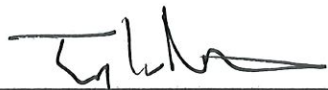
Jarod Baker announced there will not be a meeting on May 2nd. The next meeting will be held on May 16th. Jarod made the motion to adjourn, Terry Northern seconded. All ayes, motion passes 5-0.

Respectfully submitted,

Shari L. Ping
Clerk Treasurer



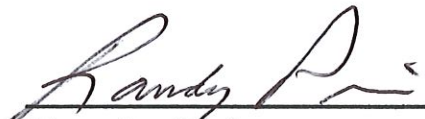
Jarod Baker, President



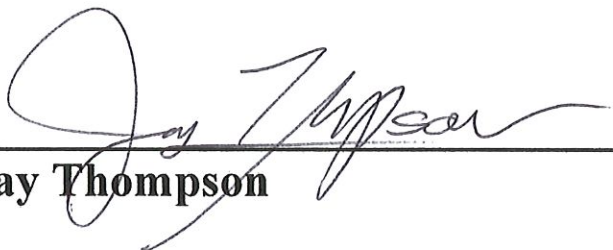
Terry Northern



William Majeske



Randy Price



Jay Thompson

Attest: 

Shari L. Ping, Clerk Treasurer