

Ordinance 2023-13 GO Bond 2024 in the amount of not to exceed \$430,000.  
Ordinance 2023-14 to Vacate a Portion of a Public Way in the Town of Pittsboro, Indiana  
Ordinance 2023-15 Amending 2023 Salaries and Other Compensation for Officials and Employees  
Ordinance 2023-16 Establishing 2024 Salaries and Other Compensation for Officials and Employees  
Resolution 2023-16 Approving Acceptable Use Policy

**PITTSBORO TOWN COUNCIL MEETING  
33 EAST MAIN STREET, PITTSBORO  
MONDAY, NOVEMBER 27, 2023 @ 7:30 PM**

**QUORUM:**

Jarod Baker

Terry Northern

William Majeske

Randy Price

Jay Thompson - ZOOM

Jim Buddenbaum, Attorney

Shari L. Ping, Clerk Treasurer

Police Chief Scott King

Jason Love, Town Manager

OTHERS: Steve Maple, Building Commissioner; Keith Gurley, 505 N Maple Street

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

President Jarod Baker welcomed everyone and brought the Council Meeting to order by establishing a quorum. Four (4) of the five (5) members are present. Jay Thompson joined via ZOOM. 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 October 17, 2023, meeting. Jarod Baker made a motion to approve, Terry Northern seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

President Jarod Baker asked if there were any additions or corrections to the minutes from the November 7, 2023, meeting. Bill Majeske made a motion to approve the minutes, Jarod Baker seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-abstain, Terry-yes, Jay-yes. Motion passes 4 ayes - 1 abstain.

**PUBLIC HEARING – GO BOND 2024:**

President Jarod Baker went over the procedure for a Public Hearing. He then called the Public Hearing to order. The Public Hearing was published in the November 2<sup>nd</sup> issue of *The Republican* and posted at the Town facilities. The GO Bond in the amount of \$430,000 will be used to pay for the following: (a) street department and utilities department projects; (b) police equipment and vehicles; (c) parks department capital improvements; and (d) other equipment and maintenance items as determined by the Town. Jarod asked if there were any public comments, there being none, he closed the public hearing. Jarod then asked the Council if they had any comments. Terry Northern asked about the distribution across the various departments. Jason Love, Town Manager, replied we have but he doesn't have them in front of him. Jarod Baker introduced **Ordinance 2023-13 GO Bond 2024 in the amount of not to exceed \$430,000**. Jarod then made a motion that we accept the first reading of Ordinance 2023-13, Randy Price seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0. Jarod Baker requested that we suspend the rules and consider for adoption Ordinance 2023-13, Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0. Jarod made the motion to approve Ordinance 2023-13, Randy Price seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay asked about who introduces the 1<sup>st</sup> reading can't be the same one to introduce the 2<sup>nd</sup> reading. Terry Northern replied we suspended the 2<sup>nd</sup> reading. Jay-yes. Motion passes 5-0

**PUBLIC HEARING – VACATING RIGHT-OF-WAY IN DEER MEADOWS**

President Jarod Baker went over the procedure for a Public Hearing. He then called the Public Hearing to order. The Public Hearing was published in the November 2<sup>nd</sup> issue of *The Republican* and posted at the Town facilities. Jarod

then read the description of the property to be vacated as requested by Aaron & Brianne Henry and Stephen & Sheila Hussey. Pyatt Builders expressed there is no interest in the property. Jarod asked for public comments. There being none, Jarod closed the Public Hearing. Jarod then asked the Council if they had any comments. Terry Northern explained the reason behind naming it a right-of-way so that we could maintain an easement for future utilities. Jay Thompson thanked Terry Northern for working on a description of the right-of-way. Jarod Baker made the motion for a first reading of **Ordinance 2023-14 to Vacate a Portion of a Public Way in the Town of Pittsboro, Indiana**, Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0. Jarod made the motion to suspend the rules and the second reading and proceed with acceptance of Ordinance 2023-14, Terry Northern seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0. Jarod made the motion to approve Ordinance 2023-14, Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

#### **PUBLIC COMMENT:**

Keith Gurley, 505 N Maple Street, present Bill Majeske with a plaque for being Grand Marshall in the Freedom Celebration Parade on July 4<sup>th</sup>. Keith then presented Shari Ping, Clerk Treasurer, with a check from the 7-1 Foundation. He wanted to give back to the community and asked Shari to apply the money to someone in need with their utilities.

#### **STAFF REPORTS:**

##### **TOWN MANAGER:**

Jason Love presented an invoice from Central States Consulting, LLC, for a Topographic Survey on the 20 acres where the Police Station will be built in the amount of \$6120. He suggested paying for this invoice from EDIT. Jason explained that we don't have any financing in place for the Police Station. Terry Northern asked Jason about the design contract. Jason said it was approved earlier by using the General Obligation (GO) Bond or EDIT to cover the soft costs. Jarod Baker made a motion to pay the invoice from CSC in the amount of \$6120.00 paid from EDIT funds, Bill Majeske seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

Jason Love gave an update on the survey for Lee Drive. It is ordered and should be completed soon.

Jason Love gave an update on the electric gates for the Town facilities. He contacted K & K Fence to add the fence around the property to the west of the wastewater plant. K & K will give a quote for three gates at the wastewater plant, new area west of the wastewater plant and at the new water plant. Jarod Baker said that will be a great opportunity to use the ARPA funds.

Jason Love explained that the Town was called out on some violations with the parking of vehicles overnight at the Admin Building. Jason will be adding another overhead door to the building just south of the Admin Building to house the trucks that are used by our Building and Planning Departments. Terry Northern made a comment that municipal vehicles on municipal property are exempt. Jarod explained that this building was built after 2013 so we are in violation. Jason presented an invoice from Superior Garage Doors in the amount of \$5231. This includes two (2) overhead garage doors, an entry door and garage door openers with labor. Jarod made a motion to approve the invoice from Superior Garage Doors in the amount of \$5231 to be paid from ARPA Funds. Randy seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

Jason Love reported on an odd request from Brian O'Neil who lives in Jefferson Park. He would like CSX to determine the area as a quiet zone. Discussion followed.

Jason Love reported that there has been some interest in developing land north of I74. Adam Steuerwald, Barnes & Thornburg, sent a letter with their Standard Terms of Engagement for Legal Services included for Bond Council. FSG would handle our financials. The developer would be paying the bill to Barnes & Thornburg. Terry Northern asked if we could ask them for an estimate. Jarod said we will reach out to Adam and add this to the agenda for our next meeting.

##### **POLICE CHIEF:**

Chief Scott King requested a change in their spending plan from the Public Safety/LIT fund. There is an Emergency Management Grant available to pay for the active shooter vests and we should be eligible for it. Scott would like to use that money on a different way to store their documents. PowerDMS provides secure cloud storage for all

documents. It will be a yearly fee to go along with their training programs. For 2024 the total for both field training and records is \$6200.

**CLERK TREASURER:**

Shari Ping went over the 30/60/90-day list. Terry Northern asked about the 90-day balances. Shari explained that the balance is from those who moved out of town, are deceased, business terminated, or filed bankruptcy. They have been turned over to collections. Randy Price asked if we write off those after a certain time. Jarod suggested we talk to SBOA and see what they say.

Shari Ping asked that the Council keep Melanie Raleigh's family in your prayers. Melanie has had to take time off to take care of her brother who is battling cancer. Jarod asked Jim if there was anything we could offer her as far as FMLA. She only works 20 hours a week. Jim will investigate and report back.

**BUILDING COMMISSIONER:**

Steve Maple gave an update on the road in Hidden Hills that connects to Jefferson Park has had a rough grade done. We have seven (7) or eight (8) homes under construction in Hidden Hills. Bill Majeske asked Steve about streetlights in Hidden Hills. Steve said yes, they will be adding them and explained where they will be placed.

Steve Maple asked about an agreement with Jefferson Park and plowing streets in section 4 & 5. Jarod Baker explained that sections 2 & 3 should be acceptable to go ahead and plow. Jim Buddenbaum suggested sending Arbor Homes a letter and pushing them to sign the paperwork. Shari Ping will look for the paperwork and get to Steve Maple once found. Steve will forward onto Arbor Homes.

Steve Maple gave an update on the Comprehensive Plan. The cost to change the entire Comprehensive Plan would cost \$75,000 - \$100,000. Several chapters would only cost \$50,000. We changed it several years ago and the cost was \$18,000. Terry Northern explained that Comprehensive means in its entirety. He is not in favor of piece mealing the plan. He is in favor of the road and we should look at modifying the entire Comprehensive Plan. Jarod asked Steve how it was funded a few years ago. Steve explained that it was funded by the MPO funds. There have been several updates since then and was funded out of the General Fund. Shari reminded everyone that this is not budgeted for 2024. Terry Northern gave his opinion about the best interests to the Town or to the Developer. Discussion followed. Jarod Baker would like to table this for a future meeting.

Steve Maple went over the discussion at the Advisory Plan Commission meeting tomorrow. There is a possibility that there will be applications for land rezoning in December which would come to the Council in January.

**WEB DEVELOPMENT UPDATE: (see attached report)**

Scott Smith was not able to attend but sent the attached report.

**TOWN COMMITTEE REPORTS:**

**BZA:**

No meeting

**FIRE BOARD: (see attached report)**

Bill Zeunik sent the attached report.

**PARK & RECREATION:**

**ADVISORY PLANNING COMMISSION:**

Steve Maple see above.

**POLICE COMMISSION:**

Scott King had nothing else to report.

**REDEVELOPMENT AND ECONOMIC DEVELOPMENT COMMISSIONS:**

Jarod Baker reported that the RDC met on November 16, 2023, and gave an update on the Resolutions that were approved.

Jason Love reported that the EDC has not had a meeting.

### **CONTRACTED BUSINESS:**

Eric Wathen, ELW Consulting, was not present. Jason reported that they are in the design steps for the new buildings to be built on the 20 acres south of 136 and west of S Maple.

### **OLD BUSINESS:**

*2023 Salary Ordinance Amendment* – President Jarod Baker explained the reason for the amendment with the changes to the Police Officers being covered from the General Fund except \$54,000 coming from the SDI TIF Fund. Jarod Baker introduced **Ordinance 2023-15 Amending 2023 Salaries and Other Compensation for Officials and Employees**, which also includes adding Sanitation Supervisor and Laborer paid 100% from Sanitation. Also, Sanitation Supervisor will be a Tier 7. Randy Price seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0. Jarod Baker made a motion to consider suspending the rules for the second reading and proceed with Ordinance 2023-15 as written, Terry Northern seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0. Jarod Baker made a motion to approve Ordinance 2023-15 amending the 2023 Salary Ordinance as written, Randy Price seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0.

### **NEW BUSINESS:**

*2024 Salary Ordinance* – President Jarod Baker introduced **Ordinance 2023-16 Establishing 2024 Salaries and Other Compensation for Officials and Employees**, with the changes being made to Section 2 Boards & Commissions, Section 3 Police Officers being covered from the General Fund except \$108,000 coming from the SDI TIF Fund, Section 4 change the effective date to January 1, 2024, Section 6 Rank Stipends increased for Corporal, Sergeant and Lieutenant. Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0. Jarod Baker made a motion to consider suspending the rules for the second reading. Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0. Jarod Baker made a motion to approve Ordinance 2023-16, Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0.

*RDC Spending Plan Resolution* – President Jarod Baker reported that the RDC met on November 16<sup>th</sup> and approved the spending plans for Fleece and Steel Dynamics. The 4-0 vote from the RDC approved the following spending plans: 2023 from Fleece TIF in the amount of \$125,000 to help supplement the water operating fund which will show the SRF that we have a plan of action to cover the shortfall; 2023 from SDI TIF in the amount of \$54,000 to the Police Department to cover the shortfall for the increase in wages to help with retainment of our current officers. For 2024 the RDC approved a spending plan from SDI TIF in the amount of \$108,000 to cover the shortfall for the increase in wages to help with retainment. Jarod Baker explained that all we need to do is an oral motion to approve the spending plans per Adam Steuerwald, Bill Majeske made the motion to approve, Terry Northern seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0.

*Acceptable Use Policy/Resolution* – President Jarod Baker introduced **Resolution 2023-16 Approving Acceptable Use Policy**. Jarod Baker gave an overview of the Acceptable Use Policy (see attached). Randy Price asked if this is separate from the PowerDMS being used by the Police Department. Jarod Baker explained that there is cybersecurity training provided by our insurance company. Jarod will ask our agent if this needs to be done annually. Jim Buddenbaum recommends that all elected officials do the same training. Randy Price asked who keeps the acknowledgement of completion. Jay Thompson asked about a multi-factor option, should we look into a PIV card. Jason Love explained that the multi-factor is a pain when switching phones. Jarod Baker made a motion to approve Resolutions 2023-16 Approve Acceptable Use Policy as written, Bill Majeske seconded the motion. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion carries 5-0.

### **COUNCIL COMMENT:**

*Jay Thompson*

- thanked all the people who attended the workshop last week.
- asked Jason Love about another trash truck. Jason reached out to the company he purchased our current truck from. Jason hopes to have an update at a later date.
- spoke with Gary Golay about the \$1000 drop from Citizen's invoice. Jay feels Gary should be moved up to Tier 10. Discussion followed.

- had a question about the fence of Marty Cain going into Lee Drive right of way. The fence was put up prior to permitting. Jason noted there is a No Trespassing sign put up on the pole recently. Are we doing anything to enhance his claim of adverse possession by not telling him to take his fence down across a right of way. Jim Buddenbaum said maybe. Jarod Baker gave his opinion; (a) we are so close to getting the survey done and (b) that I would not want to go ask someone to remove a fence at this point. Because it's been there for so long and we are close to rectifying the situation, I would like to get the survey done and then proceed where needed. Terry Northern agreed with Jarod. Jim Buddenbaum said that if the street gets vacated, he will get a portion of the street.

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

President Jarod Baker asked Shari Ping to present the drafts and claims for November 27, 2023, which includes all payments made since our November 7<sup>th</sup> meeting. Bill Majeske made a motion to approve drafts and claims as presented by Shari, Jarod Baker seconded. Roll call vote: Bill-yes, Jarod-yes, Terry-yes, Randy-yes, Jay-yes, motion passes 5-0.

#### **ADJOURNMENT**

Jarod Baker reminded everyone that we will be meeting on December 5<sup>th</sup>. Jarod Baker made a motion to adjourn, Bill Majeske seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes, motion passes 5-0.

Respectfully submitted,

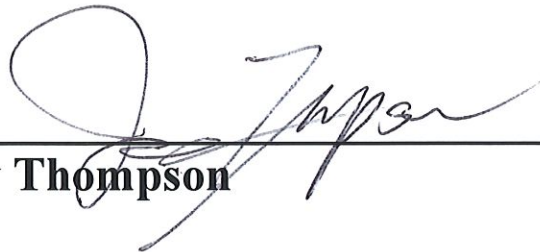
Shari L. Ping  
Clerk Treasurer

  
Jarod Baker, President

  
William Majeske

  
Terry Northern

  
Randy Price

  
Jay Thompson

Attest:   
Shari L. Ping, Clerk Treasurer