

**PITTSBORO TOWN COUNCIL MEETING  
33 EAST MAIN STREET, PITTSBORO  
TUESDAY, JANUARY 16, 2024 @ 7:00 PM**

**QUORUM:**

Jarod Baker  
Terry Northern  
William Majeske  
Randy Price  
Larry Compton

Shari L. Ping, Clerk Treasurer  
Police Chief Scott King  
Jason Love, Town Manager

**OTHERS:** Steve Maple, Building Commissioner; Robin Swalley, Parks & Rec Superintendent; Lynn Love, Eric Wathen

**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.

**ELECTION OF OFFICERS:**

Terry Northern nominates Jarod Baker for President, Bill Majeske seconded. All ayes, motion passes 5-0. Jarod Baker nominates Bill Majeske for Vice President, Randy seconded. All ayes, motion passes 5-0.

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 5, 2023, meeting. Jarod Baker made a motion to approve, Larry Compton will abstain from voting on the minutes. All ayes, and one (1) abstain. Motion passes 4-0-1.

**PUBLIC COMMENT:**

None

**STAFF REPORTS:**

**POLICE CHIEF:**

Chief Scott King announced they have traded the 2016 Dodge Ram and purchased a 2022 Ford Truck from Bill Estes for \$32,000 to be paid from the GO Bond. Terry Northern asked about the Flock Cameras and how they have been working. Scott King reported that there are six (6) cameras around the Town and with the GO Bond he plans to purchase two (2) more cameras. Jarod Baker explained that the officers will pursue it if they are available.

**CLERK TREASURER:**

Shari Ping went over the 30/60/90-day list. Discussion followed.

**BUILDING COMMISSIONER:**

Steve Maple reported there was no Advisory Plan Commission meeting in December, so no report there.

They have started some foundations in Section 2 of Hidden Hills. They will be giving plat for Section 3 so they can start doing some earth moving.

Steve reported they held two (2) TAC meetings, just waiting for them to get back with us. Also, there are several residents who want to subdivide their lots and add a house.

**WEB DEVELOPMENT UPDATE:**

No Report

**TOWN MANAGER:**

Jason Love reported that he is looking for a second trash truck and the company he purchased the first one from contacted him and they have a truck that was used by a University for hauling their trash to the landfill after home games. It's a 2001 International and has 17,000 original miles, however it does not have a tote tipper. Jason would like authority to make a purchase not too exceed \$40,000 from the Sanitation Fund. Bill Majeske made the motion to approve Jason's request, Larry Compton seconded. All ayes, motion passes 5-0. Jason explained that he is hoping to expand to the north side of the interstate who we currently service with gas and Cardinal Estates. Jason is also hoping to grow in the downtown area with dumpsters. This truck will require a CDL licensed driver.

Jason reported that we have been lucky with the weather and frozen meters. A few guys received some OT thawing out meter pits yesterday.

Jason received a call from UGM with a polar vortex scare. He wanted to lock in a price at market price of \$20.00 but we actually hedged enough last year that we are covered.

Bill Majeske asked Jason about spreading salt and not plowing snow. Jason explained that they only plow if the snow is 2" or more. Jason explained that we have salted three (3) times so far. Jarod Baker asked Jason about outsourcing our snow removal. Jason explained that he has some lifelines out there that he can call upon for assistance.

Bill Majeske asked about Jefferson Park streets and if we are plowing them. Jarod gave an update on the paperwork from Jefferson Park Sections 2 & 3 not being returned so we are only plowing Section 1.

**TOWN COMMITTEE REPORTS:**

**BZA:**

No meeting

**FIRE BOARD:**

Bill Majeske reported they finally received the new ambulance after 2 years.

**PARK & RECREATION: (see attached report)**

Robin Drew Swalley had nothing else to report. Jarod Baker told Robin the new playground equipment looks good.

**ADVISORY PLANNING COMMISSION:**

No meeting

**POLICE COMMISSION:**

Scott King reported they voted on President, Vice President, and Attorney.

**REDEVELOPMENT AND ECONOMIC DEVELOPMENT COMMISSIONS:**

President Jarod Baker reported there was no RDC meeting.

President Jarod Baker reported there was no EDC meeting.

**CONTRACTED BUSINESS:**

Eric Wathen, ELW Consulting, reported he is working on finishing up the application for the Community Crossing Grant. Had a meeting about the sewer and lift station last week, should be going out to bid next week. Working on the PER for the Wastewater Treatment Plant. Going to manhole the sewer in Hidden Hills. He will discuss the Police Station later in the meeting.

**OLD BUSINESS:**

*Survey for Lee Drive Update* – President Jarod Baker reported the survey is complete. Jarod asked Jason if he had handed off the survey to the three (3) homeowners. Jason has not. Jarod would like to give the survey to them and let them come to the Town and file a vacation. Terry Northern feels we should inform them of their legally entitled

to and resolve amongst themselves. Jason would like to give them a timeline to settle the issue due to liability issues. Jarod feels we give them three (3) months and we send them a letter with the legal verbiage showing what they are entitled to. Terry Northern offered to help with the legal description. Discussion followed. A motion was made to give the landowners until April 30<sup>th</sup> to come to an agreement, if not we will vacate Lee Drive and ½ will go to each landowner. Terry Northern seconded. All ayes, motion passes 5-0.

*Salary Manual Update/HR Consulting Needs* – President Jarod Baker reported that Erin Hughes gave her HR guidance on some concerns about the wages. She recommends that we look at hiring an HR Consultant. Jarod spoke with Kristin Deutsch from New Focus HR. She saw a lot of red flags and recommended someone to look over it in detail. Kristin is going to work on a proposal for a review and updating our salary manual, updating our employee handbook, and handling HR issues as they arise. She would like to attend the February meeting virtually. Jarod recommends pausing on the Salary Manual update until we receive more quotes.

*Food Truck Ordinance Amendment* – Jarod Baker tabled this topic.

*Jefferson Park Road Dedication Update* - Jarod Baker reported we discussed this earlier.

### **NEW BUSINESS:**

*Automated Payroll Service* – President Jarod Baker reported he heard back from Paylocity and is waiting to hear back from APS and Accupay. Terry Northern recommends we contact Tillson HR. Steve Maple asked how this would take the burden off of Shari's shoulders. Jarod explained that the employees would be responsible for entering their own time into the computer and it is more streamlined. Jason Love reminded that his guys do not work in one utility, they would have multiple utilities to report time throughout the day. Jason reminded everyone that we are the only Town in Indiana to have more than two (2) utilities. Discussion followed.

*Police Station Update* – President Jarod Baker asked for an update on the Police Station process. Jason Love reported that it has been sent back for revision. The engineer sent a proof for review, and he sent it back because he didn't like the location of the Police Station/Town Hall. Moved the building 150' west to allow for more buffer and green space between the parking lot and the property line. There is a mound going around the entire property with trees. Garmonig has sent it out for quotes for the electrical. They are moving forward with the plans. Eric Wathen reported on the site plans with the sewer depth and design, we have a month of design left with permits. Jarod Baker asked if we were looking at April. Eric explained that all of this has to go to IDEM and drainage board. Bill Majeske asked about the square footage. Jason and Scott both said under 10,000. Jason Love reported that Garmonig is going along with the floor plans, Shari Ping asked about adding a public restroom. Jason reported that only those with a card will be allowed to enter the corridor to the back. Discussion followed. Terry Northern said it should be up to Garmonig to figure that out. Robin Drew Swalley asked if she would be in the new building, yes, she is included. Jarod Baker explained that we will have a ROW access through South Meridian during construction.

*CF1 – 301 & 401 W Kam Drive Annual Filings* – President Jarod Baker explained the reason for the CF1s. 401 W Kam Drive – Terry Northern asked about late filings, Jarod explained there is no deadline. The State doesn't support it. Jarod Baker made a motion that the property owner is in substantial compliance based off the figures noted in the SB1 compared to the CF1 for 401 W Kam Drive, Bill Majeske seconded. All ayes, motion passes 5-0.

301 W Kam Drive – President Jarod Baker explained this is the first filing of a CF1 for this property. He went over the figures listed in Section 3 and Section 4. For 23 pay 24 the assessed value is at 50% completion. The auditor recommends we offer another year added for the partial build. Terry Northern disagrees with that recommendation. If he pays the tax this year, the term was for 8 years. It is no fault of ours that the development is behind. Why should we extend the tax abatement another year. You can't redo the term of the Ordinance that was passed. Discussion followed. Jarod Baker made a motion to approve 301 W Kam Drive is in compliance for the 23-24 CF1 noted in front of us, no second. Terry Northern said the motion dies for lack of a second.

*FSG Proposals (4)* – President Jarod Baker shared that Financial Solutions Group submitted proposals for the following: General Financial Consulting, Electric Rate Review, Wastewater Rate Review, and Water Rate Review. Jason Love reported that their comment was that everything has gone up with inflation, why haven't our rates gone up in the last five (5) years? They recommend that we look into the rates and move them up. Discussion followed.

Jarod Baker made a motion to approve all four (4) agreements and give him the authority to sign on behalf of the Town of Pittsboro, Bill Majeske seconded. All ayes, motion passes 5-0.

**COUNCIL COMMENT:**

*Bill Majeske –*

- The Fire Department and Fire Board wanted to thank Jason Love for allowing the Fire Dept to use the land west of the wastewater treatment plant for training purposes. Jason Love explained how this came about.

*Jarod Baker –*

- Invited everyone to the Boy Scout Troop 309 – 100-year celebration for the relationship with the Pittsboro Christian Church at the Pittsboro Christian Church on February 11<sup>th</sup> at 9:15 am.

*Terry Northern –*

- He asked Mr. President if he would entertain a motion for 301 W Kam Drive to approve the partial assessment being in compliance with the SB1 and in compliance with the original term, Jarod Baker seconded. All ayes, motion passes 5-0.

**ATTORNEY ITEMS:**

None

**DRAFTS & CLAIMS:**

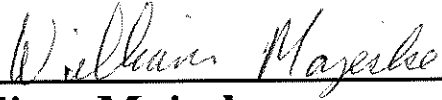
President Jarod Baker asked Shari Ping to read the dollar amounts from the Drafts & Claims for January 16<sup>th</sup>. Shari gave the totals from the Town, Sewer and GO Bond APVs. Jarod Baker made the motion to approve the drafts and claims, Terry Northern seconded. All ayes, motion passes 5-0.

**ADJOURNMENT:**

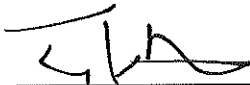
President Jarod Baker reminded everyone the next meeting will be February 20<sup>th</sup>. Jarod Baker made a motion to adjourn, Larry Compton seconded. All ayes, motion passes 5-0.



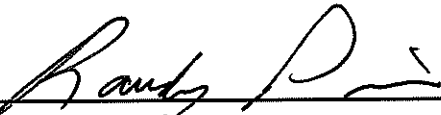
**Jarod Baker, President**



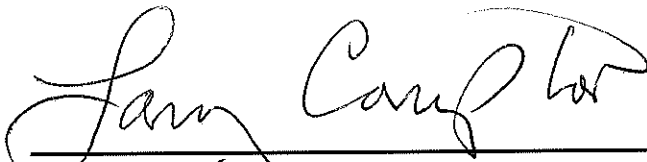
**William Majeske**



**Terry Northern**



**Randy Price**



**Larry Compton**

**Attest:** 

**Shari L. Ping, Clerk Treasurer**