

Resolution 2019-02 Adopting an Employee Medical Leave-Sharing Policy

Resolution 2019-04 Special Order Determining to Incur Debt

Resolution 2019-05 Authorizing the Pursuit of Local and Grant Funding for the Design and Construction of Recreational Trails

Resolution 2019-06 Establishment of an Economic Development Area and Allocation Area and the Approval of an Economic Development Plan for Said Area

Ordinance 2019-01 Amending Code of Ordinances Concerning Use of Fees Deposited in Non-Reverting Operating Fund

**PITTSBORO TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 5, 2019 @ 7:00 PM**

QUORUM:

Shelby Smith

Doug Joiner

William Majeske

Jim Buddenbaum, Attorney

Shari L. Ping, Clerk Treasurer

Chief Christi Patterson

OTHERS: Jason Love, Town Manager; Steve Maple, Building Comm; Andrew Newton, Parks & Rec Rep; Bill Zeunik, Fire Chief; Kevin Hill, NFP Rep; Pat & Kimberly Carmean

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

7:00 p.m. – President Shelby Smith brought the Council Meeting to order by establishing a quorum. Three (3) of five (5) members present. Jim Hill and John Hart (deceased) are absent. He 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 Shelby Smith asked if there were any additions or corrections to the minutes from the January 7, 2019 meeting. Bill Majeske made a motion to approve the minutes, Doug Joiner seconded. All ayes, motion carries. Minutes were passed for Council member signatures.

PUBLIC HEARING

Shelby Smith opened the public hearing by explaining the Pittsboro Fire Territory special order determining to incur debt to purchase firefighting turnout gear in the amount of \$65,190.00 to be repaid in five (5) years. He then explained that the Resolution 2019-01 was not correct and that we should void it and introduce **Resolution 2019-04 Special Order Determining to Incur Debt**. Doug Joiner made a motion to approve Resolution 2019-04, Shelby Smith seconded. All ayes, motion carries. There was no Council Comment. Shelby Smith closed the Public Hearing.

TOWN MANAGER:

Jason Love reported that Fleece reached out asking who they make the check out to and if we could invoice them for the MOU for utility infrastructure (\$30,000) and the recurring annual payment of \$25,000.00.

Jason reported on the two (2) residents who had frozen water pits. They each called a plumber to thaw out the pits. In fact this should have been our responsibility to thaw the water pits. Shelby asked for a motion to pay the two (2) residents back for the plumbing bills they received not to exceed \$961.00. Bill Majeske made a motion to approve, Doug Joiner seconded. All ayes, motion carries.

The developer in Whispering Fields would like to turn the roads over to the Town. Will put \$83000.00 in escrow for the town to use if the roads are damaged.

CONTRACTED BUSINESS:

Jason went over Eric Wathen's report (see attached report). Shelby Smith asked what we were going to do about SDI not fulfilling their commitment on Co Rd 150 drainage. They are in default of the agreement. Address the situation and take care of.

POLICE CHIEF: (see attached report)

Christi Patterson went over the attached report. She then thanked Pat Carmean for his service to the Police Dept.

BUILDING COMMISSIONER:

Steve Maple did not have anything at this time. He will report on several items later on the agenda.

CLERK TREASURER:

Shari Ping gave an update on the 90 day report – Balance of current 90 day customers is \$2837.22. One account is still shut off.

Pitney Bowes letter folding machine update – purchase outright is \$3870.00. Jason Love informed the Council that Keystone can mail our bills for us. Shelby asked Jason to get a quote from Keystone and report back.

Electronic bill pay – Shelby would like for us to offer electronic bill pay to our customers. Shari informed them that the State Bank of Lizton doesn't recommend it due to security reasons. Shari will check with PayGov.US about putting a link on our website. She will also check with Margi Walters from the Bank.

FIRE BOARD:

Bill Zeunik, Chief, thanked the Council for approving **Resolution 2019-04 Special Order Determining to Incur Debt** to purchase 35 sets of turn out gear to be paid over the next five (5) years.

PARKS & REC BOARD: (see attached report)

Andy Newton went over the attached report. The Board has hired Shawn Brown as the Park Superintendent. She will be doing a little bit of everything. Andy asked the Board if it was appropriate to post something on the park sign about John Hart's passing. The board extended an offer to Tri-West Little League for the use of the ball diamonds. Cynthia Griffith was welcomed to the board.

REDEVELOPMENT/ECONOMIC DEVELOPMENT: No report**CONTRACTED BUSINESS:**

Kevin Hill from NFP Property & Casualty Insurance introduced himself. His company insures several municipalities and told the Council he could find something to save money on (see presentation binder). After his presentation, the Council voted to allow Kevin to work on quotes.

OLD BUSINESS

Council Seat Opening – Shelby Smith gave an update on John Hart and how it effects the Council. John passed away on February 2, 2019 after battling cancer. He served the council for at least three (3) terms. This leaves an open seat on the Council. Ann Engelhardt, Republican County Comm. informed me that we will need to hold a caucus on March 2nd at 10:00 a.m. to elect a replacement. This would be Ward 3 and they must have voted in the last primary as Republican. This needs to be posted on our Facebook page and Website. This will be for the next 10 months. Shelby Smith would like to honor John in some fashion...i.e. plaque with years of service. Check with Mary Lou on sign posting.

Updated Fire Dept. Resolution for Gear – see public hearing above

Street Parking/Downtown Parking – Steve Maple checked with the State about posting 15 minute parking only on the South side of 136 west to Meridian Street. Plan Commission will hold a Public Hearing at their next meeting. Jason Love reported that the property behind the Dollar General is for sale. He had it appraised and made an offer but it was rejected.

PTO Donation – Shelby Smith explained the way the PTO donation would work. It would be one bank for all employees. Jason Love and Shari Ping would like a little more time to look it over. Shelby Smith asked for a motion to table until the February 19th meeting. Doug Joiner made a motion to hold table the second reading of **Resolution 2019-02 Adopting an Employee Medical Leave-Sharing Policy**, Bill Majeske seconded. All ayes, motion carries

Codifying of Ordinances – Shelby Smith reached out to Granicus again. They do not codify the ordinances but allows simplicity when searching for Ordinances/Resolutions. It would also record our meetings and put a link on our website to Granicus. This is an organizational benefit for Clerk's office. Doug Joiner thinks the MEVO camera would work if we had better WIFI service in the building. Jason Love said Keystone might have a program that can tape the meetings. More details at the next meeting.

Fund 206/Ordinance – Shelby Smith noticed in Section 2 of **Ordinance 2019-01 Amending Code of Ordinances Concerning Use of Fees Deposited in Non-Reverting Operating Fund** needs to be changed to read “the fees are set by the Park Board”. Shelby then asked for a motion to approve said ordinance. Bill Majeske made the motion, Shelby Smith seconded. All ayes, motion carries.

Trails (letter) – Steve Maple went over the process of pursuing the land for the Trails. Letters go out first asking to donate or sale the property needed to build the trails on. If we don’t get a favorable answer, then the Town has the right to eminent domain. Shelby Smith asked for a motion to approve **Resolution 2019-05 Authorizing the Pursuit of Local and Grant Funding for the Design and Construction of Recreational Trails**. Shelby Smith made the motion, Bill Majeske seconded. All ayes, motion carries.

Verizon 6G Wireless System – has to go before the Plan Commission first

NEW BUSINESS

SDI TIF – The TIF is complete. The property is from Co Rd 225 to eastern edge of SDI property. Shelby Smith asked for a motion to approve **Resolution 2019-06 Establishment of an Economic Development Area and Allocation Area and the Approval of an Economic Development Plan for Said Area**. Bill Majeske made a motion, Doug Joiner seconded. All ayes, motion carries.

Water Plant SRF Funding – Jason Love gave an update on the progress of the funding. He is working with Bob Swintz, from London Witte, to follow the SRF schedule to open the application process on May 5th and close on May 19th. We have the permit from IDEM and the financing is in good shape. RQAW will advertise we are accepting bids for the water plant on March 4th and open the bids the end of March.

Salary Manual Changes – Jason Love would like to change the handbook under overtime rules. He wants overtime to start after and eight (8) hour day instead of after forty (40) hours per week and remove the wording of “holiday and PTO does not count toward the forty (40) hours”. Shelby Smith informed Jason that our policy follows FLSA rules. Jim Buddenbaum will bring a new revision to the handbook at the next meeting. Also, Jason Love reported that some of his employees need to move tiers in the Salary manual. Tabled until the February 19th meeting.

PUBLIC COMMENT:

Steve Maple, coming forward as an employee, asked the Council if he was to go off our Insurance, would he still receive the same contribution to an HSA account as the other employees. He costs the Town \$30,000 a year for insurance. After March 1st he will be straight Medicare and he would like to save the Town some money to help with our budget concerns.

COUNCIL COMMENT: None

ATTORNEY: Jim Buddenbaum had nothing to report.

ACKNOWLEDGEMENT OF CORRESPONDENCE: None

REVIEW & APPROVE FEBRUARY DRAFTS AND CLAIMS:

Shari Ping presented the drafts and claims for February 5, 2019. Doug Joiner made a motion to approve the drafts and claims. Bill Majeske seconded the motion. All ayes, motion carries. The drafts and claims were passed for Council signatures

ADJOURNMENT: Doug Joiner made a motion to adjourn, Bill Majeske seconded. All ayes, motion carries.

Respectfully submitted,

Shari L. Ping
Clerk Treasurer

