

Ordinance 2019-08 Materiality and Process for Reporting Material Items  
Ordinance 2019-09 For Compliance with Uniform Internal Control Standards for Indiana Political Subdivisions.

**PITTSBORO TOWN COUNCIL MEETING  
TUESDAY, MAY 21, 2019 @ 7:00 PM**

**QUORUM:**

Shelby Smith  
Jim Hill  
William Majeske  
Kimberly Carmean  
Doug Joiner

Jim Buddenbaum, Attorney  
Shari L. Ping, Clerk Treasurer  
Chief Christi Patterson

OTHERS: Jason Love, Town Manager; Steve Maple, Building Comm; Eric Wathen, RQAW; Jeff & Stacey Lewis, 394 Karen Dr.; Jay & Linda Thompson, 7722 Quail Creek Trace; Rachel Miller, Parks & Rec Board; Steve Haley, 205 N Maple St.; Bill Zeunik, Fire Dept.

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

President Shelby Smith brought the Council Meeting to order by establishing a quorum. There were five (5) members present. Shelby 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 Shelby Smith asked if there were any additions or corrections to the minutes from the April 16<sup>th</sup> meeting. Bill Majeske made a motion to approve the minutes, Doug Joiner seconded. All ayes, motion carries.

**TOWN STAFF REPORTS**

**TOWN MANAGER:**

Jason Love presented the Notice of Award for the Drinking Water System Improvements project. He handed it to Eric Wathen, RQAW, so discuss later.

**POLICE CHIEF:**

Chief Christi Patterson told the Council they will be closing out the JAG grant for the purchase of new computers and server which costs just over \$12,000.00. The two (2) new officers graduated from the Police Academy and they are now doing four (4) weeks of field training before going out on their own.

Jim Hill asked about a post on All Things Pittsboro/Facebook regarding teenagers using foul language and pulling their pants down in front of her kids. Christi Patterson said that they are increasing the patrol in the park. Christi encourages everyone to call dispatch before posting on Facebook. Steve Haley asked about talking to the children in the park if he sees them doing anything wrong. What is the standard procedure? Christi said they approach them and if it is on the camera they will charge them. Eric Wathen mentioned putting an immediate response on their Facebook pages.

**BUILDING COMMISSIONER:**

Steve Maple didn't have anything at this time

**CLERK TREASURER:**

Shari Ping updated the codifying of the ordinances. The new quote is \$3300 - \$4300 to include the rest of 2018 and beginning of 2019. Shelby feels we should do this. Steve Maple asked if this included an electronic version. Shari said it does. Bill Majeske made a motion to use American Legal Publishing for codifying our ordinances, Doug Joiner seconded. All ayes, motion carries.

Shari gave an update on the 90 days + balances. The current total is \$136,204.15 of which \$133,266.45 no longer live in Town and have been turned over to collections. That leaves a balance of \$2,937.70 for current residents. Anyone who goes into the 60 or 90 day balance gets disconnected on the date specified on the invoices.

**FIRE BOARD:**

Chief Bill Zeunik went over the attached report. You will see an engine this is on loan from Liberty Township. Bill Majeske asked about the engine that was sold. Bill Zeunik reported it was shipped to Willow City, Texas a month ago.

**PARK AND RECREATION:**

Rachel Miller went over the attached report. They had their first rec night-Movie in the Park, it was an incredible night weather wise with food trucks and inflatables. They estimated 150 people so they considered it a success. The next Movie in the Park will be in June and another in September. Art class painted the side of our garage. Jason has done an amazing job on the parking lot by the new soccer fields. Basketball courts will be here in a month. Trees have been donated and should be planted in the next month. Shelby commented that they have been busy and the park looks great. Jim Hill reported that he told Shawn Brown that his neighbor has tons of flowers to give away. Shelby asked what the address was, 510 Lakeside Drive. Jason can plow a spot in the park and transplant them there for the time being. Steve Haley asked about a dog leash ordinance. Shelby said yes. Call the police if you ever see this happening. Shelby asked about the interest in vendors for the Farmers Market. Rachel said yes and she hopes that with the new location they can generate a lot more traffic for the vendors to sell their produce.

**PLANNING COMMISSION:**

Steve Maple had nothing to report at this time.

**REDEVELOPMENT & ECONOMIC:**

Jay Thompson reported that the Redevelopment Commission passed the Resolution pledging certain taxpayer payments to the payment of Waterworks Revenue Bonds. We have not seen the first payment, according to Jason it is contingent of Fleece receiving his Certificate of Occupancy.

**CONTRACTED BUSINESSES:**

Eric Wathen reported that the bond sold with a 3.07% interest rate. He then went over the letter of award and he added a line to it to protect the Town. Pursuant to the Contract Award Approval letter issued by the Indiana SRF, this Notice of Award is contingent upon the SRF loan closing and finalization of project financing. No construction is to occur prior to the loan closing. Shelby Smith asked to look over the award letter to Sub-Surface of Indiana for the Drinking Water System Improvements in the amount of \$4,165,940. Shelby then asked for a motion to allow Jason Love to sign and execute the bid to SSI for \$4,165,940, Shelby made the motion, Jim Hill seconded. All ayes, motion carries.

Eric Wathen then gave an update on the paving. Weather is not cooperating as well as the product they need is not available.

Eric Wathen then went over the letter to the Hendricks County Council. Jim Buddenbaum explained the reason for the letter. It is from an agreement signed by the Town with NiSource regarding providing water to Qualitech in the amount of \$7.5 million. The Town as the provider of water service to the plant facility was required to accept a take or pay contract arrangement whereby it would accept a minimum water usage or pay for the minimum usage even if those water resources were not utilized at the steel plant. The Town intervened in proceedings and negotiated a settlement for a maximum repayment of \$1.5 million over a 20 year period. This letter is asking the Hendricks County Council for the TIF money to pay off the \$637,143.97 balance. This would remove the \$3000.00 surcharge we are currently paying to Citizens Energy. The next HC Council meeting is June 4<sup>th</sup> at 9:00 am. Hendricks Co. Commissioners meet on May 28<sup>th</sup> or June 11<sup>th</sup>. Jim will change the letter to go to the HC Council, HC Commissioners and HC Redevelopment. Shelby asked for a motion to authorize himself to sign and execute the letter. Jim Hill made a motion, Bill Majeske seconded. All ayes, motion carries.

**OLD BUSINESS**

*Insurance Opt-Out Option/HSA* – Shelby Smith asked Shari if she was able to talk to Mike Steele prior to tonight's meeting, she did not. Jim Buddenbaum asked if Shari had anything she could send him. Shari will download the plan/benefits and send them to Jim. Shelby explained that this relates to employees not taking our insurance but benefitting from the HSA contribution. Shelby said that companies are doing it and it would save the Town a lot of money to offer this to our employees. Jim Hill asked if we should send Mike a certified letter. Shelby thinks we

should be offering this out to other insurance agents to quote. Shelby asked Bill Zeunik to reach out to Mike as well and see if he can get a response.

*Town Green Space* – Shelby explained what we were looking to use the property south of 136. It would be used as a place to take dogs and walk them, picnic tables-no sports. He asked if Jason was able to get some quotes together for planting grass seed. He did not but would bring it to the next meeting on June 4<sup>th</sup>. Jason reported that the field would have crop in it this year.

*Next Level DNR Trail Grant* – As promised Shelby sent those in Deer Meadows an email informing them that we did not receive the grant this year. There was a total of \$25 million available and 42 counties submitted projects for a total of \$144 million. 82 projects were submitted and 17 received the grant. Shelby read the attached letter that will go out to our residents in the next utility bill. Shelby asked for a motion to approve said letter. Kim Carmean made the motion, Doug Joiner seconded. All ayes, motion carries. For those not selected to receive the grant, the applicant can Steve Maple was asked to contact DNR and request 30 minutes of time to tell us why our application wasn't selected. He will report back. Shelby went over a section of the Town's Comprehensive Plan which was updated on September 16, 2014. This can be found on our website. He asked the Council members to read in detail Section 5 Transportation. The reason Karen Drive was included in the Next Level Grant application is because it is included in this section so we could not take it out. We will look at applying again if funding becomes available. Shelby asked the Council members to look at Section 5 and be prepared to discuss it at our 2<sup>nd</sup> June meeting. The Council would give its recommendations to the Plan Commission to review and make changes to the Comprehensive Plan. Then they would bring back to the Council for final approval. Shelby would like to say we've done our due diligence and get input from the residents before taking to the Plan Commission.

*Gas Agreement with Arbor Homes* – Jason Love has not received a response from Arbor Homes. They would like us to mirror the Vectren proposal, but Jason said that's not what we want. Shelby will contact Paul and report back at the June meeting.

*Whispering Fields Parking & Turnover Request* – Shelby reported that Adam (homeowner) is in discussion with Kevin Parker because the employees of K & J Capital have resigned. Steve Maple reported on why we need the approval of the HOA. Steve said they are our residents and we want to please our residents. Once Shelby gets final word from Adam he will report back at our next meeting and give full release. Kevin Parker needs to approve the easement for the interurban trail.

*Parking on one side of the street in Jefferson Park* – Shelby reported that last month we approved the parking on one side of the street in Jefferson Park. HOA reached out to Shelby and several residents can't get their mail and wanted to know where the signs are and who is paying for them. They are our streets and we passed the ordinance. Future developments will put parking on one side and Arbor Homes will put the mail boxes on one side. Shelby reported that the town paid for the signs in Brixton. So Shelby said we set the precedent years ago with Brixton and we should pay for them in Jefferson Park. Jim Hill asked if Brixton had an HOA at that time and did they approach us to put up signs? Shelby said yes and there were safety reasons for putting up signs and park on one side of the streets. Jason reported that the streets were dedicated to the Town after the development was finished. Bill Majeske made a motion to pay for the 16 signs for a total of \$3300, Shelby seconded. 4 ayes, 1 opposed Doug Joiner.

*Atlas Collection Agency* – In order to go with this collection agency we would need to create an ordinance to include the fees the collection agency will add onto the delinquent account. Shelby asked Jim Buddenbaum if he did the ordinance and he said he will bring it to the June 4<sup>th</sup> meeting.

*Internal Control Policy* – **Ordinance 2019-09 for Compliance with Uniform Internal Control Standards for Indiana Political Subdivisions** was introduced for the 2<sup>nd</sup> reading. Shelby asked for a motion to approve. Kim Carmean made the motion, Bill Majeske seconded. All ayes, motion carries.

**Ordinance 2019-08 on Materiality and Process for Reporting Material Items** was introduced for the 2<sup>nd</sup> reading. Shelby asked for a motion to approve. Kimberly Carmean made a motion, Doug Joiner seconded. All ayes, motion carries.

*10' Platted Alley* – Shelby Smith asked about follow up with the driveway at 514 W Main Street. Jason Love reported that he can just stone his driveway. Steve Maple said that Shelby would send out an email to that effect.

*Life Line Screening* – Shari Ping reported that they are scheduled for August 23 in the Scout Building from 8:30-5:30. More discussion followed and it was decided to include a flyer with our utility bills and website.

#### **NEW BUSINESS:**

*HEA 1347* – Jim Buddenbaum gave a summary on the new bill. Occupants not owner can be the only one to receive the bills. We can do credit checks on the renters/homeowners. We can still put a sewer lien on the property to the landlord.

*Girl Scout letter* – Shelby read the attached letter from the Girl Scouts of Central Indiana and the project that Olivia M. Jones did to earn the Gold Award, the highest award in Girl Scouting. Shelby feels we should send a letter on the town letterhead and have the Council sign it. Shelby will create a small letter of congratulations to Olivia M. Jones and send it to each of the Council members for approval. Then Shelby will send it to Shari to put on letterhead to forward onto Jaime Hubbard.

*Hose Meters* – Shari sent an email out to the Council members explaining the cost of the hose meters have increased. She would like approval to increase the cost from \$120 to \$125.

Jason spoke about last year the Council approved his spend of \$100,000 to spend in the Parks. He will need an additional appropriation in order to pay for the property for the water plant. Shari and Jason will get with Kevin from BakerTilley to prepare the additional appropriation request for the June 4<sup>th</sup> meeting.

#### **PUBLIC COMMENT:**

Linda Thompson asked about the Redevelopment Commission ordinance that was approved earlier. It does not specify in the ordinance that the \$25,000 is contingent on occupancy. It does say that it will be deposited on December 31<sup>st</sup> of each year. Steve Maple said they are ready to pay, we just need to send them an invoice. Jim Buddenbaum said that he sent the invoice several months ago. Shari has not received it.

Rachel Miller asked if there were any dates scheduled for the 2020 Budget. Shelby said there were not.

Jay Thompson reporting as the small town representative for the Communication Advisory Board had a meeting last month. Bill Zeunik told him that SDI wanted to donate radios to the Fire Dept. Jay said that Motorola radios were the only ones accepted at the Communication Center. There are three (3) more brands available and the option to get radios from a cheaper source is available.

Jay Thompson reported that the north 8.8 acres of Quail Creek was purchased and Arbor Homes is planning on building on it this fall per the USDI guys.

#### **COUNCIL COMMENT:**

#### **ATTORNEY:**

#### **ACKNOWLEDGEMENT OF CORRESPONDENCE:**

Shelby Smith read a note he received from Larry Herring complimenting Jason Love and his crew for the great job they did snow plowing this winter.

Shelby then read the Compliance with Statement of Benefits-Personal Property we received from SDI. It is for their tax abatement certifying their benefit to the Town. He asked if Jim or Jason had looked at it. Bring to the June 4<sup>th</sup> meeting for further discussion.

Shelby then read the correspondence received from the Department of Commerce related to the 2020 Census new construction program to make sure our address list is accurate. Steve Maple will take care of.

INPRS Audit – Shari Ping explained the audit with no exceptions reported.

**REVIEW & APPROVE MAY DRAFTS AND CLAIMS:**

Shari Ping presented the drafts and claims for May 7, 2019. Bill Majeske made a motion to approve the presented drafts and claims, Kimberly Carmean seconded. All ayes, motion carries.

Shari Ping presented the drafts and claims for May 21, 2019. Jim Hill made a motion to approve the presented drafts and claims, Kimberly Carmean seconded. All ayes, motion carries.

**ADJOURNMENT:**

Shelby Smith announced the next meeting will be June 4<sup>th</sup>. Bill Majeske made a motion to adjourn, Kimberly Carmean seconded the motion. All ayes, motion carries.

Respectfully submitted,

Shari L. Ping  
Clerk Treasurer