

**PITTSBORO TOWN COUNCIL MEETING  
TUESDAY, JUNE 4, 2019 @ 7:00 PM**

**QUORUM:**

Shelby Smith  
Jim Hill  
William Majeske  
Kimberly Carmean

Jim Buddenbaum, Attorney  
Shari L. Ping, Clerk Treasurer  
Officer Nick Webber  
Officer Zach Buchanan

OTHERS: Jason Love, Town Manager; Steve Maple, Building Comm; Eric Wathen, RQAW; Jeff & Stacey Lewis, 394 Karen Dr.; Sue Haase, LWG; Amber Stinson, 388 Karen Dr.; Keith Gurley, Young Marines

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

President Shelby Smith brought the Council Meeting to order by establishing a quorum. There were four (4) members present; Doug Joiner was absent. 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 May 21st meeting. Kimberly Carmean made a motion to approve the minutes, Bill Majeske seconded. All ayes, motion carries.

**TOWN STAFF REPORTS**

**TOWN MANAGER:**

Jason Love reported that Arbor Homes is in agreement to put gas in at least 75% of the homes at no cost. Shelby Smith reported he had talked with Paul and Christian and they both said that was fine. They are currently selling lots and Vectren is close now, so we need to offer this service. Shelby Smith made a motion based on Jason Love's recommendation of 75% of the homes signed up for gas, Jim Hill seconded. All ayes, motion carries. Jim Buddenbaum will mark up and get final agreement to the Council or to Jason.

Jason then gave an update on the water and sewer connection to the Fleece Performance building. They should be using water and sewer any day now.

**POLICE CHIEF:**

No report

**PUBLIC COMMENT**

Keith Gurley, Young Marines, gave an update on the Freedom Celebration on July 4<sup>th</sup>. Parade will be at 2:00 and fireworks at 10:00. Fireworks will be set off in the new part of Scamahorn Park. There will be no parking inside the park again this year. A fundraiser will be held on June 14<sup>th</sup> at The Bruin House with a poker tournament, silent auction and a buffet. Last year we charged \$5.00 for all day fun in bounce houses and other games. The money raised throughout the day went to help the Sprout family. This year we plan to do the same thing but we will be helping the family of Annalise Ireland. The kids area will be called Bitty Land and will run until 7 p.m.

**CLERK TREASURER:**

Shari Ping reported there was no change on the 90 days + balances.

Shelby Smith gave a report on the SRF Pre-Closing meeting he attended along with Shari. We went through a lot of procedural processes to be used during the duration of the bond.

## **CONTRACTED BUSINESSES:**

Eric Wathen, RQAW, reported the SRF requires an Asset Management Plan (AMP). The Town will receive a grant from SRF of \$25,000 to be used to pay toward an AMP. Eric presented the AMP for the engineering scope of the plan at a cost of \$55,300.00.

Sue Haase presented the AMP for the financial scope of the plan at a cost of \$10,000. Sue explained this is a new requirement by the State of Indiana. They can follow the infrastructure to make sure the technical, managerial and finance. The reason we go this way is because of the interest rate. If we didn't go this route, we couldn't get the 3.07% interest rate in the open market. They want to know what we have. Eric said that towns don't maintain their systems and they are junk. Sue reported there is a AMP checklist. Steve Maple asked if this is a cost the Town will have to pay every year at \$10,000 a year? No...RQAW's cost is \$55,300 plus LWG-\$10,000 minus the \$25,000 grant for a total of \$40,300. We will need to create a comparable statement for 3 years – data from water utility, cash flow analysis and growth is included. This is a good budgeting tool.

Shelby Smith went over the engagement letter from Parr Richey (Jim Buddenbaum) for services from September, 2018 to present. This will be paid from the SRF budget for a total of \$17,500. Shelby asked for a motion to approve the engagement letter for the closing on June 12, 2019. Bill Majeske made the motion, Jim Hill seconded. All ayes, motion carries 4-0.

Shelby asked for a motion to approve RQAW's engagement letter associated to the AMP required by SRF not to exceed \$55,300. Shelby made the motion, Kimberly Carmean seconded. All ayes, motion carries 4-0.

Shelby asked for a motion to approve LWG's engagement letter associated to the AMP required by SRF not to exceed \$10,000. Jim Hill made the motion, Bill Majeske seconded. All ayes, motion carries 4-0.

Eric Wathen reported on the letter received from IDEM. The Town will be doing smoke testing on sewer lines in the old part of the town at a cost of \$24,700. RQAW will draft a letter to include in the July utility statements. The test will determine if there is run off that should not be going into our sewers. They will be able to determine if there are clean outs without caps, down spouts or sump pumps draining into our sewer system. Jim Hill made a motion to approve the cost not to exceed \$24,700, Kimberly Carmean seconded. All ayes, motion carries 4-0.

Eric Wathen reported the letter to the County that was approved last month has been updated and he will take it to the County.

Eric Wathen reported the paving must be done by July 31<sup>st</sup> or they will have to pay \$500 per day.

## **OLD BUSINESS**

*Insurance Opt-Out Option/HSA* – Shelby Smith read the response Shari Ping received from Mike Steele (see attached). You must be enrolled in a HDHP in order to receive the HSA contribution.

*Town Green Space* – Jason Love hasn't had a chance to put together prices for the Green Space. Table until next month.

*Next Level DNR Trail Grant* – Shelby Smith reported that there will be a phone call on June 6<sup>th</sup> from 11 am – 12 pm to find out the reason why our application was not approved. Steve Maple will report back on June 21<sup>st</sup>.

*Comprehensive Plan Review* – Shelby went over Section 5, page 5.9. Jim Hill asked if there was any public comment during the development of this plan? Shelby said this is a strong document to have a plan on paper. The public became involved when we tried to put into action. Steve Maple reported that connectivity was important piece of the grant application. Shelby said connecting within the town was our plan on the grant. Emphasis was not on connecting to the B & O Trail. More discussion followed pertaining to what will be included if another opportunity to apply for a grant. Shelby recommends that we leave out the section of Deer Meadows. Steve Maple will ask Adam from Rundell to make larger maps of the thoroughfare and trails. Also ask Adam for a quote to update the Comprehensive Plan which is from 2014. Shelby made a motion, Bill Majeske seconded. All ayes, motion carries 4-0.

*Gas Agreement with Arbor Homes* – See Jason Love's report above

*Whispering Fields Parking & Turnover Request* – Shelby Smith read an email from Adam Cloyd. He wants to accept the terms and take over the HOA. Shelby made a motion to approve releasing K & J Capital after putting \$92,000 in escrow, they give an easement agreement and get confirmation the HOA funds have been turned over to Adam and the HOA. Jim Hill seconded. All ayes, motion carries 4-0.

*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.

*10' Platted Alley* – Shelby Smith asked about follow up with the driveway at 514 W Main Street. The Town has no plans to vacate the alley. Jason reported it is truly an alley with a light pole, meter pit and cars parked on the neighbors property. This would all have to be removed in order to proceed as a named alley in order to be blacktopped. The Town gives him permission to do what he wants. Jim Buddenbaum is worried about freak accidents and it is still in the Town's name.

*SDI Abatement* – Shelby will sign the abatement form.

**PUBLIC COMMENT:**

Jeff Lewis reported on a concrete problem that needs attention. Jason will notify the State.

**COUNCIL COMMENT:**

Jim Hill asked about the availability of water north of 74 hopefully resulting in development. He asked if the Town ever considered hiring a marketing firm? Jason reported that the Hendricks County Economic Development promotes the Town all the time.

**ATTORNEY:**

**ACKNOWLEDGEMENT OF CORRESPONDENCE:**

None

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

Shari Ping presented the drafts and claims for June 4, 2019. Bill Majeske made a motion to approve the presented drafts and claims, Kimberly Carmean seconded. All ayes, motion carries 4-0.

**ADJOURNMENT:**

Shelby Smith announced the next meeting will be June 18<sup>th</sup>. He is cancelling the July 2<sup>nd</sup> meeting. Steve Maple reported several annexations would be presented at the next meeting as long as the paperwork is complete. If not it will be the July 18<sup>th</sup> meeting. Kimberly Carmean made a motion to adjourn, Jim Hill seconded the motion. All ayes, motion carries 4-0.

Respectfully submitted,

Shari L. Ping  
Clerk Treasurer