

**PITTSBORO TOWN COUNCIL MEETING  
TUESDAY, JULY 21, 2020 @ 7:00 PM**

**VIRTUAL QUORUM:**

Jim Hill

Jarod Baker

Melodi Ingalls

William Majeske

Jay Thompson

Jim Buddenbaum, Attorney

Shari L. Ping, Clerk Treasurer

Police Chief Scott King

OTHERS: Jason Love, Town Manager; Steve Maple, Building Comm; Bill Zeunik, Fire Chief; Eric Wathen, RQAW; Calvin Davidson, Ray's Trash Service; Kristy Graebner, D. Stamm; Troy Casey; Chris Parks; Madison Olson

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

President Jim Hill brought the Council Meeting to order by establishing a quorum. Roll call – Jay Thompson-here, Bill Majeske-here, Melodi Ingalls-here, Jarod Baker-here, Jim Hill-here. All five (5) members are present. Jim then asked the Council, staff and audience to stand for the Pledge of Allegiance and to follow with a Moment of Silence.

**PUBLIC HEARING – ANNEXATION**

Jim Hill opened the Public Hearing regarding the annexation of 26 W Wall Street. He then asked if there was any questions or discussion. Jay Thompson-no problem with annexing, Melodi Ingalls-no issues, Bill Majeske-no issues, Jarod Baker-no issues, Jim Hill-no issues. Jim Hill then asked if there were any public on that wanted to discuss the annexation-there being none he closed the Public Hearing by telling the Council the vote will take place in August.

**APPROVAL OF MINUTES:**

President Jim Hill asked if there were any additions or corrections to the minutes from the June 16 & July 9, 2020 meetings. Shari Ping informed the Council that the changes requested by Jay Thompson had been made. Bill Majeske made a motion to approve the June 16<sup>th</sup> minutes, Jay Thompson seconded. Roll call vote: Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0. Bill Majeske made a motion to approve the July 9<sup>th</sup> minutes, Jim Hill seconded. Roll call vote-Jay-yes, Melodi-yes, Bill-approved, Jarod-approved, Jim-yes. Motion carries 5-0.

**CONTRACTED BUSINESS:**

**Calvin Davidson, Ray's Trash Service – Update on Rate Increase**

Calvin Davidson reported that Ray's had been going through some contracts and found that the Town of Pittsboro was paying below market rate considerably. It was their oversight and comes now to fix the oversight by increasing our rates. The only contract they could find was from 2010. Jim Hill informed Calvin that our trash service needs to be bid out. Jim Buddenbaum informed everyone that according to state statute that this service needs to be bid. Calvin said the downside to that is that you can't guarantee our business. He also said they are able to renew agreements many times over without bidding. Jim Hill recommends that Jim Buddenbaum and Calvin Davidson talk it over and convene next month.

**TOWN STAFF REPORTS**

**TOWN MANAGER:**

Jason Love had nothing to report. Jim Hill asked Jason about the Bereavement Policy changes. Jason informed the council that one of our employees had to take time off for a cousin. Cousin is not included in our current policy. Jim Hill said he would like to see that fall under the two (2) day coverage. He asked if the others had a chance to look at the policy. Jarod Baker had no concerns, Bill Majeske had no concerns, Melodi Ingalls had no concerns, Jay Thompson asked if the 10 days could be split over time, three (3) days now and then another eight (7) days later for the funeral/celebration of life. Jim Hill reported that Brownsburg uses three (3) days. He feels ten (10) days is a long time. Jay Thompson is okay with the ten (10) days but not consecutive, Melodi Ingalls is in favor of the ten (10) days but not consecutive, Bill Majeske is in favor of the ten (10) days but not consecutive, Jarod Baker is in agreement with the ten (10) days as needed not consecutive especially if out of state or small service now and celebration of life later. Jim Hill asked that the Policy be rewritten and presented at the August meeting.

**POLICE CHIEF:**

Scott King sent reports to everyone. He also wanted to report that the Police Commission has started the hiring process to replace one (1) officer now and another later. Scott started the process this morning. Should be a shortened time since applicants have the academy. One of our new officers is finished with field training and the second one did not make it through the training and has parted from the department. Jim Hill asked about Officer Crouch. Scott informed the council that she is the second position that will be opening up in a month or so, waiting on decision by the State PERF Board. Jim Hill asked about the increase in arrests for 2020. National statistics show arrests and crime is on the downside, outside of rioting, but we are seeing an increase. Scott informed the council that they put a lot of restrictions on the officers during this COVID19 time frame. No traffic stops unless life and death situation, take your reports over the phone. We are starting to open back up and the officers are being aggressive. Arrests are drug related during traffic stops. Jim Hill wanted to commend Jon Staton for going above and beyond in his dealings with a couple from Wyoming traveling to Kentucky. Jim then asked about the bid received from Axis for architectural design on the building vacated by USDI. Jarod Baker put me in contact with this firm to do the architectural work on the remodeling of the old fire station. Jay Thompson asked about a formal plan for the Police Department to move into the old fire station. He then asked about Carl Carson's paycheck being deposited into the wrong account. Carl has since been reimbursed from the Payroll Department. No policy on covering the fees for a credit watch program. Jay feels we should reimburse Carl for the charges of the credit watch. Jim Buddenbaum reported that we could go ahead and reimburse the monthly cost of the credit service. Jim Hill asked Scott to get the info and give the information to Shari to pay Carl. Jim Hill made a motion to reimburse Carl Carson and costs associated with the credit watch service, Jay Thompson seconded. Roll call vote-Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0. Jason informed the council the LifeLock fees are \$7.99/\$25,000 coverage, \$15.99/\$100,000 coverage and \$25/million. Scott will send a text to Carl hopefully he will have an amount before the meeting is over.

**CLERK TREASURER:**

Jim Hill asked Shari Ping to go over the 60/90 day utility customer list. Jay Thompson noticed the amount went up and going on as long as they are. Melodi Ingalls noticed the amount is up and was wondering if it was due to the COVID19. She asked if they are being sent to collections. Shari said the shut offs and collections have been suspended during the pandemic. Bill Majeske agreed with Jay and hates to see the dollar amount keep going up. Jarod Baker agrees with the others and hates to see it go up. Wonders what we can do? Jim Hill said we are at the mercy of the executive order. Our hands are tied until the pandemic is over.

Shari Ping went over the estimate to change out the window to a walk-up window. Jim Hill said we should get at least two (2) more estimates. Jay Thompson agrees with at least two (2) more estimates, Melodi Ingalls agrees, Bill Majeske agrees, and Jarod Baker agrees with at least two (2) more estimates.

**BUILDING MANAGER:**

Jim Hill asked Steve Maple to give his report. Steve sent out his report on inspections (see attached report). We have 65 new home permits so far this year. Last year we did 73 total new homes. Very busy 1<sup>st</sup> half of the year. Steve Maple would like to know if they can have their Plan Commission meeting in the Boy Scout Building. According to your vote at the last meeting all meetings had to be done via ZOOM. There will only be the seven (7) members present and they can socially distance in the Scout Building. Jim Hill asked how many new homes are coming in Jefferson Park and if the School Superintendent is aware of them. Jay seemed to remember 202 new ones. Jarod Baker said there will be a total of 318 when the neighborhood is complete. Steve mentioned he has spoken with the previous superintendent as well as the current one and they are okay with the new homes.

**TOWN COMMITTEE REPORTS:**

**BOARD OF ZONING APPEALS** – no meeting

**FIRE BOARD**

Bill Zeunik, Chief, went over the attached report. Jim Hill asked if the Council had any questions for Bill? There were none.

**PARKS & RECREATION**

Jeff Porch reported that all four (4) diamonds fencing is complete. New trees have been planted. They are looking into a pickle ball court. There are 10-15 trees planted at the sewer plant by the scouts and they would like to transplant them to Scamahorn Park. Also our Vice President is stepping down at the end of the year. They are currently looking

to replace her. Jim Hill asked Jeff about the trail going around the soccer fields. Jeff said they are waiting on that trail until later. Concentrating on getting the current trail around the ball diamonds repaired. The trail around the soccer field was part of the trail grant which is on hold. Jim asked what the status was on the Jaycee's building three (3) shade shelters in the park. Jeff said he would have to talk to the Jaycees about that because they mentioned it before but don't have a date they will be done. Jason Love said the Jaycees have received the bids to do the shade shelters. Jason also informed everyone that the missing sections of the trail are on the schedule with the paver. Shari Ping asked if it was Rachel Miller leaving. Steve Maple said her replacement would have to be done by the circuit judge to be appointed. Jeff Porch appreciates everything that Jason and Steve have done in the parks and he can't thank them enough.

#### **PLANNING COMMISSION – no meeting**

#### **POLICE COMMISSION**

Melodi Ingalls had nothing to report. Scott King asked to report on what he found out from Carl regarding LifeLock. He is paying \$17.99/month. Melodi asked if it was cheaper to pay for the year instead of monthly. If it is, then we should pay it for the year. Jarod Baker asked Scott about the Axis quote and if that is something the Council needs to approve or are you seeking more quotes? Scott told Axis that he would have to get with the Council and asked if there were any other firms he could reach out to? Eric Wathen let Scott know that his firm can take a look at it and give you a quote.

#### **REDEVELOPMENT & ECONOMIC DEVELOPMENT – no meeting**

Jim Hill asked about moving Zach Buchanan from the Utility Board since it does not have any power it was decided to move Zach to the Economic Development Committee. Jim asked for a motion. Jarod Baker made the motion, Bill Majeske seconded. Roll call vote – Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0  
Jim Hill asked Jim Buddenbaum if Bill Majeske could serve on the Economic Development. Jim B. will check.

#### **CONTRACTED BUSINESS:**

Eric Wathen, RQAW, reported on the Pay Application #12 from Sub-Surface of Indiana for the new water plant in the amount of \$243,967.50. He is asking for Jason to sign it and have Shari submit for payment.

Eric then went over the Wastewater Plant Master Plan for the undeveloped land surrounding its corporate limits. The Town has experienced consistent and continuous growth for the last two (2) decades. The plan is to serve as a roadmap to guide the Town's decisions regarding the design and construction of future wastewater infrastructure and associated improvements to existing infrastructure. See copy of the Master Plan in the Town Hall. Discussion followed regarding the cost of a new plant versus updating the current plant. Recommendation after talking to the manufacturer of the existing wastewater plant is to update the current plant and have IDEM rerate the plant without spending a lot of money. Jim Hill asked Eric about building a prefab option north of I74. Eric said it would cost more in the long run since the Town would be responsible for all the concrete and electricity. Eric will have a proposal to update existing plant and have IDEM rerate the plant at the August 4<sup>th</sup> meeting. Plan B would be to help the flow from SDI and route it another way. They recommend finding a long term solution that is the most cost effective without doing a rate study to increase the rates.

Eric gave an update on the water plant. Progress is good and in line with production.

Eric said Steve had asked him about the availability fees for sewer. Brownsburg and Avon are at \$5000, Hendricks County Regional Service is at \$4500. Eric recommends increasing to \$4500. Jason asked why do we have two (2) fees? The developer puts in the infrastructure and the builder connects the service. The Town never touches the actual connection. Eric said Whitestown charges each EDU \$4,000 availability fee, \$750 tap fee and \$50 inspection. Jim Buddenbaum said he will take a look at the increase and see how much the \$4500 will generate.

Eric said they will have updated standards to be approved at the August 4<sup>th</sup> meeting.

Steve Maple asked Eric about the water fees also. Eric will report on that at the August 4<sup>th</sup> meeting.

Jay Thompson asked about the white bags by the new water plant. Eric said it was Silica Sand for the filters. Jay asked when the new plant will be on line? Eric said not until September or October.

Jim Hill asked Eric about the stop signs in Jefferson Park? Eric said these need to be done on a case by case basis. It is up to the Town to place the 3-way stop signs. Steve asked if the need was at Wayles. Jarod Baker said one is needed at the intersection of Wayles and Albermarle and Jefferson Park Drive. Need an ordinance in order to enforce the stop signs. Jim Buddenbaum will work on an ordinance. Jason Love reported that he Quail Creek needs a No Outlet sign since it is a dead end. Jay Thompson said that Karen Drive needs one as well.

## **OLD BUSINESS**

*Police Radio Encryption* – Jim Hill asked Scott if the radio encryption has been done? Jim would like to turn that over to the COVID19 expense for reimbursement. He asked Jay Thompson to give an update on the CARES form. Jay spoke with Lizton, North Salem and Clayton about their expenses and they did not have any real impact from the COVID19. Jay would like to see improvements through using Zoom for meetings, a podium and live streaming with large monitors, one behind the council and one behind the audience. Jim Hill asked Shari, Jason, Steve and Scott to come up with copies of the expenses due to COVID19. Jim asked Jason if he was opposed to put audio/visual equipment with the larger venue and more people can attend. Jay asked Jason to give an update on the progress of the building. Jason said he has contacted three (3) different contractors and they won't get back with him. He can't build a house, do his job and build his offices at the same time.

*Next Level Grant* – Steve Maple said there has been no change in the status of the grant.

*Meter Deposit and Storm Water Fees* – Jim Hill did a little research on these and found we are behind other towns. No increase on Storm Water Fees since 2007 and he recommends raising it from \$3.50 to \$5.00. He asked Council for any discussion – Jay Thompson thinks we are pretty far behind and need to raise, Melodi Ingalls agrees with Jay and feels we need to stay in the same bracket as other towns around us, Bill Majeske said it makes sense to increase it, Jarod Baker has no objection to raising it and feels we should be smart about this, Jim Hill feels we should move forward with it. Steve Maple said the individual residence is \$3.50 and business are based on square footage. So if you increase this to \$5.00 then the business will pay double what they are paying now. Jason Love said that we have been generous with the Town to fix issues such as sink holes, drainage ditches in the side yards. Not only are we fixing the tile, we have to rehab the yards. He's not sure \$5.00 will be enough. Jason said this covers our street sweeping and catch basin cleaning. We need to purchase a Vactron since we sold the old one in the auction along with the bucket trucks and that will come out of the Storm Water Fund. Jim Hill asked Jason to put together some numbers Eric asked if the Town has an Asset Management Plan or list of projects. Jason thinks that Jim Mardis may have done one. Jim Buddenbaum said we piggybacked off the County's ordinance and they hired a consulting engineering firm. Eric described an asset management for utilities - you lay out the projects you want to do and see what your funding requirements are and spread them out over the years. Jason said our fee is not project driven. Jim Buddenbaum said it was for MS4 clean up, calculating run off. We are designated as an MS4 operator. Eric said you need to build it into capital improvements. Jay Thompson said there is a sink hole opening up in the new driveway on Quail Creek Trace N. Jason will check this out. He will also come up with some numbers.

Jim Hill said we haven't had an increase in meter deposit since 1983. Renters pay this deposit homeowners do not. The deposit is applied to the final bill when they move out. Jim Hill put together some numbers and will share with the Council. Shari feels we should double the deposit. Jason asked Shari about the deposit dollars and where is this applied. Jason asked if we should change the name from meter to security deposit. Jim Buddenbaum said according to the IURC you have to do a credit check in order to charge the deposit. Jim Hill asked Jim Buddenbaum if we should be charging homeowners as well as renters. Jim B said yes we should not be discriminating. Jim Hill thinks we should do more research and asked Jason what he thought. Jason agreed. Shari said she heard from Brownsburg and they charge everyone a \$75 deposit. Steve Maple asked if we charge the homeowners are we going to retro back and charge current customers? The answer was a unanimous NO.

*Park Speed Limit Signs* – Jim Hill asked Jason if the Town is responsible for purchasing the signs or does the Park Department pay for them? Jason said they are named streets now so that falls back on the Town. Jim Hill said we need two (2) 15 mph speed limit signs and one (1) yield sign. Steve asked if Eric came up with the placement of the signs. Jason asked Jim Buddenbaum if he has a supporting ordinance in order to enforce the speed limit. Scott King agrees that if we are writing tickets then we need an ordinance. Public roadways follow the state statute. Jim Hill asked Jim Buddenbaum to write the ordinance.

## **NEW BUSINESS**

*New East Entrance to Scamahorn Park* – Eric asked if this is a public roadway? Yes it is. If it can wait until next year we could put it in the Community Crossing Grant. Jason said the Park Board would like it done now. We can use MVH/MVH Restricted Funds. Eric can get bids. It was decided to make it a one-way, entering on Maple Street

and exiting on 136. Park Board wants to use the 136 entrance and exit on Maple Street but sight line on Maple is horrible. Jason will do in house and come back with some numbers on the cost at our August meeting.

**PUBLIC COMMENT:** None

**COUNCIL COMMENT:**

Jay Thompson thanked Shari Ping for the detailed minutes from the last meeting.

Jay asked about the two (2) locate companies being paid. USDI does all of our in house utilities except the gas since they manage our gas. IUPPS is paid for communication locating that we call in. They protect our utilities with our annual membership.

Jay asked about the 401 E Main St charge from USDI. Jason said it is for the main installation on County Road 401 E/Waters Way.

Jay asked if there is a new employee for the wastewater plant? Yes there are two (2) new ones. He welcomed them.

Jay mentioned that we are paying \$1300 for internet, cable and phones. He thinks we should be able to get a better package deal. Jason said Endeavor is burying fiber in the area and may be an option to connect the new water plant. Jim Hill mentioned Indiana Rural Dev. offering 5G internet service. Might need to look into this.

Jay also mentioned the website still shows the Council meetings are being held in the Town Hall. Need to change that to Zoom and Facebook.

Jim Hill asked for a motion to allow Jason to sign the Pay Application #12 from Sub-Surface of Indiana in the amount of \$243,967.50. Bill Majeske made the motion, Jarod Baker seconded. Roll call vote-Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0

**ATTORNEY:**

Jim Buddendbaum reported on the Economic Development member can receive a stipend and is considered a lucrative office. Therefore, a council member can't hold two (2) lucrative offices. Any meetings/decisions made would be deemed void if we allowed it. Table the appointment of Jarod Baker to the Redevelopment Comm. until the August 18<sup>th</sup> meeting.

Jim hasn't heard anything from Steurwald, he will contact tomorrow.

Redevelopment Commission is considered a lucrative office so we can not appoint Jarod. Jason volunteered to be on the Economic Development Comm. Bill Majeske made the motion to appoint Jason, Melodi Ingalls seconded. Roll call vote-Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0

**PUBLIC COMMENT**

**COUNCIL COMMENT**

Jay Thompson asked about the August 4<sup>th</sup> meeting needing to be updated on the website. Shari said it hasn't been cancelled on the website, just on the agenda for tonight's meeting.

**ACKNOWLEDGEMENT OF CORRESPONDENCE:**

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

Shari Ping presented the drafts and claims for July 21, 2020. Jim Hill asked for a motion to approve the drafts and claims, Jim Hill made the motion, Jay Thompson seconded. Roll call vote-Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0

**ADJOURNMENT:**

Jim asked for a motion to adjourn. Melodi Ingalls made the motion, Bill Majeske seconded. Roll call vote-Jay-yes, Melodi-yes, Bill-yes, Jarod-yes, Jim-yes. Motion carries 5-0.

Respectfully submitted,

Shari L. Ping  
Clerk Treasurer