

**Ordinance 2020-04 Annexing Certain Territory to and Bringing within the Town Limits of Pittsboro, Indiana,
Contiguous Property Located within Middle Township, Hendricks County, Indiana
Resolution 2020-06 Approving Video Franchise Fee**

**PITTSBORO TOWN COUNCIL MEETING
TUESDAY, AUGUST 18, 2020 @ 7:00 PM**

QUORUM:

Jim Hill
Jarod Baker
Melodi Ingalls
William Majeske
Jay Thompson - ZOOM

Jim Buddenbaum, Attorney
Shari L. Ping, Clerk Treasurer
Police Chief Scott King - ZOOM

OTHERS: Jason Love, Town Manager; Steve Maple, Building Comm; Eric Wathen, RQAW; Rachel Miller, Parks & Rec Rep.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

President Jim Hill brought the Council Meeting to order by establishing a quorum. Four (4) of the five (5) members are present, Jay Thompson joined in via Zoom. 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 the 5.9 acres of green space south of 136. Jim read the directions on how to proceed with the public hearing. He asked if there were any comments from the staff. Steve Maple explained that we have been wanting to annex this parcel of land in since we purchased it 4 years ago. We tried to include it in the annexation process of the property north of 174 but Umbaugh didn't want to do it at that time since they were not adjoining properties. Jason explained that these 5.9 acres have always been in the county and since we purchased the property feel we should annex it into the town. Jim Hill then asked if there was any public comments. No public joined via Zoom. Shari Ping did not receive any written comments. Jim Hill closed the Public Hearing.

Jim Hill asked the council if they had any comments on the annexation – Jarod Baker had no issues with annexing, long overdue, Bill Majeske feels it needs to join with the other acreage, said it was long overdue, Melodi Ingalls-no reason not to annex. Jim Hill explained that we will vote on the annexation at our meeting on September 15th.

APPROVAL OF MINUTES:

President Jim Hill asked if there were any additions or corrections to the minutes from the July 21st meeting. There being no corrections, Bill Majeske made the motion to approve, Jarod Baker seconded. All ayes, motion carries 4-0. President Jim Hill asked if there were any corrections to the minutes from the August 4th meeting. There being no corrections, Melodi Ingalls made the motion to approve, Bill Majeske seconded. All ayes, motion carries 4-0. Bill Majeske thanked Shari Ping for all her hard work on putting together the minutes from these meetings. Jim also thanked Steve for all his hard work taking care of the Zoom meetings.

TOWN STAFF REPORTS

TOWN MANAGER:

Jason Love reported that we had three (3) power outages on Monday with poles down. Jason was able to contact IMPA to help us out. He has been in contact with Rachel Miller regarding the walking trails in Scamahorn Park. He reached out to Baumgardner to get a bid on the parking lot and roadway, also add the walking trails. Baumgardner has done road paving for the Town previously, and they were in town putting trails in at Jefferson Park. They will get with Jason tomorrow and walk through the park and find out what we are looking for.

POLICE CHIEF:

Scott King via Zoom – he sent a proposal from the architectural firm recommended by Eric Wathen via email. He is seeking permission to move forward with the proposal. Jarod Baker feels either quote is fine however, Eric's company is more familiar with the governmental side of things. Jason asked if there was enough money in our

building fund to support this claim. Jim Hill and Bill Majeske feels this would be a nice facility for our Police Dept. Scott explained how the department is needing more space. Jim asked for a motion to spend \$4200 for plans to remodel the old fire station. Bill Majeske made the motion, Jarod Baker seconded. All ayes, motion carries 5-0. Jay Thompson voted via zoom. Scott explained there are some issues in Brixton with parking complaints as far as blocking mailboxes. No state statute to enforce this parking. He would like to see the Town adopt an ordinance prohibiting people parking in front of the mailboxes. Jim Hill asked that we put this on the agenda for the September 15th meeting. Jarod Baker explained they have the same issue in Jefferson Park, that is why they moved all mailboxes to one side of the street.

CLERK TREASURER:

Jim Hill asked Shari Ping to go over the 60-90 day utility customer list. Shari will send out letters again to those on the list informing that they will be paying penalties next month and doing shut offs. Jim Hill said the ones that have moved and left a balance should have a judgment against them. Jim Buddenbaum said the small claims is limited to over \$1500. Jarod Baker and Bill Majeske thanked Shari for putting together detailed reports for the Council.

BUILDING MANAGER:

Jim Hill asked Steve Maple to give his report. Steve reported they have 68 new homes which is 162% increase. They have done 640 inspections which is a 300% increase. No other questions for Steve at this time.

TOWN COMMITTEE REPORTS:

BOARD OF ZONING APPEALS – no meeting

FIRE BOARD

Bill Zeunik, Chief, sent out the attached report. He is not in attendance for questions to be asked.

PARKS & RECREATION

Rachel Miller asked the Council to increase the meeting stipend from \$40 to \$50. Jim Hill explained that we can't increase their stipend only without increasing all boards. Jason asked if they could clock in and use the budgeted salary compensation. Allow those working in the Parks to get paid for the hours they are actually working. Jim put it back on the Board to discuss how to handle their working hours.

Rachel asked about the new entrance they discussed two (2) years ago that it would become the entrance only and the exits would be the N Maple Street and current entrance once it became a one-way road. She wanted to confirm that this is still in the plans. Bill Majeske and Shari Ping mentioned that the old entrance would become a pedestrian only entrance and exit. The visibility at the Maple Street entrance is horrible and the traffic would back up leaving the park on Maple Street. Jason asked Scott if there were any accidents at Maple and he said no. Scott likes the idea of leaving the old entrance as an exit. After much discussion it was decided that Eric would get a safety study and see what makes most sense. Jason has been asked to remove the concrete barriers between the shelter house and restrooms. That gives another entrance/exit. Rachel asked that the speed limit signs be posted. She also asked that we do not put in speed bumps since car shows wouldn't be able to enter the park. We would need to amend the current ordinance in place. Table this until September.

PLANNING COMMISSION

Steve Maple reported they had a meeting on July 28th and August 17th. The meeting last night was to adopt three (3) resolutions: 1) change zoning of 26 W Wall from Highway Business to Agriculture; 2) change the zoning on the 5.9 acres of green space park to PPW; 3) changes to the UDO – propose moving the public hearing from Plan Commission to a public meeting and then make their recommendation to the Town Council. Jason informed that the planner and the legal council had no issues with making this change. Jim Hill asked for a motion to approve Ordinance 2020-03 Amend Section 1.14 of the Unified Development Ordinance. Bill Majeske made the motion, Melodi Ingalls seconded. All ayes, motion carries 5-0.

POLICE COMMISSION – no meeting

REDEVELOPMENT & ECONOMIC DEVELOPMENT – no meeting

Jason Love was appointed to the Economic Development Commission.

CONTRACTED BUSINESS:

Eric Wathen, RQAW, gave an update on the Wastewater and Water Availability Fees. Jim Buddenbaum went over the attached Ordinance which changes the tap and availability fees. Discussion followed regarding the different meter sizes and different costs for each one. Jason feels we need to take time and work on this to make it right. Jim Hill suggested tabling this until September 1st meeting. Jason wanted to mention that this is for new construction, new homes down the road. Not current homes.

OLD BUSINESS

26 W Wall Street Annexation & Fiscal Plan – Jim Hill asked for a vote on the Fiscal Plan of 26 W Wall Street. Bill Majeske made the motion, Melodi Ingalls seconded. All ayes, motion carries 5-0.

Jim Hill introduced **Ordinance 2020-04 Annexing Certain Territory to and Bringing within the Town Limits of Pittsboro, Indiana, Contiguous Property Located within Middle Township, Hendricks County, Indiana** after approving the Fiscal Plan. Jarod Baker made a motion to approve, Bill Majeske seconded. All ayes, Jay had comments on that property. Jay said several residents in North Park were wondering what Shari plans on doing with the property? Shari responded by saying there are no plans for the property, it will remain as farm ground. Jay then quoted Indiana Code 36-5-63 – residency requirement - is Shari still valid as the Clerk Treasurer since the property is listed as Middle Twp? Shari informed everyone she is renting a room from her brother until the annexation is complete as well as remodeling. Jay then voted aye. Motion carries 5-0.

Storm Water Fees – Jim Buddenbaum presented a draft of a proposed ordinance raising the base storm water rate from \$3.50 to \$5.00. This is based on one (1) Equivalent Residential Unit (ERU) equals 2500 square feet of impervious area. Jason questioned raising the multi ERU/Commercial and only raise the single family home rate. Discussion followed about charging single family residences only the \$5.00 and leaving the calculation the same for commercial and multi ERU. It's based on impervious area (rooftops and driveways). Jim Buddenbaum asked what the money is used for? Jason said storm drain maintenance, repairs to storm drains, street sweeping and catch basin cleaning. Jarod read the Zionsville rates. Table this until the September 1st meeting.

Service (Meter) Deposit – Jim Hill asked how the fund for the deposits is doing? Shari Ping said these funds are doing okay since they are included in the utility figures. Jim Buddenbaum explained how the IURC handles their deposits. Credit checks should be done on all new residents and base their deposit on their credit. Jim Hill said we haven't had an increase since 1983. Jim Hill suggested increasing Electric and Water Meters to \$75 and Gas increase to \$150 effective January 1, 2021. Discussion followed. Jarod Baker asked Jim to read the current meter deposits – Electric is \$50, Water is \$25 and Gas is \$100. Jim feels we should increase the electric and water to \$75 each and increase gas to \$150. Jason feels we should double the commercial deposit. Remove the electric meter for electric heat. Look into the cost of credit checks and bring to the September 1st meeting. Shari will poll the other clerk treasurers and see who does them and who they use.

New East Entrance to Scamahorn Park – Jason was to get bids on the new entrance but he has not received any. He will bring an invoice to the September 15th meeting. It will be time and material based.

Audio and Visual upgrades – Jim Hill reported that Conference Technology's bid came back at \$105,000 for both buildings. The other company was Air Technology and he is still waiting on some pricing before he can give us a quote. Eric Wathen explained how his company handles their audio and visual. He will get the company name and bring to the next meeting. Jason explained how the second company was going to quote a podium instead of a large storage cabinet along with monitors on the walls. Jarod Baker suggested using a projector to allow the public to see everything that is going on. Jason explained how the set up would be in the new office. Jim would like to submit this expense to the CARES Act. Jason asked Jay Thompson about the discussion and if he had any connections with this type of service. Jay said he would get back with Jason after he returns home.

Drive through payment window – Jim Hill asked Jason if he had a bid to turn in. He is still waiting on the contractor to get a formal quote. Jim would like to submit that cost to the CARES Act as well.

Franchise Fees – Jim Buddenbaum went over the franchise fee Resolution. Jim Buddenbaum suggests terminating the current franchise fee with Bright House/Charter Communications. Jason Love asked that we update our pole attachment cost as well. Jim Hill asked for a motion to approve **Resolution 2020-06 Approving Video Franchise Fee** increasing to 5%. Bill Majeske made the motion, Jim Hill seconded. All ayes, motion carries 5-0.

NEW BUSINESS

Town Court – Jim Hill reported we looked at this several years ago. Scott King passed around costs associated with it. Jim Hill feels that the budget does not justify setting up a Town Court. Bill Majeske, Melodi Ingalls and Jarod Baker all agree with Jim Hill. Jay Thompson spoke with someone and said the software costs and hardware are going away. Scott explained that we could go over and ask Brownsburg again to see if they would agree to hearing out cases. The administrator and Judge were all for it, the attorney wouldn't return calls. Jim Hill said we will table.

Trash RFP – Jim Hill asked Jim Buddenbaum if he spoke with Calvin from Ray's. They haven't given him any reason to stay with Ray's. We need to bid this out. We need to determine if the new rate by Ray's is a new contract or extension of the old contract. Jarod Baker asked when was the last time we bid out the trash service? Shari Ping said not since she started in 2012. Jim Buddenbaum will put together a bid package and bring to our September 15th meeting.

IMPA Extension to 2050 – Jim Hill asked Jason what the advantage was to the Town. Jason said the only benefit we would have we would be at risk at purchasing power and I would get the speedy response time for an emergency. This extension strengthens their portfolio borrowing power with their bonding. Jim Hill reported they have been a good business partner. Jim Hill asked for a motion to extend the contract to 2050 and allow Jason to sign. Jim Hill made the motion, Jarod Baker seconded. All ayes, motion carries 5-0.

Jason has another item to bring to the Council. I received a text from an employee on Sunday evening with a child at home with a high temperature and flue like symptoms. Jason told her not to come to work for at least 10 days and to get tested for COVID. Discussion followed regarding paying her for her time off. We should update the handbook to handle a situation like this. Jarod reported on guidelines from Hendricks Regional Hospital where his wife works.

Eric Wathen asked the Council to approve and allow Jason to sign the Pay Application #13 from Sub-Surface of Indiana in the amount of \$111,510 for work done on the new water plant. Bill Majeske made the motion to pay, Melodi Ingalls seconded. All ayes, motion carries 5-0.

PUBLIC COMMENT: None

COUNCIL COMMENT:

Jim Hill asked Jay Thompson to report on the items submitted to the CARES Act – cleaning the Town Hall and radio upgrades for the Police Department. Jay will follow up tomorrow.

Jim Hill asked Jason about the SDI flow meter – Jason reported that Eric received a quote and Jason asked him to get another quote.

ATTORNEY:

Jim Buddenbaum will follow up with Steurwald on the ½ acre piece of ground in the county

ACKNOWLEDGEMENT OF CORRESPONDENCE:

REVIEW & APPROVE AUGUST DRAFTS AND CLAIMS:

Shari Ping presented the drafts and claims for August 18, 2020. Jim Hill asked for a motion to approve the drafts and claims, Bill Majeske made the motion, Jarod Baker seconded. Jay Thompson didn't have a chance to look over prior to the meeting, so he is abstaining. Motion carries 4-1 abstained.

ADJOURNMENT:

Jason reported that Keith Gurley is asking for bricks to be purchased to be placed around the Veteran's Memorial in the Park. Jim asked for a motion to adjourn. Bill Majeske made the motion, Jarod Baker seconded. All ayes, motion carries 5-0.

Respectfully submitted,

Shari L. Ping
Clerk Treasurer