

Albion Town Council
Tuesday, September 26, 2017, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

CALL TO ORDER: Town Council Vice-President Vicki Jellison called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ATTENDANCE: Vicki Jellison, Vice-President
Chris Magnuson, Member
John Morr, Member
Don Shultz, Member

ABSENT: Max Weber, President

OTHERS: Carol A. Selby, Clerk-Treasurer
Steve Clouse, Town Attorney
Matt Getts, KPC Media
Brad Rollins, Fire Dept
Scott Cole, Police Dept
Kevin Todd, Street/Cemetery Depts
Shane Coney, Fire Dept
Sharon Leitch
Brian Tigner, Fire Dept

APPROVAL OF MINUTES: Jellison asked for approval of the minutes from the regular and executive meetings on September 6, 2017 and September 12, 2017. Morr motioned to approve the minutes, seconded by Shultz, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Albion Harvest Fest

Town Council Member Don Shultz thanked Chief Deputy/Investigator Scott Cole, Albion Police Reserves, and Noble County Sheriff's deputies for their help during this year's festival.

2. Indiana Bureau of Motor Vehicle Public Hearing

Town Council Member Chris Magnuson said the Town of Albion was well represented at a recent public hearing held to receive public comment on a proposed plan to close the Albion BMV Branch and consolidate it with the Kendallville BMV Branch. The BMV is expected to render a decision soon.

OPEN DISCUSSION:

2018 Proposed Budget Estimates – Ref. Ordinance# 2017-16 (First Reading)

Town Council Vice-President Vicki Jellison called the public hearing to order at 6:04 pm and asked for public comment. In a memo previously submitted to council members, department heads, and the town manager, Clerk-Treasurer Carol Selby provided an overview of the \$4,013,184 proposed 2018 budget. The proposed 2018 Budget is higher than the estimated maximum levy allowed. Plans are to reduce unexpended appropriations from the 2017 budget at year-end to help minimize cuts to the 2018 budget. The public hearing was closed at 6:07 pm. Selby provided a summary of major differences between the 2018 and 2017 Budgets, including the addition of LIT Public Safety appropriations. After discussion, Council voted to approve the proposed budget and Ordinance 2017-16 on its first reading as follows.

First Reading

Magnuson caused Ordinance 2017-16, *An Ordinance for Appropriations and Tax Rates*, to be read for the first time by title only, and motioned for approval of the ordinance, seconded by Shultz, carried 4 Ayes, 0 Nays. The second reading and final adoption will be considered at the next meeting on October 10, 2017.

OLD BUSINESS:

Update regarding Leaf Machine Purchase

Assistant Street Superintendent Kevin Todd explained to council the leaf machine approved for purchase by council at their last meeting was supposed to have the same connections, rubber tube, hitches, etc. as the town's existing leaf machine. However, upon further investigation, it was not the same, and would require modifications in order to work with the town's truck. This would require the town to incur costs for labor and materials to revamp it, and further delay getting the equipment into service.

Council learned that when Street Superintendent Brian Stimpson was gathering information on leaf machines, he was under the impression the equipment offered by Brown Equipment was the same type of machine the town currently uses for leaf pickup. At that time, he did not have a picture of the equipment. So, believing it to be the same piece of equipment, which would make it compatible with our existing set up, he recommended purchasing from Brown Equipment as the low quoter. However, when preparing to order the leaf machine, Todd talked with Brown Equipment, and looked at pictures of the machine and realized it was not the piece of equipment that he and Stimpson thought they were getting.

Todd contacted Brown Equipment and put a hold on ordering the equipment. Since this particular leaf machine would require modifications in order to work with the town's truck, Stimpson and Todd asked council to rescind the vote made at the Sept 12th meeting, and instead approve purchasing a leaf machine from Best Equipment for \$31,945. The price is \$45 higher than Brown's, but offers a machine that is compatible with the town's existing setup, and has a shorter delivery date compared to Brown Equipment.

Council Member Don Shultz wanted written acknowledgement from Brown Equipment that the order was cancelled prior to approving the purchase of a leaf machine from Best Equipment. Town attorney Steve Clouse recommended sending a written letter (certified, with return receipt) to Brown Equipment confirming the order cancellation. After discussion, council voted to cancel their prior intent to order from Brown Equipment, motion made by Shultz, seconded by Morr, carried 4 Ayes, 0 Nays. Shultz then motioned to approve the recommendation to purchase a leaf machine from Best Equipment for \$31,945 contingent upon written acknowledgement from Brown Equipment of cancellation (i.e. return of certified mail receipt). Second made by Morr, carried 4 Ayes, 0 Nays.

NEW BUSINESS:

1. Consideration of Fire Department's staffing recommendation(s)

Town council members and fire department officials began discussions on how best to utilize Public Safety funds to address coverage issues at the fire department. In a letter previously submitted to council members, the fire department recommended hiring a part-time fire chief, in addition to two part-time firefighters. Based on that recommendation, Shultz prepared estimates on costs for increasing hours of existing part-time firefighters, as well as hiring additional staff. Fire Captain Brian Tigner provided costs for turnout gear and equipment which would cost \$3,000 per each newly hired firefighter.

Shultz presented four different options as a starting point for the discussion. Each option included cost estimates for hiring a part-time fire chief and various scenarios for increasing hours for part-time firefighters. It was noted the fire station is currently being manned an average of 16 hours per week by part-time firefighters. The options discussed would significantly increase the number of hours the station would be manned. Fire Chief Brad Rollins said the department struggles with day-time coverage because most volunteer firefighters are working at their regular jobs during the day. He speculated an increase in the hourly rate may entice more firefighters to work the part-time hours.

Town Council Member John Morr said there could be issues with a part-time chief working in excess of the allotted number of part-time hours per week, making the individual eligible for benefits. Town Council Member Chris Magnuson suggested starting with hiring a part-time chief and then see how much money is left over for additional part-time firefighters. After discussion, Shultz motioned to direct the Hiring Committee, along with representation from the Fire Department, to commence working

toward the creation of a part-time Fire Chief position. Seconded by Morr, carried 4 Ayes, 0 Nays. Developing a job description, and required credentials was cited as the first step in the process.

2. Approval of Air Bottle purchase – Year 3 of 3-year replacement plan

Council members voted to approve a recommendation by fire chief Brad Rollins to purchase (20) Scott 30-year 4500psi Air Bottles from Nowak Supply Company, Inc for \$25,823.12. Motion made by Magnuson, seconded by Morr, carried 4 Ayes, 0 Nays. Fire Department funds will be used for the purchase. Hoosier Fire Equipment submitted a quote of \$25,990. Fire Service and 5 Alarm were also contacted, but do not supply the Scott brand air bottles that are compatible with the fire department's existing equipment. It was noted this is the last phase of a 3-year replacement plan.

3. Salary Ordinance No. 2017-15 – First & Second Readings

Council voted to approve Salary Ordinance 2017-15 on its first and second readings as follows. The ordinance reflects the proper amounts to salaries for the Water & Wastewater Departments. The ordinance also specifies a \$50 boot/safety shoe reimbursement for specified full-time employees.

First Reading

Magnuson caused Ordinance 2017-15, *A Payroll Ordinance Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2017 Calendar Year. Ordinance 2017-15 Amends Ordinance 2016-23 for the Purpose of Updating Salaries in the Water & Sewer Utility Effective Retroactively to June 13th, 2017*, to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Morr, carried 4 Ayes, 0 Nays.

Second Reading

Magnuson motioned to suspend rules to allow for the reading of the Ordinance for a second time by title only, seconded by Morr, carried 4 Ayes, 0 Nays. Magnuson then caused the ordinance to be read a second time by title only, and motioned to approve the adoption of the ordinance on its second reading, seconded by Shultz, carried 4 Ayes, 0 Nays.

4. Consideration of cancelling December 26, 2017 Town Council Meeting

Council voted to cancel the December 26, 2017 Town Council Meeting, motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

5. Approval of Cemetery Deed

Magnuson motioned to approve the following cemetery deed, seconded by Shultz, carried 4 Ayes, 0 Nays.

Marchelle McBride – Section N, Lot Number 67, Grave 1

DEPARTMENT HEADS:

Fire Department

Council acknowledged receipt of the department's monthly report. Magnuson commented on the large fire in the Town of Lagrange and expressed thanks to everyone that responded. Over 40 fire departments assisted, including the Albion Fire Department. Fire chief Brad Rollins reported hose testing is complete. Some of the department's 5" hose failed. So, the department will be obtaining quotes for replacing the hose.

Police Department

Council acknowledged receipt of the department's monthly report. Chief Deputy/Investigator Scott Cole was filling in for Town Marshal Tom Lock who was working a detail at the Light Night March in Kendallville. Cole reported the town has been divided into sectors/quadrants and officers have each been assigned a section to monitor for ordinance violations. The department plans to begin the process for replacing two vehicles in 2018. Lock would like to purchase a Dodge Charger and Dodge Durango. He plans to replace the 2006 Crown Vic and 2009 Ford Explorer. Magnuson asked about buying one vehicle per year instead of purchasing both vehicles next year, and suggested considering that as an option. Cole reported he, Lock and Wynn met and have come up with a plan for paying for both of the vehicles. Electrical issues with one of the vehicles, age and the general condition of both vehicles have been cited as reasons for replacement. Cole reported the Indiana Criminal Justice

Institute donated (3) portable breath testers to the police department. The equipment is used for detection of impaired drivers and is valued at approximately \$1,800. Council members expressed appreciation for the donation.

Town Manager

Council acknowledged receipt of the town manager's monthly report. Council asked that review of the report be placed on the next agenda when town manager Stefen Wynn is expected to be back from vacation.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

Magnuson motioned to approve Payroll and Accounts Payable Vouchers as of September 14, 2017, and Sept. 26, 2017, seconded by Shultz, carried 4 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Shultz motioned to adjourn the meeting at 7:39 pm, seconded by Magnuson, carried 4 Ayes, 0 Nays. An executive session is scheduled for tomorrow, September 27, 2017 at 6:00 pm. The next regularly scheduled meeting is to be held on October 10, 2017 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.