

Albion Town Council
Tuesday, November 14, 2017, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

CALL TO ORDER: Town Council President Max Weber called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

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

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Bill Eberhard, Town Attorney
Matt Getts, KPC Media
Brian Stimpson, Street/Cemetery Depts
Terry Forker, Water/Wastewater Depts
Tom Lock, Police Department
Casey Myers, Park/Cemetery Depts
Shane Coney, Fire Department
Sharon Leitch

APPROVAL OF MINUTES: Minutes from the regular meeting on October 24, 2017 were approved (Motion by Shultz, seconded by Jellison, carried 5 Ayes, 0 Nays). Minutes from the executive session on November 8, 2017 were approved (Motion by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays).

ANNOUNCEMENTS:
Council member Don Shultz said he will miss the Town Council Meeting on December 12, 2017.

OPEN DISCUSSION: NONE

OLD BUSINESS:

Acknowledgment of Niblock Change Order for TIF#1 Legacy Street Project

Clerk-Treasurer Carol Selby reported Bill Etzler, Engineering Resources, Inc informed her ERI does not typically provide Change Orders for quantity/amount variations. Selby said instead, Etzler is going to provide spreadsheets showing monetary amounts so she can reconcile pay applications, with the amount that was awarded. It was noted the town is still waiting on as-builts and final asphalt amounts before payment for the final retainage amount will be processed.

NEW BUSINESS:

1. Approval of Resolution No. 2017-17 – 2014 Dodge Charger Police Vehicle

Council voted to approve Resolution No. 2017-17, A Resolution Authorizing the Purchase of a 2014 Dodge Charger Police car for the Albion Police Department in the Town of Albion. Motion made by Morr, seconded by Jellison, carried 5 Ayes, 0 Nays. Council voted to approve purchasing the car from the Town of Roseland for \$17,000 at their meeting on October 24, 2017. Resolution No. 2017-17 serves to provide official acknowledgement of the transaction as per IC 5-22-22-10.

2. Approval of Supplemental Easement and ROW – Indiana Michigan Power Co.

Council voted to approve the Supplemental Easement and Right of Way as requested by Indiana Michigan Power Company, a unit of American Electric Power. Motion made by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays. The easement is located off of CR N 50 W at the town's wastewater ponds. The town is to be paid a sum of \$2,510 for the easement acquisition. Reference Line Name: Robison Park-Twin Branch (Albion-Ligonier); Easement No. 5, Map No: 0414, Line No. TLN120:95153.

3. Village Drive – Cost estimates for street repairs – Brian Stimpson

Council tabled this item. The Paving Committee will be meeting to review the town's Pavement Asset Management Plan, and prioritize projects for the ensuing year.

4. Approval of Street Sweeping Services Agreement

Council voted to approve the Street Sweeping Services Agreement with INDOT. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays. The agreement is for a term of 48 months (July 1, 2018 – June 30, 2021), and designates payment to the town in the amount of \$1,080 per year for sweeping 3.0 curb miles on State Road 8 & 9 a minimum of two times per year.

5. Approval of 2017 Specialty Pay Buyout – Ord. No. 2017-18 1st & 2nd Readings

Council voted to approve Salary Ordinance 2017-18 on its first and second readings as follows. The ordinance reflects a 3-year buyout of Specialty Pay as recommended by the Salary Committee.

First Reading

Weber caused Ordinance 2017-18, *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 2017-18 Amends Ordinance 2016-23 for the Purpose of Updating Specialty Pay for the Purposes of a Buy-Out and Removing It from Subsequent Salary Ordinances*, to be read for the first time by title only. Morr motioned for approval of the ordinance, seconded by Jellison, carried 5 Ayes, 0 Nays.

Second Reading

Weber motioned to suspend rules to allow for the reading of the Ordinance for a second time by title only, seconded by Shultz, carried 5 Ayes, 0 Nays. Weber then caused the ordinance to be read a second time by title only, Magnuson motioned to approve the adoption of the ordinance on its second reading, seconded by Shultz, carried 5 Ayes, 0 Nays.

6. Approval of 2018 Salary Ord. No. 2017-19 – 1st & 2nd Readings

Council voted to approve Salary Ordinance 2017-19 on its first and second readings as follows. The ordinance reflects a \$625 annual increase for all full-time employees.

First Reading

Weber caused Ordinance 2017-19, *A Payroll Ordinance Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2018 Calendar Year*, to be read for the first time by title only. Shultz motioned for approval of the ordinance, seconded by Jellison, carried 5 Ayes, 0 Nays.

Second Reading

Weber motioned to suspend rules to allow for the reading of the Ordinance for a second time by title only, seconded by Jellison, carried 5 Ayes, 0 Nays. Weber then caused the ordinance to be read a second time by title only, Shultz motioned to approve the adoption of the ordinance on its second reading, seconded by Jellison, carried 5 Ayes, 0 Nays.

7. Consideration of Vision Insurance Renewal with Best Life & Health Ins Co.

Council voted to approve a recommendation by the Insurance Committee to approve renewing employee vision insurance with Best Life Insurance Company. There is no change in coverage, and no increase in premium rates. Magnuson motioned to approve, seconded by Morr, carried 5 Ayes, 0 Nays.

DEPARTMENT REPORTS:

Park/Cemetery Departments

Superintendent Casey Myers provided a summary of his monthly report. The council will be appointing a committee to review cemetery fees. There is an opening on the Albion Park Board due to the resignation of Cody Kirkpatrick who is moving out of the town's jurisdiction. The vacant seat requires appointment by the Albion Town Council President. Christmas decorations will be going up on November 26, 2017. Noble REMC will be donating labor and equipment to assist. Lighted wreaths will be replacing swags on the decorative light poles around Courthouse Square. The Parks Master plan will be submitted to the IDNR soon. Bathrooms have been winterized. Myers serves on

the Noble County Convention & Visitors Bureau. He reported several board members have reached term limits, resulting in new appointments to the board.

Street/Cemetery Departments

Council members acknowledged receipt of the department's monthly report. The street department has been working to install outlets on the streetlight poles for lighted Christmas wreath decorations. Superintendent Brian Stimpson reported a parks department employee helped by filling in while street department employees were on vacation. Options for replacing the roof at the Police Booth are being researched. Leaf pickup is underway. Stimpson reported employees have picked up (9) truck loads so far. Soil borings done on 400 N confirmed the presence of peat. Should the county be awarded a grant to proceed with making the road a truck route, remediation will be required to address the peat situation.

Water/Wastewater Departments

Council members acknowledged receipt of the department's monthly report. Superintendent Terry Forker asked that the water department be notified whenever a fire hydrant is opened, so the hydrant can be properly winterized. Well #2 is out of service pending motor repair/replacement. Forker said he hopes to have it back in service by December. A lift pump at the wastewater ponds needs either rebuilt, or replaced; Forker is waiting on a diagnosis and quote. The committee tasked with coming up with a plan for ammonia treatment will be scheduling meetings with engineers to discuss options. Forker reported the windows and doors have been installed at the water plant. He said there is an issue with one of the doors that needs addressed.

OTHER COMMENTS:

Fire Chief Job Description

Council members reviewed a Job Description for a Fire Chief position drafted by a committee consisting of Town Council President Max Weber, Town Council Member Chris Magnuson, Town Manager Stefen Wynn, Fire Chief Brad Rollins, and Assistant Fire Chief John Urso. It was noted the job description would be revised to clarify 24 hour on-call service may be required at times, rather than "all" of the time. Council also learned the fire board plans to hold officer elections. Those elected would serve until a new fire chief is hired. A change in officers will not result in a change of committee members. The part-time fire chief position will be advertised in venues that offer free, or nominal costs for employment advertisements.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

Magnuson motioned to approve Payroll and Accounts Payable Vouchers as of October 26, 2017, November 9, and 14, 2017, with the exception of Voucher No. 118892, which Selby is to hold until the door issue at the water plant is resolved, seconded by Jellison, carried 5 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, Magnuson motioned to adjourn the meeting at 6:55 pm, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on November 28, 2017 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.