

**Albion Town Council  
Tuesday, November 22, 2016, 6:00 pm  
Albion Municipal Building  
211 East Park Drive, Albion, IN, 46701**

**CALL TO ORDER:** Town council president John Morr called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

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

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Bill Eberhard, Jr. Town Attorney  
Matt Getts, KPC Media  
Kevin Todd, Street/Cemetery Depts  
Scott Cole, Police Dept  
Terry Forker, Water/Wastewater Depts  
Brad Rollins, Fire Dept  
Aaron Knight, Fire Dept  
Brian Peterson, Fire Dept  
Bob Brownell, Fire Dept  
Brian Tigner, Fire Dept  
Shelli McBride, Albion Chamber of Commerce  
Tiffany Lower  
Steve Hook, Albion S.T.A.R. Team  
Dave Gee, Region III-A  
Sharon Leitch

**APPROVAL OF MINUTES:** Morr asked for approval of the minutes from the regular meeting on November 8, 2016. Weber motioned to approve the minutes, seconded by Jellison, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

**1. Introduction of Town Attorney – Bill D. Eberhard, Jr., Eberhard & Weimer, P.C.**  
Council members welcomed Mr. Eberhard to his first Albion Town Council meeting. Mr. Eberhard has extensive experience in governmental law. He comes highly recommended by neighboring municipalities. He will be filling the vacancy created when former town attorney, Michael Yoder resigned.

**2. Albion Chamber of Commerce - Christmas in the Village – December 2, 2016**  
The Albion Chamber of Commerce “Christmas in the Village” event will be held Friday, December 2, 2016 from 4:00pm-8:00pm. Local businesses will have extended hours and Santa Claus will make an appearance. This year’s celebration will include a Christmas Light Parade.

**OPEN DISCUSSION:**

**Map-21 West Main Street Project**

In addition to the existing Map-21 West Main Street Project Committee, Town Council President John Morr suggested appointing Town Council Vice-President Max Weber, Town Council Member Chris Magnuson, and Town Manager Stefen Wynn to a sub-committee for the project. Morr suggested that the committee get with Engineering Resources, Inc. (ERI) to follow-up on any issues with the project. It was noted Wynn had already contacted ERI for an updated timeline and progress report on the project.

**OLD BUSINESS:**

**1. Water Main Projects** – An ADA ramp installed at the Village of White Oaks by contractors working on the water main project is incorrect and will be re-done. Water/Wastewater superintendent Terry Forker reported water mains are installed and fire hydrants are now live. One old service line needs retired. Town council member

Don Shultz said water pressure in the Village of White Oaks appears to be unchanged and he was under the impression the project would improve water pressure. Forker said the water pressure won't be changed as a result of the water main replacement. He said plumbing inside a house has more to do with water pressure.

**2. Tree Removal** – It was determined two trees originally scheduled for trimming, need to be removed. The trees are located on East Main Street across from Central Noble Schools.

**3. 2016 Sidewalk Projects** – Wynn will check on the status of this year's sidewalk projects. It's believed the projects are substantially complete.

**4. TIF #1 Legacy Paving Projects** – Advertising for bids for street and sidewalk work will be published within the next couple of days.

#### **NEW BUSINESS:**

**1. Albion Opera House – Phase I Environmental Site Assessment Initiative**

Council members voted to approve a request from Albion S.T.A.R. Team Director Steve Hook on behalf of the Albion Courthouse Square Preservation Society and Region 3-a Director of Technical Services Dave Gee, for the town to submit an application to the Indiana Brownfields Program. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays. Town Attorney Bill Eberhard, Jr. reviewed the request and confirmed submission of the application would not create a liability for the town.

**2. Review of access to Storage Building & Police Booth**

Town council members Vicki Jellison and Chris Magnuson oversee the use of the town's storage facility at 1140 South Park Drive and decorating of the Police Booth located at the southeast corner of Courthouse Square. Several organizations and some town departments store items in the building. Similarly, local organizations decorate the Police Booth for holidays, and special events. Those organizations include: Noble County EMA, Noble County Sheriff's Dept, Albion Harvest Fest, Albion Chamber of Commerce, Miracle Tree, Tri Kappa, and multiple town departments. While, there doesn't appear to be any major issue with the shared access at this time, council decided to move forward with re-keying locks to limit access to town facilities.

**3. Noble County Convention & Visitors Bureau Board of Directors Appointment**

After discussion, Council members voted to appoint Park Superintendent Casey Myers to serve as the town's appointment on the Noble County Convention & Visitors Bureau Board of Directors. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. The three-year term covers the period of 2017, 2018, and 2019.

**4. Storage Cabinets for Street Uniforms**

After discussion, Council members voted to approve a request by Street/Cemetery superintendent Brian Stimpson to purchase (5) Storage Cabinets from Uline for \$1325. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 1 Nay per Magnuson.

**5. Revize Government Websites Proposal**

Council voted to approve a quote from Revize for \$2,650 to port information from the town's existing website over to a new website and host it for a year. Each year thereafter, would be \$800/year and includes unlimited storage space, hosting, tech support, and updates. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays. The town is currently paying \$600/year for the existing website and is near capacity on storage. Chief Deputy/Investigator Scott Cole, who provides IT services for the town said the new website offers more options at a reasonable price compared to the existing carrier. The new website will be multi-platform compatible (iPads, cell phones, etc) and will provide more options for multi-user posting.

**6. Approval of 2016 Specialty Pay**

As allowed per Salary Ordinance 2015-15, Council voted to approve Specialty Pay for (11) employees in the total amount of \$4,000. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays. The Specialty Pay program will be reevaluated, and revised in 2017.

**7. Approval of 2016 Volunteer Firefighter Pay and Car & Clothing Allowance**

Council voted to approve the November 23, 2016 Fire Pay for (30) volunteer firefighters in the total amount of \$13,661.25. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. As per Salary Ordinance 2015-15, volunteer firefighters receive \$7.50 per hour for emergency runs and/or required service. Firefighters also received \$250 for car and clothing allowance.

**8. 2017 Salary Ordinance No. 2016-23 – 2<sup>nd</sup> Reading**

After lengthy discussion regarding hourly wage increases for volunteer firefighters, council members decided on a compromise between a recommendation made by the Salary Committee and a proposal from Fire Chief Brad Rollins. The Salary Committee recommended raising part-time firefighter pay from \$10.00/hour to \$10.25/hour and pay for emergency runs/required service from \$7.50/hour to \$7.75/hour. Rollins proposed increases of \$12.25/hour for part-time pay and \$8.25/hour for emergency runs/required service. Magnuson suggested a compromise, and motioned to amend proposed Salary Ordinance No. 2016-23 to include part-time firefighter pay in the amount of \$11.25/hour and pay for emergency runs/required service in the amount of \$8.00/hour. Weber seconded the motion, carried 5 Ayes, 0 Nays. Council then voted to approve Salary Ordinance 2016-23 on its second reading as follows. (The ordinance will be amended accordingly and available for council signatures at the December 13, 2016 meeting.)

**Second Reading**

Weber caused Ordinance 2016-23 to be read for the second time by title only. *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.* Magnuson made a motion for adoption of Ordinance 2016-23 as amended, seconded by Shultz, carried 5 Ayes, 0 Nays. The ordinance is effective with the first payroll in 2017.

Most full-time employees are scheduled to receive an annual increase of \$625 and most part-time employees are scheduled to receive \$0.25 per hour. Other employees received an increase in compensation based on an increase in work load resulting from departmental restructuring, internal control reporting and record keeping, and for providing IT Services. Stipends for council members and fire department officers are slated to increase 2.5%. BZA, RDC, Plan Commission and Park Board members will receive \$20 per meeting. Proposed compensation took into consideration a new ruling by the Department of Labor regarding an increase in the Final Threshold amount for salaried employees. Likewise, efforts were made to address Title VI provisions by decreasing the pay disparity between male and female employees.

**9. Addendum to Chamber of Commerce Special Event Application**

This year's Albion Chamber of Commerce sponsored Christmas in the Village event will include a Christmas Light Parade. The police and street departments provided input for traffic control and the parade route. The town will provide barricades. Because the parade is expected to be under three hours, INDOT is not requiring a permit for temporary traffic flow interruptions on State Roads 8 & 9. The inaugural Christmas Light Parade will begin at 6:30pm at the Central Noble School campus and end at Doc's Do It Best Hardware. There are approximately 25 float entries. Officer Scott Cole will assist with announcing using the town's public address system. Council voted to approve allowing the parade event. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays.

**10. Approval of Cemetery Deeds**

Council voted to approve the following cemetery deeds. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays.

Michael Isaac – Section M, Lot 166, Grave 3

Michael & Teresa Isaac – Section M, Lot 166, Graves 1 & 2

**DEPARTMENT HEADS:**

**Fire Dept – Brad Rollins**

Council members acknowledged receipt of the fire department's updated September report and October monthly report. Clerk-Treasurer Carol Selby clarified air bottles to be purchased from Hoosier Fire will be paid for out of fire department budgeted funds instead of Rainy Day funds as previously reported. Rollins said the department is

considering the purchase of additional 800 MHz Radios prior to year-end. The department currently has approximately 18-20 radios.

**Terry Forker – Water/Wastewater Depts**

Council acknowledged receipt of the department's monthly report. Forker asked to be notified when a fire hydrant is used in order to make sure the hydrants get winterized. Issues at the Bosch lift station have improved due to a thorough cleaning of the system. Repairs to the lift station near Dollar General are complete. Water/Wastewater employee Jason Koontz is studying for his CDL license and would like to get it prior to year-end.

**Kevin Todd – Street/Cemetery Depts**

Council acknowledged receipt of the updated monthly report. Leaf pickup ends December 2, 2016. Street department employees tried out a demo leaf machine. Todd reported different machines have pluses and minuses. The town's current machine fills up quickly requiring it to be emptied more frequently which adds time to the process. The demo machine takes longer to fill, requiring less time to empty. The town's existing leaf machine has a platform for employees to ride on between leaf pickup sites. The demo machine did not have a platform, resulting in more time expended transitioning between pickup sites. The department will continue to research options. Town employees will receive snow plow training from an LTAP representative on Wednesday. All town departments are invited to attend IPEP training on January 3, 2017.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** After discussion, Jellison motioned to approve Accounts Payable and Payroll Vouchers as of Nov. 10, 2016, & Nov. 22, 2016. Seconded by Shultz, carried 5 Ayes, 0 Nays.

**ADJOURNMENT:** There being no further business to be brought before the council in regular session, Morr asked for a motion to adjourn the meeting at 7:56 pm, so moved by Weber, seconded by Magnuson, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on December 13, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.