

FEBRUARY 1, 2017

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Jennifer Hotchkiss	David Purvis-Fenker
Laura Rager	Matt Mize	Aaron Popplewell	McKenzie Klemann
Tom Dale	Cam Kissinger	Anne Myer	Ben Vineyard
Adam Penrod	Jim Kirk	Steve Shumaker	Keith Gillenwater

Those absent: Chalmer Tobias, Allen Miracle. A quorum was attained.

The regular February meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on February 1st, 2017, at 7:00 p.m., pursuant to notice duly given in accordance with the rules of the Council. The meeting was called to order by council president, Jim Smith, who presided.

Council President Jim Smith added the discussion of a new street to the agenda under new business.

MINUTES

Minutes of 01/04/17 meeting were presented for approval. Motion to approve: Rager/Dale. Motion passes unanimously.

VISITOR COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. 457 Retirement Plan Termination Resolution #1, 2017 – Clerk-Treasurer Carrie Mugford read resolution #1, 2017, verbatim. Mugford explained that a 457 plan is a retirement plan for government employees similar to a 401K in private business. The plan was started as an additional retirement savings option to compliment the required PERF retirement plan. Mugford stated that she has been advised that the current 457 is not the most effective or cost efficient plan for employees any more. There are only 4 employees still contributing to the plan. All current and former employees with money still held in the plan have been notified and will be making individual choices on how to handle that money. Mugford noted that the town is a PERF participant which makes employees mandatory participants. Employees will still have the option to have additional retirement money saved through payroll deduction, but now the money will be self-directed and have fewer fees. Motion to approve resolution #1: Rager/Dale. Motion passes unanimously.

2. Permission to Receive Proposals for New Sewer Cleaning Machine – Town Manager Adam Penrod stated that the sewer cleaning machine is showing its age at 15 years old. Wastewater Superintendent Aaron Popplewell explained that approximately \$17,000 has been spent over the last two years maintaining the machine. It is requiring constant upkeep. Brown Equipment gave an estimate close to \$100,000 to overhaul the moving parts and the holding tanks of the Vector.

Popplewell requested permission to start the process to buy a new sewer cleaning machine. Penrod would like to receive proposals to be able to evaluate the most substantive factors. Penrod remarked that the wastewater department has already had two offers to purchase the old machine that hasn't even been put on the market yet. Popplewell confirmed that the Vactor is a good machine for a smaller community and has no doubt that it will sell once it is available. Motion to approve solicitation of proposals for new sewer cleaning machine: Rager/Dale. Motion passes unanimously. Penrod stated that all financing options will be evaluated.

3. 2014 Checks to Write Off – Clerk-Treasurer Mugford explained that stale checks can't be written off till two years after December 31st of the year it is written. Mugford requested permission to write off one town check and three utility checks from 2014. Motion to approve: Rager/Dale. Motion passes unanimously.

4. Preview of Item for Next Month – Town Attorney Matt Mize explained that Pleasant Way has never been received by the town. Pleasant Way runs east to west from Meadow Lane to East Street. The owner of an adjacent property would like to have the "street" recognized so the landlocked parcel can be sold. The title company handling the transaction won't allow the sale because the parcel is landlocked. Mize will bring a resolution to council at the next meeting for consideration. Councilmember Laura Rager offered several points for deliberation: if the town accepts Pleasant Way as a street does it have to be made viable for travel? Does it have to be able to sustain a fire truck? Is the town obligating itself to making improvements? Council President Jim Smith stated that those details will have to be worked out before the agreement is made. Mize communicated that the buyer understands and accepts that improvements will not be made. Councilmember Tom Dale asked if Pleasant Way could be granted as an easement. Mize agreed to ask the title company if that is acceptable. Smith commented that one property to the east has a Pleasant Way address and is serviced by a road with asphalt. Smith continued that it only makes sense to consider accepting the road by the town. Mize suggested another possible solution where the owner of the piece of land that is Pleasant Way could deed that piece to the owner of the landlocked parcel. Mize will do more research for council before consideration at the next meeting.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Police Chief Jim Kirk reported that the department has been active with traffic stops and drug enforcement. Officers have recovered multiple stolen guns and are working with ATF agents to recover more. Kirk reported that two officers currently at the academy will graduate on February 16. Kirk is looking forward to having a full staff again.

Code Enforcement – Report in packet

Fire Dept. – Fire Chief Cam Kissinger added 8 runs to his submitted report: 7 medical and 1 fire. One medical run was for a cardiac arrest. Kissinger remarked that made two saves in a month for the department. Kissinger reported that the 1994 E1 Pumper Truck has been sold to Versailles Fire Department for \$45,000. That money will go towards the purchase of the new pumper.

Plan Commission – Did not meet

Board of Zoning Appeals – Steve Shumaker announced that BZA met on January 23rd to consider the MEDCOR sign variance request. It was approved.

Traffic Commission – Did not meet

Parks & Recreation – Park Director Jennifer Hotchkiss reported that the Daddy Daughter Dance will be held February 18 at Scout Hall. There will be two sessions so lots of families can participate. They are currently taking reservations for the dance. Hotchkiss reported that the Parks Department needs to remove playground equipment from the old Maple Park property. That property has sold and the purchaser plans to put a house where the playground is. The equipment will be relocated to the canoe launch. Hotchkiss presented a proposal from Havel for the replacement of variable frequency drives on the motors at the pool. The current VFD's are running at 100% right now which is using too much electricity. New VFD's will reduce electricity usage and cost. Dale asked what the life expectancy is for VFD. Hotchkiss replied that in a good environment they should last around 10 years. However, these were put in a hostile, chlorinated, moist environment. Hotchkiss is grateful to have gotten 5 years out of them. Dale asked if the VFD's can be moved out of their current location. Hotchkiss replied that moving the motors would be cost prohibitive. Hotchkiss received information from other vendors but each has different problems and costs. The proposal from Havel is the least expensive and most efficient. The park board approved the proposal at their last meeting. Smith inquired when the project will be complete. Hotchkiss is hopeful to have the VFD's installed in the next three weeks.

Town Life Center – Anne Myers reported that the park maintenance crew removed the row of bushes between the upper and lower driveway. The shrubs were overgrown and were encroaching on the driveway. Myers will look for something to put in place of the overgrown shrubs to make drivers aware of the ledge.

Tree Advisory – Minutes included. Ben Vineyard announced that Arbor Day will be celebrated April 28.

EDG – No report

RDC – Jim Smith reported that the Redevelopment Commission met and held officer elections. The RDC heard an update from Penrod on the housing development. An agreement with a potential developer is getting closer. The project is progressing. Penrod is working through the due diligence to make the agreement amenable to both parties.

Medcor – No report

Solid Waste – No report

Storm Water Board – Adam Penrod reported that the storm water board met and discussed the next long term control project. Penrod is hopeful that storm water funds will pay half of the project.

Public Works – Aaron Popplewell reported that the annual bio-solids report is done and submitted to the state.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that the housing development is progressing. There are currently a couple of other projects on hold for weather. The canoe launch grant extension was approved by OCRA. The Mediacom lease agreement renewal has been delayed by Mediacom.

It has been discovered that Town Hall has some serious sewer issues. Those are scheduled to be repaired next week.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$278,893.89 and the Public Works docket totaling \$167,478.35 were submitted for payment. Motion to pay our bills: Dale/Rager. Motion carried by unanimous voice vote of members present.
3. Budget Update – Clerk-Treasurer Mugford was happy to report that the budget was returned from the DLGF as requested. No changes or reductions are required. Council thanked Mugford for her work during the budget process.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

Tom Dale congratulated the police and fire departments for their hard work. Dale acknowledged that the departments have been busy and consistently do a good job.

Meeting adjourned at 7:27 p.m.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Chalmer Tobias

ATTEST:

Carrie Mugford, Clerk-Treasurer