

**Albion Town Council**  
**Tuesday, January 12, 2021, 6:00 pm**  
**TELECONFERENCE via GoToMeeting**  
**(Meeting ID# 280137509)**  
**Albion Municipal Building**  
**211 East Park Drive, Albion, IN, 46701**

**AS A RESULT OF THE WORLD HEALTH ORGANIZATION'S DECLARATION OF A GLOBAL CORONAVIRUS PANDEMIC, (aka CoVid-19) AND AS AUTHORIZED PER STATE OF INDIANA GOVERNOR ERIC HOLCOMB, VIA EXECUTIVE ORDER NO. 20-09, DATED 3/23/2020, "RELATING TO THE CONTINUITY OF OPERATIONS OF GOVERNMENT, PAGE 2, ITEM 4 (A) "OPEN DOOR LAW," THE ALBION TOWN COUNCIL HELD THIS MEETING VIA ELECTRONIC COMMUNICATION. THE MEETING WAS HELD IN CONJUNCTION WITH GOVERNOR HOLCOMB'S EXECUTIVE ORDER NO. 20-08, DATED 3/23/2020, "DIRECTIVE FOR HOOSIERS TO STAY AT HOME," AND EXTENSIONS THEREOF.**

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

**ATTENDANCE:** Vicki Jellison, President (Present)  
Don Shultz, Vice-President (Present)  
Chris Magnuson, Member (Present)  
Darold Smolinske, Member (Electronically)

**ABSENT:** John Morr, Member

**OTHERS:** Carol A. Selby, Clerk-Treasurer (Electronically)  
Tena Woenker, Town Manager (Present)  
Steve Clouse, Town Attorney (Present)  
Matt Getts, KPC Media (Electronically)  
Scott Cole, Police Dept (Present)  
Casey Myers, Park/Cemetery Depts (Present)  
Terry Forker, Water/Wastewater Depts (Present)  
Corey Miller, Street/Cemetery Depts (Present)  
Aaron McGinnis, Water/Wastewater Depts (Electronically)  
Jim Clevenger, Dixon Engineering (Electronically)

**ELECTION OF OFFICERS: Town Council President & Vice President**

The floor was opened for nominations for officers for 2021. Magnuson recommended retaining the same officers as last year, and nominated Vicki Jellison to serve as Town Council President and Don Shultz to serve as Vice President, Shultz seconded the nominations. There being no other nominations, Council voted to reappoint Jellison as Town Council President and Shultz as Vice President, carried 4 Ayes, 0 Nays.

**APPROVAL OF MINUTES:** Minutes from the regular meeting on December 8, 2020 were approved. Motion by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

Jellison extended condolences to the Scott Cole and Bryce Sheckler Families on the passing of Nancy Cole. A billboard is up, and radio announcements have started for Coronavirus Safety Awareness. Costs are expected to be covered by Safety Awareness CARES ACT funding.

**OPEN DISCUSSION:**

Jellison requested a letter be sent to Albion resident Mr. Ray Groves reiterating findings discussed in a meeting with him, town officials and the town attorney regarding his claim an alley is encroaching onto his property. Town Attorney Steve Clouse reported Groves purchased the property several years ago without a survey. County recorders, along with a recent survey commissioned by Groves, do not support Groves' claim of encroachment. Therefore, there is no action warranted on behalf of the Town.

**DEPARTMENT HEAD REPORTS:**

Jellison acknowledged written reports for December from Fire, Police, the Town Manager, Park/Cemetery, Street/Cemetery and Water/Wastewater Depts. She also acknowledged receipt of the Annual Overtime Report.

**Park/Cemetery Depts-** Superintendent Casey Myers provided a report listing accomplishments for last year. The Park Board met Monday and voted to retain the same officers as last year. Myers is proposing replacing two mowers with one, and will be researching estimated trade-in values on the mowers. He would also like to replace the 2004 Chevrolet truck. The new bathroom facility is approximately 80% complete. Planning on development of the "Back 40" in Hidden Diamonds Park is progressing. A topographical survey of the proposed area for development has been completed.

**Street/Cemetery Depts-** Superintendent Corey Miller was present to provide a summary of departmental activities. He reported two burials in Rose Hill Cemetery for December, and training on Trench safety. The tree trimming/removal contract for 2020 is completed. Council discussed changing the timeline for tree work and sidewalk projects from one time per year to twice a year. Snow events kept the department busy salting and plowing. Miller has been in contact with Pavement Solutions to research road preservation options, some of which may be eligible for Community Crossings Matching Grant funding. Streetlight maintenance is ongoing. Council discussed concerns about the effects on surrounding houses, buildings, and infrastructure from vibrations at the construction site for Noble County's new building. The County hired a firm to measure seismic activity resulting from the construction. Woenker and Miller will be meeting with DLZ Engineering this week to discuss CCMG Projects.

**Water/Wastewater Depts-** Superintendent Terry Forker reported Annual Well Testing was done and expects an official report soon. He reported construction of apartments in North Ridge Village seems to be going well, and water meter settings have been ordered. A new backflow valve was installed on Well #1. One of the Pilot Studies being conducted for Ammonia Removal did not render the results anticipated by the Town's consulting engineer. Another study is being conducted by KML, and shows promise. However, because the technology is in its infancy, and proprietary, further elaboration would require consent of the vendor. Forker said he believes they are moving in the right direction. Wessler Engineering is expected to provide a written update on measures taken toward meeting IDEM imposed ammonia limitations soon. The department performed 16 Line locations and 17 water disconnections in December.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Consideration of the following for Water Tower Maintenance (South Tank)**

Jim Clevenger, Dixon Engineering was present electronically to provide information and answer questions regarding an agreement for inspection services, and a quote for work (shroud, sandblast, paint, etc.) to be performed on the Town's East Industrial Park Water Tower located

off of 1140 S Park Drive. (Shrouding is required for removal of lead paint.) The Public Works Committee reviewed several bids received for the work and recommended awarding the bid to the lowest most responsive and responsible bidder, George Kountoupes Painting Co. In response to questions from the last meeting regarding a warranty on the paint, Mr. Clevenger reported he was unable to obtain a written warranty, but said the paint to be used was one of the three types specified in the RFQ, and they very rarely see issues with these coating systems. He said the manufacturers are good about standing behind their product. He noted much of the paint performance is dependent upon the application. The contractor responsible for application has to submit a performance bond. Dixon Engineering will come back in one year and inspect the work, and if there are problems, they are to be addressed under the one-year work warranty. Clevenger said if there are problems with the paint, they are usually apparent by the one-year warranty inspection. Superintendent Terry Forker said this type of epoxy paint is used on towers and bridges. He recommended approving the contracts. After discussion, a majority of Council voted to approve the agreements as indicated below. Magnuson dissented due to lack of warranty information on the paint.

**Dixon Engineering – Agreement for Inspection/Professional Services - \$29,850**

Shultz motioned to approve, seconded by Smolinske, carried 3 Ayes, 1 Nay per Magnuson.

**George Kountoupes Painting Co – Approval of Bid/Contract/Notice of Award - \$333,400**

Shultz motioned to approve, seconded by Smolinske, carried 3 Ayes, 1 Nay per Magnuson.

**2. Discussion on purchasing new Handheld for water meter reading – Terry Forker**

Council approved a request made by Forker to purchase a new Handheld for water meter reading. He reported approximately 70% of meters are radio reads. The handhelds currently being used for water meter reading often require employees to return and get closer for the handheld to pick up the reading. He said technology has improved significantly and expects the new equipment to improve the efficiency of meter reading. After discussion, Council voted to approve purchasing a new Sensus Handheld meter reader from EJP for approximately \$7,250. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.

**3. Updates to Employee Handbook – Ordinance No. 2020-26 – 2nd Reading**

Jellison reported Councilmember John Morr, whom worked several years in the insurance industry, recommended removing a paragraph from Page 18, under Section 306 Workers' Compensation Insurance which allowed an employee medically disabled on the job to receive their normal rate of pay for up to five days, and not have it charged against their sick leave account. New Focus HR, drafters of the Employee Handbook also noted this provision, which was carried over from a prior Employee Handbook, was unique in that it was not the industry standard. Inclusion of this language, meant employees off work long enough to receive Workers' Comp wage compensation for the first week off, would be paid by both the Town and the insurance company for the same five (5) days. Removal of the paragraph (which would align with industry standards) means employees not off work long enough to be eligible for wage reimbursement for those first five (5) days through the Town's Workers' Compensation Insurance would need to use accrued paid time (i.e., Sick, Vacation, Personal, Comp time), or take the time off unpaid. After discussion, Council voted to remove the aforementioned paragraph to align the Town's policy with industry standards, and approved Ordinance No. 2020-26 (as amended), *Town of Albion Employee Handbook*, on its second reading as follows. The effective date is retroactive to January 1, 2021.

**Second Reading**

Magnuson caused Ordinance 2020-26, to be read for the second time by title only. Magnuson motioned for approval of the ordinance, seconded by Shultz, carried 4 Ayes, 0 Nays.

**4. Community Crossings Grant Agreements w/INDOT – Consideration of the following:**

Council took action to approve grant agreements between INDOT and the Town of Albion for the below listed Community Crossings Grant Projects. Motion made by Magnuson, seconded by Smolinske, carried 4 Ayes, 0 Nays.

**Contract# A249-21-LG200314, Des No. 2002616 – Grant Amount: \$557,325**

*(E Hazel Street from Orange Street to First Street, HMA Overlay, Structural)*

**Contract# A249-21-LG200315, Des No. 2002617 – Grant Amount: \$162,525**

*(Hickory Street from South St to Washington St, HMA Overlay Minor Structural and York Street from Highland St to 200' North of Highland St, HMA Overlay Minor Structural)*

Council also approved **Resolution No. 2021-02**, granting authority for Council President Vicki Jellison to serve as signatory of the necessary documents. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

**5. 2021 Town Events – Set Dates**

Council members agreed to set the following dates for 2021 events, and waive the permit fees for the Albion Chamber of Commerce sponsored Town Wide Yard Sale as indicated below. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays. (It may be necessary to reschedule or cancel events due to the CoVid-19 Pandemic.)

- Town Wide Yard Sale - May 6th, 7th, & 8th (permit fee waived)
- Spring Clean-up – May 15th (Chamber to sponsor Goodwill Truck)
- Albion Fireworks Display – July 2nd
- Trick or Treat – October 31st, 5-7pm

**6. Approval of 2020 Budget Transfers, A/P & Payroll Vouchers, and Encumbrances**

Council voted to approve year-end Budget Transfers, Accounts Payable, Payable Vouchers, and Encumbrances as detailed in the below listed reports. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

- Budget Transfer Report – Jan-May (Komputrol)
- Miscellaneous Appropriation Transaction List – June-Dec (Keystone)
- Allowance of Accounts Payable & Payroll Vouchers (12/22/2020 & 12/31/2020)
- Allowance Docket for 12/17/2020 Payroll
- Allowance Docket for 12/31/2020 Payroll
- Encumbrance Resolution No. 2021-01

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of January 12, 2021. Shultz seconded, carried 4 Ayes, 0 Nays, attested by Carol A. Selby.

**ADJOURNMENT:** There being no further business to be brought before council in regular session, Jellison adjourned the meeting at 7:27 pm. Motion by Smolinske, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 26, 2021 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN. Should the Town continue to be under a public emergency, the option to join the meeting electronically will be available.

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VICKI E. JELLISON, PRESIDENT

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DONALD J. SHULTZ, VICE-PRESIDENT

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CHRISTINA K. MAGNUSON, MEMBER

\_\_\_\_\_  
JOHN D. MORR, MEMBER

\_\_\_\_\_  
DAROLD R. SMOLINSKE, MEMBER

ATTEST: \_\_\_\_\_  
CAROL A. SELBY, CLERK-TREASURER