

**Albion Town Council**  
**Tuesday, May 22, 2018, 6:00 pm**  
**Albion Municipal Building**  
**211 East Park Drive, Albion, IN, 46701**

**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  
Don Shultz, Member  
John Morr, Member  
Max Weber, Member

**ABSENT:** Chris Magnuson, Vice-President

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Steve Clouse, Town Attorney  
Matt Getts, KPC Media  
Terry Forker, Water/Wastewater Depts  
Aaron McGinnis Water/Wastewater Depts  
Bryce Sheckler, Water/Wastewater Depts  
Brian Stimpson, Street/Cemetery Depts  
Scott Cole, Police Dept  
John Urso, Fire Dept  
Linda Sanders, Wessler Engineering

**APPROVAL OF MINUTES:** Minutes from the regular meeting on May 8, 2018 were approved. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. **Condolences** – Jellison expressed condolences to the Magnuson family upon the passing of Dick Magnuson, councilmember Chris Magnuson’s father.
2. **Water/Wastewater Department Position filled** – Council members welcomed new employee Bryce Sheckler, who was hired to fill a vacancy in the Water/Wastewater Departments.
3. **Coming Soon – Pill Box Tele-pharmacy** - Wynn reported the State Pharmacy Board approved the first ever Tele-pharmacy in the State of Indiana, and it will be located in Albion. Gregg Winn, Pill Bill Pharmacy has leased a building adjacent to the Subway restaurant in North Ridge Village. In addition to filling prescriptions, services will also include vaccinations and immunizations. Wynn credited Gregg Winn and Town Council Member John Morr for their diligence in getting legislation passed that serves to provide rural communities with access to pharmaceuticals. Morr said State

Representative Dave Ober was very helpful in putting things on the fast track, allowing legislation to be passed much sooner than they had originally anticipated. Winn will be seeking financial assistance from the town, including a façade grant to help with renovations which include installation of a drive through window.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Appoint Voting Representative - Noble REMC Annual Meeting Affidavit**

Council voted to appoint Chief Deputy/Investigator Scott Cole to serve as the Town's voting representative at the upcoming Noble REMC Annual Meeting. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays.

**2. WWTP Committee Update and Recommendations for Ammonia Treatment**

Linda Sanders, Wessler Engineering was present to answer questions about the proposed addendum to the Town's agreement with Wessler for design engineering. Wynn reported members of the WWTP Committee met on May 15, 2018 with project manager Megan Carr, Wessler Engineering, and reviewed options for moving forward with addressing ammonia treatment at the wastewater ponds. Taking into consideration the results of a Lagoon Study, a draft technical memo from Wessler, and the timeline for meeting IDEM-mandated requirements for the town's NPDES Permit, the committee recommended the following:

- a. Proceed with a Phased-approach that includes sludge reduction, addition of diffused air aeration, and, if necessary a nitrification system.
- b. Move forward utilizing the Guaranteed Savings Contract (GSC) method of selecting a construction engineer. (This method affords the town the best option for choosing and implementing a system within the mandated timeline.)
- c. Approve the proposed addendum to the agreement with Wessler for an additional amount NTE \$98,900. (According to Linda Sanders, some costs for consideration of nitrification are included in the initial design phase. However, the town should realize some cost savings if nitrification is deemed unnecessary.)

Weber motioned to approve moving forward with the GSC method of selecting a contractor and to approve the addendum with Wessler for an amount NTE \$98,900 as outlined above, seconded by Shultz, carried 4 Ayes, 0 Nays. Plans are to use TIF funds, Wastewater Funds, and if necessary, a loan from the Water Fund to the Wastewater Fund to cover project costs.

**3. Approval of Agreement with Little John Auctioneers for equipment disposal**

After discussion regarding fees for Little John Auctioneers to dispose of town equipment via online auction, Shultz motioned to approve the agreement, and cause Wynn to sign it, following negotiations to waive or reduce the \$600 advertising fee, seconded by Weber, carried 4 Ayes, 0 Nays. It was noted terms of the agreement include an 18% commission on each item sold, and a buyer's premium of 15% in addition to the advertising fee of \$600.

**4. Personnel Staffing – Proposed transfer of personnel between the street and police departments** – Council voted to approve a recommendation made by the hiring committee for a lateral transfer of employees between the police and street departments as listed below. Motion made by Morr, seconded by Weber, carried 4 Ayes, 0 Nays.

Corey Short will transfer from the street department to the police department.  
Craig Bear will transfer from the police department to the street department.

It was noted Corey Short is academy trained, and formerly served as a full-time police officer for Kendallville and part-time officer for Albion. Wynn reported both employees and their respective department heads are in favor of the transfer.

**5. Consideration of purchasing a used Scissor Lift – Street Department**

Street department head Brian Stimpson reported after inspecting a scissor lift he had originally seen advertised for sale, he determined it was poor condition and as such he is no longer interested in purchasing the equipment.

**6. Approval of Life, ADD, & STD Insurance Renewal - Dearborn National (no increase)** – Council voted to approve a recommendation made by the Insurance

Committee to renew employee Life, Accidental Death & Dismemberment, & Short-term Disability insurance with Dearborn National. There is no increase in the premium. Motion made by Morr, seconded by Weber, carried 4 Ayes, 0 Nays. (The cost is \$20.05 per month per employee. The Town pays 100% of the cost. The term is July 1, 2018 – July 1, 2019.)

**7. Discuss 2019 Budget Items**

a. **Allocation of Public Safety LIT** – After discussion regarding how to allocate Public Safety Local Income Tax funds for the 2019 Budget year, Council voted to keep the same split as this year- 65% Fire / 35% Police. Motion made by Shultz, seconded by Weber, carried 3 Ayes, 1 Nay per Morr. Morr said he would like to move toward a more equitable split between the fire and police departments. Council members indicated a plan for how those funds are going to be allocated in the future should be determined during upcoming work sessions during the budgeting process.

b. **Fire Protection Agreement with Township Trustees** – Council members tabled this item until the Fire Chief and Town Manager have the opportunity to discuss a proposed 2019 agreement with Township Trustees. (It was noted Council approved a 2% increase last year for the current 2018 Budget.)

**8. Discussion on “old” Street Shop located at 1140 S. Park Drive**

Wynn reported he received an inquiry from a local business (requesting to remain anonymous at this time) asking if the town would be interested in leasing or selling the building located at 1140 S Park Drive. The building is currently used for storage of town equipment, along with items from approximately four non-profit organizations. Wynn

suggested refurbishing the “Tin Shed” located on Liberty Street as an alternative for storage. He reported the Town has an agreement with a local Boy Scout Troop for storing items in the Tin Shed that auto renews in August 2018. It’s believed the Troop initially given permission for use of the building is disbanding. Wynn plans to meet soon with a Boy Scout representative to discuss future long-term plans for the Tin Shed. After discussion, Council consensus was for Wynn to proceed discussing leasing or selling the building with the interested party. It was noted the purchase or lease of real property may be discussed in executive session. However, execution of a contract to sell or lease the property must be done in a public meeting, and according to state statutes.

**9. Discussion on proposal from New Focus HR for Compensation Analysis and development of a Salary Administration Plan**

– Wynn provided a summary of a proposal from New Focus HR to conduct a study comparing the town’s wage scale to that of neighboring/similar municipalities, and develop a pay scale/matrix, and implementation plan for determining future salary increases. Wynn said it would provide framework for basing salary recommendations, serve as a budgeting tool, and help the town retain employees by offering wages competitive with surrounding communities. It was noted the Town does not typically experience much turnover and has access to other salary surveys through AIM and Gateway that serve as a means of comparing the Town’s wages to that of other communities. Given this, along with the size of our workforce, Council members were not sure it would be a beneficial return on investment. It was also noted; a committee of town employees and council representatives meet annually to evaluate the Town’s wages and take a variety of factors into consideration before making salary recommendations to Council. After discussion, Council members deemed the present procedure in place to be sufficient for determining salary increases and took no action on the proposal from New Focus HR in the amount of \$8,000.

**10. Approval of Cemetery Deed(s)**

Council voted to approve the following Cemetery Deed. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays.

**Jim & Rita Coats – Section M, Lot 4, Graves 1&2**

**DEPARTMENT HEADS:**

**Fire Department** – Deputy Fire Chief John Urso was present to provide a summary of the department’s monthly report. Council members voted to approve semi-annual Fire Pay in the amount of \$7,996. Motion made by Morr, seconded by Weber, carried 4 Ayes, 0 Nays. The department could use more volunteers to assist with the upcoming Fish Fry Fundraiser.

**Police Department** – Deputy Chief/Investigator Scott Cole was present to provide a summary of the department’s monthly report. Cole reported next month’s report will reflect a significant increase in ordinance violations for tall grass/weeds and junk. Complaint forms are available on the Town’s website for anyone wanting to report alleged ordinance violations. Three police reserves have been added to the roster and

will assist with providing coverage for upcoming events. Jellison said she would like to see the names of the new reserves on the monthly reported. Officer Ryan Castle is expected to attend the police academy soon. Traffic has increased in Albion due to an INDOT detour for construction of a new bridge on State Road 6 in Brimfield. The pavement surface at the intersection of State Roads 8&9 has become like a wash board due to increased traffic and the stopping and starting of vehicles, especially semi-trucks. Some banners and flags have been knocked down. Cole reported INDOT increased the timing of the traffic light to give semis additional time to negotiate turns at the intersection.

**Town Manager** – Town Manager Stefen Wynn asked if there were questions on his monthly report. He reported the Saddle Club has asked for police reserves to assist with traffic and parking for a Circus to be held on the property on June 10, 2018. A police vehicle that was damaged when another vehicle struck it is awaiting repairs. Wynn will participate in an interview for the purpose of marketing Albion for a segment of “Life is Better Here” to be aired on ABC TV Channel 21. Kelli Brennan, a graduate of East Noble High School and student at Butler University has been hired for the Intern position. She started May 21, 2018.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:**

After discussion, Shultz motioned to approve Payroll and Accounts Payable Vouchers as of May 10, 2018 & May 22, 2018, seconded by Morr, 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, Weber motioned to adjourn the meeting at 7:42 pm, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on June 12, 2018 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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VICKI E. JELLISON, PRESIDENT

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CHRISTINA K. MAGNUSON, VICE-PRESIDENT

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JOHN D. MORR, MEMBER

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DONALD J. SHULTZ, MEMBER

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MAX C. WEBER, MEMBER

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