

Albion Town Council
Tuesday, September 11, 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
Chris Magnuson, Vice-President (early departure)
Don Shultz, Member
John Morr, Member
Max Weber, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Steve Clouse, Town Attorney
Kevin Kelly, Avilla Hometown News
Scott Cole, Police Dept
Casey Myers, Park/Cemetery Depts
Aaron McGinnis, Water/Wastewater Depts
Sharon Leitch

APPROVAL OF MINUTES: Minutes from the regular meeting on August 28, 2018 were approved. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. **Albion Fire Department - ISO Rating** - The Insurance Service Office (ISO) rating for the fire department has improved from 5/8B to 4/4Y.
2. **Local Trax Grant Application** - Wynn reported the grant application for construction of a proposed underpass/overpass to be constructed under/over the CSX Railroad tracks at Seventh Street was submitted to INDOT. Morr suggested withdrawing the application due to the estimated cost of \$14 million and the proposed closure of the York Street crossing. It was noted 80% of the cost is covered by the grant and the 20% local match may come from public/private partnerships, including from CSX Railroad. It was noted there was a recent derailment that left all three railroad crossings in town blocked for (5) five hours. After much discussion, the consensus was to allow the application to be considered by INDOT.
3. **Community Crossings Grant Application** – An application was submitted for Village Drive. Plans are to submit a grant application for West Main Street once design engineering is done.
4. **Town Marshal Tom Lock – Retires from Town of Albion**

Council acknowledged receipt of a letter from Town Marshal Tom Lock announcing his retirement from the Town. Jellison said this topic will be added under New Business.

5. Albion Harvest Fest – The Albion Harvest Fest will be held this weekend, September 15, 2018 – September 16, 2018 at the Noble County Saddle Club.

6. Ladies Night – Doc’s Do It Best Hardware – Special event to be held on Thursday, October 4, 2018, 7:00pm – 9:30pm.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Consideration of Land Purchase – Resolution No. 2018-10

Council tabled this item pending completion of appraisals. Weber reported he gathered information on the property from the County indicating the soil composition is identified as B1a, Loam (sand/silt/clay). It was noted soil borings would need to be conducted to determine if the soil is suitable for construction of a wastewater pond.

2. Establishment of Water Utility Cash Reserve Fund – Ordinance No. 2018-12

Council voted to approve Ordinance No. 2018-12 on its first and second readings as follows. The ordinance designates the Albion Water Utility’s existing Money Market Fund as a Cash Reserve Fund. Surplus funds from the Water Operating Fund may be deposited into the Cash Reserve Fund. Those funds may be used to make loans to the town’s Wastewater Utility per IC 8-1.5-3-11(f).

First Reading

Magnuson caused Ordinance 2018-12, *An Ordinance Designating the Water Money Market Fund as a Cash Reserve Fund for the Albion Water Utility as per Indiana Code 8-1.5-3-11* to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Weber, carried 5 Ayes, 0 Nays.

Second Reading

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

3. Loan from Water Utility to Wastewater Utility - Ordinance No. 2018-13

Council voted to approve Ordinance No. 2018-13 on its first and second readings as follows. The ordinance authorizes a loan from the Albion Water Utility Cash Reserve Fund in the amount of \$300,000 for a 5-year period at 1% interest to the Albion Wastewater Utility as per IC 8-1.5-3-11(f). The funds will be used for improvements to the Town’s wastewater treatment system in an effort to comply with limitations of its NPDES permit, including, but not limited to the treatment of ammonia.

The Town has entered into agreements with Wessler Engineering for design engineering and Kokosing Industrial for construction of the improvements at the

wastewater ponds. Total estimated costs exceed \$800,000. The town has until July 2019 to comply with IDEM limits for ammonia.

First Reading

Magnuson caused Ordinance 2018-13, *An Ordinance of the Town of Albion, Indiana, Authorizing a Loan from the Albion Water Utility to the Albion Wastewater Utility as per Indiana Code 8-1.5-3-12* to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Weber, carried 5 Ayes, 0 Nays.

Second Reading

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

4. Approval of Employee Health Insurance Renewal with Physicians Health Plan

Council voted to approve a recommendation by the Insurance committee to renew the High Deductible/Health Savings Account Plan with Physicians Health Plan (PHP) for employee health insurance coverage. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. The committee reviewed other plans, including Affordable Care Act (ACA) compliant plans before making the recommendation to remain under a “grand-mothered” plan with PHP. The goal of the committee was to split the overall cost of the increase between the town and employees. Decreasing the town’s contribution toward employee deductibles helps offset the larger impact the town incurs for increased premium amounts. A summary of the renewal is listed below.

- Renew (Plan QH52M18) with the 9% increase effective October 1, 2018
- Keep the existing percentage split for premiums (80% Town/20% Employee)
- Decrease the percentage the town contributes towards employee Health Savings Accounts from 25% Town/75% Employee to 20% Town/80% Employee
- Deductibles remain the same as current year (\$3,000/\$6,000)
- Monthly premium rates effective October 1st are as follows:
 - Employee Only..... \$ 458.28
 - Employee & Spouse..... \$1,003.86
 - Employee & Children... \$ 908.24
 - Family..... \$1,453.22

5. Consideration of Quotes for Storm Sewer Pipe Repair

Street Superintendent Brian Stimpson reported no quotes were received for the proposed work. The collapsed pipe is near a 12” water main making the work challenging and requiring a contractor specializing in this type of work. During the meeting it was suggested he contact Eshelman Excavating, Wigent Excavating, and Caskey Trucking and Excavating to see if they are interested. In the meantime, due to safety concerns, Stimpson plans on filling the void with stone.

6. Approval of Cemetery Deed(s)

Council voted to approve a cemetery deed for John P. Hayes & Deborah J. Hayes – Lot No. 69, Section N, Graves 3 & 4. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays.

Council voted to approve a cemetery deed for Debbie Selby – Lot No. 28, Section M, Grave 1. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays

7. Town Marshal Tom Lock – Retires from Town of Albion

Council members voted to accept a Letter of Retirement from Town Marshal Tom Lock. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays. Lock's last day will be September 21, 2018. Jellison expressed appreciation for his years of service and wished him the best in his future endeavors.

As recommended by Town Manager Stefen Wynn, and allowed per the terms of Lock's contract, Council voted to pay out the remaining bank of sick days, vacation, compensatory time, and two weeks' severance pay totaling \$4,943.03. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays.

Council voted to appoint Deputy Chief/Investigator Scott Cole as Interim Town Marshal. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. Cole accepted the interim appointment. Council voted to pay Cole retroactively from the beginning of the pay period starting on September 9, 2018, an additional amount for the difference between his current wage and the town marshal wage as per the existing Salary Ordinance. Motion made by Morr, seconded by Weber, carried 5 Ayes, 0 Nays.

As per the town's policy, the position will be posted internally for (10) ten days beginning on September 12, 2018 to allow interested employees the opportunity to apply for the position. Candidate interviews will be conducted in executive session as allowed per statute.

Council members will review and amend if necessary, the existing Employment Contract and Job Description.

DEPARTMENT HEADS:

Park/Cemetery Departments

Council acknowledged receipt of the dept's monthly report. Myers provided a summary of his monthly report. A pickleball net will be available for use at the basketball court at Hidden Diamonds Park. The Splash Pad closed for the season September 9, 2018. Myers reported the sidewalk running along Owen Park on East Main Street is in bad shape and needs replaced. He thanked the Wastewater Dept for pumping out the outhouse. It was suggested to use an outside Septic cleaning company in the future, since the chemicals used to treat outhouse sewage can disrupt the biological activity at the wastewater ponds. The County Surveyor is supposed to prepare a proposal on

what to do to help erosion along Croft Ditch in Hidden Diamonds Park. The park/cemetery crew have been mowing a vacant lot on N York Street. The town has a lien filed on the property and it is up for Sherriff's Sale again. Morr suggested the town take over the property with the intent to sell it. Magnuson said she wanted to know how much that process would cost before committing to it. Town Attorney Steve Clouse will prepare a synopsis of the steps/costs entailed with the process.

Street/Cemetery Departments

Council acknowledged receipt of the dept's monthly report. Stimpson reported Light Mart has a 1-year warranty on steel streetlight poles. Light Mart is supposed to prime and paint rusted light poles. A replacement trash can was ordered for the one damaged at the intersection of State Roads 8 & 9. One of two catch basins have been addressed. One of the catch basins may be eliminated. Stimpson answered questions about the Village Drive street project. He said there is always a probability of unforeseen things coming up. It was noted Change Orders must be approved by the Town Council. Magnuson asked about doing another round of tree trimming and removal this year. After discussion, council consensus was to send out a Request for Quotes (RFQ) and use Rainy Day Funds to cover the cost.

Water/Wastewater Departments

Council acknowledged receipt of the dept's monthly report. Assistant Superintendent Aaron McGinnis was filling in for Superintendent Terry Forker. The lift station on North Orange Street by Parker Hannifin has another pump down. McGinnis estimated the cost to repair the pump may be in excess of \$7,000. He said the framework inside this lift station is customized to the two existing pumps, so purchasing a new pump would require a major, and costly overhaul of the lift station. The department would eventually like to replace this lift station with a gravity fed system. They are researching options and expect to have more information at a later date. Also, one of the pumps at the lift station at the Village of White Oaks is not working.

OTHER COMMENTS:

Council Vice President Chris Magnuson and Councilmember John Morr have prior commitments and will not be present at the October 9, 2018 meeting. Selby said adoption of the 2019 Budget is scheduled for the October 9, 2018 meeting. The remaining (3) three council members will need to be present to have a quorum for the meeting.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Magnuson motioned to approve Payroll and Accounts Payable Vouchers as of August 30, 2018 & September 11, 2018, seconded by Weber, 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, Shultz motioned to adjourn the meeting at 7:38 pm, seconded by Morr, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on September 25, 2018 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

VICKI E. JELLISON, PRESIDENT

CHRISTINA K. MAGNUSON, VICE-PRESIDENT

JOHN D. MORR, MEMBER

DONALD J. SHULTZ, MEMBER

MAX C. WEBER, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER