

Albion Town Council
Tuesday, May 12, 2020, 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 (Electronically)
Darold Smolinske, Member (Electronically)
Chris Magnuson, Member (Electronically)

ABSENT: John Morr, Member

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

APPROVAL OF MINUTES: Minutes from the Teleconference Meeting on April 28, 2020 were approved. Motion by Smolinske, seconded by Shultz, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

Town Council President Vicki Jellison gave a shout out to the Albion retail stores and restaurants that have been open during the CoVid-19 Pandemic. She said, "Their efforts in adjusting from normal business practices to serve the community are well deserving of recognition. The business owners and employees have adapted to serve our needs during this challenging time. Thank you for your dedication and kindness to the citizens of Albion and the surrounding community. You are doing your part in making Albion a great place to live, work and play!" Jellison added Consideration of Fire Pay and a Cemetery Deed to the agenda. Magnuson reported the Chain O' Lakes Festival and

Parade scheduled in June has been cancelled due to the Pandemic. It's possible a festival might be planned for Fall of this year, but nothing is definite. The Albion Fire Department is planning on having their Annual Fish Fry Fundraiser, but will be offering drive through pick-up only, instead of having people congregate inside the fire station. The Albion Redevelopment Commission will be hosting a Presentation for taxing units impacted by Albion TIF Districts at their next meeting on Wednesday, May 13, 2020.

OPEN DISCUSSION: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Consideration of Compliance Forms (CF-1) for Tax Abatements

Shultz motioned to approve a recommendation by Town Manager Tena Woenker to approve the following CF-1 Forms. Seconded by Magnuson, carried 4 4yes, 0 Nays. The forms will be submitted to the Noble County Assessor/Auditor.

Busche Performance Group, Inc:

CF-1/Real Property (Res. 2016-17) (\$5,000,000)

Store Master Funding XVI, LLC

CF-1/Real Estate (Res. 2014-04) (\$1,500,000)

2. Approval of Salary Ordinance No. 2020-07 – 2nd Reading

Intern Wages were amended to reflect \$12/hour (reduced from \$16/hour) and a correction was made to the hourly overtime wage calculation for the Deputy Clerk-Treasurer position to correct a mathematical error (was listed at \$30.05/hour and should have been \$31.47/hour). After discussion, Council voted to approve Ordinance No. 2020-07 on its second reading as follows.

Second Reading

Shultz caused Ordinance 2020-07, A Payroll Ordinance Amending Wages for the Intern Position and Correcting a Mathematical Error in the Overtime Calculation for the Deputy Clerk-Treasurer. This Ordinance Amends Ordinance No. 2019-15 which Set Wages and Benefits for Town of Albion, Elected, Appointed and All Other Employees By Department For The 2020 Calendar Year, to be read for the second time by title only, and motioned for approval of the ordinance, seconded by Magnuson, carried 4 Ayes, 0 Nays.

3. Approval of Insurance Renewal for Employee Life, Short Term Disability, Accidental Death & Dismemberment Insurance with Dearborn Life Insurance Company:

Council voted to approve a recommendation from the Insurance Committee to accept the July 2020 renewal from Dearborn National for employee Life, Accidental Death & Dismemberment, and Short-Term Disability insurance for full-time employees. Motion made by Magnuson, seconded by Smolinske, carried 4 Ayes, 0 Nays. Premiums remain the same as last year at \$20.05 per month per full-time employee rate. The Town pays 100% of the premium for each full-time employee.

4. Coronavirus Pandemic - Roadmap to Reopen & Provide Services

Council acknowledged receipt of plans drafted by Town Manager Tena Woenker, along with Department Heads and the Clerk-Treasurer, for reopening and providing services to citizens as outlined in Governor Holcomb's Executive Order 20-26, and based on Centers for Disease Control (CDC) and Occupational Safety Health Administration (OSHA) guidelines. It was noted Noble County has a large number of CoVid-19 cases compared to surrounding counties. Garage/Yard Sale permits and fees are waived while the office is closed to the public. The ability for council members to meet via teleconference ends June 4th unless the Governor extends his emergency order. This means a quorum of council members will need to be present in council chambers to conduct meetings. Others, including those with underlying health conditions may still attend meetings via teleconferencing.

5. Acknowledgement of written Department Head Reports

Council acknowledged receipt of written reports for the Park, Cemetery, Street, Water & Wastewater Departments. Superintendents Casey Myers, Corey Miller, and Terry Forker provided summaries of their respective department's activities and were available to field questions from council members. Top Notch Tree Service has been hired to remove a tree on cemetery property hanging over the fence near the Valley View Playground. In regards to whether or not there will be a Memorial Day Parade and service at Rose Hill Cemetery, Town Attorney Steve Clouse recommended contacting the American Legion to discuss the matter since it may draw more people than currently allowed to gather via Governor Holcomb's Pandemic Order. The Fireworks Display has been moved to July 5th with a rain date of July 11th. The street dept will be asking the RDC for TIF funds to assist with streetlights and trash cans for downtown. Miller will be seeking quotes for a new vehicle to replace the 1995 1 Ton Dump Truck. Jellison said the recently installed Albion sign near Chain O' Lakes State Park looks fabulous. The department has been cleaning catch basins with about 150 completed and about that many more to go. Forker provided a summary of water/wastewater activities. There are still issues with meeting IDEM ammonia limits during the winter months at the wastewater ponds. The Town is seeking the input of engineers to assist in determining what might work to bring the town into compliance.

6. Approval of Bi-Annual Fire Department Compensation for May 2020 - \$5,267.55

Council acknowledged receipt of spreadsheets provided by Fire Chief Bob Amber showing details on how pay was calculated for each firefighter. Council voted to approve the Fire Department's Biannual pay in the amount of \$5,267.55. Motion by Smolinske, seconded by Magnuson, carried 4 Ayes, 0 Nays. The compensation is expected to be processed with the May 21, 2020 Payroll. Fire Department budgeted funds are allocated to cover the expense (Appropriation No. 101 600 12200).

7. Cemetery Deed

Council voted to approve the following deed for Rose Hill Cemetery. Motion made by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays.

John & Marilyn Barcus – Section K, Lot 320, North Pathway (Cremation Only)

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

Shultz motioned to approve Accounts Payable and Payroll Vouchers as of May 7, 2020 and May 12, 2020. Seconded by Smolinske, carried 4 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

ELECTRONIC SIGNATURES:

While meetings are being held remotely, Councilmembers gave Clerk-Treasurer Carol A. Selby permission to designate their electronic signature on necessary documents. As recommended by Town Attorney Steve Clouse, electronic signatures will be noted by prefacing the individual's name with "/s/" on documents.

ADJOURNMENT: There being no further business to be brought before council in regular session, Jellison adjourned the meeting at 7:17 pm. Motion made by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on May 26, 2020 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 meeting will be held via electronic communication.

VICKI E. JELLISON, PRESIDENT

DONALD J. SHULTZ, VICE-PRESIDENT

CHRISTINA K. MAGNUSON, MEMBER

JOHN D. MORR, MEMBER

DAROLD R. SMOLINSKE, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER