

**Albion Town Council**  
**Tuesday, May 26, 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 6:02 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)  
John Morr, Member (Electronically)

**OTHERS:** Carol A. Selby, Clerk-Treasurer (Electronically)  
Tena, Woenker, Town Manager (Present)  
Matt Getts, KPC Media (Electronically)  
Scott Cole, Police Dept (Electronically)  
Bob Amber, Fire Chief (Electronically)

**APPROVAL OF MINUTES:** Minutes from the Teleconference Meeting on May 12, 2020 were approved. Motion by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

Attorney Steve Clouse is on vacation, and therefore not present at tonight's meeting. Town Council President Vicki Jellison gave a "Shout out to all Albion residents and surrounding community who are being "Good Neighbors" during the COVID-19 Pandemic. Many heartwarming stories are being shared about those taking care of their neighbors. Challenging times remind us how important it is to watch out for one another. Thank you to those who are showing care, kindness and compassion to their neighbors. You are making a difference in the lives of others! Albion is a great place to live, work and play!" Jellison has a prior commitment and will be leaving around 7:00pm. Vice-President Don Shultz will preside over the remainder of the meeting.

**OPEN DISCUSSION:**

Census workers will be going door-to-door soon. Notices have been placed on the Town's website and Facebook page encouraging citizens to complete the necessary

information. The Noble County EDC is sharing compliance information regarding the rate of respondents. Due to the Pandemic, Noble REMC has cancelled their Annual Picnic. Jellison will submit a vote for board members on the Town's behalf.

**OLD BUSINESS:**

Discussion was had regarding noncompliance of ammonia limits at the wastewater ponds. Superintendent Terry Forker has been consulting with representatives from Wessler Engineering to try and come up with a solution to the problem. The Public Works Committee will review a letter prepared for submittal to IDEM regarding the matter.

**NEW BUSINESS:**

**1. Approval of Resolution No. 2020-08 – Budget Cuts/Transfers**

Council voted to approve Resolution 2020-08, motion made by Shultz, seconded by Magnuson, carried 5 Ayes, 0 Nays. The resolution authorizes the Clerk-Treasurer and Town Manager to make cuts/transfers to the 2020 and/or 2021 departmental budgets as necessary.

**2. Approval of CEDIT 3-Year Capital Improvement Plan**

Town Manager Tena Woenker provided a summary of the CEDIT Plan. She said due to the Pandemic and impact it may have on revenues, she is keeping the 2021 budget the same as in 2020 and then increasing it by 2% and holding it flat for 2022 and 2023. After discussion, Council voted to approve the 3-Year CEDIT Plan, motion made by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays. (A copy of the approved plan is to be filed with the Noble County Auditor as required.)

**3. Approval of Resolution No. 2020-09 - CEDIT**

Council voted to approve Resolution No. 2019-09, A resolution of the Town Council of the Town of Albion, Noble County, State of Indiana authorizing the appropriation of County Economic Development Income Tax (CEDIT) funds per the budget included in the CEDIT Capital Improvement Plan adopted by the Albion Town council and filed with the Noble County Auditor's Office. Motion to approve made by Morr, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**4. Approval of Resolution No. 2020-10 – Multi-Hazard Mitigation Plan Update**

Council tabled this item until the next meeting on June 9, 2020 to allow Town Marshal Scott Cole and Fire Chief Bob Amber the opportunity to review the updated Plan. It was also recommended that all department heads review the document and discuss it at the next Department Head Meeting.

**5. Acknowledgement of written Department Head Reports**

Council acknowledged receipt of written reports for Fire and Police Departments, and the Town Manager's report. Fire Chief Bob Amber, Town Marshal Scott Cole, and Town Manager Tena Woenker provided summaries of their respective activities, and were available to field questions from council members. The fire department is looking to replace the 2008 Ford Expedition command vehicle due to body and mechanical issues. Plans are to appropriate Public Safety LIT funds for purchase of a new vehicle in 2021.

The fire department also plans to purchase new extrication tools this year. The fish fry fundraiser is on for June 10<sup>th</sup> as drive-up only. Town Marshal Scott Cole reported window tinting on the new Durango was not included in the original equipment quote and will be an additional charge. A new shotgun rack has also been ordered. The older one was not compatible with the Durango. However, the old shotgun rack will be placed in another vehicle. Council voted to allow Cole to dispose of the 2009 Ford Crown Vic squad vehicle and equipment along with old, unused lap top computers, and body cameras for as much as he can get out of them. Motion by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. Cole noted he checked with Town Attorney Steve Clouse and since the total value of the multiple items to be disposed of is less than \$5,000 then it is not necessary to advertise for bids. Cole also reported selling the police car and equipment to another law enforcement agency means they do not have to strip the vehicle down. Pertaining to IT services, Cole said Ligtel has installed a fiber optic line into the Water Plant building. Boyce Systems will be working to install new Keystone Software in the Clerk-Treasurer's Office over the next few months. Plans are to have all modules of the software installed, and employees trained, by August of this year. There are some follow up issues to address regarding the West Hazel Street Project, (parking, finish work, marking paint, pooling water near the Lemish property). The Parking & Traffic Committee needs to meet to get changes on paper. Town Manager Tena Woenker will be working on the Capital Improvement Plan this week. She reported formatting issues with the document itself, along with time spent on CoVid related matters have delayed completion of the plan. Magnuson reiterated the importance of having an updated plan in order to budget for large purchases. The Sidewalk Committee is reviewing potential projects. Council members would like to be given a list of proposed projects prior to sending out RFQs for the work.

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

Morr motioned to approve Accounts Payable and Payroll Vouchers as of May 21, 2020 and May 26, 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, Shultz adjourned the meeting at 7:23 pm. Motion made by Morr, seconded by Smolinske, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on June 9, 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.

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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

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JOHN D. MORR, MEMBER

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DAROLD R. SMOLINSKE, MEMBER

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