

Albion Town Council
Tuesday, June 8, 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)
Darold Smolinske, Member (Present)
John Morr, Member (Present)

ABSENT: Chris Magnuson, Member

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

APPROVAL OF MINUTES: Minutes from the regular meeting on May 25, 2021 were approved. Motion by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

The Chain O' Lakes Festival starts Wednesday, June 9, 2021. Also, on that date, the Albion Fire Dept will have a "drive thru" Fish Fry & Tenderloin Fundraiser. The line will start at the Albion Municipal Building and wind through the Fire Dept parking lot. Fireworks are scheduled for July 2, 2021 at the Central Noble School campus.

OPEN DISCUSSION:

1. **Special Event Applications** – Town Manager Tena Woenker reported applications were reviewed at the Dept Head Meeting held on June 7, 2021. After discussion, Shultz motioned to approve the following Special Event Applications, seconded by Morr, carried 4 Ayes, 0 Nays.
 - 12th Annual Dave Knopp Memorial 5k Race/Walk – June 12, 2021
 - Village of White Oaks Block Party – August 14, 2021

2. **Pharmacy** – Town Councilmember John Morr reported he has exhausted all potential prospects for locating a pharmacy in Albion.

DEPARTMENT HEAD REPORTS:

Park/Cemetery Depts – Council acknowledged receipt of the department’s monthly report. Superintendent Casey Myers thanked all those involved in helping with the Memorial Day Parade and service at Rose Hill Cemetery. Material has been ordered for repairs to the cemetery maintenance building. Myers thanked a local business, who wishes to remain anonymous, for helping with an electrical issue at the Splash Pad. The next Park Board meeting will be held at Hidden Diamonds Park, weather permitting. A local individual, with an engineering background has offered assistance in developing a skate board park, should there be enough interest to support the idea. Recently installed speed bumps are working well to slow motorists down at Hidden Diamonds Park.

Street/Cemetery Depts – Council acknowledged receipt of the department’s monthly report. Superintendent Corey Miller reported there was one burial and 10 foundation layouts in the Cemetery last month. The street dept has been painting curbs, with about 60-70% completed. Four powder coated lamp posts have been installed. Weeds have been sprayed in town right-of-ways. The town-owned gravel parking lot located off of S York Street has been graded and compacted, and is being used by the public. Miller reported he solicited four different vendors for quotes for installing new streetlight poles. He only received one quote, from Fleetwood Electric Inc. in the amount of \$450 per pole. The work includes removing approximately 11-12 existing poles along Orange Street, and replacing them with powder-coated poles, wiring them for LED lights, and installing banner and Christmas decoration hardware. After discussion, Council voted to approve the Quote from Fleetwood Electric Inc. in the amount of \$450 per pole. Motion made by Morr, seconded by Smolinske, carried 4 Ayes, 0 Nays. CEDIT Funds are allocated for the cost (Appropriation No. 104 100 350 000).

Water/Wastewater Depts - Council acknowledged receipt of the department’s monthly report. Superintendent Terry Forker expressed appreciation to the Kendallville Wastewater Department for their assistance with a sewer blockage on Weber Road. Albion’s Vactor truck went down and was out of service waiting on a part. Kendallville sent their Vactor truck and a crew to assist. Items creating the blockage were traced back to the Noble County Jail. Town representatives have contacted County officials seeking resolution to the problem. Woenker reported the blockage caused sewage to back up into a resident’s home, resulting in an insurance claim. Forker reported workers have finished sand blasting the East Industrial Park Water Tower and will begin painting tomorrow, weather permitting. Council voted to approve the purchase of approximately (162) radio reads at \$175.88 each, which should be enough to complete the transition to radio reads. Morr motioned to approve the purchase, seconded by Shultz, carried 4 Ayes, 0 Nays. Water Utility Funds will be used to cover the cost (approximately \$28,492.56). (Reference Appropriation No. 601 100 620 000).

OLD BUSINESS: NONE

NEW BUSINESS:

1. **Keith Leatherman, Monarch Development – Request for assistance**

The committee tasked with researching options for assisting with infrastructure costs for Phase III, Village of White Oaks residential development met on June 3, 2021. They are exploring options and hope to be able to provide more information at the July 13, 2021 Albion Council Meeting.

2. Berean Baptist Church – Paving Request

Richard Recker was present on behalf of Berean Baptist Church to request Council pay for paving a 2389 sq ft section of gravel road between Highland Park Drive and the Berean Baptist Church driveway. The Church is planning on paving their parking lot and driveway and obtained a quote from Pulver Asphalt Paving, Inc. that included the area they believe is owned by the town. Town Attorney Steve Clouse said the original subdivision plat needs to be reviewed to determine ownership of the area in question. Council will revisit the matter at their July 13, 2021 meeting when it's believed additional information will be available.

3. Public Safety LIT Fund – Designate split between Fire & Police Departments for 2022

Upon the recommendation of Town Marshal Scott Cole and Fire Chief Bob Amber, Council voted to approve keeping the same split in 2022 as in 2021 (Fire – 60% and Police – 40%). Motion made by Morr, seconded by Shultz, carried 4 Ayes, 0 Nays.

4. Consideration of 2022 Fire Protection Agreement w/Township Trustees

Council postponed approval of the 2022 Fire Protection Agreement until the next meeting on July 13, 2021 to allow additional time for the Agreement to be drafted.

5. Approval of Electronic Meeting Policy – Resolution No. 2021-11

Woenker reported she used a template provided by AIM to draft the proposed Electronic Meeting Policy. Council voted to approve Resolution No. 2021-11, A Resolution Establishing the Policy by which Members of the Town Council May Participate by Electronic Means of Communication. Motion made by Morr, seconded by Smolinske, carried 4 Ayes, 0 Nays. (Reference HEA 1437).

6. Approval of Cemetery Deed(s)

Council voted to approve the following Cemetery Deed. Motion made by Smolinske, seconded by Shultz, carried 4 Ayes, 0 Nays. **Ann Boggs – Section M, Lot 46, Graves 3 & 4.**

Town Council President Vicki Jellison added the following item to tonight's agenda:

7. Resignation Letter – Town Manager Tena Woenker

Council acknowledged receipt of a Letter of Resignation received from Town Manager Tena Woenker. She has accepted a Town Manager position in Avilla, Indiana. Her last day will be June 30, 2021. Council members thanked her for her service. Jellison noted Woenker served the town through a challenging time with the CoVid-19 Pandemic, and reported she did wonders for the Albion S.T.A.R. Team. Woenker acknowledged giving up the severance package outlined in her employment agreement since she did not give 60 days' notice prior to terminating her employment with the Town. Town Attorney Steve Clouse reported she would be eligible for a payout of Compensatory and Overtime accrued through June 30, 2021, but would forfeit unused Vacation and Sick days. After discussion, Morr motioned to accept the resignation letter, seconded by Smolinske, carried 4 Ayes, 0 Nays. As per town policy, the position will be posted internally for 10 days. Woenker offered to help with the search for a replacement and to assist in the transition. Council scheduled an executive session for June 15, 2021 at 7:00 pm to discuss the search for a replacement as per IC 5-14-1.5-6.1(b)(5).

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Smolinske motioned to approve Accounts Payable and Payroll Vouchers as of June 3, 2021 & June 8, 2021. Morr 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, the meeting adjourned at 7:10 pm. Motion by Shultz, seconded by Morr, carried 4

Ayes, 0 Nays. The June 22, 2021 meeting has been cancelled. An executive session is scheduled for June 15, 2021 at 7:00 pm. The next regularly scheduled meeting is to be held on July 13, 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.

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