

**Albion Town Council**  
**Tuesday, July 13, 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)  
Chris Magnuson, Member (Present)

**OTHERS PRESENT:**

Carol A. Selby, Clerk-Treasurer	Mary Ann Troutner, Albion STAR Team
Steve Clouse, Town Attorney	Steve Hook, Albion STAR Team
Matt Getts, KPC Media	Jarrold Ramer, Black & Ramer Insurance
Scott Cole, Police Dept	Phil LaBrash, DLZ Indiana, LLC
Terry Forker, Water/Wastewater Depts	Keith Leatherman, Monarch Development
Kevin Todd, Street/Cemetery Depts	Wade Hale, WET Environmental Eng., LLC
Casey Myers, Park/Cemetery Depts	Dustin Wuis, WET Environmental Eng., LLC
John Urso, Fire Dept	Karl Tanner, WET Environmental Eng., LLC
Richard Recker, Berean Baptist Church	Tena Woenker
Alan Hass, Berean Baptist Church	Ralph Gibson

**APPROVAL OF MINUTES:** Minutes from the special meeting on June 22, 2021 were approved. Motion by Smolinske, seconded by Morr, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

Consumer Confidence Reports regarding the town's water quality have been mailed to customers as required. Jellison acknowledged receipt of the 2<sup>nd</sup> Qtr. Overtime Report and thanked department heads for keeping overtime under control. Town council member John Morr and Town marshal Scott Cole plan to attend an Open House at Bosch in recognition of their new building addition.

**OPEN DISCUSSION: NONE**

**DEPARTMENT HEAD REPORTS:**

**Park/Cemetery Depts** - Council acknowledged receipt of the department's monthly report. Superintendent Casey Myers reported this year's fireworks display went well. Central Noble School is installing a new soccer field which may impact the location of next year's fireworks display. The cemetery maintenance building at Rose Hill Cemetery is nearing completion. Myers

thanked the street department for assistance with recent storm damage (trees/limbs). Discussions are ongoing with a group that has volunteered to do fundraising for a proposed skate park that would accommodate skate boards, in-line skating, roller blading, and bicycling.

**Street/Cemetery Depts** – Council acknowledged receipt of the department’s monthly report. Superintendent Corey Miller was on vacation. Deputy Superintendent Kevin Todd was present to provide a summary of department activities and answer questions. The street department has been replacing/refurbishing streetlight poles downtown. The light poles are being powder coated and the lights are being converted to LEDs. Council member Chris Magnuson thanked the street, and all other departments for their help during the Chain O’ Lakes Festival. Pulver Asphalt Paving will be starting on the E Hazel Street Project soon (Orange to First Streets). Magnuson reported she will be hosting a meeting to try and come up with a plan to keep the courthouse square fountain operating.

**Water/Wastewater Depts** - Council acknowledged receipt of the department’s monthly report. Superintendent Terry Forker thanked Town marshal Scott Cole for assisting with the water tower final inspection by serving as the spotter for the inspector tasked with climbing the tower. The water tower is back in service now. Forker reported the Noble County Sheriff’s Department is planning on addressing issues with debris from the jail entering the town’s sewer system by replacing blades on their existing grinder, along with installing a “monster” grinder. One of the wastewater department’s 15 hp pumps is out of service and out for repair. Forker recommended purchasing a backup pump from Wagner Electric in the amount of \$3,442.75. Morr motioned to approve, seconded by Smolinske, carried 5 Ayes, 0 Nays. Wastewater funds will be used to cover the cost. Radio reads for water meters are on back order.

**OLD BUSINESS:**

**1. Keith Leatherman, Monarch Development – Follow-up on Request for assistance**

Keith Leatherman was present and provided an update on installation of infrastructure in the Village of White Oaks for the addition of 10 residential lots. He reported sewer hookups to the lots have been installed. He said he will then be working on the water main, curbs and storm drains. He anticipates curbing to be placed the last week of August. Then, the road will be ready to bring to grade and stoned. He said the street should be ready to be paved in September. The street in this phase will dead end to the north in a temporary stone turn around, which would be replaced with asphalt when the street is extended in the next phase which would add another 11 residential lots. According to Leatherman, installation of sidewalks would be up to the lot owner as homes are built. He reported he has people interested in lots. The committee tasked with researching options for assisting with infrastructure costs is still exploring options.

**2. Berean Baptist Church – Follow-up on Paving Request**

Richard Recker and Alan Haas were present on behalf of Berean Baptist Church regarding their request for the Town to 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. However, further research indicates there is no owner of record on the plats at the courthouse for this area. Town Attorney Steve Clouse will research the issue regarding ownership further.

**NEW BUSINESS:**

**1. Consideration of Special Event Applications**

Council voted to approve a Special Event Application for the Albion S.T.A.R. Team – Albionopoly event to be held on July 30, 2021. Motion made by Shultz, seconded by Morr,

carried 5 Ayes, 0 Nays. Placement of barricades is to be coordinated with police and street departments. The Special Event Application for the Right to Life of Northeast Indiana – March for Life event to be held on September 25, 2021 was postponed until the next meeting to allow time to obtain the required signature for the Indemnification clause, and obtain a Certificate of Insurance.

## **2. Consideration of committee recommendation for On-Call Engineer**

Council voted to approve a recommendation to hire VS Engineering to provide on-call engineering services for the Town of Albion. Motion by Magnuson, second by Smolinske, carried 5 Ayes, 0 Nays. It was noted, the committee interviewed two engineering firms and used a scoring process to evaluate each firm. While the scores were very close, VS had the highest score. An agreement between the Town and VS Engineering will be considered at the July 27, 2021 meeting.

## **3. Community Crossings Matching Grant**

Phil LaBrash, DLZ Indiana, LLC was present to provide information and answer questions on the town's current CCMG Projects (E Hazel (Orange to First), S Hickory, & N York (ADA improvements)) and proposed CCMG Projects (E Hazel (First to Fifth) & Liberty St) for the 2021-02 application process. After discussion, Council took the following action.

### **a) Approval of Inspection Engineering & help w/closeout of 2021 Projects**

Council voted to approve inspection/construction engineering services and assistance with close out of CCMG Projects to be provided by DLZ Indiana, LLC as per Appendix A (Item G, Hazel Street, Hickory Street, & N York (ADA improvements)) attached to Supplemental Agreement No. 1 in the amount of \$19,100. Motion made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays.

### **b) CCMG Application for 2021-02 – E Hazel (First to Fifth) & Liberty Streets**

Council agreed to submit an application for the 2021-02 round of CCMG funds (Deadline for submittal is July 30, 2021), and to allocate funding for the Town's match, and to designate Town Council President Vicki Jellison as the signatory for CCMG documents. Council also approved a Supplemental Agreement with DLZ Indiana, LLC for design and inspection/construction engineering services in the amount of \$53,500 (Reference Appendix A, Items A, B, C, F, & G) to add Liberty Street improvements. The application will also include E Hazel Street (First to Fifth) improvements. Magnuson motioned to approve all of the aforementioned, seconded by Shultz, carried 5 Ayes, 0 Nays.

## **4. WET Environmental**

Wade Hale, Dustin Wuis, and Karl Tanner from WET Environmental Engineering, LLC were present to provide information and answer questions regarding their proposed recommendations for addressing ammonia compliance with the Town's wastewater system. They also recommended submitting a grant application (due July 15, 2021) for a State Water Infrastructure Fund (SWIF) Grant to assist with paying for the costs for the ammonia project along with water main replacement and upgrades to the water plant.

Mr. Tanner said they recommend installing an aeration system in Cell #1 at the wastewater ponds because test results indicate this pond is acidic, septic, and poisoning the nitrifiers needed for ammonia removal. The addition of aerators should improve oxygenation which would improve the effectiveness of the nitrifiers. However, there are no guarantees. Superintendent Terry Forker was also present and provided information on sludge depth, positioning of influent and effluent areas, etc., and agreed aeration is needed to improve

oxygenation. It was noted, the Town has invested a significant amount of money in an effort to meet EPA/IDEM limitations on ammonia. The improvements have helped, but there are still times, especially in the colder months, when the Town is out of compliance. Mr. Hale said the Town’s limits are around 5.0 - 5.33, while other communities’ limitations are significantly higher, and around 10.0 – 15.0. Council members discussed reaching out to State Representative Dave Abbot to see if there is anything that can be done about the Town’s stringent limitations. After discussion, council took the following action.

**a) Design engineering for aerator installation in Cell #1**

Council voted to approve the “Proposed Scope of Services Design and Construction Administration WWTP Improvements Project Town of Albion, Indiana” document as amended to add the phrase, “Not to Exceed” on Page 5, under Compensation. This is to clarify the proposed fee schedule amounts are Not to Exceed the stated lump sum listed. Council also agreed to allocate \$64,000 for the Design Phase of the Ammonia Project. Wastewater funds and TIF funds (subject to RDC approval) are slated to be used for the design phase. Motion made by Morr, seconded by Magnuson, carried 5 Ayes, 0 Nays.

**b) SWIF Grant- Ammonia Project & Water plant and main upgrades**

Council voted to approve applying for a State Water Infrastructure Fund (SWIF) Grant, and to designate Town Council President Vicki Jellison as the signatory for grant documents, and to allocate a local match. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. This is a 50/50 grant and ARPA, Coronavirus Local Fiscal Recovery grant funds can be used as a local match, in addition to Wastewater, Water, and TIF (subject to RDC approval) funds. Total estimated project costs are \$1,665,000 which translates into \$832,500 in grant funds, if awarded, with a local match of \$832,500. WET Environmental Engineering, LLC will submit the grant on behalf of the Town. Grant awards are to be announced August 6, 2021. The estimated project costs were prepared by WET Environmental Engineering, LLC and are listed below.

	Construction	Non-Construction	Total
Wastewater Project	\$ 825,000	\$ 150,000	\$ 975,000
Water Plant & Mains	\$ 550,000	\$ 140,000	\$ 690,000
Total	\$1,375,000	\$ 290,000	\$1,665,000

**5. Approval to purchase (4) Kenwood Viking Radios – Fire Department**

Deputy Fire Chief John Urso was present to answer questions regarding the proposed purchase of new radios. It was noted the vendor is offering a “buy 3, get one free” deal. Due to the specialized nature of the equipment, and need for compatibility with existing equipment, only one quote was considered. After discussion, Council voted to approve purchasing (4) new handheld Viking Radios from J&K Communications, Inc in the amount of \$11,264.00. Motion made by Morr, seconded by Smolinske, carried 5 Ayes, 0 Nays. CEDIT funds and Fire Dept budgeted funds will be used to cover the cost. (Reference CEDIT appropriation 104 100 430 000 - \$8,000 and Fire appropriation 101 600 350 000 - \$3,264.)

**6. Consideration of 2022 Fire Protection Agreement w/Township Trustees**

Council voted to approve the 2022 Fire Protection Agreement between the Town and Township Trustees with no increase as recommended by Fire Chief Bob Amber. Motion made by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays. It was noted some appropriations were increased/decreased based on past expenditure history. However, the total amount of the proposed 2022 Fire Department Budget remains the same as last year - \$190,123. Trustee signatures will be obtained at a later date.

**7. Consideration of Liability, Workers Comp, A&S Fire & Police Insurance Renewals**

Jarrold Ramer, Black & Ramer Insurance was present to provide an overview of the Town's coverages and costs. Mr. Ramer recommended changing the town's liability package from EMC to HCC, and adding a separate cyber liability policy. The insurance committee concurred with Ramer's recommendation. HCC submitted a quote \$12,000 less than EMC. It does not come without risk though, with increases to deductibles, and a cap of \$5 million on earthquake coverage. The aggregate premium costs for the town's Liability, Worker's Comp, Fire AD&D, Police AD&D Cyber coverage insurance will be \$87,531/year, which is about \$2,000 less than the current annualized premium. It was noted Workers' Compensation premiums are based on Payroll and the Town's Experience Modification which is based on premiums paid versus claims paid out. Educational/Tutorial videos are available for employee safety training. After discussion, Magnuson motioned to accept the insurance committee's recommendation to approve the quote from Black & Ramer Insurance, in the amount of \$87,531.00/year seconded by Smolinske, carried 5 Ayes, 0 Nays. The term is July 10, 2021 - July 10, 2022.

**8. Approval of Cemetery Deed**

Council voted to approve the following Cemetery Deed. Motion by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays. **Larry D. & Debra J. Ott – Section J, Lot 281, North Pathway.**

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

Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of July 1, 2021 & July 13, 2021. Shultz seconded, carried 5 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 8:13 pm. Motion by Morr, seconded by Smolinske, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on July 27, 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.

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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

\_\_\_\_\_  
DAROLD R. SMOLINSKE, MEMBER

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