

**Albion Town Council
Tuesday, August 23, 2016, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701**

CALL TO ORDER: Town council vice president Max Weber called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ATTENDANCE: Max Weber, Vice-President
Vicki Jellison, Member
Chris Magnuson, Member
Don Shultz, Member

ABSENT: John Morr, President

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Mike Yoder, Yoder & Kraus
Matt Getts, KPC Media
Steve Bushong, Fire Dept
Shane Coney, Fire Dept
Aaron Knight, Fire Dept
Terry Forker, Water/Wastewater Depts
Mark Tarlton, Street/Cemetery Depts
Bill Etzler, ERI
Rick Pharis, Triad Associates, Inc.
Pennie Phares, Elkhart Township Trustee

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular meeting on August 9, 2016 and special meeting on August 15, 2016. Magnuson motioned to approve the minutes, seconded by Jellison, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Employee Recognition – Mark Tarlton

Street/Cemetery Superintendent Mark Tarlton was presented with a plaque and recognized for 39 years of service to the Town of Albion. Council members thanked him for his service and wished him well on his upcoming retirement. An employee carry-in dinner will be held in his honor on Friday, August 26, 2016 at noon. An Open House in celebration of his retirement will follow the dinner from 1:30 pm – 3:30 pm at the Albion Municipal Building.

2. Downtown Cleanup – September 7, 2016, 5:00 pm

The Albion Chamber of Commerce is sponsoring the annual clean-up downtown around the courthouse square. Volunteers will be meeting in the Community State Bank parking lot at 5:00 pm and will be focusing efforts around the former Eagles property on West Hazel Street.

3. Tornado Siren Project

Vice-president Max Weber expressed appreciation for volunteer firefighter Bob Brownell's efforts in coordinating the placement of a recently decommissioned siren at the town's well pumping station at 400 South Liberty Street. The work is complete. The siren was tested, and should serve to improve coverage in the area.

OPEN DISCUSSION: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Consideration of 2017 Fire Protection Agreement

Council voted to approve the proposed 2017 Fire Protection Agreement between the Albion Town Council and the following five township trustees for fire protection services provided by the Albion Volunteer Fire Department. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.

- Albion Township – Casey Myers
- Elkhart Township – Pennie Phares
- Green Township – Michelle Pippenger

- Jefferson Township – Marc Fisher
- York Township – Linda Kerlin

Township trustees were invited to attend tonight's meeting. The proposed fire department budget is \$173,938 which represents a 3.4% increase over the current year's budget. The increase is reflected in part-time firefighter/fire chief wages, fire compensation, and communications appropriations. If necessary, appropriations from another line item can be transferred to the social security/income taxes line item. Proposed increases in compensation will need to be included in the 2017 Salary Ordinance. Elkhart township trustee Pennie Phares was present. She had no objections to the proposed agreement. Casey Myers was unable to attend, but sent an email stating he had no objections to the proposed agreement. Once the agreement is fully executed, copies will be sent to township trustees.

2. Consideration of Façade Improvement Matching Grant Applications

Council voted to approve the Redevelopment Commission's recommendation to approve the three Façade Grant applications listed below. All three projects are for roof improvements. Council members Chris Magnuson and Max Weber abstained from voting on their own projects.

a. Façade 2016-02 - Tina & Steve Craft dba Craft Insurance Agency.

Work to be completed is for a roof at a business in the Central Business District in the amount of \$12,712. The Matching Grant Program covers up to 50% of actual amount, or a maximum of \$10,000. Amount Requested is \$6,356. Motion to approve made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.

b. Façade 2016-03 - Christina Magnuson dba CKM Properties, LLC.

Work to be completed is for a roof at a business in the Central Business District in the amount of \$12,352. The Matching Grant Program covers up to 50% of actual amount, or a maximum of \$10,000. Amount requested is \$5,543.50. Motion to approve made by Shultz, seconded by Jellison, carried 3 Ayes, 1 Abstention per Magnuson.

c. Façade 2016-04 – Max Weber dba Noble Enterprises/Noble Properties.

Work to be completed is for a roof at a business in the Central Business District in the amount of \$19,123. The Matching Grant Program covers up to 50% of actual amount, or a maximum of \$10,000. Amount requested is \$9,561.50. Motion to approve made by Shultz, seconded by Jellison, carried 3 Ayes, 1 Abstention per Weber.

3. Consideration of setting wage for hiring an Intern at \$16/hour

Council voted to approve a request by town manager Stefen Wynn to set the wage for hiring an Intern at \$16/hour. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. The town would be eligible for reimbursement up to \$6/hour from the Indiana Commission for Higher Education through the EARN Indiana Program. College students working towards a Bachelors in a related field are eligible to apply. Council approved the request to hire an intern through December 31st at which time they will re-evaluate and re-apply for the reimbursement program if it is working out. The town's salary ordinance will need amended to include this new category. Council had previously approved paying an intern \$12/hour, but was unsuccessful in finding interested students. It is hoped the \$16/hour will help offset driving costs for students commuting from surrounding college campuses. Council will consider an amended Salary Ordinance at their next meeting on September 13, 2016.

4. Appoint voting delegates for IACT Annual Conference & Exhibition

Two voting delegates may be designated by the town council president to vote on behalf of the town at the upcoming IACT Annual Business Meeting. Both town council president John Morr and town manager Stefen Wynn will be attending the conference in October. Council members voted to affirm their approval for Morr to appoint himself and Wynn to serve as the town's voting delegates. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.

5. Update on Water Main Projects – Change Orders

Council acknowledged receipt of the following Change Orders for the Water Main Projects, and noted Wynn, as town manager, has the authority to sign the Work Change Directive forms. The net aggregate change is estimated to result in a decrease in cost

of \$5,200. It was noted finish work/grass seed was included in project costs, but tree replacement was not. Final finish work, including seeding is not likely to occur until next year.

- a. **Work Change Directive No. 1 - Estimated decrease of \$3,700**
#23 Sand in lieu of #8 Gravel for pipe bedding at savings of \$0.85/LF of pipe installed.
- b. **Work Change Directive No. 2 – Estimated decrease of \$5,000**
Liberty Street Line Relocation – Savings to eliminate most concrete sidewalk removal and replacement. Additional cost to increase SPBF requirement due to proximity to the road. Additional cost to increase asphalt replacement to allow for separation of new water main and existing sanitary main.
- c. **Work Change Directive No. 3 – Estimated increase of \$3,500**
York Street 6” Line Relocation. Savings to eliminate most concrete sidewalk removal and replacement. Additional cost to increase SPBF requirement due to proximity to road. Additional cost to increase asphalt replacement in parking lane.

6. Approval of Employee Health Insurance Renewal – Effective October 1st

Council voted to approve a recommendation by the insurance committee (John Morr, Chris Magnuson, Stefen Wynn, Scott Cole, Carol Selby, Shannon McFarland) to renew the High Deductible/Health Savings Account Plan with Physicians Health Plan (PHP) for employee health insurance coverage. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. 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 QH52M16) with the 4% increase effective October 1, 2016
- Keep the existing percentage split for premiums (80% Town/20% Employee)
- Decrease the percentage the town contributes towards employee Health Savings Accounts from 31% Town/69% Employee to 28% Town/72% Employee
- Deductibles remain the same as current year (\$3,000/\$6,000)
- Monthly premium rates effective October 1st are as follows:
 - Employee Only.....\$404.27
 - Employee & Spouse.....\$885.55
 - Employee & Children...\$801.20
 - Family.....\$1,281.95

7. Consideration of Cemetery Deeds/Transfers

Council voted to approve the following cemetery deeds. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

- J. D. Moorhouse** (c/o John & Melba Moorhouse) – Section J, Lot 289, North Pathway.
- Gloria G. Marsinkavage** – Section H, Lot 110, South Pathway.

DEPARTMENT HEADS:

Steve Bushong, Fire Dept

Assistant fire chief Steve Bushong was filling in for Chief Brad Rollins. Bushong provided a summary of the fire department’s monthly report. The department had 24 runs and logged 164.5 staff hours. A revised draft of the Fire Department Constitution and Bylaws was sent to council members for review. The proposed 2017 Fire Budget includes increasing firefighter pay. The 2017 Salary Ordinance will need to include the new figures. Annual pump and hose testing are being done. The department has several new recruits. Firefighters are receiving training, including CPR and AED. The department plans on using grant and donation funds to purchase pagers. The department also applied for a grant from the DNR to purchase turnout gear. Bushong asked that the fire department be kept informed as the water main replacement projects progress. Superintendent Terry Forker said he contacts Officer Scott Cole, and he sends updates regarding water supply/fire hydrants to 1st responders and firefighters.

Terry Forker, Water/Wastewater Depts

Council acknowledged receipt of the department’s monthly report. Maintenance on the flex rake is complete. More extensive maintenance may be necessary in the future as the equipment ages. Water tower inspections are complete. A final report from Dixon Engineering, Inc. is pending. Forker provided an update on the water main projects

underway on South Liberty and South York Streets. Work on West Jefferson and Albion Road is expected to begin next week. An All-Staff meeting has been scheduled for October 18, 2016. Topics to be covered included Title 6, ADA, and Ethics training. There is a manhole on State Road 8 (East Main Street) located in front of the Central Noble Administrative Building that is low on one side and needs attention. Wynn will contact INDOT to find out the status on addressing the problem.

Mark Tarlton, Street/Cemetery Depts

Tarlton, who has worked for the town for 39 years will be retiring August 31, 2016. He said it has been fun working for the town and now it's time to go on to the next chapter in life. Tonight was his last official town council meeting. Council members acknowledged receipt of his department's monthly report. The new paint striper is being used to paint parking lines and curbs around town. The downtown area around the courthouse was blocked off for about 45 minutes to allow the paint to dry. It takes longer for the paint to dry in shaded areas. The Total Patcher has been used to patch streets. Weed killer has been sprayed to address complaints of weeds growing along curbs. Weber asked if someone would contact CSX Railroad and request the weeds near the tracks to be sprayed.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of August 18, 2016 and August 23, 2016. Seconded by Shultz, carried 4 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

OTHER COMMENTS:

Rick Pharis, P.E., Triad Associates, Inc. introduced himself to council and provided information on engineering and architectural services his firm provides.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Weber asked for a motion to adjourn the meeting at 7:18 p.m., so moved by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays. An executive session was held immediately following the regular meeting. The next regularly scheduled meeting is to be held on September 13, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.