

**Albion Town Council**  
**Tuesday, November 9, 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)  
Chris Magnuson, Member (Present)  
Darold Smolinske, Member (Present)  
John Morr, Member, Member (Present)

**ABSENT:** Don Shultz, Vice-President

**OTHERS PRESENT:**

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

**APPROVAL OF MINUTES:** Minutes from the regular meeting on October 26, 2021 were approved. Motion by Morr, seconded by Magnuson, carried 4 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. Town Council Vice-President Don Shultz is away at a conference.
2. Council congratulated Town Attorney Steve Clouse on his recent appointment by Governor Eric Holcomb as Judge of Noble County Superior Court.
3. The Town's 2021-2 CCMG Application for street and sidewalk improvements has been approved. The amount awarded is \$779,475. Projects include E Hazel Street (1<sup>st</sup> to 5<sup>th</sup> Streets) and S Liberty (E Main to Washington Streets).
4. Two new businesses have opened in Albion (Wellows Marketplace and Tammy's Country Crafts) with another business planning to open soon (Hometown Mix).
5. A recently held Albion S.T.A.R. Team meeting was well attended. The group assists with downtown revitalization.

**OPEN DISCUSSION: NONE**

**DEPARTMENT HEAD REPORTS:**

**Park/Cemetery** – Council acknowledged receipt of the department's monthly report. Superintendent Casey Myers provided a summary of park and cemetery activities. He reported the Park Board approved utilizing the services of Noble County Community Foundation for establishing a fund for donations for a future Skate Park. Town council members also approved of the plan, and voted to approve an Agreement & Memorandum of Understanding for

establishing a Fund at Noble County Community Foundation for receipt of donations for a future Skate Park, and designated Town Manager Jacob Ihrle, Park Superintendent Casey Myers, and Clerk-Treasurer Carol Selby as the individuals authorized to sign the agreements and submit requests for expenditures from the fund. Motion made by Magnuson, seconded by Morr, carried 4 Ayes, 0 Nays. Myers also reported the Park Board voted to move forward with the Back 40 Wetland Development at Hidden Diamonds Park. More information on the project will be provided as plans progress. Christmas lights and banners will be going up Sunday, November 28, 2021. Those wishing to help may contact Myers.

**Street/Cemetery Depts** - Council acknowledged receipt of the department's monthly report. Superintendent Corey Miller provided a summary of the department's activities. CCMG Project-Milling on E Hazel is to start this week with completion of paving hopefully done by the end of next week. Leaf pickup has started. The new street truck is at the vendor in Ohio for installation of the bed and hoist. Miller reported (12) streetlights have been refurbished with (9) more to go. A new vendor is being sought to powder coat streetlight poles. The vendor used previously no longer plans to provide those services.

**Water/Wastewater Depts** - Council acknowledged receipt of the department's monthly report. Superintendent Terry Forker provided a summary of the department's activities. A letter has been sent to a local restaurant requesting them to install a grease trap, and to keep it properly maintained. By-products are entering the sewer system and creating issues. Forker reported a 6" water main and (17) hookups will need done in conjunction with the recently awarded CCMG Project for E Hazel Street (1<sup>st</sup> to 5<sup>th</sup> Streets). Plans are to contact VS Engineering, the town's on-call engineering firm, to assist with the water main work. Forker also reported directional boring will be needed to loop a 10" main. He expressed appreciation for the work done by the ladies in the utility office (Shannon McFarland and Theresa Wolf) in helping to reduce the number of monthly water service disconnects. They send out letters and make phone calls to water/wastewater customers to help keep the number of disconnects to a minimum.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Wastewater Ammonia Treatment Project - Lagoon Aeration Equipment - \$239,868.00**

At the last meeting on October 26, 2021, Council tabled consideration of the quote for lagoon aeration equipment from Air Diffusion Systems (ADS) to allow time to determine a strategy for controlling air flow to various zones within Lagoon Cell #1. Since then, Superintendent Terry Forker reported discussions with representatives from ADS, WET Environmental Engineering, and a site visit from AWWA representative Pat Leamon, has resulted in a plan for proceeding with the aeration project. As such, Council voted to move forward with the project by approving the bid received from Air Diffusion Systems (ADS) in the amount of \$239,868 for aeration equipment to improve the function of Lagoon Cell #1. Motion made by Smolinske, seconded by Morr, carried 4 Ayes, 0 Nays. (ADS submitted the only bid, no other bids were received.) WET Environmental Engineering will assist with the execution of necessary documents i.e., Notice of Award, Notice to Proceed, execution of Agreement between Town & ADS.

**2. Approval of Salary Ordinance Amendment – Ord. No. 2021-21 – 1<sup>st</sup> & 2<sup>nd</sup> Readings**

Council voted to approve Ordinance No. 2021-21 on its first and second readings as indicated below. The amendment changes the wage in the Water & Wastewater Depts for the 1<sup>st</sup> Deputy Laborer position to reflect an increase of \$1.00 per hour for obtaining operator certification (Grade DSM & Grade WT3). The increase for employee Bryce Sheckler is retroactive back to the date of licensure (October 13, 2021).

First Reading

Magnuson caused Ordinance No. 2021-21, A Payroll Ordinance for the Town of Albion, Indiana, Amending Wages for the 1<sup>st</sup> Deputy Laborer Position in the Water and Sewer Departments to Reflect an Increase of \$1.00 per Hour for Obtaining Water Works Operator Certification (Grade DSM & Grade WT3). This Ordinance Amends Ordinance No. 2021-13 and Ordinance No. 2020-22 which Set Wages and Benefits for Town of Albion, Elected, Appointed, and All Other Employees by Department for the 2021 Calendar Year. Magnuson then motioned for adoption of the ordinance, seconded by Smolinske, carried 4 Ayes, 0 Nays.

Second Reading

Magnuson motioned to suspend the rules to allow for the reading a second time by title only. Morr seconded, carried 4 Ayes, 0 Nays. Magnuson then caused the Ordinance to be read a second time by title only, and motioned for approval, Smolinske seconded, carried 4 Ayes, 0 Nays.

**3. ADA Plan Update - Designate Town Manager as Coordinator – Ord. No. 2021-15 – 2<sup>nd</sup> Reading** - Council voted to adopt Ordinance No. 2021-15, on its second reading as indicated below. The update includes naming Town Manager Jacob Ihrie as the ADA Coordinator.

Second Reading

Magnuson caused Ordinance No. 2021-15, An Ordinance Adopting the Americans with Disabilities ACT (ADA) Designating the ADA Coordinator, and Adopting Procedures, to be read for the second time by title only, and motioned for approval of the ordinance, seconded by Morr, carried 4 Ayes, 0 Nays.

**4. Title VI – Designate Town Manager as Coordinator – Ord. No. 2021-17 – 2<sup>nd</sup> Reading**

Council voted to adopt Ordinance No. 2021-17 on its second reading as follows. The update includes naming Town Manager Jacob Ihrie as the Title VI Coordinator.

Second Reading

Magnuson caused Ordinance No. 2021-17, An Ordinance Reiterating and Adopting Title VI of the Civil Rights ACT of 1964 into the Albion Town Code, to be read for the second time by title only, and motioned for approval of the ordinance, seconded by Smolinske, carried 4 Ayes, 0 Nays.

**5. Albion Municipal Building Corporation – Board of Directors – Resolution No. 2021-20**

Council voted to approve Resolution No. 2021-20, A Resolution for Appointment of Albion Municipal Building Corporation Board of Directors. Motion made by Morr, seconded by Magnuson, carried 4 Ayes, 0 Nays. The Resolution names David Patterson, Tom Jellison, and Emma Spink to the Board of Directors for the Albion Municipal Building Corporation. The trio will need to hold a brief organizational meeting to elect officers.

**6. Consideration of Subdivision Control Ordinance No. 2021-18 – 1<sup>st</sup> Reading**

Council voted to approve Ordinance No. 2021-18 on its first reading as follows. The second reading and final adoption will be considered at the next meeting on November 23, 2021.

First Reading

Magnuson caused Ordinance No. 2021-18, An Ordinance to Amend the Subdivision Control Ordinance of the Town of Albion, Indiana, to be read for the first time by title only, and motioned for approval of the ordinance, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**7. Consideration of Renewal from Best Life for Employee Vision & Dental Insurance**  
Council voted to approve a recommendation by the Insurance Committee to approve renewing employee vision and dental insurance with Best Life Insurance Company. Premium rates for both vision and dental insurance will increase 3.01%. Rates are effective December 1, 2021. Morr motioned to approve, seconded by Magnuson, carried 4 Ayes, 0 Nays. The Town pays 100% of employee only coverage and employees are responsible for 100% of dependent coverage.

**8. Approval of Cemetery Deeds**

Council voted to approve the following Rose Hill Cemetery deeds. Motion by Magnuson, seconded by Morr, carried 4 Ayes, 0 Nays.

**Kenneth England – Section M, Lot No. 84, Grave 4**

**Terry & Margaux Dazey – Section N, Lot No. 54, Grave 4**

**9. Consideration of INDOT CCMG Signor Authorization - Resolution No. 2021-22**

Council voted to approve Resolution No. 2021-22, A Resolution of the Town Council Members of the Town Council of Indiana Concerning Authorizations for Execution of INDOT Agreements. Motion by Magnuson, seconded by Smolinske, carried 4 Ayes, 0 Nays. The Resolution designates the Town Council President as signatory, and satisfies the requirement by INDOT for the Town to have specific written authority for the execution of INDOT Agreements for Community Crossing Matching Grant (CCMG) Projects.

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

Magnuson motioned to approve Accounts Payable & Payroll Vouchers as of November 4, 2021 & November 9, 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 6:46 pm. Motion by Magnuson, seconded by Smolinske, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on November 23, 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

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DAROLD R. SMOLINSKE, MEMBER

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