

December 13, 2021, 7:00 p.m.

Jon Lykins, Council President, turned the meeting over to Dennis Richardson, Council Vice President. Dennis declared a quorum and called the council meeting to order. An attendance sheet was made available for non-officers and citizens present. Present besides Jon and Denny were Jo Temple, Council Member, and Mary Richardson, Clerk-Treasurer. Others present were Geoffrey Wesling, Town Attorney; Marvin Hedrick, Marshal; and Paul Sembach, Utility Supervisor.

Denny led in the Pledge of Allegiance to the Flag.

A motion was made by Jo Temple and seconded by Dennis Richardson to dispense with the reading of the minutes from the November 8 2021 meeting. Approval was unanimous. There were no amendments.

A motion was made by Jo Temple and seconded by Dennis Richardson to approve the claims as presented. Approval was unanimous. A motion was made by Jo Temple and seconded by Dennis Richardson to authorize Mary Richardson to pay prior to the next meeting a \$450 invoice from NetNoggin and \$50 to Dennis Richardson. Approval was unanimous.

General Fund	\$24,484.79	Water Utility Meter Deposit Fund	\$50.00
Motor Vehicle Highway	\$1,337.90	Sewage Utility Operating Fund	\$3,966.94
Park Fund	\$101.86	Sewage Utility Bond & Interest Fund	\$11,600.00
Water Utility Operating Fund	\$10,201.25	Payroll Fund	\$4,841.30
		Total	\$63,865.15

#### Unfinished Business

Paul Sembach commented on the status of the water plant purchase of equipment to be paid with State Revolving Loan funds.

Paul also provided an update on the wastewater project partially funded by an OCRA grant.

Marc Rape, Strand Engineering, reported on the sidewalk project partially funded by INDOT. The environmental study has been approved by INDOT. An analysis is being conducted to determine the type of appraisals needed. Appraisal offer letters will be sent to the property owners on the revised list. After this process, the Council will be able to determine if additional properties can be added. The next phase will be the buying process.

Marvin Hedrick updated the Council on conversations with the property owner of the blighted property on Main Street. Legal action beginning with a hearing will be pursued in January, 2022.

Marvin and the Council discussed a recent citing from the Rush County Area Plan Commission regarding a zoning violation relating to retail sales.

Mary stated she was told that the INDOT Railroad Grade Crossing grant reimbursement should be remitted soon.

The Council discussed the results of the American Rescue Plan Act (ARPA) survey. There were some comments requesting fund uses that are not currently eligible uses. The majority of the responses were in favor of all the listed purposes.

Mary provided the Council with a draft of Ordinance 2021-7 which adopts a plan for distribution of the Town's grant from the American Rescue Plan Act (ARPA). Mary said this plan will enable the Council to start the distribution process. Mary did not include the speeding signs or street lights in the plan as those uses are pending interpretation of what can be spent for public safety. The plan can be amended as the Council goes through the grant process. A motion was made by Jo Temple and seconded by Dennis Richardson to approve Ordinance 2021-7 as presented. Approval was unanimous.

Denny provided information regarding replacing the street lights with LED lights. Denny will obtain quotes for the light replacements.

Thomas Barclay, Commonwealth Engineers, presented the Council with a contract for \$40,000 for engineering services for a water utility Preliminary Engineering Report and Environmental Report (ER) suitable for submission to United States Department of Agriculture (USDA) Rural Development (RD) specifically assessing conditions of existing treatment, storage, and distribution facilities in order to define specific improvements needed

and/or required throughout the utility. Perform Design, Bidding, Construction Engineering, Inspection Services, and Additional Services needed as provided under Amendment to this Agreement as negotiated at a later date by the Town. The contract is only valid if the application is approved by USDA. It was agreed the submission will begin with requesting the report be completed without the \$10,000 local match. If the local match is required, the project will be postponed so that payment can be made after the second installment of the ARPA funds. A motion was made by Jo Temple and seconded by Dennis Richardson to accept the \$40,000 contract with Commonwealth Engineers. Approval was unanimous.

The Council discussed paying premium pay for all employees with wages from February 1, 2020 through August 31, 2021 (Special Distribution Period). Mary explained that to pay employees in 2021 is not feasible since a special appropriation would need to be published and the public hearing could not take place prior to December 31, 2021. A motion was made by Jo Temple and seconded by Dennis Richardson to pay all employees \$2,00 in premium pay for each wage hour worked during the special distribution period as documented on the revised 2022 salary ordinance and with a special appropriation for 2022. The premium pay will be provided to the employees by the Clerk-Treasurer as soon as possible in 2022 after the special appropriation is approved. Approval was unanimous. Mary provided a certification of eligible hours for the Council and herself to sign. The premium pay does not include salaried hours including the elected officers.

Mary said currently the 2022 budget is \$2,500 for Services & Charges, Professional Services, and \$30,822 for Capital Outlays, Matching Grants. A motion was made by Jo Temple and seconded by Dennis Richardson to approve a special exception for \$5,500 for Personal Services, Salaries and Wages to cover the premium pay and associated taxes. Approval was unanimous.

The Council discussed amending the 2022 salary ordinance to include the premium pay. A motion was made by Jo Temple and seconded by Dennis Richardson to adopt Ordinance 2021-6 establishing the 2022 salary. Approval was unanimous.

Mary said she will prepare an ordinance to change the Town's election after the 2023 election. She requested the Council determine whether they want an election in 2024 or 2026. A motion was made by Jo Temple and seconded by Dennis Richardson to set the ordinance for an election after three years. Approval was unanimous. The next election will be in 2023 followed by a 2026 election.

#### New Business

Paul explained the need for revising the NPDES wastewater permit. A motion was made by Jo Temple and seconded by Dennis Richardson to approve RLM Engineering filing the permit. Approval was unanimous.

Paul presented the documentation for a lift station alarm system. A motion was made by Jo Temple and seconded by Dennis Richardson to subscribe to a Cellular One subscription with annual renewals. The motion included authorizing Mary Richardson to pay the first year's subscription of \$299.40 to Sensaphone prior to the next meeting. Approval was unanimous.

Paul discussed his research regarding the chlorine cost increases and provided his recommendation. A motion was made by Jo Temple and seconded by Dennis Richardson to purchase chlorine for the wastewater operation from Water Solutions. Approval was unanimous.

Information regarding the Rush County Bicentennial Celebration was received from the Rush County Foundation. A motion was made by Jo Temple and seconded by Dennis Richardson to appoint Jo Temple and Mary Richardson as representatives from Glenwood. Approval was unanimous.

Marvin presented a quote to the Council to have two town properties surveyed. A motion was made by Jo Temple and seconded by Dennis Richardson to authorize Marvin Hedrick to contract with a surveyor at a \$400 cost to survey the properties at 206 W State Street and 206 N Durbon Street. The motion included authorizing Mary Richardson to pay the invoice prior to the January 2022 meeting. Approval was unanimous.

Mary explained that there are new requirements for the capital assets. Mary is in the process of establishing formulas to depreciate all the assets annually. The ordinance requires revision. Mary drafted an ordinance modelled after Connersville's but documented changes specific for Glenwood. A motion was made by Jo Temple and seconded by Dennis Richardson to approve Ordinance 2021-2021-8 to establish asset management plan. Approval was unanimous.

The Council discussed amending the Promote Best Interest of the Town Ordinance. A motion was made by Jo Temple and seconded by Dennis Richardson to approve Ordinance 2021-9 enabling the Council to appropriate funds to promote the best interest of the town. Approval was unanimous.

A motion was made by Jo Temple and seconded by Dennis Richardson to approve the 2022 meeting dates as the second Monday of each month except the October meeting will be on Tuesday, October 11. Approval was unanimous.

Mary presented 2022 budgets for the water and wastewater funds. A motion was made by Jo Temple and seconded by Dennis Richardson to approve the 2022 water and wastewater budgets as presented by Mary Richardson. Approval was unanimous.

Mary reported that the Rush County Republican Party is holding a caucus on Thursday, December 16, 2021 at the Glenwood Town Hall. Representatives from the three townships are invited to the caucus. Mary posted a notice as requested by the Party Chair. Geoff explained how the process will work after the appointment. Mary said she will not be at the January meeting but will install the new council member prior to the meeting.

A motion was made by Jo Temple and seconded by Dennis Richardson to appoint Jeffrey Sherwood as the Glenwood Marshal effective January 1, 2022. Approval was unanimous. Marvin said Jeff is still under oath after January 1. Mary said she will install Jeff as Marshal prior to the January meeting. Marvin noted that Jeff Sherwood will be attending training in February.

A motion was made by Jo Temple and seconded by Dennis Richardson for Marvin Hedrick to continue working as a town employee helping with special and various projects. Approval was unanimous.

### Reports

The Council discussed the success of the recent community supper. Santa and Mrs. Claus were very entertaining for adults as well as children. A motion was made by Jo Temple and seconded by Dennis Richardson to approve payment for 2022 if the Park Board wants to schedule the couple. Approval was unanimous.

Mary confirmed the State Board of Accounts audit has concluded. She will notify the Council when the report is made public.

Mary explained that she will not be able to attend the January meeting. She will have documents ready for the meeting but will need all timesheets and documentation no later than January 4, 2022. Mary will ask Carla to take the minutes.

Marvin discussed weeds at the community garden. It was confirmed that the weeds will be cleared.

Marvin said he has found reflectors at \$9.22 each for signs for various signs including stop signs. A motion was made by Jo Temple and second by Dennis Richardson to authorize Marvin to purchase enough for a minimum order to try. Approval was unanimous.

Paul Sembach commented on the written report provided to the Council.

### Other Business

A motion was made by Jo Temple and seconded by Dennis Richardson to adjourn the meeting. Approval was unanimous.

Mary M. Richardson, Clerk-Treasurer