

July 12, 2021, 7:00 p.m.

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

Jon led in the Pledge of Allegiance to the Flag.

A motion was made by Dennis Richardson and seconded by Jon Lykins to dispense with the reading of the minutes from the June 15, 2021 meeting. Approval was unanimous. There were no amendments.

A motion was made by Dennis Richardson and seconded by Jon Lykins to pay the bills as presented plus additional bills presented for \$60.71 and \$22.80 that will be listed on the next claims list. Approval was unanimous.

General Fund	\$20,493.64	Sewage Bond & Interest Fund	\$8,773.79
Park Fund	\$429.31	Sewage Construction In Process Fund	\$38,480.00
Water Utility Operating Fund	\$16,069.34	Payroll Fund	\$7,326.74
Water Utility Bond & Interest Fund	\$1,970.00	Total	\$93,542.82

After Jon opened up public comments, Shannon Isaacs addressed her concern that traffic is speeding on the north/south alley from Pearl Street to the north side of town. The Council discussed the possibility of making the alley one way going north. Later in the meeting, Marvin Hedrick stated he had previously monitored the alley in an unmarked vehicle and did not find anyone speeding. Marvin said he will monitor the site again.

Unfinished Business

Jon moved the fugitive dust emissions and storage tank leaks agenda item to the first unfinished business. Shannon Isaacs expressed concern with storage tank leakage and provided documentation to the Council. Jo Temple reported that she had contacted the State Chemist after there was approximately 2 ½ hours of bleeding the tanks. The State Chemist told her the process was not allowed and the Chemist said he would talk to the company. The Council will continue to monitor the situation.

It was reported that oil has been sprayed on the gravel at the grain company which has appeared to help the dust situation. The Council will continue to monitor the situation.

Mary reported she has not yet received the final water grant close out from OCRA. She said the SRF purchase approval for the water plant items should be received this week or early next week. A motion was made by Dennis Richardson and seconded by Jo Temple to authorize Mary to pay C&H/M the \$7,015.73 after the SRF purchase approval is received and the items are installed with an invoice provided. Approval was unanimous. Mary will file a claim with SRF to pay C&H/M directly for the remaining balance. Paul Sembach provided an update regarding the purchase status.

Paul stated equipment has arrived for the wastewater project but no work has begun.

Mary provided a revised sidewalk budget with INDOT increasing their share of the Right of Way portion of the project by approximately \$60,000 which leaves the Town needing to increase the local match by approximately \$15,000. Mary expressed concern with the project. There currently appears to be a little cushion in the budget that may allow the addition of two of the seven parcels previously removed from the project. But with the effort required to get the right of way grant increase, Mary is concerned that the construction costs could be higher. After discussion, a motion was made by Jo Temple and seconded by Jon Lykins to bid the project as it is now, but list the additional parcels as an alternate bid. Then there would be two prices from the contractor - one for the base bid and one for the alternate, which the Council would not be required to approve if the cost came out too high. Approval was unanimous. Mary will discuss this with the INDOT project manager to determine if this process is acceptable.

Marvin reported that weed/mowing letters have been sent to two property owners. Marvin said he will have a blight property update at the next meeting.

Mary stated she still has not received the final railroad grade crossing grant agreement from INDOT.

The Council discussed that the Rush County Community Foundation grant application was not approved. Mary had followed up and was told it was very competitive for this round of grants. There were almost 4 times the requests than funding available. Mary provided the Council with the grant priority list for grant decisions. Mary also commented on the RCCF's 30th anniversary celebration that she attended.

A motion was made by Dennis Richardson and seconded by Jo Temple to approve Casey Owen's quote to grade and provide gravel for the parking lot on Durbon Street. Approval was unanimous. Mary requested the Council put a hold on the bumpers until she can determine the financial status during the current budget process.

Marvin stated that repair should be completed within a couple of weeks for the existing paved parking area at the park.

The Council stated they might hold a workshop over the winter to work on proposed updates to the comprehensive plan. They will address this at the October meeting.

Jo stated she called the town's insurance agent and was told the town's insurance would cover the community garden even without a contract with gardeners. Jo stated the only person planting this year said he is not doing it for personal benefit but giving away the harvest items. A motion was made by Jo Temple and seconded by Dennis Richardson to waive both the \$5.00 per lot fee and contract this year as an exception. The town will continue to obtain signed contracts for legal purposes. Approval was unanimous.

The Council discussed postponing the tree arborist review. But since addressing trees is part of the sidewalk improvement project, Jo said she will follow up with arranging or the review.

An update for the new computer backup program was provided to the Council. The primary town computer is backed up daily. This includes the Keystone (software programs) and Neptune (meter readings) folders as well as all files in the Documents folder. The files are saved for thirty days after something is deleted. Mary recommended that all official documents be provided to her to save on the primary computer. This would be anything that may be needed for an audit or legal matter. Saving official records on personal computers may not be the best practice. Mary will consult with Geoffrey Wesling now that the town has a cloud backup system.

Mary said that a Municipal Impact representative will call Paul, Marvin, and Jack to get them setup for accessing the website to enter alerts. Mary also passed along that the town is responsible to ensure the text numbers are entered correctly on the website.

Mary reported that the State received new information from the Treasury Department. Towns can now use the American Rescue Plan (ARP) funds for the local match for water, wastewater, and broadband OCRA grants. However, for existing grants, we can only use the funds for any overage. Mary has requested Mike Kleinpeter find out from OCRA if we can pay the \$10,000 additional local match from the grant revision from ARP funds. The town is getting approximately \$53,000 with half this year and the remainder in 2022. There is a new calculation formula to determine how much of the ARP funds can be used for general purpose. Mary will provide more information after she performs the calculation. Since the Council has discussed the potential need for broadband improvements, Mary suggested the Council pursue the feasibility of seeking a grant with ARP funds as a local match. The speed test information was provided to the Council. Denny said he would look more into broadband.

Paul provided an update on repairing the culvert on Cemetery Street. Paul and Jack are regrading the culvert with stone.

New Business

Mary commented that she had come across information in a discussion with other towns regarding the need for a social media ordinance. The Public Access Counselor's response to a formal complaint regarding another town's violation of access to public records and the open-door law regarding the town's Facebook was provided to the Council. Facebook discussions must be retained and made available. Mary discussed this with Glenwood's IT person and was told a request to Facebook could be made. Other towns save the Facebook data. From research, if comments are deleted or persons removed from access, documentation must be retained. The Public Counselor also made a comment that if a Council decision was made without the rule on the agenda, that would be a violation. After discussion, a motion was made by Dennis Richardson and seconded by Jon Lykins to appoint Jo Temple as Administrator for the town's Facebook. Approval was unanimous. Jo and Mary will work with Geoffrey Wesling to prepare social media ordinance.

Mary noted that in research she was approved as the town's website administrator in May, 2015 but suggested both Mary and Jo be the website administrators. A motion was made by Dennis Richardson and seconded by Jon Lykins to appoint both Mary Richardson and Jo Temple as the website administrators.

Mary said that the town has needed to transfer appropriations from the grant local match to cover expenses. She is concerned because about \$81,000 local match is needed for the 2022 budget. Mary will have more information at the August meeting. After a discussion of what work is needed, a motion was made by Dennis Richardson and seconded by Jo Temple to approve a salary increase for the four elected officers effective January 1, 2022. The Council President's annual salary from all funds will be \$3,590.89, Council Members will be \$2,262.46, and Clerk-Treasurer will be \$18,206.91. Approval was unanimous.

Mary said she would like to streamline the envelopes used primarily by her office now that she is changing vendors. But she will keep them the same since the Council likes the town's official logo.

Mary provided an update from the Park Board meeting held prior to the Town meeting. The community center will close at 10:00 p.m. instead of 11:00 p.m. which will be the same time that the playground closes. The Park Board plans to have a community supper on Thursday, December 2, 2021. A motion was made by Dennis Richardson and seconded by Jon Lykins for the Town to pay for the main dish and drinks. Approval was unanimous. The Park Board requested the Town pay for repairing the shelter at a cost of 1,827.44. A motion was made by Dennis Richardson and seconded by Jo Temple to approve the repair cost. Approval was unanimous.

Reports

Mary stated that she will be attending the Eastern Indiana Regional Planning Commission meeting next week in Richmond.

Mary noted that there was no Rush County Area Plan meeting for July.

Mary provided an update regarding the new process for accepting credit and debit card payments. There have been eleven customers paying through the website over the past month. This is about 8% of the customers. Since the town did not go through a bank with a \$50 monthly cost and there is no cost to the town, this seems to be a good service for customers. The process works well with a daily report emailed. The payment is not posted to the bank until the third business day.

Mary provided the Council with a virtual seminar information covering budgeting and unsafe building plus vicious dogs. Mary will use the debit card and register anyone interested.

Marvin discussed a complaint where trees were cut down and fell on the Town's alley and another property owner's property without permission and not cleaned up. Marvin will follow up on this situation.

OTHER BUSINESS

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

Mary M. Richardson, Clerk-Treasurer