

June 15, 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, and Mary Richardson, Clerk-Treasurer. Others present were Marvin Hedrick, Marshal, and Paul Sembach, Utility Supervisor. Jo Temple, Council Member, and Geoffrey Wesling, Town Attorney, were 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 May 10, 2021 and May 14, 2021 meetings. Approval was unanimous. There were no amendments. The Council reviewed RLM Engineering's minutes from the May 25, 2021 wastewater project pre-construction meeting.

A motion was made by Dennis Richardson and seconded by Jon Lykins to pay the bills as presented. Approval was unanimous.

General Fund	\$4,900.56	Sewage Bond & Interest Fund	\$17,605.00
Motor Vehicle Highway Fund	\$232.50	Sewage Construction In Process Fund	\$18,324.98
Park Fund	\$99.42	Payroll Fund	\$6,404.06
Water Utility Operating Fund	\$5,274.41		
Sewage Operating Fund	\$56,863.62	Total	\$109,704.55

Stephen McGuffey requested information to request the alley next to his property on State Street be closed. The process was explained that all adjoining property owners would need to approve the closure. Documentation of the request should be sent at least five days prior to a town meeting for the Council to decide if they are willing to consider closing the alley. The requesting property owner would then need to pay for the newspaper publication for a public hearing. It was suggested that property owners be contacted prior to preparing the documentation. David Miller stated his property adjoined this property and he did not want it closed.

Unfinished Business

Mary Richardson reported that she had received the State Revolving Loan Fund's (SRF) approval to modify the Preliminary Engineering Report (PER) for the water project to allow the purchase of a golf cart. Mary explained that the town can purchase the golf cart as soon as the SRF purchase approval is received. A motion was made by Dennis Richardson and seconded by Jon Lykins to authorize Mary Richardson to pay \$7,800 to Mark Nickel for the golf cart as soon as the SRF approval is received and to file a reimbursement claim with SRF. Approval was unanimous.

Paul Sembach requested the Council purchase equipment and materials as presented at the May 10 meeting from C&H/M in the amount of \$23,810. Three companies were contacted for quotes and this was the lowest bid from the two quotes received. A motion was made by Dennis Richardson and seconded by Jon Lykins to purchase the equipment and materials from C&H/M in the amount of \$23,810 pending SRF approval for \$16,794.27 to be paid from loan funds with \$7,015.73 paid from town water funds. Approval was unanimous. Mary will submit the request to SRF. When SRF approval for purchase is received, Paul will contact C&H/M to purchase the equipment and materials totaling \$23,810. When invoiced by C&H/M, Mary will file a SRF claim to be paid directly to C&H/M. The remaining balance will be paid at a town meeting.

Jon Lykins signed the OCRA water grant close out form on June 8, 2021.

Dennis Richardson commented on the May 25 wastewater pre-construction meeting.

Mary updated the Council on the federal required signage posted at the town hall entrance. These notices will remain for the duration of the wastewater project.

Mary passed along a sidewalk project update from Marc Rape, Strand Engineering. On June 8, Strand received a message from INDOT's Environmental Service that the Section 106 (Historic Properties) review was complete, which is what the environmental subconsultant needed to finish their update of the approved environmental study. The environmental subconsultant is moving forward with the revised approval. As for the right of way portion, Strand has

received most, if not all of the title work (T&E Reports) so they can begin writing the legal descriptions and preparing the parcel plats for the easements.

Mary notified Jon that INDOT is sending a document for his electronic signature. This document will cover the right-of-way increase in funding.

Jon and Denny discussed an opinion received from Casey Owen, contractor, as well as two other contractors stating the condition of the culvert on Cemetery Street did not warrant replacement. The culvert situation was discussed.

A motion was made by Dennis Richardson and seconded by Jon Lykins that no major repairs are needed at this for the culvert on Cemetery Street. Approval was unanimous. Paul Sembach is going to coordinate some maintenance at the bridge. The work will be cleaning it out, work to take out the bump, and add gravel.

Marvin discussed the blighted property on Main Street. Weed/grass notices were discussed.

Mary reported that she still has not received the state-signed contract with INDOT for the purchase of a sign template for the Railroad Grade Crossing Grant. Mary's last correspondence was May 27.

There was no information regarding the town's parking lot grant application to the Rush County Community Foundation. A video presentation was provided to the RCCF on May 25. Mary did provide information for the RCCF's thirty-year celebration on July 8 from 6:30 p.m. until 8:00 p.m.

It was noted that the water was turned on at the community garden. Mary said she has not yet received any contracts. Stephen McGuffey requested a contract be emailed to him.

Denny commented that a Farm Supply tank was leaking last week. Jon stated that Farm Supply is working on a solution for the dust emissions.

The Council discussed the community trash day held on June 12, 2021. Two dumpsters were filled.

New Business

Mary expressed her concern with recent cyber-attacks that have affected even small businesses and governments. Currently, the town pays about \$300 annually for Keystone to back up the town's four software programs on the primary computer. Keystone also backs up the Neptune (meter reading) files on the town hall computer. Should there be an attack, within a couple of days these programs can be restored with all the data through the previous night's backup. Mary talked about the situation with Keystone. They currently only backup the software files but may be considering expanding the program.

There is concern for all the other important town files that would be lost. Mary discussed the situation with Randy Herbert, the town's IT consultant. Randy strongly recommends that the town consider the daily backup currently used by Rush County. All files, including the software programs, would be backed up daily for a one-time set up fee of \$500 and annual payment of \$1800. The town could cancel the \$300 Keystone service.

This cost would be for just the one computer. Mary talked to the Neptune representative and it was confirmed that the meter files are being backed up in Paul's and Mary's emails as well as on the primary computer. The Neptune software can be reloaded if there is a computer attack. All other files on the town hall computer are for convenience with copies saved elsewhere, so there is no need to back up this computer.

The Neptune representative said her concern is the water pump system. Paul Sembach explained that the water pump is computerized and does connect to the water plant via a radio frequency.

A motion was made by Dennis Richardson and seconded by Jon Lykins to obtain the backup maintenance service for the town's primary computer and to not renew the Keystone backup plan at year end. Approval was unanimous.

Marvin updated the Council on the condition of the Snapper mower and provided information of a replacement. A motion was made by Dennis Richardson and seconded by Jon Lykins to purchase the described mower from O'Dell for a cost of

\$7,700 plus the Snapper trade in with the payment divided between town, water and sewer funds. The motion authorized Mary Richardson to issue the check prior to the next town meeting. Approval was unanimous.

Reports

Mary noted that the Rush County Area Plan Board is reviewing the Plan for miscellaneous changes, mostly to put all sections in line with previous changes.

Mary reported that the online credit and debit card utility payment process has been implemented.

Several town citizens provided information to enter for the Fayette County Broadband survey. No results have been received.

Mary said she submitted a summer fill request for the Town Hall and Community Center gas at \$1.49 per gallon.

Mary commented that she has served as the town's parliamentarian for decades, deferring to the Town Attorney, for important issues. She no longer will serve in this role. The parliamentarian role will revert to the Council President along with the Town Attorney. Mary will still comment on issues that may affect her documenting minutes and reports plus potential impacts to the distribution of monies.

Mary passed along information from OCRA that states the American Rescue Plan (ARP) money cannot be used for local matches for existing or future grants. This is based on the information OCRA has received from the U.S. Department of Treasury. The ARP fund is still in the Interim Final Rule. Mary suggested the funds not be spent until the Final Rule is issued to avoid rules changing and create reimbursement issues.

Mary explained a 2018 federal tax payment was not processed through the bank. After being outstanding for a long time, the entry was thought to be an error and was written off. This payment was recently made based on IRS notification. Penalties were waived. Mary was also told that some 941 forms were not received. Apparently, the address was changed from Cincinnati, OH to Kansas City MO. Some forms were forwarded and some were not. Mary has sent copies of these forms.

Paul Sembach's written report was received by the Council. Paul added updating the Standard Operating Procedures to the monitoring list. This will be completed sometime in 2021. Paul also added leak information to the SOP. The Council and others discussed the notification process. Marvin explained a group text message system where he is one of the Administrators. The Council discussed ways to communicate and Mary agreed to do some research and provide more information at the next meeting.

OTHER BUSINESS

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

Mary M. Richardson
, Clerk-Treasurer