

May 10, 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, Paul Sembach, Utility Supervisor, and Geoffrey Wesling, Town Attorney.

Jon led in the Pledge of Allegiance to the Flag.

A motion was made by Jo Temple and seconded by Jon Lykins to dispense with the reading of the minutes from the previous town 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. Approval was unanimous.

General Fund	\$10,776.49	Sewage Operating Fund	\$3,537.40
Motor Vehicle Highway Fund	\$232.50	Payroll Fund	\$5,119.08
Park Fund	\$103.53		
Water Utility Operating Fund	\$5,471.88	Total	\$25,240.88

Unfinished Business

Jon Lykins opened sealed quotes for various equipment and supplies from Bastin-Logan for \$31,89.73 (\$24,337.00 without golf cart) and C&H/M for \$30,825.73 (\$23,810.00 without golf cart). A third company was contacted but did not respond.

A separate \$7,800.00 quote for a golf cart was received from Mark Nickel, a local vendor.

A motion was made by Dennis Richardson and seconded by Jo Temple to approve the \$7,800.00 golf cart quote received from Mark Nickel, pending approval from the State Revolving Loan Fund. Consideration of the remaining water equipment quotes was tabled pending the SRF golf cart decision. Approval was unanimous. Mary will submit the quote to SRF to obtain approval and clarify the process.

Mike Meyer, RLM Engineering, discussed the OCRA release of funds for the wastewater project. A pre-construction meeting will be scheduled.

Mary reported that the wastewater treatment plan improvements permit from IDEM has been received.

The RLM Engineering invoices for the wastewater project design, \$38,480.00, and the project modification design, \$18,324.98, were presented to the Council. A motion was made by Dennis Richardson and seconded by Jon Lykins to approve the invoices as presented and request the Grant Administrator to submit the claims to OCRA. Approval was unanimous. Mary said she will forward the claims to the Grant Administrator.

Mary confirmed that there was only one update since the April 27, 2021 special meeting regarding the sidewalk project with INDOT grant funds. The State Historic Preservation Office (SHPO) has identified two trees on one property that they identified as "notable" in terms of historic qualities. Strand and their environmental sub feel very strongly that if these two trees are not removed as part of the project, they will likely die as a result of the damage done to their roots. Strand has recommended to SHPO suitable replacement trees for the large trees that they propose be removed. The IDNR SHPO requested that the owner be contacted to determine if they are agreeable to the trees being removed and replaced. Dennis Richardson said he would discuss the matter with the property owner.

The installation of a culvert on Cemetery Street was discussed. Marvin stated installing a culvert will require the property owner's permission. Marvin discussed the situation with a contractor who provided an opinion that a culvert is not necessary. The contractor suggested doing some cement work. The matter was tabled pending Jon obtaining a quote for the project and Marvin also pursuing quotes for cement work.

It was mentioned that Geoffrey Wesling and Marvin Hedrick will meet with Chuck Jenkins to discuss the next steps to remedy the unsafe building situation on Main Street.

Mary noted that the Rush County Community Foundation closed out the warning siren grant on April 28, 2021. Mary provided an update regarding the Railroad Grade Crossing Grant from INDOT. Mary is waiting on the fully executed grant and purchase order from INDOT. The grant is currently in the internal signature process as it goes through INDOT and DOA for the internal signatures. When the documents are received, the railroad template should be purchased and paid for by the Town. Then a reimbursement request will be submitted to INDOT. A motion was made by Dennis Richardson and seconded by Jon Lykins to authorize Mary Richardson to purchase the template before the next meeting if the appropriate documents are received. Approval was unanimous. The Comprehensive Plan Review has been tabled and updates will be considered over the next few months. The Council may hold a workshop to work on the plan, then bring potential changes to a town meeting.

Jo reported that nobody has rented space yet in the community garden.

The arborist review was tabled.

Jeff Sherwood, Deputy Marshal, reported that he had talked with a representative of Farm Supply. Jeff was informed that there had only been one tank leak this year. Farm Supply is aware of the dust issue and is in the process of providing a solution. They do not want to hose the lot with water as that may overflow into the roadway which may be a safety concern. Farm Supply has tried a process at the Falmouth location which did not work. They are looking into a vegetable base oil for a driveway application.

A motion was made by Dennis Richardson and seconded by Jon Lykins to hold the community trash day on June 12, 2021. Denny will make arrangements for the dumpsters.

New Business

Mary said she was notified that someone was requesting that the Town accept credit card payments for utility billings. Mary did some research. To set up a process through the bank's provider would cost about \$50 per month. The customers would also pay a convenience fee to use the service. The Town can contract through PayGOV at no cost to the Town and the customers will pay the convenience fee of a flat \$1 for any payment under \$33 or 3% for payments \$33 and over. There will also be the labor cost for someone to process the payments and someone to reconcile the bank entries.

Mary recommended that the service be tried for six months using the website only, then assess if the work/cost is worth the benefit. With not having an office structure, Mary does not feel the controls are in place for in-person or phone payments. The process will include both credit card and debit card payments.

A motion was made by Dennis Richardson and seconded by Jon Lykins to approve Resolution No. 2021-3 Resolution Approving Payment Options, adding the Town's website online banking option. Approval was unanimous.

Jo Temple stated she has had several requests from town citizens for her to notarize documents. Jo also notarizes documents for the Clerk-Treasurer. A motion was made by Dennis Richardson and seconded by Jon Lykins for the town to pay for Jo's notary renewal. Approval was unanimous.

A recap of the American Rescue Plan (ARP) revenue and appropriate uses was explained by Mary Richardson with information she has researched and opinions obtained. The federal government will make the first payment from the Fund to the State of Indiana, the metropolitan cities, and Indiana Counties by May 11, 2021. The State of Indiana will distribute the first payment received from the Fund within 30 days based on the allocation provisions contained in the ARP. A second payment will be received by the State of Indiana, the metropolitan cities, and the Indiana Counties not earlier than twelve months after the first payment. The State of Indiana will distribute the second payment received from the Fund within 30 days based on the allocation provisions contained in the ARP. Glenwood's portion is \$49,180. By June 11, 2021 \$24,590 should be received from the State. The other \$24,590 should be received by June 11, 2022.

The revenue reduction usage can be used for 2020, 2021, 2022, and 2023 – as each compares to 2019. There are four appropriation options: 1. Assistance to households, small businesses, and nonprofits; 2. Provide workers performing essential work with a premium pay up to \$13/hr or \$25K per year; 3. To replace revenues lost due to the pandemic; and 4. Water, sewer or broadband infrastructure.

Only the decrease in revenue can be used for the first three purposes. All distributions need to be from the new ARP Fund established. We can use the funds to match our wastewater grant that is providing for wastewater infrastructure. We need to document that the funding is for pipes in the ground, treatment plant, lift stations, sewer mains, etc), to be in compliance with usage #4.

If used for a water project, we can consider the effect of the rate increase in 2020 to make the comparison against 2019 by reducing the 2020 income by the rate increase percentage, since that would give us an idea of what was actually caused by the pandemic

The revenue decrease from 2019 to 2020 from the General Fund is \$4,019.96. This amount excludes the IDOT and Rush County Community Foundation grants that would not be reoccurring revenue. The Motor Vehicle Highway Fund's revenue decreased by \$1,929.92. The Park Fund revenue decreased by \$1,929.91 that excludes an insurance reimbursement from 2019.

Mary recommended that we file for a special APR appropriation adding this year's income of \$24,590.00. The purposes will be for sidewalk matching grant in the amount of \$5,960, parking lot improvement (for gravel/bumper matching grant) in the amount of \$1700, and \$16,930 for wastewater infrastructure (matching grant). Mary is waiting for confirmation from the State that the Federal Government will allow the funds to be applied toward grants. A motion was made by Dennis Richardson and seconded by Jo Temple to file for the special appropriations if the grant match is eligible. Approval was unanimous.

A motion was made by Jo Temple and seconded by Dennis Richardson to approve Resolution No. 2021-1 Establish an ARP Coronavirus Local Fiscal Recovery Grant Fund (Fund 176). Approval was unanimous.

Mary reported on the new Indiana Emergency Rental Assistance (IERA) program in the State of Indiana so that the Indiana Housing and Community Development Authority (IHCDA) can work utility companies to pay past-due bills for qualified renters throughout the State of Indiana.

This program will help low-income renters who have been affected by the Covid pandemic to pay their utility bills, *including services such as water, sewer, trash, and internet*. This program differs from previous state programs because we can pay arrearages for these services while previous programs were only able to help with rent, gas and electric. IERA can provide eligible renters with up to 12 months of rent, utility/home energy, and internet assistance. Utility assistance may be provided to qualifying applicants for past due expenses for utilities (electric, gas, water, sewer, and trash) and home energy (fuel oil, wood, coal, pellets, and propane). Please encourage renters in need of assistance to apply at IndianaHousingNow.org. Assistance payments for approved applications will be directed to the utility or home energy provider. Past due utilities and/or home energy expenses and late fees incurred between April 1, 2020 and the time of application may be covered by the program. Any unpaid utility and/or home energy obligation, including deposits and disconnect or reconnect fees, is the responsibility of the renter. A utility provider must provide an ACH form to receive direct payments.

Mary will add the IERA website address to turn off letters.

Also, the Town received information from Watch Communications that provided information for eligibility for internet discounts through the ARP.

A grant request for gravel and bumpers for the new park parking lot at 206 N. Durbon Street was submitted to the Rush County Community Foundation on April 30, 2021. Confirmation of receipt from RCCF was received on May 3, 2021. The project cost is \$9,675 with \$7,740 requested from a grant. The Council discussed receiving another quote.

It was noted that the Town has the property deed for 206 N. Durbon Street.

A motion was made by Dennis Richardson and seconded by Jo Temple to authorize Marvin Hedrick to contract with a surveyor to perform a survey of the new parking lot at 206 N. Durbon Street for a cost not to exceed \$250.00 . Approval was unanimous.

A motion was made by Dennis Richardson and seconded by Jon Lykins to contract with Eugene Stanley to repair holes at the park and in the streets. Approval was unanimous.

Reports

Mary reported that she attended the April 22, 2021 Eastern Indiana Regional Planning Commission meeting. Mary followed up on the broadband survey with Dan Parker from Fayette County. On May 4, Dan said he would be sending the Town broadband survey documentation and is willing to extend the survey timeframe. Today, Dan contacted Purdue University and they extended the survey end date two more weeks to allow Glenwood to take the survey.

Jo will post the link on the website and Mary will put something at the Post Office. Mary encouraged the Council to reach out to citizens in person. Mary suggested getting handwritten surveys completed and entering them online.

Mary said she needs training credits and may attend a one-day IMPACT meeting in June at Westfield.. She also plans to attend AIM's summit on October 5 through 7 at French Lick.

Paul Sembach's written report was received by the Council.

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