Chalmers Town Council Meeting
Monday, September 26th, 2016
Minutes

The Chalmers Town Council met in regular session on Monday, September 26th, 2016 at 7:00 pm in the Chalmers Town Hall. Present were Council President Marcus King, Vice President Clark Gick, Councilmen David Kurth, and Herb Chamberlain. Present were Town Manager Faith Willoughby, TA Rebecca Trent. Not present was TE Ken Smith and TM Gary Adams, Utility Superintendent Jeff Haynes, and CM Pat Pool. In attendance for Marshal Adams were Deputy Jim Davis and Deputy DJ Miller.

CP King called the meeting to order, then led all in The Pledge of Allegiance.

Guests present at this meeting were Joe Rogers and Mark Bentlage of the White County Planning Commission. Eric Walsh of Umbaugh. Residents Jeanette and William Wilson, Lee Trippett.

Minutes from Sept. 9th and Sept. 12, 2016 were reviewed. VP Gick motioned to approve the minutes with the following change: the new utility bill date starting in November, not October. CM Kurth seconded the motion. The motion passed with a vote of 4-0.

Joe Rogers introduced himself and Mark Bentlage. Joe discussed with the council:

1. Asked the council to mark on a map the wellhead locations. CP King did this.
2. Discussed the Commissions establishment of a "B4 District." Information for review was left with the council and will require a resolution to adopt with any changes required.
3. The council was informed of APC recommendations to make changes to sections of the Wh. Co. Ordinance A49 regarding compact housing and setbacks. After a short discussion, VP Gick make a motion to approve the changes in Ordinance 2016-18, CM Chamberlain seconded. The motion carried with a vote of 4-0.

Guests were asked for question/comments. Mr. and Mrs. Wilson asked to review and get a clearer understanding of the proposed Burn Ordinance and its limitations. The Wilson's made comments that the ordinance restricts them from burning their yard waste and asked why the Town does not have a way to help with disposal. Mrs. Wilson has a specific issue with disposal of a vine in her rose garden that has a bad odor. The council reminded them they are responsible of their own yard waste and taxpayer money cannot be used.

Mr. Trippett asked about the upcoming change to the utility due date and commented how it will affect him and possibly other residents. Mr. Trippett was informed the ordinance will be available in the town hall as well as other locations to receive it after it is approved. CP Gick mentioned the forming of a Utility Review Board and how accommodations to a specific billing situation could be made on a case by case basis.

Eric Walsh was asked to briefly discuss the issues with the towns finances and need for the date change as well as rate increases.

CP King asked about the old town garage on S. 2nd St. CT Resnick gave a brief overview as to how it has become available and how the town can acquire the property. CP King has asked the town engineer to look into it. The town attorney commented that other issues may need to looked at with acquiring the property.

CT Report: Charlene has completed the reconciliation of 2016 thru July and a copy was handed to all council members. Question were asked regarding her status and as of the end of Sept. 2016 her contract is complete and has ended. The CT mentioned he will need assistance with the year-end taxes and a request for the purchase of the Boyce Systems/Keystone Payroll Module. Nothing settled as to taxes and Mr. Walsh suggests Boyce Systems come in to discuss/demonstrate the payroll module before a decision is made.

Cash flow was discussed by Mr. Walsh. He handed out a report he made and discussed certain line items. TM Willoughby made a comment of a line item missing and it will be added.

Mr. Walsh has set up for the Public Hearing at the Oct. 10th council meeting and Oct. 24 for the adoption of the budget at that council meeting. Mr. Walsh will be at both meetings.

A delinquent update was presented. All delinquents back balances were either paid or set up in an agreement for payment.

TM Willoughby showed the council the updated forms for billing, delinquents notice, and shut offs notice.

The training with the Keystone Fund Utility has started with 1 team viewer session and one in house training session. Two in house sessions are scheduled for the future.

The waste water/parsonage billing: the CT will have this issue resolved and the waste water account restored on the parsonage billing. No prior approval was noted in prior meetings.

Billing issue: How to bill a resident who is in their house only 3 days of a billing period! CP King suggests a resolution for incoming/outgoing resident with only a short period of time in their house/apartment. CP King says to accommodate this resident now.

Salary Budget: CP King has recommended two council members and the town manager work on the new budget and bring it the next council meeting.

Internal Control: TM Willoughby and CP King are both working on a new audit procedure list.

Burn Ordinance: After a short discussion, VP Gick motioned for approval of Burn Ordinance 2016-17. CM Kurth seconded the motion and the motion carried by a vote of 4-0.

TM Report: TM Willoughby updated the council on the status of the electrical issue at the Frontier High School as well as the storm water issue at the church on S. 2nd St.

Community Grant Crossing: TM Willoughby mentioned to the council that TE smith is rebidding everything, will update at next council meeting. Tip Top Farms: all paperwork has been submitted to our attorney, in wait mode again. Faith's waste water test to be completed after the budget has been approved. Trash bids have been sent out and advertised in the newspaper. Pot hole repairs have been completed.

TM Willoughby informed the council of a septic issue at the waste water plant regarding the retention pond and retention of overflow. There is about a foot of water that is septic due to improper aeration in the past (by the former town manager) and now needs to be cleaned out. With Chad Reynolds help, the system is now working properly and TM Willoughby is looking at getting the system cleaned. The digester will also need to be cleaned out.

VP Gick suggests looking for companies in White County for future work needed around the town.

TM Willoughby informed the council of the need to replace a pole on N. 3rd St. as Century Link needs to replace a line and the pole is rotted.

The resurfacing of the walking path is complete and CM Kurth is very happy with the work done by Xtreme.

TA Trent is asking for guidance on how the council would like to apply a utility payment that is "less than the full bill." Also, asked how money is applied to a current bill, CT Resnick informed her that electric is paid first, water second, waste water next. VP Gick inquired how a lien is applied after 30 days. A wastewater lien can only be started after 30 days of no payment. Then you process a foreclosure.

VP Gick made a motion to change how a "less than full utility bill" is disbursed in the Keystone utility billing system. Trash and storm water are paid first followed by an even distribution of balance left too electric, water, and wastewater. CM Kurth seconded the motion and motion carried by a vote of 4-0.

VP Gick made a motion to increase the utility reconnect fee to; $50 for each utility (electric/water), seconded by CM Chamberlain and the motion carried by a vote of 4-0.

VP Gick suggests the town buy a portable water meter (possibly a pull wagon unit, if available) that a resident can borrow with a $50 deposit, the town will install for a 48-hour time-period, and then remove with the reading logged.

Time cards review: a short discussion of Jeff Haynes OT was had. VP Gick suggest the council may be able to help and alleviate some of the OT by offering to mow the park when needed.

Town Hall Camera: TM Willoughby reported that Marshal Adams has the camera, wiring, and laptop ready to go and installation to be finalized by soon.

Halloween: CM Kurth made a motion for October 31, 2016 with a time frame of 5-7pm. CM chamberlain seconded the motion and the motion carried by a vote of 4-0.

Claims: Claims were reviewed and VP Gick made a motion to approve 36 claims for $41,551.74. CM Kurth seconded the motion and the motion carried by a vote of 4-0.

A discussion was had as to how the CCVFD is to be paid, per salary ordinance or per the billing they send the town.

Park Board: CM Kurth would like to transition to a Buffalo Grass in the future. He is also looking for suggestion on the "Back 40" flooding issue.

CT Resnick asked the council for guidance on the Don Park utility bill for which he did not pay the waste water and trash portion as he sold the house. No change required as the bill is to be paid as is, Information to be sent to the town attorney.

CM Kurth made a motion to adjourn, CM Chamberlain seconded and the meeting was adjourned at 9:15PM.

Council President Marcus King

Clerk-Treasurer Jeff Resnick