

Chalmers Town Council Meeting

Monday, September 12th, 2016

Minutes

The Chalmers Town Council met in regular session on Monday, September 12th, 2016 at 7:00 pm in the Chalmers Town Hall. Present were Council President Marcus King, Vice President Clark Gick, Councilmen David Kurth, Pat Pool, and Herb Chamberlain. Present were Town Manager Faith Willoughby, Utility Superintendent Jeff Haynes, TE Ken Smith. Not present were TM Gary Adams and TA Rebecca Trent.

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

Minutes for Aug. 22, 2016 were read and a motion was made by CM Pool to approve the minutes, seconded by CM Kurth and the motion was approved by a vote of 5-0.

No guests were present.

VP Gick reminded the council the need to keep the church Storm Water issue in the back on their mind. Superintendent Haynes noted that a contractor has been scheduled to dig up the area of the expected break.

CT Report: Charlene is finishing up the March 2016 reconciliation and is hoping to be done completely by before the end of the month, possibly by the end of next week. VP Gick asked if she is going to through June 2016 and be done. CT Resnick mentioned 2 meeting past that through July would be best and CM Pool commented that was what was agreed. Umbaugh schedule was shown to the council and looks ok by them.

The current delinquent list was shown and questions asked. VP Gick asked that any agreements made be shown to the council along with the delinquent list. CT will look into how Keystone sets up budget billing for future use as VP Gick made a suggestion that budget billing can be utilized with a resident paying a month in advance of 15%.

Keystone training online starts on Sept 20th provided Charlene has June 2016 reconciled. 2017 Budget: council looked at the calendar from Umbaugh and accepted the dates. If June 2016 is not complete, Umbaugh will look at what it has to finalize the budget.

No SAM update, no news from the town attorney.

Baptist Bible Church-billing for the wastewater on the parsonage: the question came up as to why the parsonage was not being billed for the WW and the water meter was switched over to the church. The CT received a call from Mark Yerk in late April and mid-May wanting drop the doubling of wastewater from both bills. Council says this isn't right and wants an accounting of how this came about.

Engineers Report: Metering and smoke testing is complete and a report with photos will be forthcoming to the council. No issues on town property but several issues on private property. Ken suggests a letter from the town should be sent informing these residents of the issues. Flow metering shows a lack of proper inflow. Concrete manholes look good but some vertical manhole joints need work.

WW plant is running good. There is a need to a 6inch piece of aluminum on the rear to help stop the overflow. Ken suggests the conversion of the current sulfur dioxide chlorine to an ultra violet disinfection unit (less expensive and more reliable) and replace the mechanical blower to a blower with a variable frequency drive (this will help cut the utility bill).

Highway 43 sewer repair: Ken is not sure if a repair is required and will look into it and inform the town manager and council. Ken will look for the blueprints.

Town engineer will need to finish the mapping of the electric, water, sewer, wastewater system. Ken suggests we purchase a GPS hand held unit that we can download the GPS survey of the town into it to help find valves and lines.

Town Manager Report: TM Willoughby asked the council their thoughts on the trash policy and needs for further refinement. The council reviewed the various trash pickup policy documents. After discussion, the 2014/2015 policy will be used and changed to 2016/2017.

TM Willoughby will hold off on rescheduling her wastewater test until the budget process is further along. She is still waiting on a decision as to receiving additional points from her last test.

Nixel Announcements System: council looked over the proposal and VP Gick made a motion to approve Ordinance 2016-15 establishing Nixel announcements, CM Kurth seconded the motion and the motion carried with a vote of 5-0.

The Town newsletter is in the works. Reynolds will be coming over to look at the incubator but we do not have a 220-volt outlet installed at the wastewater plant for them to test it.

The burn notice: discussion was had in regards to a fall & spring town clean up. The council has decided to not do it. The burn ordinance needs to be revised more and will look to be passed at the next meeting.

Main Street work: three more bids to come. Tip Top Farms: the attorney will be leaving his firm at the end of October and he needs the last 10 years of Comcast bills paid and income from Comcast from utilities.

REMC/High School electrical issue: REMC, the Frontier superintendent, and town officials meet at the high school to get a final idea as to what happened in construction of the

new concrete slab. It appears the line was not buried properly. Final decision is pending as to who is at fault. Also, Jeff Haynes says the casing over the transformer is rotten and a cover needs to be made to cover it. A new transformer will be needed in the future too.

Extreme will be starting on pot hole filling next week. A grant request is being submitted to IPEP for safety equipment.

The town manager has started a new town manager/calendar format and would like input as to how it looks and its functionality. Faith and Jeff's labor slides were shown.

No update on the town credit card at this time.

Utility billing policy: Discussion followed as to the ordinance for billing, collection, & disconnection of utilities. The council has established a Town Utility Board for which residents will come in to see the board with any issues as to why they are late on the billing. The board will have the final determination. The board will consist of 2 council members and the town manager, appointed in January for a 1-year term.

Utility job description: A change to the section regarding tattoos/body piercings is needed. Need to be changed to "no offensive or adverse tattoos or body piercings."

Credit for water/wastewater: No changes needed, VP Gick made a motion to approve the 2016-16 ordinance regarding credits for water & waste water usage. Seconded by CM Chamberlain and the motion carried by a vote of 5-0.

Salary ordinance: the ordinance needs to be completed by December, the council needs to look at salary vs hourly, and per Rebecca and the budget process, need to look at the clerk-treasurer pay breakdown. Need to discuss with Umbaugh too.

Internal Audit: Faith is continuing to work on it. CP King in his continuing of his audit, had the council look at his and the CT utility billing for the past 4 months. Discussion followed and the CT utility billing should be reviewed too.

Active shooter training: no webinar done. Camera installation at the town hall has not been completed and to be added to Gary's schedule.

Time cards have been reviewed for the past 4 pay periods, comments were made as to what a councilman can do to help with mowing, etc. to ease the budget. VP Gick suggests the town buy a mower specifically for the park.

Claims: VP Gick made a motion to approve 53 claims for \$75,205.52, seconded by CM Chamberlain. Motioned carried by a vote of 5-0.

Park: CM Kurth talked to Nancy Loy in regards to a forgotten \$10,000-line item in her yearly budget for the park. More information to follow. Halloween was discussed and the need to look at what date is scheduled and to be presented at the next meeting.

CM Pool made a motion to adjourn, seconded by CM Kurth, motioned carried with a vote of 5-0.



CP Marcus King



CT Jeff Resnick