

02-11- 2025 Common Council Meeting

financial management infrastructure maintenance policy clarifications

Meeting Information

- Date & Time: 2025-02-11 6:08 pm
- Location: Town Hall 205 E Walnut St. Chalmers, IN
- Attendees: Clerk Treasurer (CT) Rene'e Collier, Council President (CP) Pam Brown, Council Vice President (CVP) Amy LaOrange, Council Members (CM) Lee Trippett, Fred Schrader and Josh Rinehart, and Reserve Deputy Marshall (RDM) Kevin Ward, Street & Utility Superintendent (S&U Superintendent) Doug Reed, David Kurth, Bruce Hiner and Pam Hiner.

Meeting Notes

1. Town financial management and infrastructure maintenance

- **Wastewater Treatment Plant Issues**
Ken Smith is working with (S&U Superintendent) Reed on wastewater treatment plant issues. There are ongoing challenges with the plant's liner and skimmer. It was discussed that the town of Camden has the same type of WWTP and we could possibly get information from them on getting ours fixed. The need for maintenance and potential long-term projects such as a complete upgrade were discussed.
- **Tree Trimming Estimate**
(S&U Superintendent) Reed got an estimate for trimming trees around town. The estimate is \$4,600 for trimming 42 trees, which includes trimming over sidewalks and streets and chipping the debris.
- **Street and Utility Updates**
The guys have been busy marking the Electric Poles around town so we can create a spreadsheet to keep track of when poles are replaced to help in the inspection of poles for safety issues. They have also been busy working on some trouble meters that have had some leaks where they tie into the main lines.
- **Financial Matters and Claims**
(CT) Collier covered financial matters, including additional appropriations,

claims, miscellaneous receipts, and funds. Ordinance 2025-6 Additional Appropriations for the CCMG Paving Grant 2024 was voted on and approved. Motion to approve was given by (CVP) LaOrange, seconded by (CM) Schrader. The motion was carried by a vote of 5 Ayes to 0 Nays. Claims dated 02/11/2025 in the amount of \$125,582.91 were approved by a vote of 5 Ayes to 0 Nays. With the motion to approve being given by (CVP) LaOrange and Second given by (CM) Rinehart. Council reviewed the miscellaneous Receipts and signed off on their review. The fund report with investments was also presented to council for their review.

2. Operational Improvements and Policy Clarifications

- **Key Management**

There was a discussion about changing locks and managing keys to ensure security. Concerns were raised about the number of keys in circulation and the need to change the locks that are connected to the master key to maintain control. (CT) Collier will get quotes on the cost of getting locks rekeyed.
- **Time Clock and Attendance**

The time clock's accuracy was questioned, and alternatives like time sheets or electronic systems were considered. Concerns about the time clock being off by minutes were discussed, affecting employee clock-in and clock-out times. (CT) Collier will present information on electronic clock in at the next council meeting.
- **PTO and Salary Policies**

Clarification was sought on PTO and policies, particularly for salaried employees. The need to track PTO for salary employees was emphasized, and confusion about existing policies was addressed.
- **Sales Tax and Purchasing**

The importance of remembering sales tax exemptions for town purchases was highlighted. Contractors should not include sales tax in their fees.
- **White County Economic Development Representative**

A representative from Chalmers is needed for the White County Economic Development meetings. The meetings occur on the second Monday of each month. (CT) Collier volunteered to be the representative as no one from the council was available.
- **Internet at Town Garage**

The need for internet access at the town garage was discussed with the possibility of using existing infrastructure to set it up. (CT) Collier will get this set up.

3. Administrative and operational updates, including financial reporting, incident management, and upcoming meetings and conferences.

- **Annual Financial Report**
The annual financial report was completed ahead of schedule, initially thought to be due by January 31st but actually due by March 1st. The AFR has been advertised in the Herald Journal as required by the SBOA.
- **AccuDig Bills**
AccuDig bills were lower than expected, with specific amounts for both breaks. The bill for the main break at the corner of Main and 2nd came in at \$4996.00 and the break at 7th and Walnut came in at \$4,354.60. The lower costs were surprising given the circumstances.
- **School Incident**
An incident at a high school basketball game involving an opposing team was managed by town police officers. The situation was resolved without major issues.
- **Weather Alert**
A weather alert was issued for potential snow or rain, with a forecast of three to four inches of snow.
- **Insurance Information**
Insurance information was sent to John Parmley, who is responsive and efficient in handling queries.
- **Legion Building and wreck on 4/20/2024 Information**
(TA) Trent presented the deed to the Legion building to (CT) Collier to place in the safe. (TA) Trent is still working on getting us the payment for the wreck that happened on State Road 43 on 04/20/2024.
- **Shelter House Agreement**
The shelter house rental agreement was reviewed by the park board and the CT and will be further reviewed by (TA) Trent and the town's insurance agent, John Parmley.
- **Ordinance Review**
Discussion on reviewing ordinances with various council members and committees involved. Concerns about quorum and meeting requirements were addressed. (TA) Trent explained that we can work on these in advertised Special Business Meetings.
- **Pre-bid Meeting and Bid Opening**
The bid meetings for the CCMG Paving Grant 2024 will be held on the following dates: Pre-bid meeting scheduled for February 13th @ 10:00am and bid opening on February 20th @ 10:00am at the Town Hall. Bids will be reviewed and potentially approved on February 25th.

- **ILMCT Conference**

The ILMCT conference is scheduled from March 15th through the 20th in Plainfield. (CT) Collier will be attending and will split the cost of a room with the Clerk Treasurer from the town of Brookston.

- **Motion to Adjourn**

Motion to adjourn was given by (CVP) LaOrange, seconded by (CM) Schrader and passed by a vote of 5 Ayes to 0 Nays. Meeting adjourned at 7:10pm.

Next Arrangements

- Pre-bid meeting on February 13th at 10 a.m.
- Bid opening meeting on February 20th at 10 a.m.
- Next council meeting on February 25th at 6 p.m.

Common Council Meeting Minutes for Feb 11th, 2025

Clerk Treasurer 

Council President Pamela S Brown Yay or Nay Abstain

Council Vice President Amy LaGrange Yay or Nay Abstain

Council Member Lee Timpett Yay or Nay Abstain

Council Member _____ Yay or Nay Abstain

Council Member _____ Yay or Nay Abstain

Signed this 11th day of March, 2025