

# Chalmers Common Council Meeting

Policy Amendments    Infrastructure Updates    Financial Approvals

---

## Meeting Information

- Date & Time: 2024-08-27 6:00pm
- Location: Town Hall
- Attendees: Marcus King, Rene'e Collier, Pam Brown, Amy LaOrange, Braden Evans (White County Area Plan) Greg and Cathy Clevenger, David Kurth, Pam Hiner, Scott Robinson, Dan Loosbrock, Jim Bolen, Ken Smith, Rebecca Trent and Mike Hill, Linda Allen and Lee Trippett.

## Meeting Notes

### 1. Policy Amendments and Updates

- **Amendment A-79 for Renewable Energies**

Discussion on Amendment A-79 for Renewable Energies, including increased setbacks from roads and municipalities, special exception use requirements, emergency response plans, abandonment and decommission clauses, and screening requirements. Council voted to take this Amendment under Advisement and revisit at a later date. Motion was made by CM Linda Allen, seconded by CVP Amy LaOrange. Motion carried by a vote of 5 Ayes to 0 Nays.

- **Credit and Debit Card Usage Policy**

The credit and debit card usage policy (Ordinance 2024-3) for the town was revised by the Attorney for the town Rebecca Trent and was presented to and voted upon by the council. Motion to approve was given by CP Pam Brown and seconded by CVP Amy LaOrange. Motion to approve was accepted by a vote of 5 Ayes to 0 Nays.

- **General Public Nuisance Ordinance**

Public Nuisance Ordinance (2018-10) needed updating and Town Attorney Rebecca Trent was asked to revise and update. The Amendment to the Ordinance was presented to council as Ordinance 2024-4 Ordinance Amending The General Public Ordinance NO 2018-10 .

Motion to approve was given CVP Amy LaOrange, seconded by CM Linda Allen. Motion carried by a vote of 5 Ayes to 0 Nays.

- **Town Manager and Social Media Policy**

Council has discussed that the town manager's role and social media policy, including the handling of confidential information, social media site management, and the release of information to the media on this policy needs to be updated since the Town no longer employs a Town Manager. The council read through the policy and made changes as needed. TA Rebecca Trent is going to update the policy and the Ordinance which goes with it and resubmit it to the council for approval at the next common council meeting.

### Conclusion

1. The amendment was tabled and will be revisited at a later date.
2. The policy was passed as Ordinance 2024-3.
3. The amendment was passed as Ordinance 2024-4.
4. Changes were proposed to include previous council members in confidentiality clauses and to update the social media policy.

## 2. Waste Water treatment plant updates, and property acquisition.

- **Allowable Cost Policy**

There was a brief discussion on the Allowable Cost Policy for Federal Grants and it was tabled pending CT Rene'e Collier Discussing it with the SBOA.

- **Waste Water Treatment Plant Inspection**

Scott Robinson, the certified operator, discussed the recent inspection of the treatment plant, corrective actions taken, and issues with the RAS line and sump pumps.

- **Clarifier Skimmer Bar**

Discussion on the clarifier skimmer bar and the need for a new one.

- **New Generator**

Update on the new generator expected to arrive in the first or second week of September.

- **Air Conditioning in the Lab**

Issues with maintaining the required temperature in the lab due to air conditioning problems. TE Ken Smith is calling to have the HVAC system looked at.

- **Legion Building Purchase**

Discussion on purchasing the Legion building for a dollar, its structural issues, potential uses, and grant funding for demolition or renovation. Council decided to vote on purchasing the Legion with certain contingencies. Motion to approve was given by CVP Amy LaOrange, seconded by CM Linda Allen. Motion carried by a vote of 4 Ayes to 1 Nay from CM Marcus King.

- 

## Conclusion

1. The policies will be revised and resubmitted.
2. Renee will follow up with SBOA in a meeting tomorrow.
3. The plant is functioning well, but further investigation into sump pumps and inflow is needed.
4. Follow-up with the equipment company is required.
5. No further action required at this time.
6. A specialist will be called to inspect and possibly service the P-TECH unit.
7. Motion passed to purchase the building for a dollar, with Rebecca working on a contract contingent on grant approval.

### 3. Community Infrastructure and Maintenance Issues

- **Flooding Issue**

Residents raised concerns about flooding around their home due to rain, affecting their foundation, garage, and yard. They discussed past attempts to address the issue and potential solutions.

- **Tree Trimming and Removal**

Discussion about the ordinance regarding tree trimming or removal within the town's right-of-way, specifically a dead silver maple dropping branches.

- **Water Project**

Update on the water project, including paperwork submission, installation of various components, and finalization steps.

- **Lagoon Liner Issue**

Discussion about the deteriorating lagoon liner and potential solutions, including building a berm or getting a price for a complete liner inspection.

- **Monitoring Wells**

A company wants to monitor wells on 1st Street north of Walnut to check for leaks from co-op tanks.

## Conclusion

1. The issue will be added to the list and revisited at a later time, possibly next year.
2. The town will trim trees for utility lines and maintain a 12-foot clearance for roads, but the property owner is responsible for the tree.
3. The council approved the finalization of the water project paperwork by a vote of 5 Ayes to 0 Nays with the motion being presented by CP Pam Brown and seconded by CVP Amy LaOrange.
4. The council will consider building a 3x2 berm around the WWTP Lagoon and will get prices for the work.

#### 4. Financial and operational updates and approvals

- **Monitoring Wells**

Discussion about the installation of monitoring wells to check for possible groundwater contamination from Co-Alliance that is being pushed by Indiana Environmental Management.

- **American Environmental Corporation**

TA Rebecca Trent will write a letter to American Environmental Corporation to ensure they are following proper procedures.

- **Rodell Payment**

Discussion about the payment to Rodell, pending final inspection by Trent Whittaker.

- **Leep Home Improvements Payment**

Discussion about the payment request from Leep Home Improvements and the status of inspections.

- **CDs and Investments**

Update on the status of CDs and investments, including interest earned from Trust Indiana.

- **Meeting Minutes Approval**

Approval of Executive meeting minutes from August 13th, August 20<sup>th</sup>. Motion was made by CVP Amy LaOrange, seconded by CM Liinda Allen. Carried by a vote of 5 Ayes to 0 Nays. The Common Council Meeting Minutes from April 23rd were approved with corrections being made on the attendance. There was a typo on the last name of one of the attendees.

Motion was made by CVP Amy LaOrange and seconded by CM Allen Motion carried by a vote of 5 Ayes to 0 Nays.

- **Claims Approval**

Approval of claims from Bank 1, Bank 3, Bank 6, and Bank 12. Motion was made by CVP Amy LaOrange. Seconded by CM Linda Allen. Carried by a vote of 5 Ayes to 0 Nays.

- **Delinquent List**

Review of the delinquent list with no questions raised.

- **Fund Report**

Discussion about the fund report, specifically the water utility operator fund. corrections made by the SBOA.

#### Time Cards

Were presented to the Council with no initials of approval.

- 

## **Conclusion**

1. Payment will be held off until final inspection is confirmed.
2. Payment will be held off until further inspections are completed and confirmed.
3. Minutes were approved with corrections.
4. All claims were approved.

## **5. Operational and Administrative Updates**

- **Financial Updates**

Discussion on the financial status of various accounts, including the American Rescue Plan Act and other accounts showing negative balances.

- **Utility Board Issues**

Discussion on the authority of the Deputy Clerk regarding utility board decisions and the need for a clear policy on what she can approve.

- **Resident Complaint**

A resident complained about not receiving their utility bill on time due to mail issues, leading to a late payment.

- **Newsletter Distribution**

Discussion on the rising costs of sending out newsletters and potential alternatives for distribution.

- **Town Park Maintenance**

Updates on the maintenance of the town park, including grass cutting and tree trimming.

- **Fire Department Updates**

Updates from the fire department, including responses to incidents and upcoming events.

### **Meeting Frequency**

Discussion on the frequency of town meetings and the need to meet twice a month to reduce stress and ensure timely bill payments.

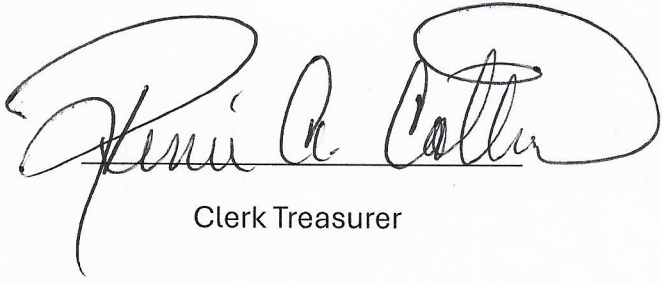
## Conclusion

1. Accounts are not broken, and updated financial reports will be provided twice a month.
2. A written policy will be developed to clarify what the Deputy Clerk can approve and what needs utility board approval.
3. The utility board will handle the issue, and there will be a review of policies to prevent such delays.
4. Alternatives like door-to-door delivery will be considered.
5. Maintenance is ongoing, and tree trimming will resume in the spring.
6. Plans for a breakfast event and a county fire chief's meeting were discussed.
7. A motion was passed to hold meetings on the 2nd and 4th Tuesdays of each month starting in September. Motion made by CM Linda Allen. Seconded by CM Marcus King. Motion carried by a vote of 3 Ayes to 2 Nays. Nays being from CP Pam Brown and CVP Amy LaOrange.

## Next Arrangements

- Revisit Amendment A-79 for Renewable Energies at a later date.
- Renee to follow up with SBOA on the Allowable Cost Policy.
- Scott Robinson to investigate sump pumps and inflow issues further.
- Follow-up with the equipment company regarding the clarifier skimmer bar.
- Specialist to inspect and service the P-TECH unit in the lab.
- Rebecca to draft a contract for the purchase of the Legion building.
- The flooding issue will be revisited next year.
- The town will maintain a 12-foot clearance for roads by trimming trees.
- Council approved the finalization of the water project paperwork.
- Prices will be obtained for building a 3x2 berm around the lagoon liner.
- Rebecca will contact American Environmental Corporation.
- Ken will confirm with the Parks Board when Rodell's work is 100% complete.
- Ken will contact Trent Whittaker for further inspections.
- Ken will make contact with Leap Home Improvements to confirm inspection status.
- Financial reports to be provided twice a month.
- Develop a written policy for utility board approvals.
- Consider alternatives for newsletter distribution.
- Hold town meetings on the 2nd and 4th Tuesdays of each month starting in September.

Approval of Minutes for August 27, 2024

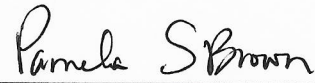


Jenni A. Collier

Clerk Treasurer

Date of signature

Sept 10, 2024



Pamela S. Brown

Council President

Date of signature

9/10/24