

Chalmers Common Council Meeting

Groundwater Wells Financial Issues Operational Updates

Meeting Information

- Date & Time: 2024-09-24 6:00pm
- Location: Town Hall Chalmers, IN
- Attendees: CT Rene'e Collier, CP Pam Brown, CVP Amy LaOrange, CM Marcus King, CM Linda Allen, CM Lee Trippett, TE Ken Smith, TM Jim Bolen, S&U Superintendent Doug Reed, Bruce Hiner, Penny Titus, David Kurth, Pam Hiner and Terry Allen.

Meeting Notes

1. Administrative and Operational Issues

- **Introduction of Guest**
Penny Titus, a field representative for Congressman Jim Baird's office, introduced herself and mentioned her coverage area and that she is attending Council Meetings for each town in her area to find out the concerns each town has.
- **Groundwater Monitoring Wells Agreement**
Discussion about the agreement for placement of groundwater monitoring wells and whether it was sent to everyone for review.
- **Carol White REMC Invoice**
Discussion about the unpaid Carol White REMC invoice for the accident that took place on 4/20/2024 and the follow-up with Chris Ventors at Harmon McClintoc insurance company.
- **AMI Meters**
Discussion about the multipliers for AMI meters and the status of their application to accounts. Terry LaOrange owner of LaOrange Electric stated to CP Brown that they are all now reading correctly.
- **Meter Orders**
Discussion about the status of ordered meters from WESCO. It is S&U Superintendent Reed's understanding that they were supposed to have been delivered approximately one week ago.

- **Bill for LaOrange Electric Services**
Discussion about the bill for LaOrange Electric services and the breakdown of charges. Approval from Council to pay bill.
- **Trash Bids**
Discussion about the trash bids from Apex and OnPoint, including the differences in pricing and services including special item pick up. CP Brown will be sending an email to council members with bids.
- **Internet for Town Garage**
Discussion about the internet service options for the town garage, primarily focusing on Comcast. S&U Superintendent Reed called and was quoted \$101.95 for service but if we choose paperless billing and auto pay the price is lowered by \$10.00 per month.
- **Water Operating Fund Issue**
Council discussed the financial issues with the water operating fund and the need to resolve errors. CT Collier and Amber from Baker Tilley are currently working to resolve this issue.
- **Fire Department Contract**
Brief mention of the ongoing work on the fire department contract. CP Brown is working with Fire Chief Mike Hill.
- **Trick-or-Treat Night**
Discussion about organizing the trick-or-treat night on October 31st, including location and timing. Trunk or Treat was set for Oct. 31, 2024 from 6-8pm. Main Street between 2nd and 3rd and 2nd Street between Main and Walnut Streets will be closed to vehicle traffic during this time.
- **Meeting Packets**
Discussion about sending meeting packets, including timecards, minutes, claims, and ordinances, ahead of time for review. CT Collier mentioned that she is not comfortable with sending the time cards via email but those can be reviewed right before the meeting here at the Town Hall.
- **Timecards Approval Process**
Discussion about the process of signing and approving timecards. Supervisors are to review their employees hours and sign off that all hours are correct.

Conclusion

1. CP Brown will check with Rebecca on the Groundwater Monitoring Well Agreement. CT Collier had sent this to all Council Members for their review via email before the meeting.
2. No payment received from the insurance company on the 4/20/2024 accident claim on SR 43. Follow-up is ongoing.
3. Meters with Multipliers applied to appropriate accounts; still trying to contact one resident.
4. Meters not received yet; S&U Superintendent Reed will follow up with WESCO.

5. The bill from Terry LaOrange owner of LaOrange Electric will be paid as it falls under the authorized amount and all Council Members are aware of the bill.
6. Further review of trash provider bids needed; current bid from OnPoint is cheaper. CP Brown will send bids via email to all council members for review before the next meeting.
7. Comcast is the chosen provider for internet service at the town garage; further financial arrangements to be discussed. As we do not have the funds in the current budget.
8. Ongoing efforts to identify and correct errors in the Water Utility Operating Fund; with potential claim against the grant writer.
9. Contract with the Fire Dept. is expected to be ready by the next meeting.
10. Trunk or Treat will be held on October 31st from 6 to 8 PM.
11. Proposal on meeting packets being sent a week in advance of meeting for council to review before meeting and ask questions so we can approve these items with one motion in the meeting.
12. Clarification needed on the approval process; current practice involves reviewing already paid timecards. Supervisors will sign approval of timecards before cards are submitted to payroll.

2. Operational Efficiency and Process Improvement

- **Signature and Approval Process**
Discussion on the necessity of signatures and approvals for time cards and payroll, with comparisons to practices in other towns.
- **Electronic Timekeeping**
Exploration of electronic options for timekeeping to streamline the process and reduce manual errors.
- **Overtime and Comp Time**
Clarification on handling overtime and comp time according to the personnel policy.
- **Time Clock Issues**
Problems with the current time clock system, including military time settings and discrepancies in clock times.
- **Wastewater Plant Issues**
Updates on the wastewater plant, including missing equipment and potential solutions for manufacturing parts.
- **Leaf Pickup Schedule**
Planning for the upcoming leaf pickup season and determining the best start date.

Conclusion

1. Each supervisor should document and address issues, and initial any PTO or vacation time on the time cards.

2. Further investigation into electronic timekeeping options is needed, considering cost and feasibility.
3. Overtime should be documented and compensated with time and a half, either as pay or comp time.
4. Adjustments to the time clock settings and employee clock-in times are needed to avoid unnecessary overtime.
5. Continue searching for companies to manufacture the needed parts for the WWTP or consider making them in-house.
6. Communicate the leaf pickup schedule in the newsletter, potentially starting in mid-October.

3. Town Maintenance and Preparations

- **Leaf Pickup Schedule**
Discussion on the leaf pickup schedule for the town, including the start and end dates.
- **Tree Service**
Update on the Mint City Tree Service's work, including their schedule and tasks.
- **Splash Pad Repairs**
Discussion on the repairs needed for the splash pad and the status of the work done by Alan George and Rodale.
- **Hydrant Flushing and Valve Exercising**
Plans for flushing hydrants and exercising valves the second week in October, including notifying residents. CT Collier will print up notices to be placed on residents doors.
- **Winter Equipment Preparation**
Discussion on preparing winter equipment, including repairs needed for the snowplow, the dump truck and salt supply issues.
- **Tractor Door Repair**
CT Rene'e Collier presented the bid which S&U Superintendent got from Greenmark in Monticello on the broken door glass of the tractor and the cost of repairs. Council agreed that the cost of fixing the door was not worth turning in on our insurance and paying the deductible,
- **AC Unit Repair**
Update on the AC unit repair and the temporary fix applied. CT Rene'e Collier presented the bids for the cost of replacing the HVAC unit to the council. Marcus King was the one responsible for getting bids and having them sent to the Clerk Treasurer's email.
- **Fuel and Maintenance Costs**
Review of claims brought questions on fuel and maintenance costs, including the monthly fuel bill and maintenance on the lift station.
- **Generator Updates**
Discussion on the status of the Generator at the town garage lead to a

discussion of all generators in the town, including new installations and maintenance.

- **Claims Approval**

Review and approval of claims dated 9-24-24 totaling \$96,107.81. Motion to approve these claims was given by CVP LaOrange. Seconded by Linda Allen and passed by a vote of 5 Ayes to 0 Nays

- **Meeting Minutes**

Discussion on the format of meeting minutes and the need to update the ordinance for garbage truck clearance. Was followed with the motion to approve claims with LaOrange being added to Terry's name at the top of the last page. Motion was made by CP Brown, seconded by CVP LaOrange and carried with a vote of 5 Ayes to 0 Nays.

Conclusion

1. Leaf pickup will occur from October 14, 2024, to November 15, 2024. After November 15, residents should bag their leaves in paper bags for pickup.
2. Mint City Tree Service will return within 7-10 days to complete the remaining tasks and provide a quote for raising low-hanging trees to 14 feet.
3. Alan George has completed his work and can be paid. Rodale still has pending tasks.
4. Hydrant flushing and valve exercising will occur in the second week of October. Notices will be distributed to residents.
5. Repairs for the snow plow and other winter equipment will be made. Salt supply issues with White County are still unresolved.
6. Approval given to order parts and repair the tractor door from Greenmark.
7. A larger capacitor was installed as a temporary fix for the AC unit.
8. Fuel bill for August was \$743. Maintenance on the lift station included oil changes and radiator repairs.
9. New generators are being installed at the wastewater plant. The old generator at the stormwater lift station is about 15 years old.
10. Claims were approved with a motion and second.
11. Meeting minutes will include a signature page with circled votes.
12. The ordinance for garbage truck clearance will be updated to 14 feet.

4. Administrative and Operational Updates

- **Tree Ordinance**

Discussion about the tree ordinance, specifically regarding a tree that is needing trimmed so there is enough clearance for the trash truck to get under it.

- **Meeting Minutes**

Discussion on the accuracy of the meeting minutes, including specifying last names and making revisions. A motion was made to accept the minutes from 2024-09-10 with revisions.

- **Subscription Renewal**
Discussion about renewing a subscription for a service that helps with meeting minutes. The cost is \$80 per year, and it includes features like associating names with voices.
- **Delinquent List**
Discussion on the delinquent list for utility payments. The utility board usually meets if delinquencies are 90 days or more. Currently, there are no chronic long-term delinquents.
- **Audit Paperwork**
Discussion on the audit paperwork and the need for corrective actions. The paperwork has been submitted to the Federal Audit Clearinghouse.
- **ARPA Funds**
Discussion about requesting the return of ARPA funds from the Indiana Finance Authority. A letter was sent by CT Collier to request the return of these funds.
- **Phone and IRS Authentication**
Discussion about using personal phones for IRS and state federal accounts due to two-factor authentication requirements. There is a need for the town to purchase phones used for these purposes.
- **Penalties and Interest**
Discussion about penalties and interest for late filing and payment of taxes. The penalty was waived, but interest must still be paid.
- **PPE Requirements**
Discussion on the types of PPE required by OSHA, including foot protection, eye protection, and hard hats. Specific requirements for welding and firefighting PPE were also discussed.
- **Budget Submission**
Discussion on the budget submission, including caps on motor vehicle highway and local road and streets funds. The budget will be reviewed in the next meeting on 2024-10-08.
- **Utility Poles**
Discussion about utility poles with Comcast equipment and the fees associated with them. There are issues with identifying ownership of some poles.
- **Pending Projects**
Updates on pending projects including the Splash Pad Pavilion. The pavilion is nearing completion, and the projected finish date is two weeks.
- **Cameras and Security**
Discussion about the need for better cameras and security around the concession booth and splash pad area. There are new cameras available but not yet installed.

Conclusion

1. Motion to accept the minutes from 2024-09-10 with revisions was carried by a vote of 5-0. Motion to approve was made by CP Brown. Seconded by CVP LaOrange.

5. Park Committee and Meeting Logistics

- **Park Committee Meetings**

The park committee meetings are being moved to the third Thursday of each month at 5:30 pm due to frequent executive meetings on Tuesdays. With the next meeting being held October 17, 2024.

- **Grass Hill in the Park**

Discussion about the grass hill in the park and its maintenance. Most of it will be used to back fill around the new park pavilion and what is left will be used around town.

- **Motion to Adjourn**

A motion to adjourn the meeting was proposed by CP Brown and seconded by CVP LaOrange and passed by a vote of 5 Ayes to 0 Nays.

Conclusion

1. The next park committee meeting will be on October 17th at 5:30 PM.
2. The grass hill maintenance went well and a lot of good stuff was cleared.
3. The motion to adjourn was carried with a 5-0 vote. Pam made the motion and Amy seconded it.

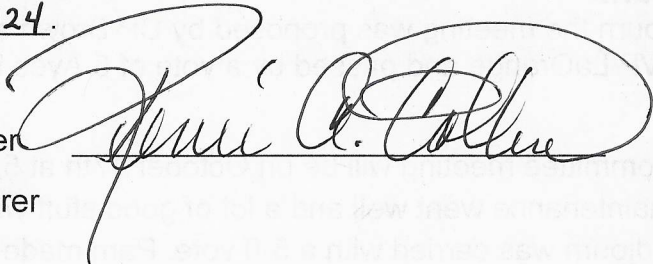
Next Arrangements

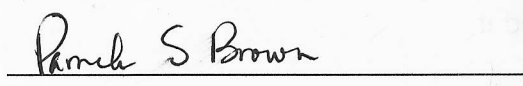
- Follow up with WESCO regarding meter orders.
- Pay the bill for Terry's services.
- Further review of trash bids from Apex and OnPoint.
- Finalize financial arrangements for Comcast internet service.
- Resolve financial issues with the water operating fund.
- Complete the fire department contract by the next meeting.
- Organize trick-or-treat night on October 31st from 6 to 8 PM.
- Implement the proposal for meeting packets approval process.
- Investigate electronic timekeeping options.
- Adjust time clock settings and employee clock-in times.
- Search for companies to manufacture wastewater plant parts or consider in-house production.
- Communicate leaf pickup schedule in the newsletter.
- Leaf pickup from October 14, 2024, to November 15, 2024.
- Mint City Tree Service to return within 7-10 days.
- Hydrant flushing and valve exercising in the second week of October.
- Repair and preparation of winter equipment.
- Order parts and repair tractor door from Greenmark.
- Update ordinance for garbage truck clearance to 14 feet.
- Next meeting to review the budget on 2024-10-08.

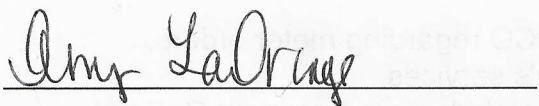
- [] Look into upgrading the phone for IRS and state federal accounts.
- [] Install new cameras for better security around the concession booth and splash pad area.
- [] Next park committee meeting on October 17th at 5:30 PM.

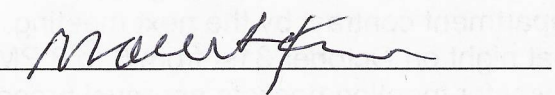
The next Common Council meeting will be held October 8, 2024 at 6:00pm at the Town Hall. The meeting will start with a public hearing on the 2025 Budget and will immediately go into the regular business of the Council.

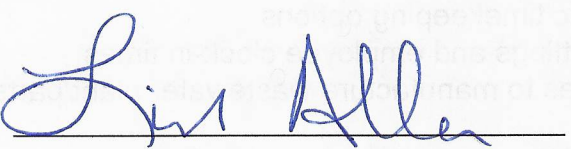
Council Meeting Minutes for September 24, 2024 signed this 8th day of October, 2024.

Rene'e Collier 
 Clerk Treasurer

Pamela Brown  Yay Nay Abstain
 Council President

Amy LaOrange  Yay Nay Abstain
 Council Vice President

Marcus King  Yay Nay Abstain
 Council Member

Linda Allen  Yay Nay Abstain
 Council Member

Lee Trippett _____ Yay Nay Abstain