

**TOWN OF SELLERSBURG
REGULAR TOWN COUNCIL MEETING
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

Minutes for December 18, 2017

CALL TO ORDER AND ROLL CALL OF MEMBERS:

Meeting called to order at 6:00 p.m. by President Paul J. Rhodes

Present: President Paul J. Rhodes, Vice President Brad J. Amos, Second Vice President Martina P. Webster, Member James H. LaMaster, Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

PRAYER: Miriam Flowe, Restoration Christian Church

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND THE AGENDA:

Remove #1 under new business, Spectrum Meyer Manor Easement Requests

Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

MOTION TO ADOPT THE AGENDA AS AMENDED:

Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

APPROVAL OF MINUTES:

Approval of minutes of the as submitted by the Clerk-Treasurer:

November 27, 2017 Town Council Meeting

Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE CLAIMS:

Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE DOCKET:

Motion: LaMaster Second: Conlin Vote: 5-aye, 0-nay, motion approved.

Shirley Avenue/Prather Lane/Open Bids (Josh Hillman, Jacobi, Toombs & Lanz):

Allterrain \$610,577.83, Clark Nickles \$638,078.00, Dan Cristiani \$659,465.00, Dave O'Mara \$750,787.00, Excel Excavating \$605,962.00, Flynn Brothers \$683,038.00, Infrastructure Systems \$676,543.00, Kings Trucking \$736,823.00, Lawyer Excavation \$766,059.82, Louisville Paving \$860,000.00, Temple and Temple \$649,213.75.

Motion to table until the first meeting in January:

Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.

Allentown Paving/Open Bids (Josh Hillman, Jacobi, Toombs & Lanz):

Louisville Paving \$140,581.80, Temple and Temple \$136,776.00, E&B Paving \$119,750.00, Wingham Paving \$123,081.20, Dave O'Mara \$138,209.00, All Star Paving Inc. \$138,395.09, Mac Construction \$151,352.64, Allterrain Paving \$128,800.00.

Motion to table until the first meeting in January.

Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

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ORDINANCES AND RESOLUTIONS:

1. **2017-OR-028**, 2nd Reading, Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees:
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
2. **2017-OR-032**, 1ST Reading, Accepting Dedication of 50' ROW Sellersburg Industrial Park:
Motion: Amos Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
2017-OR-032, 2nd Reading, Accepting Dedication of 50' ROW Sellersburg Industrial Park:
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
3. **2017-OR-034**, 1ST Reading, Repealing and Replacing the Employee Handbook:
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
2017-OR-034, 2nd Reading, Repealing and Replacing the Employee Handbook:
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.
4. **2017-OR-035**, 1ST Reading, Transfer of Funds:
Motion: Amos Second: Webster Vote: 5-aye, 0-nay, motion approved.
2017-OR-035, 2nd Reading, Transfer of Funds:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
5. **2017-OR-036**, 1ST Reading, Establishing a Personal Protective Equipment Policy:
Motion: Amos Second: Webster Vote: 5-aye, 0-nay, motion approved.
Amendment #1: Change the amount in section 1 from \$100.00 to \$150.00:
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
Amendment #2: Add "as part of their assigned jobs" at the end of section 7:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
Amendment #3: Add "(unless the coveralls are in disrepair and no longer providing protection from water, sewage, etc.)":
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
Amendment #4: Add "(unless the Safety Cold Weather Jackets are in disrepair and no longer providing protection from water, sewage, etc.)":
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
2017-OR-036, 2nd Reading, Establishing a Personal Protective Equipment Policy with amendments:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
6. **2017-OR-037**, 1st Reading, Repealing Previously Adopted Uniform Policy:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
2017-OR-037, 2nd Reading, Repealing Previously Adopted Uniform Policy:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
7. **2017-OR-038**, 1st Reading, Amending 2017 & 2018 Salary Ordinances:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
2017-OR-038, 2nd Reading, Amending 2017 & 2018 Salary Ordinances:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
Appointments:
Police Commission Secretary, Patty Clapp, 2017 & 2018
Redevelopment Commission, Greg Dietz, January – May 2017
Redevelopment Commission, Michelle Medcalf, June – December 2017

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Appointments (continued):

Redevelopment Commission, Michelle Medcalf, 2018

Board of Zoning Appeals, Michelle Medcalf, June – December 2017

Planning Commission, Michelle Medcalf, June – December 2017

Motion to approve ratification of appointments:

Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.

UNFINISHED BUSINESS:

1. AT&T Project: Centrex to Fiber Lines (Shaun Bunch):
Motion to approve \$1,529.94 per month:
Motion: Amos Second: LaMaster Amos withdraws motion.
Motion to approve \$2,135.28 per month for 36 months upon Town Attorney Review:
Motion: Amos Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
2. Garbage Truck Bids (Assistant Public Works Director, Lori Kearney): no action taken
3. Phosphorus Building Status Update: no action taken
4. Paradise Avenue Project (Assistant Public Works Director, Lori Kearney): Lori will get quotes on getting the forced main relocated.

NEW BUSINESS:

1. Spectrum, Meyer Manor Easement Requests (Amy William of Spectrum): - Removed from agenda.
2. Uniform Conflict of Interest Disclosure for Thomas Harris was presented for approval:
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
3. Re-appointment of current Redevelopment Commission Members:
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
4. 2018 Town Council Meeting Schedule: 2018 Town Council Meetings will be the second and fourth Monday's at 5:30 p.m.
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
5. Director of Public Works Decision: Motion to hire Tim Parmenter:
Motion: Conlin Second: Webster Vote: 4-aye, 0-nay, 1-abstain by LaMaster, motion approved.
Motion to offer Tim Parmenter a salary of \$80,000.00 and a relocation payment of \$5,000 with a start date as soon as negotiated:
Motion: Amos Second: Webster Vote: 4-aye, 0-nay, 1-abstain by LaMaster, motion approved.
6. Assistant Public Works Director Salary Adjustment (Councilwoman Martina Webster): Motion to pay Assistant Public Works Director, Lori Kearney, Director pay until hire date of new director:
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.
Motion to back date Assistant Public Works Director, Lori Kearney, pay to September 5, 2017.
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
7. Job Descriptions (Councilwoman, Martina Webster):
Approval of Job Description for Executive Secretary:
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.
Approval of Job Description for Billing Clerk and Billing Coordinator:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
Approval of Job Description for Assistant Director of Public Works:
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

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COMMENTS FROM COUNCIL MEMBERSHIP:

Brad J. Amos shows signs Chief and Assistant Chief Purchased.

ADJOURN: Motion: Webster Second: Amos Time: 8:18 p.m.

Paul J. Rhodes, President

James H. LaMaster, Council Member

Brad J. Amos, Vice President

William J. Conlin, Council Member

Martina P. Webster, 2nd Vice President

Attest: Michelle D. Miller, Clerk Treasurer

Attachment: Agenda

Note: All approved contracts can be located in Gateway using the following link:

<https://gateway.ifionline.org/public/contract-search/>

Approved Minutes, Ordinances and Resolutions are located on the Clerk Treasurer's Website at www.sellersburgclerk.com

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**DRAFT Agenda for
December 18, 2017 at 6:00 p.m.**

CALL TO ORDER AND ROLL CALL OF MEMBERS:

PRAYER:

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

APPROVAL OF MINUTES:

Approval of minutes of the November 27, 2017 Regular Town Council Meeting as submitted by the Clerk-Treasurer.

APPROVAL OF ALLOWANCE CLAIMS:

APPROVAL OF ALLOWANCE DOCKET:

Shirley Avenue/Prather Lane | Open Bids (Josh Hillman, Jacobi, Toombs, & Lanz)

Allentown Paying | Open Bids (Josh Hillman, Jacobi, Toombs, & Lanz)

COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)

ORDINANCES AND RESOLUTIONS:

1. 2nd Reading of Ordinance 2017-OR-028 – Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees
2. 1st Reading of Ordinance 2017-OR-032 – An Ordinance Accepting Dedication of 50' ROW Sellersburg Industrial Park
3. 1st Reading of Ordinance 2017-OR-034 – An Ordinance Repealing and Replacing the Employee Handbook for the Town of Sellersburg, Indiana
4. 1st Reading of Ordinance 2017-OR-035 – An Ordinance Transferring Certain Funds
5. 1st Reading of Ordinance 2017-OR-036 – An Ordinance Establishing a Personal Protective Equipment (PPE) Policy
6. 1st Reading of Ordinance 2017-OR-037 – An Ordinance Repealing Previously Adopted Uniform Policy
7. 1st Reading of Ordinance 2017-OR-038 – An Ordinance Amending the 2017 & 2018 Salary Ordinances to Include a Secretary Position for Certain Town Boards

UNFINISHED BUSINESS:

1. AT&T Project: Centrex to Fiber Lines (Derrick Jeffries & Shaun Bunch, AT&T)
2. Garbage Truck Bids (Assistant Public Works Director, Lori Kearney)
3. Phosphorous Building Update (Assistant Public Works Director, Lori Kearney)
4. Paradise Avenue Project (Assistant Public Works Director, Lori Kearney)

NEW BUSINESS:

1. Spectrum Meyer Manor Easement Requests (Amy Williams of Spectrum)
2. Uniform Conflict of Interest Disclosure | Thomas Harris (Town Council Vice-President, Brad Amos)
3. Appointment of Redevelopment Commission Members (Town Council President, Paul Rhodes)
4. 2018 Town Council Schedule Meeting (Town Council President, Paul Rhodes)
5. Director of Public Works Decision (Town Council President, Paul Rhodes)
6. Assistant Public Works Director Salary Adjustment (Councilwoman, Martina Webster)

7. Job Descriptions (Councilwoman, Martina Webster)

GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)

RECEIPT OF STAFF REPORTS:

Josh Hillman, Jacobi, Toombs, & Lanz
J. Greg Dietz, Building Commission
William R. Whelan, Chief of Police
Jacob "Jake" Elder, Town Attorney

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

James H. LaMaster, District 2
William Conlin, District 4
Brad J. Amos, District 3
Martina Webster, District 1
Paul J. Rhodes, At-Large
Michelle Miller, Clerk-Treasurer

ADJOURN: