

MEETING AGENDA

JANUARY 2024 - TOWN OF SUNMAN PUBLIC MEETING

DATE: 02.15.2024 TIME: 6:30 P.M. LOCATION: 604 N. MERIDIAN ST., SUNMAN, IN 47041

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

GUEST

Sunman Elementary PAWS – Melissa Barrett – 5K Run

REPORTS

MARSHAL

1. Taser Certification – Dillon Davidson
2. Ordinance Violations

UTILITY

1. Connor Getz, Utility Laborer Position

Park

1. Sand for Ballfields
2. Park Board Opening

CLERK

1. Approval of Meeting Memorandums – 01.18.2024 and 01.25.2024 Meetings
2. Utility Adjustments, Fund Reports, and Financial Statements
3. APV Registers – 01.2024 and 02.01.2024-02.15.2024
4. Certified Payroll
5. Allocation of Softball Funds to Park

OLD BUSINESS/UNFINISHED/TABLED

1. Winner's Circle Drainage
2. FCCLA – Give & Take Food Pantry
3. Flex/Comp Time for Salaried Non-Exempt Employees
4. Fluoride Letter

NEW BUSINESS

1. Ripley County Department of Health – Erica Hicks
2. Ripley County Economic Development 2024 Inter-Local Agreement – Reconsideration
3. SIRPC 2024 Sunman Representative
4. 2024-01 Resolution to the Rainy Day Fund
5. Payroll and Tax Processing Quotes
6. Sewer Tap Fees, Letter, and Public Meeting – Sewer Extension Project
7. Alley Name

COMMENTS FROM THE FLOOR

ADJOURNMENT

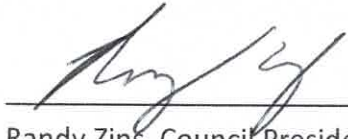
NEXT MEETING - March 21, 2024, 6:30 P.M.

Posted on Front Door (IC5-14-1.5-4) Date: 02.15.2024

Time: 11:20 AM

By: C Taylor

Memorandum approved this 21st day of March 2024



Randy Zins, Council President



Carol Eckstein, Council Member



Don Foley, Council Member



Attest, Cheryl Taylor, Clerk-Treasurer

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SUNMAN POLICE DEPARTMENT

MONTHLY REPORT

January

Vin Checks- 4

Suspicious activity- 4

Children services-2

Civil dispute-1

Traffic stop-35

Warrant service-2

Arrest- 2

Road Hazard-1

Fights-2

Animal Complaint-3

Noise Complaint- 1

Lock Out- 2

Juvenile problem-1

Alarms-1

Welfare check-6

Parking complaint-0

Citizen Assist- 1

Agency Assist-15

Accidents-5

Ordinance Violations-4

Investigations-27

Property Damage-2

Meetings-7

Theft-1

RESERVE OFFICERS HOURS:

J. Mosmeier: 17.0

D. Davidson: 60.0

A. Brison: 61.0

SUNMAN ORDINANCE REPORT

JANUARY 2024

+ 215 Eastern Ave. David Fehr. On 8/3/2023 Ordinance ticket #1268, fine of \$100.00 was issued with a due date of 8/17/2023 for Ordinance #151.055, High weeds and grass. Late letter has been mailed with no payment or response.

+ Zakkery T. Carpenter. On 11/20/2023 Ordinance ticket #1328, fine of \$100.00 was issued for Ordinance #110.01 Solicitation, with a due date of 12/21/2023. Late letter has been mailed with no response.

+215 S. Meridian St. Willard Nolan. On 10/31/2023 ordinance ticket #1324, for a warning for ordinance number 92.01, 90.01, 151.055 was issued with a compliance date of 12/21/2023. This address is in progress of compliance.

+104 Jackson St. Cross Lighting. Owner Robert Cross. On 8/18/2023 ordinance ticket #1285, fine of \$100.00 was issued with a due date of 9/21/2023, for violation #92.01 high weeds and grass.

+427 S. Meridian St. Thomas Ludwig Jr. On 12/18/2023 ordinance ticket # 1327 was issued with a due date of 1/18/2024. Violation 151.055 and 151.056 for \$300.00. Has not complied or paid fine.

+105 S. Meridian St. David Schwing. On 1/27/2024 ordinance ticket #1329 for violations 151.055 and 151.056, fine of \$300.00 was issued with a due date of 3/14/2024. Suppose to be someone at the council meeting from this residence.

+204 S. Meridian St. Steven Ludwig. Last year this property was written up for multiple violations. After receiving a letter from Steve, council suspended the fines reference him stating he was working on the building. January's council meeting I requested that council unsuspend violations reference nothing had been done to the property. On 2/7/2024 ordinance ticket # 1341 was issued for ordinance violations 151.055 and 151.056 with a due date of 4/18/2024 for the amount of \$300.00

224 Western Ave. Jack Loose~~/~~. Since paying the fine for ordinance ticket numbers 1302 threw 1320 slow progress has been observed. Loose has requested to meet with Officer Powell once a month to walk the property. With holidays and the spell of cold weather we had schedules have not matched up. Emails have been exchanged and we are looking forward to meeting Loose and continue cleaning up the property.

Information submitted by Officer Z. Powell

Report submitted by Marshal B. Maynard

TOWN OF SUNMAN

UTILITY REPORT

February 15, 2024

1. We are continuing to make phone calls on the lead and copper service line inventory. Lots of feedback
2. Christmas decorations have been taken down.
3. New flags and ropes have been installed on our flag poles.
4. The clarifier went down that is an ongoing maintenance issue that Doug and I are working on expect it to be fixed soon.
5. The filter at the well field needs to have the filter media replaced. It is starting to cause issues such as bridging creating air gaps in the filter and when those air pockets are released it causes an increase in iron in the water giving it a brown color. This is something we need to work extensively to correct as it directly affects our citizens and staff.

Some History - The original water system was first constructed in 1950. The 275gpm water plant added in the 1960s has experienced tank leaks and issues for years which the town has band-aided to provide water. The rehabilitation of it was recommended nearly 20 years ago yet no project has been completed. Finding replacement parts for normal maintenance has become problematic. These issues lead to downtimes in producing water and the reliance on stored water in the elevated tanks during those periods to meet system demands.

MEETING MEMORANDUM

FEBRUARY 2024 – TOWN OF SUNMAN PUBLIC MEETING

DATE: 02.15.2024 TIME: 6:00 P.M. LOCATION: 604 N. MERIDIAN ST., SUNMAN, IN 47041

CALL TO ORDER: 6:01 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Carol Eckstein, Don Foley, Randy Zins, John Kellerman, Perry Cassidy, Brian Maynard, Zach Powell, Cheryl Taylor

ADOPTION OF THE AGENDA

Don Foley motioned to adopt the agenda, Randy Zins 2nd.

GUEST

Sunman Elementary PAWS – Melissa Barrett – 5K Run

Sunman Elementary Paws PTO requested information on what the Council would need to make a 5K happen on April 13th at 9 AM, lasting about 1 ½ hours. The PTO will need to notify all residents on the route of the 5K. Brian Maynard asks for the assistance of the Utility Department for traffic control. Overtime may be incurred if hourly employees are utilized for the event. Brian and Perry will work out the details. Don Foley motioned to approve the 5K, Carol Eckstein 2nd.

REPORTS

MARSHAL-attached

1. Taser Certification – Dillon Davidson
Carol Eckstein motioned to approve \$495.00 plus meal reimbursement to attend the Taser Certification class, paid from the CCD Fund, Don Foley 2nd.
2. Ordinance Violations-attached

UTILITY-attached

In addition to the written report - Randy Zins requested to Perry that he also collect the expectant life cycle for the filter media as outlined in the asset management program. Cheryl Taylor gave the Council members the full scope narrative on the needs of the Water Department. Cheryl Taylor asked if we could get ahead of the approval process for the amount of the repairs needed at the well field. Perry added that the new temporary hire is performing well on the job. Perry reported that he should be receiving quotes on the repairs next week. Randy Zins stated we can look at them potentially at the executive meeting scheduled for the 27th. He further stated that if he received the quote on the filter media sooner than the next meeting, he was sure we could call a meeting to address those repair costs.

1. Connor Getz, Utility Laborer Position

Randy Zins asked Cheryl Taylor if she checked previous minutes or the manual on the hiring protocol. Cheryl Taylor reported that she found no clear protocol in the handbook however in the past, Brian Maynard interviews and hires all of his people and brings his candidate of choice to the council to set pay and employment classification. Randy Zins presented a question regarding the hiring of the

temporary employee Connor Getz. His understanding is that last month when we discussed hiring, there was an interview and betting process, and that he was going to be brought before employment. He asked why we went ahead and hired him before this meeting. Perry stated that he hadn't had a day off since October 29, 2023. Cheryl Taylor stated that Joe Mitchell was in Hawaii and that Perry Cassidy was leaving in a few weeks for active duty. Perry reported that he utilized our certified operators who together had over thirty years of experience and that the decision was made based on their opinions. Don Foley asked if there were any other applicants and Perry responded that there were none that were fitted for the position. Randy Zins recommended that we keep the part-time applicant on file. Don Foley stated that he felt caught off guard a little bit because he thought Perry was going to call him. Perry stated that he would call the council not just Don, for the record. He would never call one council member and he would always talk to the council as a whole. Randy stated that his standpoint is that he would like to have a policy or protocol in writing regarding the hiring process so that going forward we have a process to follow. He further said we would discuss it in the upcoming executive session. John Kellerman stated that in this case, we are ok regarding hiring because the statute says the council can approve from the start date but we should try to do it ahead of time unless we have a fixed procedure in place. Perry stated that he informed Connor at the time of the hire that his position was temporary and pending council approval. Cheryl stated that we have hired temporary employees in the past and John Kellerman confirmed with a yes.

Carol motioned to approve the new hire at a salary of \$34,320.00, Randy Zins 2nd. Don Foley stated he was not going to vote on this one.

Park

1. Sand for Ballfields
2. Park Board Opening

Erick Taylor reported that they just had two loads of sand delivered for the ballfield and that Brian Shutte would care for the maintenance and installation. Carol Eckstein motioned to approve the payment of the sand up to \$700 from the CCD Fund, Don Foley 2nd. Erick further stated that they had a vacancy on the board and they would be bringing their choice to the council next month. Also, they had a meeting with the Main Street board to put together a Vintage Baseball Fundraiser. The date is set for Saturday, June 1st and the planning is in process. The hope is to use the profit to redo the basketball courts. Don Foley wants to be a part of the interviewing of the candidate for the park. Erick stated he was always welcome at the Park Board meetings.

CLERK

1. Approval of Meeting Memorandums – 01.18.2024 and 01.25.2024 Meetings

Don Foley asked if the mention of the interview was in the memorandum. Cheryl Taylor responded that she could go back to the recording and confirm and add that to the meeting memo. No motion was involved in the conversation but Don wants it documented. John Kellerman stated that we needed to add it for Don because he felt that a decision was made. Not all comments need to be added to a memo but this particular conversation does at the request.

2. Utility Adjustments, Fund Reports, and Financial Statements
3. APV Registers –01.2024 and 02.01.2024-02.15.204
4. Certified Payroll

No motion was made to approve the utility adjustments, fund reports, financial statements, or the APV registers but the council signed the documents.

5. Allocation of Softball Funds to Park

Carol motioned to approve moving the \$220.56 from the softball fund to the park operating fund, Don Foley 2nd.

OLD BUSINESS/UNFINISHED/TABLED

1. Winner's Circle Drainage

The letter drafted will be sent to the owner via email and mail.

2. FCCLA – Give & Take Food Pantry

Cheryl Taylor reported that there are no issues under our current insurance policy and that we would like them to decide where to place the temporary building. Carol Eckstein motioned to approve the placement of the pantry at the park away from the neighbor's house if all works out well, Don Foley 2nd.

3. Flex/Comp Time for Salaried Non-Exempt Employees

Cheryl Taylor reported that there is nothing in the law that governs salaried employees when it comes to flex/comp time and that they can have their in-house policy outlining however they want the policy to read. Carol made a motion to table the matter pending the executive session, Don Foley 2nd.

4. Fluoride Letter

Carol motioned to approve the fluoride letter with the addition of a research sentence, Don Foley 2nd.

NEW BUSINESS

1. Ripley County Department of Health – Erica Hicks

Erica presented an opportunity to offer services from the Town Hall one day per week: Vital Records – Birth Certificates (born in Ripley County) There are more Vital records services however this is the only one I could bring and provide. Nursing – Vaccinations (all) Tuberculosis testing, Lead Testing, Pregnancy testing, Free Covid Tests, STI testing (soon) blood pressure checks, blood sugar checks. Maternal Child Health – Safe Sleep education (free pack-plays, crib sheets, Halo Sleep Sacks, Pacifiers) Car seat program for eligible individuals (free car seat) Harm Reduction – Drug test, and sharps container exchange, hygiene kits (oral health, personal hygiene, safe sex kits), at-home HIV test kits.

Along with the services we already provide I am going to look into being a certified Nurse Navigator. This is someone who can give advice and direction on Medicaid and Medicare services. Carol motioned to approve the Ripley County Health Department to utilize the basement in the Town Hall to provide services, Don Foley 2nd.

2. Ripley County Economic Development 2024 Inter-Local Agreement – Reconsideration

Don Foley motioned to approve 12% of the EDIT funds for the Inter-Local Agreement, Carol Eckstein 2nd.

3. SIRPC 2024 Sunman Representative

Carol Eckstein motioned to approve Cheryl Taylor as the 2024 Sunman Representative (with Don Foley as a backup (The Clerk notes that this is not accepted by SIRPC, only one Rep can be named and assigned), Randy Zins, 2nd.

4. 2024-01 Resolution to the Rainy-Day Fund

Carol Eckstein motioned to move \$30,000 from the General to the Rainy-Day Fund, Don Foley 2nd.

5. Payroll and Tax Processing Quotes

Carol Eckstein motioned to approve switching payroll and tax preparation services to Accupay and provide weekly payroll to employees on an adjusted work week of Wednesday through Tuesday, Don Foley 2nd.

6. Sewer Tap Fees, Letter, and Public Meeting – Sewer Extension Project

Cheryl Taylor reported that the project will bring requests from property owners of possibly reducing or waving sewer tap fees to those who have easements along the construction project. John Kellerman stated that questions regarding the requirement to hook on to the sewer are the most commonly asked. The meeting will allow them to engage with our team of engineers, understand the project's overall scope, understand what to expect during the construction phase, and address any concerns or inquiries. Also, the temporary easements are 50' wide and the permanent easements will be 20' wide. discussions would include land restoration, crop damage, and free tap-ins. Randy stated that there may be talk including the possibilities exceeding 15 or 18' in class A soil. John stated that it was a force main and not a gravity but he would say that question was for the engineers. Cheryl stated that she didn't believe that there were any properties identified with that possibility and that there were some properties where the main would fit in the right-of-way. John will email the pictures to Randy. The public meeting is scheduled for March 9, 2024, at 10:00 AM. John asked the Council to try and be there and be thinking about if you want to offer incentives. He also stated there may be a possibility that some folks who say no and a likelihood that we have to get the piece of the property appraised and use the eminent domain but he would like to avoid that because it's unfriendly and expensive, so he is all for incentives to get the job done. Carol Eckstein asked at what point can we crunch the numbers to figure out what we can offer to help the people out. Cheryl stated that the project was essentially fully funded but she is sure there will be things that come up we will have to pay for so she doesn't feel comfortable with completely free. Cheryl also expressed to the council that she felt like we should offer a break because they will still have the expense of getting the sewer to their house. John received a question on how customers who are not on town water will be billed for the sewer. Cheryl stated that we bill off the water used and it's reported through Hoosier Hills or we read the Hoosier Hills meter ourselves. Carol Eckstein motioned to table the matter until the executive session on the 27th, Don Foley 2nd. Carol Eckstein motioned to approve the letter to the property owners inviting them to the March 9, 2024 meeting, Don Foley 2nd.

7. Alley Name

The clerk will call the school and tell them about our intent to name the no-name alley off Eastern Avenue.

COMMENTS FROM THE FLOOR

Tamara Webes asked if they would include historians or people over a certain age as judges. Carol Eckstein suggested the teachers narrow down one per class to submit. John Kellerman asked what happened to the lady who wanted to put on an eclipse festival.

ADJOURNMENT

Carol Eckstein motioned to adjourn the meeting at 8:24 PM, Don Foley 2nd.