

## MEETING MEMORANDUM

JANUARY 2024 - TOWN OF SUNMAN PUBLIC MEETING

DATE: 01.18.2024 TIME: 6:30 P.M. LOCATION: 604 N. MERIDIAN ST., SUNMAN, IN 47041

CALL TO ORDER: 6:33 PM

PLEDGE OF ALLEGIANCE

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

### ELECTED OFFICIAL'S OATH OF OFFICE

John Kellerman swore in Clerk-Treasurer, Cheryl Taylor, and Council Members Carol Eckstein, Don Foley, and Randy Zins for the period beginning January 2024.

The Oaths of Office will be filed with the Ripley County Election Board by the Clerk-Treasurer.

### REPORTS

MARSHAL - Attached

#### 1. Documentation of Missing Ordinance Violations for the Record

Carol Eckstein made a motion to declare the ordinance violation numbered 1290, 1292-1294, 1326, 1329-1337 as missing and considered voided, 2<sup>nd</sup> Randy Zins.

UTILITY - Attached

#### 1. Spinner Assembly Purchase

Carol Eckstein made a motion to approve the emergency purchase made by the Clerk-Treasurer for a spinner assembly to repair the salt spreader for \$2,159.00 from Truck Craft, 2<sup>nd</sup> Randy Zins.

### CLERK

#### 1. Approval of Meeting Memorandum – 12/21/2023 Meeting

Carol Eckstein motioned to approve the meeting memo dated 12/21/2023 as written, 2<sup>nd</sup> Randy Zins.

2. Utility Adjustments, Fund Reports, and Financial Statements

Carol Eckstein motioned to approve the Utility Adjustments, Fund Reports, and Financial Statements, 2<sup>nd</sup> Randy Zins.

3. APV Registers –12/31/2023, 01/18/2024

Carol Eckstein motioned to approve the APV Register of December 21 – 31, 2023, 2<sup>nd</sup> Randy Zins.

4. Certified Payroll

The certified payroll was reviewed and signed by Carol Eckstein for Perry Cassidy and Brian Maynard.

5. General Fund Appropriation and Transfer and Job Description– Special Police

Carol Eckstein motioned to approve the creation of a new fund appropriation labeled Special Police where Zachary Powell's payroll earnings will be paid from, transfer the balance of funds from the line Deputies to Special Police, and adjust the first two payrolls of the 2024 year, 2<sup>nd</sup> Randy Zins.

UNFINISHED/TABLED

1. 2024 Attorney Contract for Legal Services

Carol Eckstein motioned to approve the 2024 contract for Legal Services with John Kellerman for \$5,500.00, 2<sup>nd</sup> Randy Zins.

2. Election Cycle

John Kellerman reviewed and explained Ordinance 2022-10 and how it would change the election cycle and stagger the official's terms so that only 2 officials would be up for election at one time.

### 3. Election Terms

The Clerk-Treasurer shall serve a three-year term, 2024-2026

The names of the three council members were written on three pieces of paper and placed in a hat. The terms of 2 one-year terms (Seat #1 and Seat #2) and 1 three-year term (Seat #3) were written on three pieces of paper and placed in a hat. Zach Powell was asked to draw one piece of paper at a time to determine who had which seat. The results were as follows (attached):

- a. Don Foley will serve as Seat #1, for a one-year term, 2024
- b. Carol Eckstein will serve as Seat #2, for a one-year term, 2024
- c. Randy Zins will serve as Seat #3, for a three-year term, 2024-2026

The Clerk-Treasurer will forward a copy of the meeting memo to the Ripley County Election Board upon completion.

### 4. Winner's Circle Drainage

Carol Eckstein motioned to reply to the owners of Winner's Circle via email and letter to meet with Perry regarding the drainage issues, 2<sup>nd</sup> Randy Zins.

### 5. 2024 Pay Increases – Marshal & Clerk

Carol Eckstein motioned to approve the 2024 Salary Ordinance Amendment which reflected a 3% raise for the Marshall and the Clerk, 2<sup>nd</sup> Randy Zins.

## OLD BUSINESS

### 1. IFA Transportation & Stormwater Grant - Alley Fix Change Order

Carol Eckstein motioned to approve the change order processed by the Clerk-Treasurer for the Alley Fix project of \$45, 969.00, with the overage of \$4,901.40 to be paid from the 2023 encumbered MVH funds, 2<sup>nd</sup> Randy Zins.



## NEW BUSINESS

### 1. Town Council President

Carol Eckstein motioned to designate Randy Zins as President for the year 2024, 2<sup>nd</sup> Don Foley.

### 2. 2024 Meeting Schedule

Carol Eckstein motioned to keep the monthly public meeting schedule the same, every third Thursday of the month at 6:30 PM, 2<sup>nd</sup> Don Foley.

### 3. Flex Time

Carol motioned to table the matter until the next meeting so that the policy and internal controls can be drafted, 2<sup>nd</sup> Don Foley.

## ORDINANCE VIOLATIONS

1. 1285, Violation, Robert Cross (Cross Light), 08/18/2023, 104 Jackson St, 92.01, Nuisance - High Grass or Weeds, \$100.00, Late Fee Letter mailed 10/26/2023 per violation, \$50.00, Mailed 08/24/2023 146 Indiana Av, Batesville 47006, **Total Due \$150.00**, Due 09/21/2023 (warning issued for same violation on 07/31/2023, #1264)

Carol motioned to forward Ordinance Violation #1285 to the Attorney for further action, 2<sup>nd</sup> Don Foley.

2. 1328, Violation, Zakkery Carpenter, 11/20/2023, 311 Tingler Rd. Richmond, IN 47374, 110.01, Solicitation, **Total Due \$100.00**, Mailed 11/21/2023, Due 12/21/2023

Carol Eckstein motioned to add on the \$50.00 late fee and to cc the company, Champion Industries, 2<sup>nd</sup> Don Foley.

Zach Powell reported:

- #1325, 221 Eastern, expired registration, the car that was parked in the alley.
- #1324, 215 S Meridian St, is working on the warnings, and will hold off on fines.
- #1323, 105 S Meridian St, has not complied and will issue fines.
- #1322, (1326) Was voided by Council) 215 Jackson St, the window was replaced/fixed, requested the fees be waived. Carol motioned to waive the fee of \$100.00, 2<sup>nd</sup> Don Foley.

## COMMENTS FROM THE FLOOR

Alison Knue, Adams Township Trustee, explained the Recycling Project offered through Green Tree Plastics. She has registered the Township as the point of contact and thought the Park Board may be interested in the project if they had the matching funds because the program pays about 50% of the product desired.

Alison also asked if the Council was going to approve the giving box project. The Council said they were all for it. Cheryl Taylor will follow up with insurance and Brenda Osman.

## ADJOURNMENT

Carol Eckstein motioned to adjourn the meeting at 8:18 PM, 2<sup>nd</sup> Don Foley

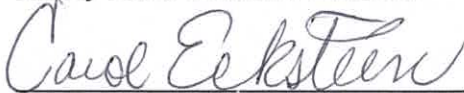
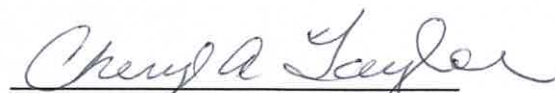
## NEXT MEETING

February 15, 2024, 6:30 P.M.

Correction to the meeting minutes was discussed in the February 15, 2024 meeting and the Clerk-Treasurer was asked to add the comments about Don Foley wanting to interview the applicants for the Utility Department.

The Meeting minutes should reflect that after the Utility Report, Don Foley looked at John Kellerman and asked if we were allowed to sit in on the interview. Carol Eckstein Said no. Perry stated that he could sit in on the third interview.

Memorandum approved this 15th day of February 2024

  
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Randy Zins, Council President  
\_\_\_\_\_  
Carol Eckstein, Council Member  
\_\_\_\_\_  
Don Foley, Council Member  
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Attest, Cheryl Taylor, Clerk-Treasurer

# MEETING AGENDA

## JANUARY 2024 – TOWN OF SUNMAN PUBLIC MEETING

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### ELECTED OFFICIAL'S OATH OF OFFICE

### REPORTS

#### MARSHAL

1. Documentation of Missing Ordinance Violations for the Record

#### UTILITY

1. Spinner Assembly Purchase

### CLERK

1. Approval of Meeting Memorandums – 12/21/2023 Meeting
2. Utility Adjustments, Fund Reports, and Financial Statements
3. APV Registers –12/31/2023, 01/18/2024
4. Certified Payroll
5. General Fund Appropriation and Transfer and Job Description– Special Police

### UNFINISHED/TABLED

1. 2024 Attorney Contract for Legal Services
2. Election Cycle
3. Election Terms
4. Winner's Circle Drainage
5. 2024 Pay Increases – Marshal & Clerk

### OLD BUSINESS

1. IFA Transportation & Stormwater Grant - Alley Fix Change Order

### NEW BUSINESS

1. Town Council President
2. 2024 Meeting Schedule
3. Flex Time

### ORDINANCE VIOLATIONS

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### NEXT MEETING

February 15, 2024, 6 P.M.

Posted on Front Door (ICS-14-1.5-4) Date: 01.18.2024

Time: 3:36 PM

By: C. Taylor





## TOWN OF SUNMAN

### UTILITY REPORT

18 January 2024

1. We are starting to make phone calls on the lead and copper service line inventory.
2. Christmas decorations will be coming down soon weather plays a part in this.
3. The lack of Christmas decorations along 101 was due to an issue with the plugs not reaching the new outlets that have since been resolved and we are ready for next year.
4. A new salt spreader had to be purchased.
5. Due to inclement weather we have to estimate this month's water bills.
6. We have 3 applicants for the utility laborer position all have been interviewed and will return for a second interview next week with Doug and Brett. As we discussed, an aptitude test will be given.
7. GPC installed new fiber lines at the well field for our auto dialer



# SUNMAN POLICE DEPARTMENT

## MONTHLY REPORT

December, 2023

Vin Checks- 4

Suspicious activity- 7

Children services-2

EMS Assist-4

Civil dispute-2

Traffic stop-65

Warrant- 2

Arrest- 2

Assist Fire-1

Road Hazard-6

Fights-7

Animal Complaint-2

Noise Complaint- 0

Lock Out- 3

Juvenile problem-2

Alarms-2

Welfare check-5

Utility problem-2

Parking complaint-0

Citizen Assist- 3

Agency Assist-14

Accidents-6

Charges Filed-3

Ordinance Violations-5

Investagations-25

911 open-4

Meetings-4

Overdose-1

### RESERVE OFFICERS HOURS:

J. Mosmier: 16:00

D. Davidson: 68:00

A. Brison: 72:00

## **ORDINANCE # 2022-10**

### **AN ORDINANCE ESTABLISHING THE TIME OF MUNICIPAL ELECTIONS AND THE TERMS OF TOWN ELECTED OFFICIALS**

WHEREAS, Indiana Code 3-10-7-2.9 provides that during the year preceding a municipal election conducted under the Indiana Code, a town may adopt an ordinance changing the time municipal elections are held for the offices of the town legislative body members and clerk-treasurer.

AND the date of the next election is November, 2023,

The Town Board of Sunman, Indiana now passes the following ordinance:

- (1) The next Town election shall occur in 2023, followed by an election in 2024 and each even-numbered year thereafter.
- (2) That the elections for town offices shall be held during general elections.
- (3) Each of the three Town Board offices shall be designated with a separate number to be #1, #2, and #3.
- (4) All three Town Board Offices shall be elected in 2023.
- (5) The person elected to Town Board Office #1 and Town Board Office #2 in 2023 shall each serve a one-year term commencing on January 1, 2024. The next election for these two offices shall occur in 2024. The persons elected to these offices in 2024 shall serve four-year terms commencing January 1, 2025.
- (6) The person elected to Town Board Office #3 in 2023 shall serve a three-year term commencing January 1, 2024. The next election for this office shall occur in 2026. The person elected to this office in 2026 shall serve a four-year term commencing January 1, 2027.
- (7) The Town Clerk-Treasurer shall be elected in 2023 to serve a three-year term commencing January 1, 2024. The next election for this office shall occur in 2026. The person elected to this office in 2026 shall serve a four-year term commencing January 1, 2027.
- (8) The term of office of each town officer elected after the election cycle described in paragraphs 5, 6, and 7 shall be four years.
- (9) In elections held under this ordinance, persons filing the appropriate paperwork to become candidates must designate which of the 4 municipal offices they are seeking.

ADOPTED by the Town Board of the Town of Sunman, Indiana, on the 25<sup>th</sup> day of August 2022.

Sharon Bennett

Sharon Bennett

Donald Foley

Donald Foley

Carol Eckstein

Carol Eckstein

Attest Cheryl Taylor

Cheryl Taylor

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