**Minutes are considered “DRAFT” until approved by the governing body.**

Pledge of Allegiance

Day: Thursday

Date: 05/07/2020

Time: 6:30 P.M.

Place: Town Hall

604 North Meridian Street

Sunman, IN 47041

Call to Order: 6:30 P.M.

Roll Call

Present: Carol Eckstein, Marilyn Decker, Don Foley, Cheryl Taylor,

John Kellerman, Jason Hoffman

Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marshal’s Report**, attached

**Utility Report**, attached

**Approval of Agenda**

Approved 1st Carol Eckstein 2ndMarilyn Decker

Matter:

**Approval of February 20, 2019 Meeting Memorandum**

Approved 1st Carol Eckstein 2ndMarilyn Decker

Old Business:

Announcement:

**Letters to Business - Engine Break Ordinance**

Letter will go out to the local trucking companies advising of the new ordinance on May 12, 2020. Enforcement begins June1st, 2020

Announcement:

**Increase of Water Tower Sales Rate**

Sign will be placed at tower on May 08, 2020 - Water Salesman Increase of Rates (to .25 for 25 gallons from .25 for 48 gallons) effective June 1st.

Announcement:

**IDEM Phase II Wellhead Protection Plan**

The five year Wellhead protection Plan update survey was submitted and accepted as on March 31, 2020.

Matter:

**Umbrella Insurance Policy**

The town’s umbrella insurance policy was updated on 03/20/2020 with an additional premium cost of $1011.00. Permission to pay was granted to the Clerk-Treasurer and the new amount will be added to the Recurring Bill Listing. Don Foley asked for a motion to approve. Approved 1st Marilyn Decker 2ndCarol Eckstein

New Business

Matter:

**Sunman Health Emergency Policy**

This policy addresses Town operations and procedures during a public epidemic or public health emergency. The Sunman Town Board should plan for staff being unavailable to report to work in the event of a serious infectious disease outbreak, epidemic, or pandemic. Additionally, during a health emergency, other civil and governmental organizations may take measures to slow the spread of the illness or outbreak such as closing Town facilities by order of county, state, or federal health or government officials. It is important that the core operations of the Town of Sunman be maintained to the extent possible without jeopardizing the health and safety of the staff and public. John, Town Attorney read the policy out loud. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker.

Matter:

**Town of Sunman Re-Open Plan (COVID-19)**

The Town of Sunman Policy for Reopen after cancellations and closures due to the COVID-19 was read out loud by Don Foley. Don Foley asked for a motion to approve. Approved 1st Marilyn Decker2nd Carol Eckstein

The policy is attached to the meeting minutes.

Matter:

**Wastewater Penalty Write-Off**

John Kellerman explained that the town occasionally adjusts wastewater fees for customers when there is a confirmed leak but the SBOA requires a policy in place. Don Foley asked for a motion to approve. Approved 1st Marilyn Decker 2nd Carol Eckstein

**Sewer Works Revenue Bond Ordinance**

John Kellerman presented the first reading of Ordinance Number 2020-07, Sewage Works Revenue Bond. The Bonds require that the Bonds be redeemed by annual payments on January 1 each year out of the special revenue fund established for the purpose. The Town has determined to set aside certain funds and such additional amounts as provided in this Ordinance in the Sewage Works Sinking Fund. The Ordinance requires a second reading at the next public meeting.

Matter:

**Ripley County Zoning Code Ordinance 2020-06**

The Area Zoning Code of Ripley County – Complaints, Remedies and Penalties are addressed in the Ordinance and designate each Town of Ripley County with the ability to file a complaint on behalf of the Citizens. . Don Foley asked for a motion to approve. Approved 1st Marilyn Decker2nd Carol Eckstein

Matter:

**Fund Corrections**

After an internal utility audit, the Clerk-Treasurer requests permission to correct the following accounts by withdrawing the funds from the Utilities Special Account, Bank 5 and depositing into the proper accounts; $5,434.17 Water Fund, $10,900.63 Wastewater Fund, $6,251.06 Sanitation Fund (General Fund). The Balance of the Utilities Special account as of 04/30/2020 is in excess of $22,585.86 because the proper fund allocations had errors going back to December 2016. John Kellerman added that this is not new money and that it is only to move money the town already has into the proper accounts. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker

Matter:

**Anthem BCBS Options for Policy Renewal**

After reviewing the options presented by Anthem for the town employee’s health insurance plan, Marilyn Decker recommended that we stay with the current plan with an increase of 1.1%, a total town cost of $60.10 per month. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker

Matter:

**Boyce Systems (Keystone Utility and Fund Software) Annual Software Maintenance License**

The total amount of the renewal is $4,240.00 that accrued a 2.8% increase from last year. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker

Matter:

**Crown Victoria Purchase to Replace Impala**

The Sunman Police Department purchased a 2008 Ford Crown Victoria Police Interceptor P71 Package to replace the aging Impala on 04/10/2020 for $1,785.00 including title and document fees. Cronin Ford of Harrison, Ohio offered the car to Sunman for $3500.00 less than resale. The Mechanic’s report noted that the vehicle was in good condition. The Utility Department would like to buy the Impala as the “on call” vehicle to prevent miles and wear and tear on the F250. The Vehicle would also be used for travel when attending conferences or trainings. The Clerk-Treasurer asks permission to write the check so that the town may be reimbursed. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker

Matter:

**Crown Victoria – Marked**

Jason Hoffman presented a bid to mark the Crown Victoria with decals for $210.00. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker

Matter:

**Ludwig Quote to Fix Meter Base at Park**

The Clerk-Treasurer presented a quote to repair the Meter Base at the park in the amount of $5,635.00 from Ludwig Contracting. The repair would involve removing the fallen utility pole and provide a new meter on the restroom building. Don Foley asked for a motion to approve. Approved 1st Carol Eckstein 2nd Marilyn Decker

**Announcement**

Don Foley announced that the Spring Clean-Up was scheduled for Saturday, May 17, 2020. The details can be found at townofsunman.com. The Town thanks S&S Excavating for their generous annual donation of the dumpsters.

**Adjournment**

Don Foley asked for a motion to adjourn at 7:15 P.M.

Approved 1st Carol Eckstein 2nd Marilyn Decker

Memorandum approved this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

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Don Foley, Council President Attest, Cheryl Taylor, Clerk-Treasurer

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Marilyn Decker, Council Member

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Carol Eckstein, Council Member